



Staunton Conference Center

Catering Guide



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HOLIDAY INN STAUNTON CONFERENCE CENTER

General Information

Food and Beverage

The Holiday Inn Staunton Conference Center prohibits food and beverage to be brought into the hotel public areas and banquet facilities. The Hotel reserves the right to request the removal of any unauthorized food brought into the Hotel banquet facilities and public areas. The only exception to this being specialty event cakes with prior approval from the Catering Sales Professional. Your menu selection should be submitted to the Catering Sales Professional no later than two (2) weeks prior to your scheduled function.

The Hotel is the only authority licensed to sell or serve alcohol on the Hotel premises. If alcoholic beverages are to be served, only Hotel designated servers and bartenders will dispense the beverages. Virginia State Liquor Laws require that any person of questionable age must provide proper identification to receive any service. The Hotel reserves the right to refuse service to any guest that appears to be underage, is without legal identification or seems intoxicated in the Hotel's judgement.

Banquet Meeting Rooms, Communication and Scheduling

Banquet and meeting room schedules should be adhered to according to the outline on the Banquet Event Order. If there are any changes in the meeting schedule, the Catering Sales Professional must be contacted, and any requests will be accommodated as much as possible. Function Rooms are assigned according to expected attendance. If there are fluctuations in the number of attendees, the Hotel reserves the right to assign your group to a room that is more appropriate for the event or group needs, with prior notification to the Group Contact.

Cancellations

Should the group change its meeting site to another location, or otherwise cancels this commitment, actual damages to the Hotel would be difficult to determine. It is agreed that the following schedule represents the amount of liquidated damages to be paid by the group in the event the group cancels the agreement. Liquidated damages shall be the sum of food, beverage and room rental revenue as committed by the group.

From the date signed contract received to 120 days of arrival	20% of committed revenues
More than 90 day but less than 120 days	40% of committed revenues
More than 60 days but less than 90 days	60% of committed revenues
More than 30 days but less than 60 days	80% of committed revenues
Less than 30 days	100% of committed revenues

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Set Up, Signage and Decorations

When applicable, the Hotel will provide centerpieces for your catered event at no additional charge. The Catering Sales Professional can make arrangements to have floral decorations, signage and decorative centerpieces to achieve your desired décor; additional charges may be applied. The Hotel must, however, be notified of any outside suppliers, such as florists, entertainers, or technicians, that require access to your banquet room before the start of your event. Hotel policy states that nothing must be affixed to the walls, floors, or ceiling. Absolutely no glitter or confetti products are permitted. Consult with your Catering Sales Professional if you require assistance in displaying all materials.

Damages and Security

All provisions for security must be arranged through your Catering Sales Professional and all security personnel should have the final approval from the Hotel. Any additional security required by a group will be charged to the group.

Payments and Deposits

A non-refundable deposit of \$500 will be required at time of booking and signed contract must be returned in order to reserve space and services. Failure to pay deposit or sign contract at time of booking will result in release of space and services. The nonrefundable deposit reserves the space and services. The remaining full payment is due two (2) weeks before the event date. If an event is cancelled, any monies paid toward the event may not be refundable, based on the date the event was cancelled. Check with your Catering Sales Professional. Acceptable forms of payment include checks, cash and credit cards.

Guarantees

The guaranteed number of guests must be submitted to the Hotel five (5) business days prior to the event to ensure the highest quality food service. The guaranteed number of attendees cannot be reduced after that time. The Hotel will prepare for 5% over the guarantee number. Should your numbers exceed this 5% buffer a substitution in food items may be necessary at the hotel's discretion. If guaranteed numbers are not provided as stated in the contract, the hotel will bill the anticipated turnout according to the Banquet Event Order. In the event attendance exceeds the guaranteed number and buffer, the Hotel will charge the actual attendee number.

Service Charge and Tax

All food and beverage, room rental and audio-visual charges are subject to 20% Service Charge and 11.3% Virginia State and County Tax.

All policies noted for acceptance in the contracts and banquet event orders.

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CONTINENTAL BREAKFASTS

All Breakfasts served with Freshly Brewed Coffee and Assorted Hot Teas

Simply Continental Breakfast

Chilled Fruit Juices, Assorted Breakfast Breads, Muffins & Pastries, Sliced Fresh Fruit

Healthy Choice Continental Breakfast

Chilled Fruit Juices, Assorted Breakfast Breads, Muffins & Pastries, Sliced Fresh Fruit

Assorted Cereals

Assorted Yogurts with Granola

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BREAKFAST BUFFETS

{Minimum of 20 people for buffets}

Great Start Breakfast

Assorted Chilled Fruit Juices, Sliced Seasonal Fresh Fruit
Assorted Breakfast Breads, Muffins & Pastries
Freshly Scrambled Eggs and Home Fried Potatoes
Sausage & Bacon Strips

The Grand Buffet

Assorted Chilled Fruit Juices, Sliced Seasonal Fresh Fruit
Assorted Breakfast Breads, Muffins & Pastries
Yogurt with Granola
Freshly Scrambled Eggs and Home Fried Potatoes
Sausage & Bacon Strips
Cinnamon French Toast or Fresh Buttermilk Pancakes

BREAKFAST BUFFET ENHANCEMENTS

(All prices are per person unless otherwise noted)

Buttermilk Pancakes with Butter and Maple Syrup
Cinnamon French Toast with Butter and Maple Syrup
Fresh Fruit Yogurt Parfait
Country Biscuits served with Sawmill Gravy
Assorted Fruit Yogurts
Belgian Waffles*
Omelets Made to Order*

[Ingredients included: Ham, Bell Peppers, Onions, Mushrooms, Tomatoes, & Cheese]

Champagne / Mimosa
Bloody Mary

*Requires Chef Attendant or Bartender

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PLATED BREAKFAST

Plated Breakfast Selections are served with
Chilled Orange Juice, Freshly Brewed Coffee and Assorted Teas

Full American Breakfast

Fresh Scrambled Eggs
Smoked Bacon, Farmhouse Sausage or Honey Ham
Home Fried Potatoes
Country Buttermilk Biscuit

Classic Cinnamon French Toast

Cinnamon French Toast Grilled to a Golden Brown
Garnished with Fresh Berries
Bacon, Farmhouse Sausage or Honey Ham

Steak and Eggs

Scrambled Eggs with a Petite 5oz. Flank Steak
Home Fried Potatoes
Country Buttermilk Biscuit

Southern Biscuits & Gravy

Country Buttermilk Biscuits and Sawmill Gravy
Scrambled Eggs
Smoked Bacon
Home Fried Potatoes

PLATED BREAKFAST A LA CARTE MENU

(All prices are as noted)

Coffee/Decaffeinated Coffee per gallon (includes Tea Service)
Assorted Sodas & Bottled Water each
Fresh Orange, V8, Cranberry and Apple Juice per carafe
Assorted Breakfast Pastries per dozen
Assorted Cereals with Milk per person

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LUNCH BUFFETS

{Minimum of 20 people for buffets}

The Comfort Zone

Southern Fried Chicken
Make Your Own Pulled Pork Sandwiches
Macaroni & Cheese
Baked Beans
Coleslaw
Assorted Rolls and Cornbread
Chef's Selection of Dessert
Freshly Brewed Coffee, Hot Tea, & Iced Tea

The Delicatessen

Pasta Salad
Oven Roasted Turkey
Honey Baked Ham
Shaved Roast Beef
Assorted Deli Rolls and Breads
Assorted Sliced Cheeses
Deli Fixings
Chef's Selection of Dessert
Freshly Brewed Coffee, Hot Tea, & Iced Tea

A Taste of Italy

Classic Caesar Salad
Marinated Vegetable Pasta Salad
Penne Pomodoro
Chicken Parmesan
Sausage and Peppers
Seasonal Steamed Vegetables
Garlic Bread
Chef's Selection of Dessert
Freshly Brewed Coffee, Hot Tea, & Iced Tea

Mom's Homestyle Roast

Tossed Spring Mix Salad
Roast Beef with Gravy
Mashed Potatoes
Green Beans
Assorted Rolls with Butter
Chef's Selection of Dessert
Freshly Brewed Coffee, Hot Tea, & Iced Tea

Mexican Fiesta

Southwest Salad
Fajitas with Shredded Lettuce, Diced
Tomato, Shredded Cheese, Sour Cream
Seasoned Beef Strips with Peppers and
Onions
Seasoned Diced Chicken
Traditional Rice and Black Beans
Tortilla Chips with Salsa Selections
Fried Plantains
Freshly Brewed Coffee, Hot Tea, & Iced Tea

Potato Bar

Tossed Spring Mix Salad
Baked Potato
Toppings Include: Bacon, Chili, Broccoli,
Sour Cream, Shredded Cheddar Cheese,
Chives, Butter
Sweet Potato with Butter and Brown Sugar
Cookies and Brownies
Freshly Brewed Coffee, Hot Tea, & Iced Tea

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PLATED LUNCH MENU

Plated Lunch includes Complimenting Salad or Soup, Rolls and Butter, Your Choice of Dessert,
Freshly Brewed Coffee, Hot Tea, & Iced Tea

Chicken Parmesan with Penne Marinara

Topped with Fresh Shaved Parmesan

Beef Tenderloin Medallions with

Burgundy Sauce

Served with Long Grain Rice and Broccoli

Grilled BBQ Chicken Breast

Served with Roasted Red Potatoes
and Steamed Vegetable Medley

Pork Tenderloin with

Cinnamon Apple BBQ Sauce

Served over Mashed Red Potatoes and
Steamed Vegetable Medley

Homestyle Meatloaf with Brown Sugar Tomato Glaze

Served with Mashed Red Potatoes
and Green Beans

Lemon Pepper Tilapia

Served with Rice Pilaf and Steamed
Vegetable Medley

Teriyaki Glazed Grilled Salmon

Served with Sesame Rice Pilaf and Stir-Fried Asian Vegetable

Plated Lunch include Choice of 1 Dessert:

Key Lime Pie

Chocolate Fudge Cake

Carrot Cake

New York Style Cheesecake

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VALLEY DINNER BUFFET

{Minimum of 20 people for buffets}

All Dinner Selections include Your Choice of Salad, Your Choice of Dessert, Rolls with Butter, Freshly Brewed Coffee, Hot Tea, and Iced Tea.

Soup and Salad

Chef's Choice Soup
Italian Pasta Salad
Tossed House Salad
Spinach Salad
Caesar Salad

Accompaniments

Seasonal Roasted Vegetables
Roasted Asparagus
Green Beans
Glazed Baby Carrots
Mashed Red Potatoes
Roasted Red Potatoes
Rice Pilaf
Buttered Noodles

Entrée Choices

Baked Chicken Breast
BBQ Chicken Breast
Meat Lasagna
Vegetable Lasagna
Cajun Grilled Tilapia
\$26.95 per person

- OR -

Entrée Choices

Chicken Marsala
Grilled Sirloin
Roasted Pork Loin
Roasted Turkey & Dressing
Blackened Salmon
\$29.95 per person

Dessert Choices

New York Style Cheesecake
Key Lime Pie
Chocolate Fudge Cake
Carrot Cake

BUFFET ENHANCEMENTS

{Minimum of 50 People for Station Additions.}

Roast Carving Station

Choose 1 from:

Round of Beef Au Jus

Lamb with Rosemary Rub

Pork with Granny Apple Sauce

(Add Attendant Fee per 50 ppl)

Shrimp Cocktail

Market Price per Piece / 50 Piece Minimum

Chilled Shrimp Served with Cocktail Sauce
and Lemon Wedges

Sautéed Pasta Station

Linguini and Penne Pasta
with Fresh Garden Vegetables
Red and White Sauce

(Add Attendant Fee per 50ppl)

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SHENANDOAH PLATED DINNER MENU

All Dinner Selections include Your Choice of Salad, Your Choice of Dessert, Rolls with Butter, Freshly Brewed Coffee, Hot Tea, and Iced Tea.

Grilled Chicken

Served with Roasted Red Potatoes and Seasonal Vegetable

Bacon Wrapped Spinach and Feta Stuffed Chicken

Served with Mashed Red Potatoes and Seasonal Vegetable

Chicken Marsala over Penne Pasta

with Sautéed Button Mushrooms

Oven Roasted Turkey

Served with Mashed Red Potatoes and Seasonal Vegetable

Ratatouille

Garnished with Fresh Basil

Grilled Pork Chops

Bone In- Served with a Parmesan Potato Stack and Seasonal Vegetable

Apple Cider

Braised Pork Belly

Served on a bed of Mashed Red Potatoes and Seasonal Vegetable

Roast Beef

Served with Gravy, Mashed Potatoes, and Green Beans

Beef Sirloin Strip

Served with a Burgundy Wine and Mushroom sauce, with Roasted Red Potatoes and Seasonal Vegetable

Filet Mignon

Topped with a Compound Butter served with a Parmesan Potato Stack and Roasted Asparagus.

Baked Tilapia Filet

Served with Roasted Red Potatoes and Seasonal Vegetable

Teriyaki Glazed Salmon

Served with Seasoned Rice and Seasonal Vegetable

Grilled Shrimp Skewers

Topped with a Fruit Salsa Served with Seasoned Rice and Seasonal Vegetable

Dessert Choices

New York Style Cheesecake

Key Lime Pie

Chocolate Fudge Cake

Carrot Cake

Please see one our Catering Professional about pricing for pairing 2 or more entrees; along with any menu considerations for guests with dietary restrictions.

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MID-MORNING AND AFTERNOON BREAKS

Veggies & Fruit

Fresh Cut Seasonal Fruit and
Vegetables with Herb Dip
The Chef's Flavored Hummus
& Grilled Pita Chips
Assorted Fruit Juices and Bottled Water

Street Vendor

Soft Pretzel Bites with Cheese & Mustard,
Hot Buttered Popcorn, Bags of Dry Roasted
Peanuts, Assorted Ice Cream Bars,
Assorted Sodas

The Cookie Jar

Assorted Cookies and
Brownies from our Bakery
Assorted Sodas

Afternoon Pick-Me-Up

Assorted Donuts, Hard Pretzels and Potato
Chips, Assorted Hard Candies
Assorted Sodas, Monster Energy and
Monster Java

On the Lighter Side

Whole Fresh Fruit, Assorted Yogurts,
Granola, Nutri-grain Bars
Bottled Water

The Sweet Tooth

Assorted Candy Bars, Cookies
and Brownies, Ice Cream Bars,
Assorted Sodas

A la Carte Break Menu

Coffee -Regular
& Decaffeinated
(includes Tea Service)

Candy Bars
Nutri-grain Bars
& Protein Bars

Assorted Muffins
& Pastries

Assorted Sodas
& Bottled Water

Assorted Cookies
& Brownies

Dry Snacks
(Pretzels, Peanuts
and Chex Party Mix)

Monster Energy Drink or Monster Java Drink

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RECEPTIONS AND HORS D'OEUVRES

COLD ITEMS

Vegetable Crudités with Dip
Fresh Fruit Display with Dip
International & Domestic Cheese and Crackers
Iced Jumbo Shrimp Cocktail
Bruschetta
Assorted Finger Sandwiches
Chips and Salsa

HOT ITEMS

Buffalo Chicken Wings with Blue Cheese Dressing & Celery
BBQ or Marinara Meatballs
BBQ Lil Smokies Sausages
Chinese Pot Stickers
Chicken Fingers with Sweet and Sour Sauce
Miniature Egg Rolls with Sweet and Sour Sauce
Parmesan Stuffed Artichokes
Spanakopita
Flank Steak on Garlic Toast Points
Coconut Shrimp
Bacon Wrapped Scallops
Smoke Salmon Mousse on Toast Points
Crab Meat Stuffed Mushrooms
Sausage Stuffed Mushrooms
Chicken and Pepper Jack Cheese Quesadilla

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BANQUET BAR

Hosted Bar (per drink)

House Brands
Preferred Brands
Domestic Beer
Imported Beer
House Wine
Wine
Bottled Water
Soda
Monster Energy Drink

Cash Bar (per drink)

House Brands
Preferred Brands
Domestic Beer
Imported Beer
House Wine
Wine
Bottled Water
Soda
Monster Energy Drink

Bartender Fee: per hour

Please see our Catering Sales Professional for pricing of Specialty Drinks.

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AUDIO VISUAL EQUIPMENT RENTAL

Tripod Projection Screen

LCD Projector

Tripod Easel

Flat Screen TV & DVD

Sound System Patch (includes 1 handheld Microphone)

Wireless Handheld Microphone

Lavaliere Microphone

Microphone Stand

Podium

Dance Floor

Stage (Depending on Size)

6' Banquet Tables (30in wide) – first 15 tables complimentary

6' Classroom Tables (18in wide) – first 20 tables complimentary

5' Round Banquet Tables – up to 20 tables complimentary

Extension Cord / Power Strip

Flipcharts with Markers

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DIMENSIONS & CAPACITY

Event Room	Room Dimensions L x W	Boardroom Style	Conference Rectangular Style	Conference U-Shape Style	Classroom Style	Theater Style	Banquet Style
Presidential Ballroom	78' x 47'	-	72	60	180	300	240
Jefferson - Washington	47' x 26'	-	28	30	36	100	80
Woodrow Wilson	47' x 26'	-	28	30	36	100	80
Madison - Monroe	47' x 26'	-	28	30	36	100	80
Thomas Jefferson	23.5' x 26'	-	16	18	18	50	32
George Washington	23.5' x 26'	-	16	18	18	50	32
James Madison	23.5' x 26'	-	16	18	18	50	32
James Monroe	23.5' x 26'	-	16	18	18	50	32
Augusta Commons	24' x 38'	-	24	18	38	76	64
Shenandoah Boardroom	23' x 17'	12	-	-	-	-	-

**Actual room capacities would be reduced when adding
dance floor, head table, buffet table and some AV equipment.**

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