



### Banquet Planning Guide

*Since our desire is to provide your group or organization excellent food, gracious service, and a pleasant atmosphere, we are pleased to offer the enclosed menu selections for your private banquet or meeting. Special menus are available upon request.*

#### Menu Selection:

Completed menu selections must be presented to the catering department three (3) weeks prior to your scheduled function. We suggest that for quick and efficient service, only one menu choice be selected. Additional fee of \$1.00 per plate per person applies for choosing two entrée options and additional fee of \$2.00 per plate per person for three or more entrée options.

#### Guarantee:

An approximate number of guests in attendance must be provided to the catering department three (3) weeks prior to the scheduled event, and a final guaranteed number is required 72 hours in advance. The 72 hour notice does not include Saturday and Sunday. This is to facilitate the proper ordering of food and beverage supplies.

#### Billing:

Credit arrangements must be made prior to the event. Upon completion of your function, an itemized banquet sales statement will be presented for your signature verifying the guest count and services rendered. Please note that all food and beverage prices are subject to a 20% gratuity charge and applicable state sales tax.

#### Buffets:

Required guarantee of 50 persons or more

#### Details:

These menu items are suggested as a guide in planning your banquet. If you have any special requests, we will be happy to incorporate them into our menu. ***All prices are subject to change unless confirmed in writing by Eisenhower Hotel & Conference Center.***