




Holiday Inn[®]
UNIVERSITY PLAZA


THE SLOAN CONVENTION CENTER
OF THE CITY OF BOWLING GREEN, KY

Corporate Meeting Planner Package

Corporate Meeting Planner Package

Choose from one of our listed packages.

Package A

Package is based on a minimum of 50 people.

DELUXE CONTINENTAL BREAKFAST

Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins, Bagels and Cream Cheese, Fruit Yogurts with Granola Topping, 100% Colombian Coffee, Decaf and Specialty Tea Selections

LUNCH

Chef's Choice of Buffet

**Plated Options are available, additional fee may apply.*

Soup of the Day, Salad Bar, Two Hot Entrees, Chef's Choice of Starch and Seasonal Vegetable, Rolls and Butter, Dessert Bar, Iced Tea and Coffee Service

EXECUTIVE PM BREAK

Assorted Jumbo Cookies and Brownies, Bottled Water and Assorted Soft Drinks, 100% Colombian Coffee, Decaf and Specialty Tea Selections

DINNER

Our Executive Chef will custom select a Plated Dinner for Your Group

MEETING SPACE

General Session based on Standard Set-Up

AUDIO-VISUAL

High Speed Internet Access, Screen, Wired Podium Microphone and Flipchart

University Plaza Holiday Inn • 1021 Wilkinson Trace • Bowling Green, KY 42103 • 270-745-0088

Corporate Meeting Planner Package

Corporate Meeting Planner Package

Choose from one of our listed packages.

Package B

Package is based on a minimum of 50 people.

DELUXE CONTINENTAL BREAKFAST

Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins, Bagels and Cream Cheese, Fruit Yogurts with Granola Topping, 100% Colombian Coffee, Decaf and Specialty Tea Selections

LUNCH

Chef's Choice of Buffet

**Plated Options are available, additional fee may apply.*

Soup of the Day, Salad Bar, Two Hot Entrees,

Chef's Choice of Starch and Seasonal Vegetable, Rolls and Butter,

Dessert Bar, Iced Tea and Coffee Service

EXECUTIVE PM BREAK

Assorted Jumbo Cookies and Brownies, Bottled Water and Assorted Soft Drinks, 100% Colombian Coffee, Decaf and Specialty Tea Selections

MEETING SPACE

General Session based on Standard Set-Up

AUDIO-VISUAL

High Speed Internet Access, Screen, Wired Podium Microphone and Flipchart

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Corporate Meeting Planner Package

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Package C

Package is based on a minimum of 50 people.

DELUXE CONTINENTAL BREAKFAST

Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins, Bagels and Cream Cheese, Fruit Yogurts with Granola Topping, 100% Colombian Coffee, Decaf and Specialty Tea Selections

LUNCH

Chef's Choice of Buffet

**Plated Options are available, additional fee may apply.*

Soup of the Day, Salad Bar, Two Hot Entrees,

Chef's Choice of Starch and Seasonal Vegetable, Rolls and Butter,

Dessert Bar, Iced Tea and Coffee Service

MEETING SPACE

General Session based on Standard Set-Up

AUDIO-VISUAL

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**DOUWE
EGBERTS**



Proudly Serving Douwe Egberts Coffee

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Coffee Breaks

Coffee Breaks

CONTINENTAL

*Assorted Fruit Juices, Breakfast Pastries and Muffins, Sliced Fruit Tray,
100% Colombian Coffee, Decaf and Specialty Tea Selections*

DELUXE CONTINENTAL BREAKFAST

*Assorted Fruit Juices, Sliced Fresh Fruit Tray, Breakfast Pastries and Muffins,
Bagels and Cream Cheese, Fruit Yogurts with Granola Topping,
100% Colombian Coffee, Decaf and Specialty Tea Selections*

EXECUTIVE PM BREAK

*Assorted Jumbo Cookies and Brownies, Whole Fresh Fruit,
Assorted Soft Drinks, 100% Colombian Coffee, Decaf and Specialty Tea Selections*

MID-MORNING BREAK

*Whole Fresh Fruit, Assorted Snack Bars, 100% Colombian Coffee,
Decaf and Specialty Tea Selections*

Specialty Breaks

THE DERBY STARTER

*Breakfast Biscuit with Egg, American Cheese and Your Choice of Sausage, Ham or Bacon,
100% Colombian Coffee, Decaf and Specialty Tea Selections*

THE DERBY HOME STRETCH

*Potato Chips, Hard Mini Pretzels, Tortilla Chips, Hot Cheese Con Queso, Pico de Gallo,
Onion and Ranch Dips, Assorted Soft Drinks and Bottled Water*

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A la Carte Break Selections

A la Carte Break Selections

Assorted Goodies

Fruit Yogurts Sliced Fresh Fruit Whole Fruit
Assorted Muffins Danish Jumbo Style Cookies
Brownies Cinnamon Rolls Croissants Mixed Nuts
Bagels and Assorted Cream Cheeses Assorted Candy Bars
Cracker Jacks Soft Pretzels with Hot Mustard
Granola Bars Breakfast Fruit Bars
Rice Krispie Treats Bacon, Sausage or Ham Biscuits



Beverages



*Proudly Serving Douwe Egberts Coffee,
100% Colombian Decaffeinated Coffee*



Specialty Teas Hot Chocolate Lemonade or Fruit Punch
Fruit Juices Bottled Waters Assorted Soft Drinks Iced Tea
Hot Spice Cider Fruit Smoothies

Any of the Above Items can be added onto one of Our Packages for an Additional Cost

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Breakfast

Plated Breakfast

METROPOLITAN

*Chilled Orange Juice,
Farm Fresh Scrambled Eggs,
Choice of Bacon or Sausage,
Breakfast Potato and Broiled Tomato,
Assorted Pastry and Muffin Basket,
Coffee Service*

Breakfast Buffets

(50 Person Minimum)

SUNRISE BUFFET

*Chilled Orange Juice Sliced Fresh Fruit Tray
Assorted Breakfast Pastries and Muffins with Fruit Jams, Honey and Butter
Farm Fresh Scrambled Eggs
Crispy Bacon and Country Sausage Breakfast Potatoes
100% Colombian Coffee, Decaf and Specialty Tea Selections*

EXECUTIVE BREAKFAST BUFFET

*Chilled Orange Juice Sliced Fresh Fruit Tray
Warm Fruit Cobbler, Assorted Yogurts with Granola Topping
Croissants, Muffins, Danish and Biscuits Assorted Cereals and Milk
Farm Fresh Scrambled Eggs Double Thick French Toast
Country Sausage and Bacon Breakfast Potatoes or Grits
100% Colombian Coffee, Decaf and Specialty Tea Selections*

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Luncheon

Luncheon Salads

Includes Rolls and Butter, Chef's Dessert, Iced Tea and Coffee Service.

CHICKEN CAESAR SALAD

*Romaine Leaves, Grilled Chicken Breast, Shredded Parmesan Cheese,
Tomato Wedges and Garlic Croutons*

CHEF'S SALAD

*Mixed Greens topped with Sliced Turkey, Ham, Cheddar and Swiss Cheeses, Sliced Hard Boiled
Eggs, Sliced Black Olives and Tomato Wedges, served with Choice of Salad Dressing*

CHICKEN SALAD CROISSANT

*Chicken Salad served atop a Bed of Spring Mix accompanied by
Two Mini Croissants and garnished with Sliced Fresh Fruit*



Luncheon Sandwiches

*All Sandwiches served with Potato Chips and Pasta Salad.
Includes Chef's Dessert, Iced Tea and Coffee Service.*

THE FOCACCIA

*Thin Sliced Ham, Turkey and Smoked Gouda served on Herbed Focaccia Bread
with Lettuce, Tomato and Roasted Red Pepper Mayonnaise*

THE CIABATTA

*Genoa Salami, Pepperoni, Ham and Provolone Cheese topped with Shredded Lettuce,
Tomato and Balsamic Vinaigrette, served on Fresh Ciabatta Bread*

THE SPINACH WRAP

*Large Spinach Tortilla filled with Grilled Chicken, Sliced Pepperjack Cheese,
Shredded Lettuce, Diced Tomato and Cilantro Mayonnaise*

CHICKEN CABRILLO

*Grilled Chicken Breast with Lettuce, Tomato, Bacon, Monterey Jack Cheese, Red Onion
and Creamy Salsa, served on a Corn Dusted Kaiser Roll with Pickle Garnish*

CHICKEN CAESAR CLUB WRAP

*Large Sun-Dried Tomato Tortilla filled with Grilled Chicken, Swiss Cheese, Romaine Lettuce,
Bacon Bits and Shredded Parmesan Cheese tossed in a Creamy Caesar Dressing*

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Luncheon

Hot Plated Lunches

All Hot Plated Lunches include House Salad, Chef's Selection of Seasonal Vegetables, Starch, Rolls and Butter, Chef's Choice of Dessert, Iced Tea and Coffee Service.

Entree Selections

CHICKEN BROCCOLI

*Chicken Breast stuffed with Broccoli and Cheddar Cheese,
served with Mushroom Cream Sauce*

VEGETABLE LASAGNA

*Assorted Fresh Vegetables between Layers of Lasagna Noodles,
baked with a White Cheese Sauce*

SMOKED BBQ BRISKET

Sliced Smoked BBQ Brisket smothered in a Tangy BBQ Sauce

WOODLAND STUFFED PORK LOIN

*Center Cut Pork Loin stuffed with Apple Sausage Dressing
with Rosemary Garlic Sauce*

GRILLED FLANK STEAK

With Roasted Shallot and Wild Mushroom Demi

ROASTED PORK LOIN

With Whole Grain Mustard Cream

PAN SEARED SALMON

With Sautéed Leeks and Balsamic Glaze

HERB GRILLED CHICKEN BREAST

Topped with Tasso Cream Sauce

Lunch Buffets

Lunch Buffets

DELI BUFFET

(25 Person Minimum)

Mixed Garden Greens with Chef's Dressings Pasta Salad Potato Salad Fruit Salad
Deli Meats – Turkey, Roast Beef, Ham and Salami Assorted Breads and Rolls
American, Swiss and Cheddar Cheeses
Leaf Lettuce, Sliced Tomatoes, Sliced Onions and Pickle Spears
Dessert Display
100% Colombian Coffee, Decaf and Specialty Tea Selections
Iced Tea

BISTRO BUFFET

(10 Person Minimum)

Assorted Gourmet Wraps and Bistro Sandwiches Potato Chips
Orzo Pasta Salad Redskin Potato Salad
Mini Pastries and Desserts
100% Colombian Coffee, Decaf and Specialty Tea Selections Iced Tea

PLAZA BUFFET

(50 Person Minimum)

Mixed Garden Greens with Chef's Dressing Hotel Choice Salad
Italian Pasta Salad Redskin Potato Salad

Choice of Two Entrees

Fried or Baked Chicken

Chicken Pot Pie

Beef Stroganoff

Country Meat Loaf

Roasted Pork Loin

Fried Catfish

Spinach, Artichoke, Chicken Pasta

Baked Ziti

Chef's Selection of Seasonal Vegetables and Starch

Dessert Display

100% Colombian Coffee, Decaf and Specialty Tea Selections

Iced Tea

**DOUWE
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Dinner

Dinner Salad Choices

Choose One of the Following:

CAESAR STYLE

*Romaine Lettuce, Shredded Parmesan Cheese, Tomato Wedges
and Garlic Croutons with Caesar Dressing*

CHEF'S GARDEN SALAD

*Mixed Garden Greens topped with Cucumbers, Tomato Wedges and Sliced Black Olives,
served with Chef's Choice of Dressings*

DINNER SALAD

*Mixed Garden Greens, Spring Mix, Cucumbers and Carrots,
Kalamata Olives and Tomato Wedges*

Dinner Entrée Selections

*Our Plated Entrée Selections include Your Choice of Salad, Chef's Complementing Starch
and Seasonal Vegetable, Rolls and Butter, Choice of Dessert, Coffee Service and Iced Tea.*

GARLIC and HERB ENCRUSTED PRIME RIB

Herb Encrusted Prime Rib cooked to perfection, served with Cabernet Au Jus

GRILLED FILET MIGNON

Tender 6 oz. Filet with Boursin Cheese Sauce

BREAST of CHICKEN HERB de PROVINCE

*Sautéed Chicken Breast with White
Creamy Herb Sauce*

GRILLED BONE-IN PORK CHOP

*Grilled Bone-In 6 oz. Pork Chop with
Mango Chutney Glaze*

MARINATED PORK LOIN

Served with Roasted Garlic and Shiitake Mushroom Demi

MAPLE LACQUERED SALMON

Fillet of Salmon glazed with a Light Maple Flavor and finished with Bourbon Cream Sauce

CHICKEN WELLINGTON

*Tender Chicken Breast and Savory Mushrooms
wrapped in Flaky Puff Pastry, served with
Roasted Red Pepper Sauce*

SESAME SEARED SWORDFISH FILLET

*Seared Swordfish Fillet encrusted with
Sesame Seeds and Thai Curry Sauce*

Ask Your Catering Manager to recommend the perfect Wine to accompany Your Meal.

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Dinner

Combination Specialties

All Combination Menu Dinners include Your Choice of Salad, Chef's Complementing Starch and Seasonal Vegetable, Rolls and Butter, Choice of Dessert, Coffee Service and Iced Tea.

Our Most Popular Dinner features a Tender Filet Mignon of Beef, chargrilled and accompanied by Your Choice of the following

GRILLED BREAST of CHICKEN

With Garlic Herb Cream Sauce

BROILED SALMON FILLET

With Pineapple-Cilantro-Red Pepper Relish

SHRIMP SCAMPI

Sautéed in Garlic Butter and Chablis

Ask Your Catering Manager to recommend the perfect Wine to accompany Your Meal.

Dinner Dessert Choices

Choose One of the Following:

CARROT CAKE

Fruity, moist and full of flavor

NEW YORK CHEESECAKE

*Cheesecake so creamy, so smooth,
so satisfying it makes saying no, not an option*

CHOCOLATE LOVIN' SPOON CAKE

*A Giant Mouthful of Chocolate Pudding between Two Layers of
Dark, Moist Chocolate Drenched Chocolate Cake*

BOURBON STREET PECAN PIE

*Mammoth Toasted Pecan Halves in an Intoxicating Filling,
laced with Kentucky Bourbon*

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Dinner Buffets

Dinner Buffets

DINNER BUFFET

(50 Person Minimum)

Mixed Garden Greens with Chef's Dressing

Choose Three of the Following Salads:

*Caesar Salad Redskin Potato Salad Orzo Pasta Salad
Italian Pasta Salad Marinated Button Mushroom Salad*

Choose Two or Three of the Following Dinner Entree Selections:

*Sautéed or Grilled Chicken Chicken Parmesan
London Broil with Garlic Mushroom Sauce Strip Loin with Bourbon Shiitake Mushroom Demi
Teriyaki Mahi Mahi Baked Tilapia with Lemon Caper Sauce
Roasted Pork Loin with Whole Grain Mustard Cream Sauce Spinach, Artichoke, Chicken Pasta
Chef's Selection of Seasonal Vegetables and Appropriate Starch*

Dessert Display

THE ITALIAN BUFFET

(50 Person Minimum)

*Salad Choices Meat or Vegetable Lasagna
Zucchini Parmesan Chicken Pasta Alfredo Pork Marsala
Garlic Breadsticks Tiramisu or Hazelnut Torte*

Ask Our Catering Representative for Additional Selections

Dinner Buffet Enhancements

Substitute any Selected Buffet Entree with one of the following carved to order items for the additional fee of:

COUNTRY STYLE PITT HAM 2.95 per person

PRIME RIB 4.95 per person

ROASTED TURKEY 3.95 per person

Ask Your Catering Manager to recommend the perfect Wine to accompany Your Meal.

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Receptions & Hospitality

Hot Hors d'Oeuvres

(50 Piece Minimum, Per Item)

VEGETABLE SPRING ROLLS

**CRABMEAT STUFFED
MUSHROOM CAPS**

FRIED MOZZARELLA

POTSTICKERS

CHICKEN QUESADILLAS

SPANAKOPITA

CHICKEN TENDERS

COCONUT FRIED SHRIMP

**RASPBERRY and BRIE
WRAPPED in PHYLLO**

BBQ or SWEET & SOUR MEATBALLS

CRAB RANGOON

BUFFALO WINGS

Cold Hors d'Oeuvres

(50 Piece Minimum, Per Item)

JUMBO SHRIMP COCKTAIL

HAM ROULADES

**CRABMEAT STUFFED
ARTICHOKE HEARTS**

ASSORTED CANAPÉS

**CHERRY TOMATO HALVES with
BOURSIN CHEESE and WALNUTS**

PETITE SANDWICHES

Display Trays

(Priced Per Person)

INTERNATIONAL CHEESE DISPLAY

*Arrangement of Mouth-Watering Imported
and Domestic Cheeses, served with
Assorted Crackers and garnished with
Fresh Fruit*

TROPICAL FRUIT DISPLAY

*Hand-Picked Exotic and Domestic Fruit
served with Cream Yogurt Dip*

VEGETABLE CRUDITÉ

*Assorted Fresh Vegetables cut into Bite-Size
Nibblings, served with Ranch Dressing
for Dipping*

SMOKED SALMON DISPLAY

*Whole Smoked Salmon served with Lemon,
Diced Red Onions, Capers, Dill Cream Cheese
and Assorted Crackers*

MEAT and CHEESE ANTIPASTO

*Array of Delicious Meats and Cheeses garnished with Kalamata Olives,
Artichoke Hearts and Roasted Peppers, served with
Crackers or French Bread*

Receptions & Hospitality

Hors d'Oeuvres Packages

PACKAGE 1

*(Price based on 2 Hours of Unlimited Hors d'Oeuvre Service)
(50 Person Minimum)*

Cold Selections

Cheese Display with Fresh Fruit Garnish

Fresh Vegetable Crudite with Ranch Dip

Petite Sandwiches

Hot Selections

Chicken Tenders

Fried Mushrooms

Mini Quiche

Mini Franks in Puff Pastry Blanket

PACKAGE 2

*(Price based on 2 Hours of Unlimited Hors d'Oeuvre Service)
(50 Person Minimum)*

Cold Selections

Cheese Display with Fresh Fruit Garnish

Fresh Vegetable Crudite with Ranch Dip

Petite Sandwiches

Ham Roulades

Hot Selections

Vegetable Spring Rolls

BBQ or Sweet & Sour Meatballs

Potstickers with Teriyaki Sauce

Spanakopita

Carving Station

Boneless Roasted Breast of Turkey with Appropriate Condiments

Receptions & Hospitality

Carving Stations

All Items will be served with the Appropriate Accompaniments.

STEAMSHIP ROUND of BEEF

(Serves Approximately 150 Guests)

ROASTED TENDERLOIN of BEEF

(Serves Approximately 25 Guests)

BONELESS ROASTED BREAST of TURKEY

(Serves Approximately 35 Guests)

BAKED HONEY GLAZED HAM

(Serves Approximately 40 Guests)

ROASTED BARON of BEEF

(Serves Approximately 50 Guests)

ROASTED PORK LOIN

(Serves Approximately 25 Guests)

Carving Fees to Apply



Theme Stations

(50 Person Minimum, Priced Per Person)

PASTA BAR

*Selection of Penne, Fettuccini and Tri-Color Rotelle Pasta
with Alfredo, Marinara and Traditional Meat Sauces*

SOUTH of the BORDER

*Taco Beef and Fajita Chicken accompanied by Flour Tortillas, Hard and Soft Taco Shells,
Diced Onions and Peppers, Shredded Lettuce, Diced Tomatoes, Green Onions,
Shredded Cheddar Cheese, Sour Cream and Salsa*

Ask Our Catering Representative for Additional Selections

Chef Fees May Apply to Theme Action Stations

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Beverage Selections

Wine Selections



CHARDONNAY

Medium-bodied with hints of apple, citrus flavors.

WHITE ZINFANDEL

Light-bodied with strawberry flavors and a crisp finish.

CABERNET SAUVIGNON

Medium-bodied with berry fruit flavors and a hint of plum and spice.

MERLOT

Medium-bodied with flavors of blackberry and cherry.

REDWOOD CREEK WINES OF CALIFORNIA

CHARDONNAY

Notes of fresh pear and pineapple with a smooth finish.

CABERNET SAUVIGNON

Flavors of cocoa, black cherry and vanilla with a soft finish.

MERLOT

Flavors of ripe plum and chocolate with notes of vanilla.



MIRASSOU
WINERY

CHARDONNAY

Soft and approachable yet crisp and fruit-forward; intense fruit flavors of citrus, green apple and peach.

CABERNET SAUVIGNON

Flavors of ripe black cherry with hints of vanilla and spice.

PINOT NOIR

Flavors of cherry, plum and strawberry with an earthy finish.

Sparkling Selections

Celebrate your special occasions with a champagne toast for your entire group.

TOTT'S
BRUT

A crisp, light mouthfeel with hints of citrus and peach indicative of Chardonnay

Beverage Selections

Premium Beverage Service

We offer only Premium Beverage Choices to suit Your Function including:

	<u>PREMIUM WELL</u>	<u>SUPER PREMIUM</u>
Vodka	<i>Smirnoff</i>	<i>ABSOLUT</i>
Rum	<i>Bacardi</i>	<i>Captain Morgan</i>
Scotch	<i>J&B</i>	<i>Johnnie Walker Black Label</i>
Blend	<i>Seagram's VO</i>	<i>Crown Royal</i>
Bourbon	<i>Jim Beam</i>	<i>Jack Daniel's</i>
Tequila	<i>Sauza Gold</i>	<i>1800 Reposado</i>
Gin	<i>Beefeater</i>	<i>Tanqueray</i>
Beer	<i>Budweiser, Bud Light, Heineken, Miller Lite, O'Doul's, Sam Adams</i>	<i>Amstel Light, Budweiser, Bud Light, Heineken, Miller Lite, O'Doul's, Sam Adams, Michelob Ultra</i>

Fine Mixes by



BY THE HOUR

A package designed to ease your budgeting plans. Simply choose the Package you prefer. The amount charged is on a Per Person Basis in accordance with the guaranteed attendance or the actual attendance, if higher.

HOST BAR

A complete Beverage Service, with attractive Portable Bars and garnishes are offered. All Charges reflect the actual number of Drinks served.

CASH BAR

*Cash Bar Prices are inclusive of Sales Tax.
Please ask your Catering Coordinator about a combination Host/Cash Bar.*

LABOR CHARGES

A \$30.00 per hour bartender fee per bar will apply for all beverage functions if revenue per bar does not average \$300.00 per hour.

CORDIALS & COGNACS

(30 Person Minimum - Priced Per Person)

– IMPORTED –

Romana Sambuca Baileys Grand Marnier Kahlua
Chambord Midori Hennessy V.S Hennessy V.S.O.P

Domestic Cordials Provided By: 



**Enjoy Douwe Egberts Specialty Coffee Beverages
with Your Favorite Cordial**

General Information

General Information

TO OUR CUSTOMERS & GUESTS

We are eager to help you, both in the planning and serving of the function. Should the menu selections presented here not fulfill your requirements, please let us know as we welcome the challenge to custom tailor menus to your specific needs. Thank you for choosing our hotel and the food and beverage team.

FOOD & BEVERAGE

All food items served on the hotel premises must be supplied and prepared by the hotels culinary team. All alcoholic beverages to be served on the hotels premises (or elsewhere under the hotels alcoholic beverage license) for the function must be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

BILLING & DEPOSITS

We welcome new accounts, and require that credit be established with our accounting office thirty days prior to that arrival date if you require billing privileges. Credit can only be established for functions over \$1,000.00. Approved billings are payable within 30 days of receipt of statement. In the event billing arrangements are not made, full payment is due three working days prior to the event or guaranteed with a major credit card. Advance deposits, when required, are non-refundable 60 days prior to the event (unless otherwise stated on proposal).

ENGINEERING, ELECTRICAL & AUDIO-VISUAL

Special engineering requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved and power drain. A wide selection of audio-visual equipment and services are available in-house on a rental basis. Orders may be placed through the Catering Department. Outside audio visual equipment is not permitted without approval from the hotel in writing. The hotel may charge 20% of assessed rental value on all equipment brought in from any outside source.

GUARANTEE AGREEMENT

We require a confirmation of guaranteed attendance at least 72 hours in advance of all functions. Your bill will be based on the guaranteed number, plus charges over and above. Meals will be prepared for your guaranteed figure. Our Banquet Kitchen will make every effort to duplicate your menu for the additional guests, in the event this cannot be done, a substitute entrée will be provided. In the event we do not receive a guarantee, we will consider the number of guests indicated as estimated on the catering contract as the guarantee.

INSURANCE & INDEMNIFICATION

Guest shall indemnify and hold Hotel and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any hotel property by guests or any attendee of the function on the hotel's premises.

LIABILITY

The hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought onto the premises.

General Information

LOST & FOUND

The housekeeping department administers lost and found. The hotel cannot be responsible for damage or loss of any articles or merchandise left in the hotel prior to or following your banquet or meeting. Security arrangements should be made for all merchandise or articles set-up prior to the planned event, or left unattended for any time.

PARKING

The hotel is not responsible for loss or damage to the automobiles or their contents while parked on hotel property.

ROOM & SET-UP FEE

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign accordingly the banquet function room. The hotel reserves the right to charge an additional fee for set-up changes made the day of the function.

SERVICE CHARGE & TAX

All food and beverage functions are subject to applicable service charges and tax as specified on the contract. All food and beverage functions require a minimum number of attendees. Any function not meeting the minimum requirement is subject to a surcharge. Service fees for bartenders, food station attendants, cashiers and other additional service staff are applicable. All food or beverage functions under twenty persons are subject to a fifty dollar surcharge. This is in addition to the customary service charge and sales tax.

SHIPPING & RECEIVING

All incoming packages should be addressed to your catering and convention services manager and marked with the company's name and date of your meeting. There is a \$10.00 charge per box for each box received at the hotel/convention center. Because there is limited storage space, boxes can be accepted no more than three working days prior to your meeting. A storage fee of \$5.00/per day, per box will be applied to any materials shipped earlier than three days prior to the event. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded. Any item over 250 pounds must be delivered to a drayage company; your catering manager can assist you with these arrangements.

This is general information, please see your Catering Contract for full terms and policies.




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UNIVERSITY PLAZA


THE SLOAN CENTER
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