



**Holiday Inn**

**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 9.3% 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  
**\$9.95 per person**

### **Healthy Choice Continental Breakfast**

Chilled Fruit Juices, Assorted Breakfast Breads, Muffins & Pastries, Sliced Fresh Fruit  
Assorted Cereals  
Assorted Yogurts with Granola  
**For an additional \$11.95 per person**

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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  
**\$13.95 Per Person**

### **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  
**\$18.95 Per Person**

### **BREAKFAST BUFFET ENHANCEMENTS**

(All prices are per person unless otherwise noted)

Buttermilk Pancakes with Butter and Maple Syrup **\$2**  
Cinnamon French Toast with Butter and Maple Syrup **\$2**  
Fresh Fruit Yogurt Parfait **\$3**  
Country Biscuits served with Sawmill Gravy **\$3**  
Assorted Fruit Yogurts **\$2**  
Belgian Waffles\* **\$3**  
Omelets Made to Order\* **\$4**

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

Champagne / Mimosa **\$3 per Glass**

Bloody Mary **\$3 per Glass**

\*Requires Chef Attendant or Bartender **\$75 per 50 ppl**

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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  
**\$16.95 per person**

### **Classic Cinnamon French Toast**

Cinnamon French Toast Grilled to a Golden Brown  
Garnished with Fresh Berries  
Bacon, Farmhouse Sausage or Honey Ham  
**\$15.95 per person**

### **Steak and Eggs**

Scrambled Eggs with a Petite 5oz. Flank Steak  
Home Fried Potatoes  
Country Buttermilk Biscuit  
**\$19.95 per person**

### **Southern Biscuits & Gravy**

Country Buttermilk Biscuits and Sawmill Gravy  
Scrambled Eggs  
Smoked Bacon  
Home Fried Potatoes  
**\$15.95 per person**

## **PLATED BREAKFAST A LA CARTE MENU**

(All prices are as noted)

Coffee/Decaffeinated Coffee \$32.00 per gallon (includes Tea Service)

Assorted Sodas & Bottled Water each \$2.50

Fresh Orange, V8, Cranberry and Apple Juice \$8.00 per carafe

Assorted Breakfast Pastries \$20.00 per dozen

Assorted Cereals with Milk \$3.00 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  
**\$20.95 per person**

### 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  
**\$22.95 per person**

### 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  
**\$21.95 per person**

### 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  
**\$20.95 Per Person**

### 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  
**\$21.95 per person**

### 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  
**\$18.95 per person**

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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

**\$23.95 Per Person**

### **Beef Tenderloin Medallions with**

**Burgundy Sauce**

Served with Long Grain Rice and Broccoli

**\$24.95 Per Person**

### **Grilled BBQ Chicken Breast**

Served with Roasted Red Potatoes  
and Steamed Vegetable Medley

**\$22.95 Per Person**

### **Pork Tenderloin with**

**Cinnamon Apple BBQ Sauce**

Served over Mashed Red Potatoes and  
Steamed Vegetable Medley

**\$24.95 per person**

### **Homestyle Meatloaf with**

**Brown Sugar Tomato Glaze**

Served with Mashed Red Potatoes  
and Green Beans

**\$23.95 Per Person**

### **Lemon Pepper Tilapia**

Served with Rice Pilaf and Steamed  
Vegetable Medley

**\$22.95 per person**

### **Teriyaki Glazed Grilled Salmon**

Served with Sesame Rice Pilaf and Stir-Fried Asian Vegetable

**\$25.95 per person**

### **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

**(choose 2)**

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

## Accompaniments

**(Choose 2)**

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

## Entrée Choices

**(Choose 1)**

Baked Chicken Breast  
BBQ Chicken Breast  
Meat Lasagna  
Vegetable Lasagna  
Cajun Grilled Tilapia

**\$24.95 per person**

- OR -

## Entrée Choices

**(Choose 1)**

Chicken Marsala  
Grilled Sirloin  
Roasted Pork Loin  
Roasted Turkey & Dressing  
Blackened Salmon

**\$27.95 per person**

## Dessert Choices

**(Choose 1)**

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

**Choice of Two Entrées: \$31.95 per person**

**Three Entrées : \$33.95 per person**

## **BUFFET ENHANCEMENTS**

{Minimum of 50 People for Station Additions.}

### **Roast Carving Station**

**\$9** per person

Choose 1 from:

Round of Beef Au Jus

Lamb with Rosemary Rub

Pork with Granny Apple Sauce

**(Add Attendant Fee of \$75 per 50 ppl)**

### **Shrimp Cocktail**

**\$7** per person

Chilled Shrimp Served with Cocktail Sauce  
and Lemon Wedges

### **Sautéed Pasta Station**

**\$5** per person

Linguini and Penne Pasta

with Fresh Garden Vegetables

Red and White Sauce

**(Add Attendant Fee of \$75 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  
**\$25.95**

### Bacon Wrapped Spinach and Feta Stuffed Chicken

Served with Mashed Red Potatoes and Seasonal Vegetable  
**\$27.95**

### Chicken Marsala over Penne Pasta

with Sautéed Button Mushrooms  
**\$27.95**

### Oven Roasted Turkey

Served with Mashed Red Potatoes and Seasonal Vegetable  
**\$27.95**

### Ratatouille

Garnished with Fresh Basil  
**\$24.95**

### Grilled Pork Chops

Bone In- Served with a Parmesan Potato Stack and Seasonal Vegetable  
**\$26.95**

### Apple Cider

### Braised Pork Belly

Served on a bed of Mashed Red Potatoes and Seasonal Vegetable  
**\$27.95**

### Roast Beef

Served with Gravy, Mashed Potatoes, and Green Beans  
**\$27.95**

### Beef Sirloin Strip

Served with a Burgundy Wine and Mushroom sauce, with Roasted Red Potatoes and Seasonal Vegetable  
**\$29.95**

### Filet Mignon

Topped with a Compound Butter served with a Parmesan Potato Stack and Roasted Asparagus.  
**\$32.95**

### Baked Tilapia Filet

Served with Roasted Red Potatoes and Seasonal Vegetable  
**\$25.95**

### Teriyaki Glazed Salmon

Served with Seasoned Rice and Seasonal Vegetable  
**\$31.95**

### Grilled Shrimp Skewers

Topped with a Fruit Salsa Served with Seasoned Rice and Seasonal Vegetable  
**\$27.95**

### 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  
**\$8.95 per person**

## The Cookie Jar

Assorted Cookies and  
Brownies from our Bakery  
Assorted Sodas  
**\$8.95 per person**

## On the Lighter Side

Whole Fresh Fruit, Assorted Yogurts,  
Granola, Nutri-grain Bars  
Bottled Water  
**\$8.95 per person**

## Street Vendor

Soft Pretzel Bites with Cheese & Mustard,  
Hot Buttered Popcorn, Bags of Dry Roasted  
Peanuts, Assorted Ice Cream Bars,  
Assorted Sodas  
**\$8.95 per person**

## Afternoon Pick-Me-Up

Assorted Donuts, Hard Pretzels and Potato  
Chips, Assorted Hard Candies  
Assorted Sodas, Red Bull and  
Starbuck's Frappuccino  
**\$11.95 per person**

## The Sweet Tooth

Assorted Candy Bars, Cookies  
and Brownies, Ice Cream Bars,  
Assorted Sodas  
**\$9.95 per person**

## A la Carte Break Menu

Coffee -Regular  
& Decaffeinated  
(includes Tea Service)  
**\$32.00 per gallon**

Assorted Sodas  
& Bottled Water  
**\$2.50 each**

Candy Bars  
Nutri-grain Bars  
& Protein Bars  
**\$25.00 per dozen**

Assorted Cookies  
& Brownies  
**\$25.00 per dozen**

Assorted Muffins  
& Pastries  
**\$25.00 per dozen**

Dry Snacks  
(Pretzels, Peanuts  
and Chex Party Mix)  
**\$3.00 per person**

Red Bull Energy Drink or Starbuck's Frappuccino  
**\$4.50 each**

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# RECEPTIONS AND HORS D'OEUVRES

## COLD ITEMS

Vegetable Crudités with Dip	\$4.50 per person
Fresh Fruit Display with Dip	\$4.50 per person
International & Domestic Cheese and Crackers	\$5.95 per person
Iced Jumbo Shrimp Cocktail	Market Price
Bruschetta	\$85 / 50 pieces
Assorted Finger Sandwiches	\$95 / 50 pieces
Chips and Salsa	\$2.95 per person

## HOT ITEMS

Buffalo Chicken Wings with Blue Cheese Dressing & Celery	\$100 / 50 pieces
BBQ or Marina Meatballs	\$95 / 50 pieces
BBQ Lil Smokies Sausages	\$95 / 50 pieces
Chinese Pot Stickers	\$95 / 50 pieces
Chicken Fingers with Sweet and Sour Sauce	\$95 / 50 pieces
Miniature Egg Rolls with Sweet and Sour Sauce	\$95 / 50 pieces
Parmesan Stuffed Artichokes	\$95 / 50 pieces
Spanakopita	\$95 / 50 pieces
Flank Steak on Garlic Toast Points	\$125 / 50 pieces
Coconut Shrimp	\$125 / 50 pieces
Bacon Wrapped Scallops	Market Price
Smoke Salmon Mouse on Toast Points	\$150 / 50 pieces
Crab Meat Stuffed Mushrooms	\$125 / 50 pieces
Sausage Stuffed Mushrooms	\$95 / 50 pieces
Chicken and Pepper Jack Cheese Quesadilla	\$125 / 50 pieces

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# BANQUET BAR

## Hosted Bar (per drink)

House Brands	\$6.00
Preferred Brands	\$7.00
Domestic Beer	\$4.00
Imported Beer	\$5.00
House Wine	\$4.50
Wine	\$5.50
Bottled Water	\$2.50
Soda	\$2.00
Red Bull Energy Drink	\$4.50

## Cash Bar (per drink)

House Brands	\$6.50
Preferred Brands	\$7.50
Domestic Beer	\$4.50
Imported Beer	\$5.50
House Wine	\$5.00
Wine	\$6.00
Bottled Water	\$2.50
Soda	\$2.50
Red Bull Energy Drink	\$4.50

**Bartender Fee: \$25.00 per hour**

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

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# AUDIO VISUAL EQUIPMENT RENTAL

Tripod Projection Screen	\$40.00
LCD Projector	\$100.00
Tripod Easel	\$10.00
Flat Screen TV & DVD	\$75.00
Sound System Patch (includes 1 handheld Microphone)	\$75.00
Wireless Handheld Microphone	\$40.00
Lavaliere Microphone	\$65.00
Microphone Stand	\$10.00
Podium	\$25.00
Dance Floor	\$350.00
Stage (Depending on Size)	\$200.00 - 400.00
6' Banquet Tables (30in wide) – first 15 tables complimentary	\$10.00 each
6' Classroom Tables (18in wide) – first 20 tables complimentary	\$10.00 each
5' Round Banquet Tables – up to 20 tables complimentary	\$10.00 each
Extension Cord / Power Strip	\$10.00
Flipcharts with Markers	\$35.00

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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
Grand Ballroom	78' x 47'	-	72	60	180	300	240
Jefferson - Jackson	47' x 26'	-	28	30	36	100	80
Woodrow Wilson	47' x 26'	-	28	30	36	100	80
Madison - Lee	47' x 26'	-	28	30	36	100	80
Thomas Jefferson	23.5' x 26'	-	16	18	18	50	32
Stonewall Jackson	23.5' x 26'	-	16	18	18	50	32
James Madison	23.5' x 26'	-	16	18	18	50	32
Robert E. Lee	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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