

# *Holiday Inn & Suites Food & Beverage Event Menu*



*See What Holiday Inn Can Do For You!*

# WELCOME

Thank you for the opportunity to serve your group.

It is our pleasure to welcome you to Lake City's only full service hotel.

We have an outstanding Food & Beverage Department with a committed staff eager to exceed your expectations.

For your next conference, corporate event, wedding, or social gathering, the banquet halls at Holiday Inn & Suites are second to none. We are able to accommodate your group of up to 180 people with meeting space, meals, and guest rooms. Let our professional meeting planners and catering experts design the perfect event for your group. We offer a full array of amenities to suit your specific needs.

# BANQUET FACILITIES

Banquet Room	Half Day Rate	Full Day Rate	Dimensions (feet)	Square Feet	Guests - Banquet Rounds of Eight	Guests - Theatre Style	Guests - Classroom Style	Guests - U Shape	Guests - Open Square
Suwannee Room	\$375	\$550	75 X 25	1875	160	180	120	100	126
Suwannee Room North	\$175	\$250	35 X 25	875	40	50	30	25	28
Suwannee Room South	\$225	\$350	39 X 25	975	80	125	70	50	125
Santa Fe Room	\$125	\$200	24 X 17	408	30	40	20	15	20
Olustee Board Room	\$95	\$150	25 X 13	325	Executive Style 12		Up to 5 Additional Seats along Wall		



# AUDIO/VISUAL EQUIPMENT



A limited supply of AV equipment is available for rent. Fees are charged per item, per day, per room, and are subject to current sales tax. Requests for equipment should be noted in your contract thirty days prior to the event. Every effort will be made to honor requests made within seven days prior to the event, however equipment may not be available in shorter notice.

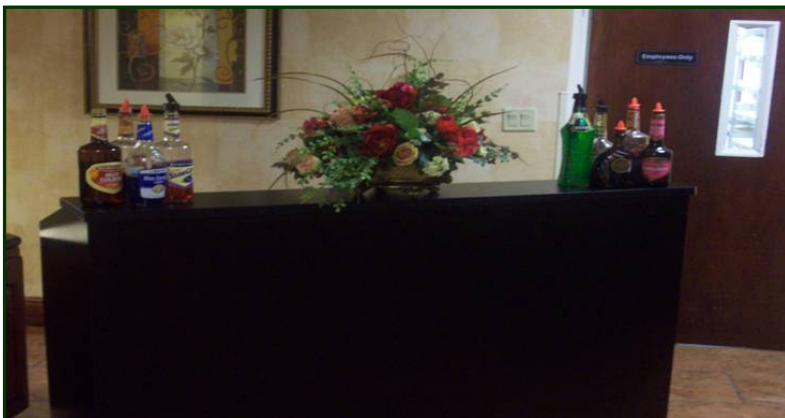
For additional needs, we are happy to provide a list of local vendors.

Equipment	Rate
Wireless Microphone	\$50
Handheld	
Lapel	
Headset	
Podium	\$25
Projector	\$45
Projection Screen	\$45
Easel / Flip Chart	\$25
Dry Erase Board	\$25
DVD Player / VCR	\$25



# CATERING

To ensure safety, quality, and freshness of the food, the hotel catering department will provide all food and beverage service in the hotel's banquet rooms. Buffet rates are based on one hour of service.



**BREAKFAST**

**BOXED LUNCH**

**COLD BUFFET**

**HOT BUFFET**

**BUILD YOUR OWN BUFFET**

**THREE COURSE PLATED**

**REFRESHMENT BREAK**

**RECEPTION**

**BEVERAGE STATION**

**BAR**

**HORS D'OEUVRES**



The exact number of attendees for a function is due seven days prior to the event. Final menu selection is due two weeks prior to the event. Children younger than four years old are free. Children from four to twelve years old are charged a meal rate equal to fifty percent of the regular rate.

# MENUS

## Breakfast

15 guest minimum, Full service accompaniments included

### CONTINENTAL BREAKFAST \$6.95 per person

Assorted Pastries, Fresh Fruit, Assorted Dannon Yogurts, Orange Juice, Apple Juice, Water, Coffee.

### DELUXE CONTINENTAL BREAKFAST \$7.95

per person

Assorted Pastries, Scrambled Eggs, Buttermilk Biscuits & Sausage Gravy, Toast Station, Fresh Fruit, Assorted Dannon Yogurts, Orange Juice, Apple Juice, Water, Coffee.

### BREAKFAST BUFFET \$11.95 per person

Assorted Pastries, Scrambled Eggs, Bacon, Sausage Links, Buttermilk Biscuits & Sausage Gravy, Toast Station, Fresh Fruit, Orange Juice, Apple Juice, Grapefruit or Cranberry Juice, Water, Coffee.

### FULL BREAKFAST BUFFET \$13.95 per person

Assorted Pastries, Scrambled Eggs, Bacon, Sausage Links, Buttermilk Biscuits & Sausage Gravy, Grits, Oatmeal, Skillet Browned Potatoes with Onion & Bell Peppers, Toast Station, Fresh Fruit, Orange Juice, Apple Juice, Grapefruit or Cranberry Juice, Water, Coffee.

## Boxed Lunch

15 guest minimum, Tea & Water included, Full service accompaniments included

### DELUXE BOXED LUNCH \$9.95 per person

Choice of Smoked Ham, Oven Roasted Turkey, or Roast Beef served on Specialty Bakery Bread with Lettuce, Tomato, and Onion, Fresh Fruit, Chips, and a Freshly Baked Otis Spunkmeyer Cookie.

### EXECUTIVE BOXED LUNCH \$12.95 per person

Choice of Smoked Ham, Oven Roasted Turkey, or Roast Beef served on Specialty Bakery Bread with Lettuce, Tomato, and Onion, Fresh Fruit, Chips, Choice of Potato Salad or Cole Slaw, Freshly baked Otis Spunkmeyer Cookie, and a Soda.

## Cold Buffet

20 guest minimum, Tea & Water included, Full service accompaniments included

### DELUXE SANDWICH BAR \$12.95 per person

Selection of Smoked Ham, Oven Roasted Turkey, and Roast Beef, Freshly cut Lettuce, Tomato, and Onion, Gourmet Selection of Breads and Cheeses, Fresh Fruit Display, Choice of Potato Salad or Cole Slaw, and Freshly baked Otis Spunkmeyer Cookies.

Add a Garden Salad with Dressing Selections for \$2 per person

### MIXED GRILL SALAD BAR \$14.95 per person

Shrimp, Steak, and Chicken grilled and seasoned to Perfection, Field Greens, Tomatoes, Red Onion, Sliced Mushrooms, Hard Boiled Eggs, and Croutons with Grated Parmesan and Cheddar Cheese, Served with Warm Rolls.

Add a Fresh Fruit Display for \$4 per person

### SOUP, SALAD, & SANDWICH BUFFET \$14.95 per person

Selection of Smoked Ham, Oven Roasted Turkey, and Roast Beef, Freshly cut Lettuce, Tomato, and Onion, Gourmet Selection of Breads and Cheeses, Garden Salad with Dressing Selections, and Chef's Soup Selection(s).

Add a Fresh Fruit Display for \$4 per person

# MENUS

## Hot Buffets

20 guest minimum, Tea & Water included, Warm Bread on Buffet, Full service accompaniments included

**ROASTED OR HOMESTYLE FRIED CHICKEN** \$16.95 per person  
Chicken, Wild Rice Pilaf, Sweet Corn, Glazed Carrots, and Strawberry Cheesecake.

**PEACH GLAZED PORK LOIN** \$16.95 per person  
Pork Loin Stuffed with Georgia Peaches and Pecans then Slow Roasted, Sweet Potato Mash, Roasted Seasonal Vegetables, Sautéed Green Beans, and Apple Pie.  
Add Ala Mode for \$1 per person

**BEEF BOURGIGNON** \$16.95 per person  
Beef Sirloin, Mushrooms, and Onions braised in Red Wine the Classic French way, Roasted Red Potatoes, Glazed Carrots, Sweet Peas with Bacon, and Chocolate Decadence Cake.

**VIRGINIA BAKED HAM** \$16.95 per person  
Baked Virginia Ham, Garlic Mashed Potatoes, Sweet Corn, Sautéed Green Beans, and Cheesecake with Chocolate and Strawberries.

**SEASONAL FRESH FISH** \$18.95 per person  
Fresh in-season Fish – Baked, Broiled, or Fried, Wild Rice Pilaf, Steamed Broccoli and Carrots, Sweet Peas with Bacon, and Key Lime Pie.

**CHEF CARVED PRIME RIB** \$19.95 per person  
Prime Rib slow roasted to perfect Medium Rare, Roasted Red Potatoes, Glazed Carrots, Sweet Corn, and Apple Pie.  
Add Ala Mode for \$1 per person

Add Field Green House Salad to Buffet for \$2 per person  
Add Field Green House Salad plated and preset for \$3 per person

## Three Course Plated Selections

15 guest minimum, Tea & Water included, Full service accompaniments included

**TRADITIONAL ROAST CHICKEN** \$21.95 per person  
Caesar Salad with Fresh Parmesan and Housemade Crotons.

Herb Roasted Chicken, Garlic Mashed Potatoes with Gravy, Sautéed Green Beans.

Apple Pie  
Add Ala Mode for \$1 per person

**THE FLORIDA DINNER** \$22.95 per person  
Citrus Salad of Spring Greens, Orange Supremes, Pine Nuts, and Feta with Balsamic Vinaigrette.

Peach and Pecan Stuffed Pork Loin, Sweet Potato Mash, Sautéed Green Beans.

Key Lime Pie

**BAKED ATLANTIC SALMON** \$22.95 per person  
Garden Salad with Tomatoes, Mushrooms, Mozzarella, Bell Pepper, and Golden Italian Dressing.

Baked Salmon with a Beurre Blanc Sauce (Butter and White Wine), Wild Rice Pilaf, Asparagus.

Strawberry Cheesecake

**SURF & TURF** \$24.95 per person  
House Salad with Balsamic Onions, Grated Parmesan Cheese, Roasted Peppers, and Vinaigrette.

Grilled Ribeye Steak with Fresh Shrimp, Roasted New Potatoes, Asparagus, Glazed Carrots.

Chocolate Decadence Cake

# MENUS

## Build Your Own Buffet

20 guest minimum, Tea & Water included, Warm Bread on Buffet, Full service accompaniments included

One Meat, One Starch, Two Vegetable Selection \$16.95 per person

Two Meat, Two Starch, Three Vegetable Selection \$21.95 per person

### MEATS

Herb Roasted Chicken	Peach Glazed Pork Loin	Virginia Baked Ham
Seasonal Fresh Fish	Roasted Turkey	Fried Chicken
Prime Rib +\$2pp		

### STARCHES

Wild Rice Pilaf	Garlic Mashed Potatoes	Cornbread Dressing
Baked Potatoes	Roasted Red Potatoes	Sweet Potato Mash
Twice Baked Potatoes		

### VEGETABLES

Glazed Carrots	Sweet Corn	Grilled Asparagus
Sweet Peas with Bacon	Sautéed Green Beans	Roasted Seasonal Vegetables
Steamed Broccoli & Carrots		

Add Salad Selection Buffet \$2-4pp Plated & Preset \$3-5pp

Add Dessert Selection Buffet \$2-4pp Plated & Preset \$3-5pp



### SALADS

Caesar Salad with Fresh Parmesan and Housemade Crotons

Citrus Salad of Spring Greens, Orange Supremes, Pine Nuts, and Feta with Balsamic Vinaigrette

Garden Salad of Romaine, Tomatoes, Mushrooms, Mozzarella, Bell Pepper, and Italian Dressing

### DESSERTS

Chocolate Decadence Cake  
Apple Pie  
Key Lime Pie  
Strawberry Cheesecake  
Strawberry Shortcake  
Pumpkin Pie  
Cheesecake with Chocolate & Strawberries

# MENUS

## Refreshment Break

10 guest minimum, Full service accompaniments included

**CHEESE & FRUIT** \$5.95 per person

Assorted domestic Cheeses, served with Crackers, Fresh Fruit, freshly brewed Coffee, selection of Hot Teas, Bottled Water.

**OPENING NIGHT** \$5.95 per person

Variety of Candy, Freshly Popped Popcorn, Sodas, Bottled Water

**MILK & COOKIES** \$6.95 per person

Assorted Freshly Baked Otis Spunkmeyer Cookies, 2% White and Chocolate Milk, Brownies, Iced Tea and Water

**GO TEAM** \$6.95 per person

Tortilla Chips and Salsa, Pretzels, Freshly Popped Popcorn, Sodas, Bottled Water

**OLÉ OLÉ** \$6.95 per person

Fresh Tortilla Chips, Salsa, Guacamole, Nacho Cheese, Sour Cream, Sodas, Bottled Water



## Beverage Stations

Full service accompaniments included, Refreshed as requested

Water Station with Lemon Slices

\$10 per ten guests

Coffee Station Regular & Decaffeinated

\$20 per ten guests

Iced Tea Station

\$15 per ten guests

Sweet & Unsweetened

Soda Station

\$25 per ten guests (twenty cans)

Coca Cola, Sprite, Diet Coke

Bottled Beverage Station

\$40 per ten guests

Coca Cola, Sprite, Diet Coke, Bottled Water, Apple Juice, Orange Juice, 2% White Milk, Chocolate Milk

Complete Beverage Station

\$40 per ten guests

Soda Selection, Sweet or Unsweetened Tea, Regular or Decaffeinated Coffee

Individual Canned Sodas

\$1.25 each

Individual Bottled Drinks

\$1.50 each

# MENUS

## Receptions

Full service accompaniments included.

### SUGGESTIONS

#### Reception before a meal

Order a minimum of three pieces per person of 3-5 selections.

#### Cocktail Hors D'Oeuvres Reception

Order a minimum of seven pieces per person of 5-10 selections.

#### Prices per 100 pieces

Sweet & Sour Meatballs	\$150
Barbeque Meatballs	\$150
Buffalo Chicken Wings	\$175
Cheese Pepper Poppers	\$175
Pork Egg Rolls	\$175
Beef Empanadas	\$175
Chicken Quesadillas	\$225
Cocktail Sausages	\$105
Chicken Tenders	\$150
Deviled Eggs	\$105
Finger Sandwiches	\$125
Mini Burger Sliders	\$225
Shrimp Cocktail	\$150
Mini Crab Cakes	\$125
Grilled Shrimp Skewers	\$250
Bacon Wrapped Scallops	\$250

#### Prices per 50 pieces

Sweet & Sour Meatballs	\$85
Barbeque Meatballs	\$85
Buffalo Chicken Wings	\$95
Cheese Pepper Poppers	\$95
Pork Egg Rolls	\$95
Beef Empanadas	\$95
Chicken Quesadillas	\$125
Cocktail Sausages	\$65
Chicken Tenders	\$85
Deviled Eggs	\$65
Finger Sandwiches	\$75
Mini Burger Sliders	\$125
Shrimp Cocktail	\$85
Mini Crab Cakes	\$75
Grilled Shrimp Skewers	\$135
Bacon Wrapped Scallops	\$135



## Platters & Carving Stations

### Small (15-25 people)

Vegetables with Dip	\$65
Cheese & Crackers	\$65
Deli Display	\$95
Fresh Fruit Display	\$95
Danish or Brownie Platter	\$45
Roast Beef Carving	\$150
Turkey Breast Carving	\$150

### Medium (35-60 people)

Vegetables with Dip	\$95
Cheese & Crackers	\$95
Deli Display	\$145
Fresh Fruit Display	\$145
Danish or Brownie Platter	\$65
Roast Beef Carving	\$175
Turkey Breast Carving	\$175

### Large (75-150 people)

Vegetables with Dip	\$145
Cheese & Crackers	\$145
Deli Display	\$225
Fresh Fruit Display	\$225
Danish or Brownie Platter	\$95
Roast Beef Carving	\$250
Turkey Breast Carving	\$225

## LINENS & DECORATIONS

Each banquet table is required to have linens. Hotel table linens are available in white, black, and brown. Several overlays are available as well. Cloth napkins are available in white.



The hotel prohibits the use of any open flames. The use of birdseed, rice, or silly string is prohibited. If any such items are used, a \$250 clean up fee, plus any additional damage fees will be added to the final bill. We do not allow anything to be taped, tacked, stapled, or otherwise attached to any wall or furniture in the hotel. A \$250 cleaning/damage fee will be charged if written approval is not received prior to an event. Should you wish to rent from an outside company, we are happy to provide a list of approved local vendors.

## SET UP & SERVICE

A standard Set Up fee of \$75 is charged for banquet room set up and breakdown. Extensive Set Ups may require additional fees. Any last minute changes initiated by the client are subject to additional billing.

The number of service staff needed for your function is determined by the coordinator and noted in the contract. A standard 18% gratuity and current sales tax will be added to all contracts.

Groups that are tax exempt must provide a copy of the certificate at the time of booking.



# LIBATIONS

A full bar, open or cash, is available for your private function. The bar set up fee is \$100. In addition, an experienced and trained bartender will be available for \$75 for the duration of the event. House champagne is available for \$29.95 per bottle.

## Hosted Open Bar

An open bar may include full liquor selections or beer & wine only. Mixers and garnishes are standard for all bars. The hosted bar final balance is based upon the number of drinks served; a tally is kept. The balance is payable after the event.

### **STANDARD BAR**

Domestic Bottled Beer	\$3.50
House Wine	\$5.00
One Liquor Drinks	\$6.00
Multi Liquor Drinks	\$8.00

Select Three Domestic Beers, Call Liquor Brands to be utilized

### **PREMIUM BAR**

Domestic Bottled Beer	\$4.00
Import Bottled Beer	\$4.50
Premium Wine	\$6.00
One Liquor Drinks	\$7.00
Multi Liquor Drinks	\$9.00

Select Six Beers, Premium Liquor Brands to be utilized

## Cash Bar

A cash bar is available for group events. Sodas and mixers are included within bar set up and drink fees. Sodas sold as sodas are \$1.50 each.

## Alcohol Service

We will not serve alcoholic beverages to minors or anyone who appears to be intoxicated. The hotel will request photo identification for any person of questionable age. All beverages must be purchased through the Food & Beverage department. Outside beverages are not allowed in banquet facilities or common hotel areas. Holiday Inn & Suites reserves the right to confiscate any unauthorized product and to bill the contact for any unauthorized product consumed.

# HOTEL AMENITIES

**127 Well Appointed, Deluxe Guest Rooms**

**Five Jacuzzi Suites**

**Presidential Suite**



**Full Service Atlantis Café for Breakfast**

**Tropics Lounge for Dinner**

**In Room Coffee**

**Room Service**



**Lobby Bar**

**Free Complimentary Newspaper**

**Free Local Phone Calls**

**Guest Laundry Facility**

**Free Wireless High Speed Internet Access**

**Business Center**

**Copy & Fax Service**

**Heated Pool, Spa, & Sauna**

