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HOLIDAY INN TALLAHASSEE EAST CAPITAL

Food and Beverage

Due to hotel policy, Holiday Inn Tallahassee E Capitol-Univ. requires that all food served in the banquet room be prepared by hotel kitchen staff. Specialty cakes and cupcakes representing the event can be brought into banquet room on the day of the event. A waiver must be signed by the coordinator before the day of the event to request left over food. Coordinator must provide containers for boxing up purposes. Holiday Inn is authorized to sell and serve alcohol on its premises in accordance with state laws and regulations. All alcoholics and non-alcoholic beverages consumed in the banquet rooms must be purchased from and served by the hotel. All Buffet meals are set to serve one serving per guest.

Administrative Fees

All banquet and catering charges are subject to a 20% service charge and applicable taxes.

Deposit/Payment

Acceptable forms of payment include cash, money order, Company/bank check and credit card. a deposit is required to hold banquet space and date requested. All deposits are non-refundable and non-transferable. Events must be paid in full (14) business days prior to event date. Any event having items charged by consumption must have credit card on file.

Guarantees

A guarantee is required for all functions (14) business days prior to the event date. Once provided, the guarantee may not be reduced. If guarantee is not given on the required date the contracted guarantee will be the guarantee charged.

Security

The Holiday Inn Tallahassee E Capitol-Univ. does not assume responsibility for damage or loss of any items left on property prior to, during, or following an event. Based on event type, the hotel may require security at an added cost.

Décor

The Holiday Inn Tallahassee E Capitol-Univ. does not permit nails, staples, tape, or any other material on walls or ceilings. Confetti of any sort is not permitted. The hotel reserves the right to charge for any damage caused in addition to a \$150 cleanup fee.

Function room

The function room will not be available until 2 hours prior to the event start time stated on the agreement. If access to the room is needed more than 2 hours prior, then arrangements must be made between the client and sales representative in advance.

Miscellaneous

If you plan to have a band or DJ, arrangements must be made between the client and the sales representative at the time of the event agreement, all music must be turned off by 10:30 pm.

Breakfast selections

Plated Choices

Simple Breakfast

Fresh Scrambled eggs
Crispy Bacon
Buttered Grits
Butter, Jelly, and
Fruit Preserve
Assorted breads
Drinks on consumption
\$16.00 per Person

Southern Breakfast

Fresh Scrambled Eggs
Crispy Bacon
Sausage
Herb Seasoned Potatoes
Or Buttered Grits
Fresh Baked Biscuits
Assorted Pastry Tray
Butter, Jelly, Fruit Preserves
\$20 per Person

Coastal Breakfast

Shrimp & Grits
Fresh Scrambled Eggs
Herb Seasoned Potatoes
Fresh Baked Biscuits
Butter, Jelly, and Fruit
Preservatives
\$30 per person

Market Breakfast

Slices Fruit, Muffins
French Croissants
Fresh Baked Biscuits
Drinks on consumption
\$13 per person

Additional Items

Regular or Decaf Coffee

\$35 per 1 Gallon

Orange, Apple, Cranberry Juice

Per Consumption \$3.00 per

Assorted Yogurt Cups

\$3 Each

Fresh Baked Biscuits

\$24 Per Dozen

Cinnamon Rolls

\$20 Per Dozen

Assorted Fruit Danish

\$18 Per Dozen

Fruit Muffins

\$18 Per Dozen

Buffet-Style Selections

All choices include a choice of salad, One entrée, Fresh baked rolls or corn bread, Choice of dessert and Water.

Salad (Pick One)

Garden Salad, Caesar Salad, Mashed or Roasted Potatoes

Main Course Package (Pick One) (Buffet serves 1 Plate Per Person)

A server can be added for an additional \$25 fee for assisting your guests with plating buffet items

Chicken and Sausage gumbo

Chicken, Sausage, and Rice

\$26-35

Slice eye Round Beef

\$21-28

Herb Roasted Chicken

Basil and Rosemary Roasted Chicken Breast

\$18-26

Chicken Parmesan

Served with Pasta

\$21-28

Chicken Fettucine

Grilled Chicken Breast in a Creamy Garlic Sauce served over fettucine pasta

\$21-28

Crispy Fried Chicken Or Homestyle Hamburger Steak

\$17-25

Beef Lasagna

\$21-28

Stuffed Pork Loin

\$22-29

Box Lunch

A choice of Turkey, Ham, or Roast Beef Sandwich dressed in lettuce and tomato, condiments on the side & assorted Bags of Chips

\$16

Dessert (Pick One)

Banana Pudding with Wafers, Homestyle Cheesecake with Fruit Toppings, Chocolate or Vanilla Cake, Double Fudge Brownies or Assorted Cookies.

Soups (pick one +\$3.50):

Tomato and Basil Bisque, Roasted Red Pepper Smoked Gouda Soup, or Chicken Tortilla Soup

Desserts:

Warm Mixed Berry Pie, Warm Apple & Caramel Pie, or Strawberry Shortcake.

All Food, Beverage and Equipment pricing is subject to 7.5% tax and 20% service charge.

Plated Style Selections

All Choices include a Soup or Salad, One Entrée, Fresh Baked Rolls, and a Choice of Dessert

Entrees

(Pick One)

Beef Medallions

Tender Beef Medallions Seared and served in Beef Demi Glaze, Garlic Mashed Potatoes, and Seasonal Vegetables.

\$28

Prime Rib with Au Jus

Prime rib Roast Cooked served with Au Jus sauce, Garlic Mashed or Roasted Potatoes, and Seasonal Vegetables

\$42

Southern Fried Catfish

Fried Catfish served with Cole Slaw or Grits

\$31

Chicken Parmesan

Fried Chicken Breast and Spaghetti topped with Marinara Sauce & Mozzarella Cheese

\$28

Blackened or Grilled Chicken Alfredo

Choice of Chicken with Fettucine Tossed with Roasted Garlic Alfredo, and Seasonal Vegetable

\$28

(Add shrimp for \$5.00)

Deli Express

Choice salad, turkey, ham, salami
Potato salad or cole slaw, garden greens, assorted breads, assorted bags of chips

\$18

For \$4 extra add

Roast beef, Chicken salad, tuna salad

Minimum of 25 people.

Soups and Gumbos

1 Gallon Serves Approximately 20 People

Chicken & Sausage Gumbo-

A Southern Specialty, Chicken & Spicy Andouille served with rice

\$59

Chili-

Comforting chili

\$49

Tomato & Basil Bisque or Broccoli & Cheese or Chicken Tortilla Soup

\$49

Soups and Gumbos Are Served with Sliced French bread and Assorted Crackers

Time for a Break!

Assorted Muffins by the Dozen	\$18
Fresh Baked Cookies by the Dozen	\$24
Double Fudge Brownies by the Dozen	\$24
Assorted Individual Bags of Chips	\$2
Trail Mix Individual Bags	\$2.50
Granola Bars (Dozen)	\$24
Regular or Decaf Coffee	\$35 (gal)
Iced Tea	\$28 (gal)
Lemonade	\$28 (gal)
Assorted Can Soda	\$3
Bottled Water	\$3
Red Bull	\$6

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Reception Platter

(Small tray serves approximately 30 people) (Medium tray serves approximately 50 people)
(Large tray serves approximately 100 people)

Buffalo Wing Plates-

served with your choice of Buffalo or BBQ
50 ct- \$100

Assorted Pieces of Bone-in Fried Chicken-

Served with BBQ Sauce on the side
50 ct- \$200

Spinach and Artichoke Dip-

Served with Warm Tortilla Chips (Serves approximately 50 people)
1 Gallon \$65

Crab, Spinach and Artichoke Dip-

Served with Warm Tortilla Chips (Serves approximately 50 people)
1 Gallon- \$75

Chunky Salsa-

Served with warm Tortilla Chips (serves approximately 50 people)
2 Quarts- \$25

Seasonal Fruit Tray-

Served with Vanilla Yogurt Dip
Small Tray: \$75 Medium Tray: \$125 Large Tray: \$200

Vegetable Tray-

Served with ranch dip
Small Tray: \$55 Medium Tray: \$115 Large Tray: \$150

Cheese Platter-

Swiss, Cheddar, and Pepper Jack, with Assorted Crackers
Small Platter: \$75 Medium Platter: \$125 Large Platter: \$275

Meatballs-

Covered in Smokey BBQ Sauce (Allows for 3 meatballs per person)
100 ct- \$70

Bacon Wrapped Shrimp –

(Allow for 2-3 Shrimp per person)
25 ct- \$85

Mac and Cheese Bites

\$24

Mini Quiche

\$24

A server can be added for an additional \$25 fee for assisting your guests with plating buffet items

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Cocktail Sandwiches-

(Choice of 2 meats) Honey Ham, Smoked Turkey, or Chicken Salad. White or Wheat Bread.
American, Cheddar, or Swiss Cheese.

Small Tray: \$85 Medium Tray: \$125 Large Tray: \$225

Pinwheel Wraps-

White or Wheat wrap. (Choice of 2 meats) Honey ham or Smoked Turkey. Or veggie Wrap.
American, Cheddar, or Swiss Cheese.

Small Tray: \$75 Medium Tray: \$125 Large Tray: \$200

House Special Macaroni and Cheese-
(1 pan allows for approximately 30 people)

1 Pan- \$75

Blackened or Grilled Chicken Alfredo-

(Chicken with Fettuccine, tossed in Roasted Garlic Cream Sauce (1 pan allows for approximately 30 people)

1 Pan: \$150

Shrimp Alfredo-

Gulf Shrimp with Fettuccine, tossed in Roasted Garlic Cream Sauce (1 pan allows for approximately 30 people)

1 Pan: \$200

Hamburger Sliders-

Juicy, Seasoned Beef Patties with Grilled Onions and Cheddar Cheese

50 ct- \$100

Chicken Tenders-

Golden fried and served with BBQ, Honey Mustard, and Ranch

50 ct- \$125

Deviled Eggs-

(Small: 50 ct, Medium: 100ct, and Large: 150ct)

Small Tray: \$50 Medium Tray: \$100 Large Tray: \$150

Shrimps and Grits-

Gulf shrimp with a Cajun sauce over buttered grits (1 pan allows for approximately 25 people)
1 Pan- \$200

Eggrolls-

Pork with Asian vegetables surrounded by a crispy eggroll wrapper. Served with a sweet and sour dipping sauce.
25 ct- \$75

Chicken Quesadillas-

Mini Chicken Quesadillas.
50 ct- \$100

Southern Fried Fish-

Served with Tartar Sauce and Cocktail Sauce. (allows 2-3 pieces per person)
Small Tray: \$75 Medium Tray: \$125 Large Tray: \$200

Loaded Pot Skins

\$3 each

Tomato Crostini

\$2 each

Chicken Satay

\$2 each

Shrimp Wonton

\$3 each

Bar Options

Cash or Hosted Bar Option

Imported Beer	\$6.00
Domestic beer	\$5.00
Call Brands	\$7.00
Premium Brands	\$12.00
House Wine	\$8.00
Champagne	\$9.00
Soft Drinks/Bottled Water	\$3.00

Hosted Bar Package

(Packages priced for a 4-hour event)(Priced Per person)

Domestic Beer, House Wine, and Soft Drinks Package	\$18.00
Domestic Beer, House Wine, Call Brand Liquor and Soft Drinks Package	\$23.00
Domestic Beer, House Wine, Premium Brand Liquor and Soft Drinks Package	\$28.00
Assorted Soft Drinks, Iced Tea, and Bottle of Water Package	\$5.25

All drink packages must be ordered for the total number of guests attending.

Bottles and Kegs or Other Options

Bottle of our House Wine	\$28
Bottle of Champagne	\$45
Champagne Punch by the Gallon	\$65
Sparkling Grape Juice	\$15
Tropical Rum Punch by the Gallon	\$65
Large Keg of Domestic Beer (includes cost of equipment rental)	\$400
Mimosa Bar (per 50 guest)	\$150

*****Holiday Inn is the only license authorized to sell and serve alcohol on its premises in accordance with state laws and regulations. Al alcoholic beverages consumed in common areas and/or sold on the premises must be purchased from and served by the Hotel.*****

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Additional Rental Items

Projector and Screen	\$225 per day
Screen	\$45 per day
Microphone	\$50 per day
Tele-Conferencing	\$30 per day
Podium	\$30 per day
Flip Charts	\$75 per day

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