

# Catfish Bend

CONVENTION & EVENT CENTER



## BANQUET MENU

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# STARTERS

*Served 7am - 11am*

**20** Guest minimum | Replenished for **1** hour

## HEALTHY START CONTINENTAL

**\$9.75** per person

Fresh fruit salad, whole bananas, granola bars,  
Low fat yogurt & berry parfaits with granola

## BEVERAGES

Assorted fruit juices, regular and decaffeinated coffee and premium hot tea

## CATFISH BEND CONTINENTAL

**\$11.75** per person

Gourmet muffins & specialty Danish pastries  
Assorted bagels with butter, preserves and cream cheese  
Fresh fruit salad  
Whole bananas  
Granola bars  
Low fat yogurt & berry parfaits with granola

## BEVERAGES

Assorted fruit juices, regular and decaffeinated coffee and premium hot tea

## ENHANCE YOUR MORNING SERVICE

*All priced per person*

Oatmeal with selection of toppings **\$2.25**

Fresh fruit display **\$3**

Pancakes **\$3**

Cinnamon French toast sticks **\$3**

Freshly baked cinnamon buns **\$2.75**

Scrambled eggs **\$3.50**

Smoked bacon or sweet sausage **\$4**

## BEVERAGES

Regular or decaffeinated coffee **\$40** per gallon

Chilled individual fruit juices **\$2.75** each

Bottled water **\$2.50** each

Assorted bottled soda **\$2.50** each

Lemonade or iced tea **\$9** per half gallon

# BREAKFAST

*Served 7am – 11am*

**20** Guest minimum | Replenished for **1** hour

## CATFISH BEND BREAKFAST BUFFET

**\$14.50** per person

Gourmet muffins & specialty Danish pastries  
Assorted bagels with butter, preserves and cream cheese  
Fresh fruit salad  
Low fat yogurt & berry parfaits with granola  
Scrambled eggs  
Cinnamon French toast sticks or pancakes  
Breakfast potatoes  
Smoked bacon  
Sweet sausage

## BEVERAGES

Assorted fruit juices, regular and decaffeinated coffee and premium hot tea

## ENHANCE YOUR BREAKFAST

*All priced per person*

Oatmeal with selection of toppings **\$2.25**  
Biscuits and sausage gravy **\$4.50**  
Breakfast sandwiches and wraps **\$4.50**  
Smoked salmon platter **\$5**  
Chef's specialty vegetable frittata **\$3**

*\*May we suggest\**

## CHEF ATTENDED OMELETTE STATION

**Add \$8.50** per person

Stations requires one attendant (**\$75 attendant fee**) for every **fifty** guests

# BREAKS

**20** Guest minimum | Replenished for **1** hour

## THE BALLPARK

**\$8** per person

Soda & bottled water

Popcorn

Warm soft pretzels with mustard

## SWEET AND SALTY

**\$8.25** per person

Soda & bottled water

Potato chips & pretzels

Fresh baked gourmet cookies & brownies

## GARDEN BREAK

**\$12** per person

Iced tea, lemonade & bottled water

Vegetable crudité's with ranch dip

Pita and hummus

Fresh sliced fruit

## BEVERAGES Á LA CARTE

Regular or decaffeinated coffee **\$40** per gallon

Regular and decaffeinated coffee and premium hot tea **\$2.50** per person

Chilled individual fruit juices **\$2.75** each

Bottled water **\$2.50** each

Assorted bottled soda **\$2.50** each

Lemonade or iced tea **\$9** per half gallon

# BRUNCH

*Served 10am – 2pm*

**30** Guest minimum | Replenished for **1** hour

## CATFISH BEND BRUNCH BUFFET

**\$19.50** per person

### STARTERS

Bagels with cream cheese

### SALAD

*Served with freshly baked rolls and butter*

House salad with assorted dressings or Caesar salad

### TRADITIONAL

Scrambled eggs

Ham and cheese casserole

Breakfast potatoes

Cinnamon French Toast sticks or Pancakes

Smoked bacon

Sweet sausage

Chef's choice vegetarian pasta

Roasted chicken with sautéed vegetables in sweet garlic white wine sauce

### DESSERTS

Assorted dessert display with fresh sliced fruit

### BEVERAGES

Assorted fruit juices, regular and decaffeinated coffee, and premium hot and iced tea

*\*May we suggest\**

### CHEF ATTENDED OMELETTE STATION

**Add \$8.50** per person

Stations requires one attendant (**\$75 attendant fee**) for every **fifty** guests

# LUNCH

*Served 11am – 3pm*

**20** Guest minimum | Replenished for **1** hour

## ASSORTED SANDWICH BUFFET

**\$16** per person

*Choose 3*

*\*Please advise if vegetarian option is needed\**

Roast turkey and Swiss on sliced wheat  
Honey ham and American on hoagie roll  
Roast beef and cheddar on ciabatta  
Chicken salad on brioche roll  
Egg salad sandwich on croissant  
Tuna salad on sliced whole wheat  
Grilled vegetables and feta wrap  
Grilled chicken Caesar wrap  
Chef's seasonal choice

## SIDES

*Served with freshly baked rolls and butter*

*Choose 2*

House salad *or* Caesar salad  
Soup du jour  
Potato salad  
Pasta salad  
Broccoli salad  
Coleslaw

## DESSERT

Gourmet cookies & brownies

## BEVERAGE STATION

Regular and decaffeinated coffee, premium hot and iced tea

## INCLUDES

*One* hour of replenishment  
Freshly baked rolls and butter  
*two* sides  
*three* sandwiches  
Dessert  
Kettle chips, pickle & condiments  
Beverage station

# LUNCH

*Served 11am – 3pm*

**20** Guest minimum | Replenished for **1** hour

## TUSCAN BUFFET

**\$21** per person

### SALAD

*Served with freshly baked garlic bread*

Caesar salad

### HORS D' OEUVRES

Antipasto display with cured meats, cheeses & marinated vegetables

### ENTRÉES & ACCOMPANIMENTS

Cheese tortellini with roasted vegetables in tomato sauce

Tuscan grilled chicken in herb and roasted garlic sauce

Braised white beans & kale

### DESSERT

Tiramisu

### BEVERAGE STATION

Regular and decaffeinated coffee, premium hot and iced tea

### INCLUDES

*One* hour of replenishment

Freshly baked garlic bread

Caesar salad

Hors d' oeuvres

Entrée selections

Dessert

Beverage station



# LUNCH

*Served 11am – 3pm*

**20** Guest minimum | Replenished for **1** hour

## **BARBECUE BUFFET**

**\$19** per person

### **SALAD**

*Served with freshly baked rolls and butter*

House salad with assorted dressings

### **ENTRÉES**

Pulled pork barbecue with rolls & Smoked chicken quarters

### **SIDES**

Mac & cheese

Coleslaw

### **DESSERT**

Gourmet cookies and brownies

### **BEVERAGE STATION**

Regular and decaffeinated coffee, premium hot and iced tea

### **INCLUDES**

*One* hour of replenishment

Freshly baked rolls and butter

House salad with assorted dressings

Entrée selections

Sides

Dessert

Beverage station

# LUNCH

20 Guest minimum | Replenished for 1 hour

## SOUTHWEST TACO BUFFET

\$19 per person

### SALAD

*Served with Jalapeño-cheddar cornbread*

House salad with assorted dressings

### ENTRÉES & ACCOMPANIMENTS

Seasoned ground beef and grilled chicken strips, soft flour tortillas  
Spanish rice, guacamole, shredded cheese, sour cream, shredded lettuce,  
Chopped tomatoes, onions, black beans, tortilla chips and salsa

### DESSERT

Cinnamon & sugar dusted churros

### BEVERAGE STATION

Regular and decaffeinated coffee, premium hot and iced tea

## CATFISH BEND SALAD BAR BUFFET

\$17.50 per person

### SOUP

*Served with freshly baked rolls and butter*

Soup du jour,

### ENTRÉE & ACCOMPANIMENTS

Spring Mix, baby spinach, romaine hearts

Marinated artichokes and olives

Tomato, cucumber, croutons, hard boiled eggs, cheddar cheese and dried cranberries

Grilled chicken strips, grilled steak tips, chicken salad

Italian, ranch, French

### DESSERT

Gourmet cookies and brownies

### BEVERAGE STATION

Regular and decaffeinated coffee, premium hot and iced tea

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# LUNCH

*Served 11am – 3pm*

**25** Guest minimum | Replenished for **1** hour

## CATFISH BEND LUNCH BUFFET

**Two** entrée selections **\$21.75** per person

**Three** entrée selections **\$24.75** per person

### STARTERS & SALAD

*Served with freshly baked rolls and butter*

Fresh fruit display *or* Soup du jour

&

House salad with a selection of dressings

### ENTRÉE OPTIONS

*Choose your entrées*

Roasted Sirloin of beef with demi-glaze

Roasted pork loin with bourbon glaze

Smoked brisket

Roasted turkey breast with gravy

Baked stuffed chicken breast

Baked cod with lemon, olive oil and herb bread crumb

Roasted filet of salmon with sun-dried tomato vinaigrette

Sautéed shrimp and cavatelli scampi

Pulled pork barbecue

Cheese tortellini with roasted vegetables in a light marinara

Roasted cauliflower steaks, pecan parsley sauce

Crab cakes with remoulade **Additional \$4.00** per person

*\*Continued\**

# LUNCH

## **SIDES**

*Choose two*

Mashed potatoes

Roasted red potatoes

Potato gratin

Mac & cheese

Roasted sweet corn

Green beans

Glazed carrots

Steamed broccoli & cauliflower blend

Chef 's choice of seasonal vegetable

## **ASSORTED DISPLAY DESSERTS**

## **BEVERAGE STATION**

Regular and decaffeinated coffee, premium hot and iced tea

## **INCLUDES**

*One* hour of replenishment

Freshly baked rolls

Fresh fruit display *or* Soup du jour

House salad with a selection of dressings

Choice of two sides

Entrée selections

Assorted display of desserts

Beverage station

# DISPLAY PRESENTATIONS

## STATIONARY DISPLAYS

Each small display for up to **25 guests** | Each large display for up to **75 guests**

## FRESH VEGETABLE CRUDITÉS

Small **\$70** | Large **\$200**

## FRESH FRUIT

Small **\$125** | Large **\$245**

An array of freshly sliced melons, fruits and seasonal berries with a yogurt dipping sauce

## IMPORTED AND DOMESTIC CHEESE BOARD

Small **\$100** | Large **\$290**

A variety of imported and domestic cheeses & crackers  
Artisan breads and accompaniments

## CHARCUTERIE BOARD

Small **\$110** | Large **\$320**

Array of smoked and cured meats with artisan breads and accompaniments

## PASTRIES AND SWEETS DISPLAY

Small **\$95** | Large **\$275**

Our chef's selection of fine confections and desserts

# HORS D' OEUVRES

## BUTLERED OR STATIONARY

*Prices listed are for 50 pieces*

### MEAT AND POULTRY

#### ***Boneless Hot Wings \$95***

Served with a blue cheese dipping sauce

#### ***Sesame Chicken Tenders \$85***

Served with a sweet and sour glaze

#### ***Pulled Pork and Smoked Cheddar Stuffed Jalapeños Wrapped in Bacon \$95***

Served with a sweet chili dipping sauce

#### ***Sausage Mushroom Caps \$80***

Stuffed with sausage, spinach and cheese

#### ***Philly Cheese Steak Spring Roll \$115***

Served with sriracha mayo

#### ***Smoked Brisket Sliders \$115***

Served with coleslaw & barbecue sauce

#### ***Meatballs \$75***

Swedish *or* Barbecue

# HORS D' OEUVRES

## BUTLERED OR STATIONARY

*Prices listed are for 50 pieces*

### SEAFOOD

***Mini Crab Cakes \$150***

Served with remoulade sauce

***Crab Mushroom Caps \$125***

Stuffed with lump crab meat, spinach and cheese

***Shrimp Cocktail Skewers \$150***

Served with cocktail sauce

***Sea Scallops Wrapped in Bacon \$150***

Served with barbecue sauce

### VEGETARIAN

***Marinated Tomato Bruschetta \$80***

Truffle crostini with marinated tomato and basil

***Vegetable Edamame Potsticker \$90***

Served with citrus soy sauce

***Brie Cheese on Crostini \$95***

Served with seasonal fruit compote

# HORS D' OEUVRES

## COCKTAIL BUFFET MENU

**\$22** per person

*30 guest minimum* | Replenished for **1.5** hours

## STATIONARY HORS D' OEUVRE DISPLAYS

*Choose two*

Vegetable crudités with dipping sauces

Fresh fruit display

Domestic cheese board with crackers

Charcuterie board with smoked and cured meats,

Artisan bread and accompaniments

Warm spinach artichoke dip with pita chips

Tortilla chips and salsa

## BUTLERED HORS D' OEUVRES

*Choose three*

*Additional Hors D' Oeuvres \$3* per person

Marinated tomato bruschetta

Edamame potstickers

Brie cheese on crostini

Choice of barbeque or hot sauce

Sesame chicken tenders

Sausage mushroom caps

Philly cheese steak spring roll

Brisket sliders

Shrimp cocktail

Crab mushroom caps

Mini crab cakes

Sea scallops wrapped in bacon

## BEVERAGE STATION

Regular and decaffeinated coffee, premium hot and iced tea

## INCLUDES

*One* hour of replenishment

Choice of **two** stationary displays

Choice of **three** passed hors d' oeuvres

Beverage station



# RECEPTION STATIONS

## CATFISH BEND GRAZING STATIONS

**\$38.75** per person

**30 guest minimum** | Replenished for **1.5** hours

A grazing station buffet is a casual alternative to a standard dinner party.

It works best when all the food is available upon your guests' arrival.

It is designed to encourage conversation while browsing a unique variety of food.

Our **maximum** capacity for this menu style is **175** guests.

## HORS D' OEUVRES STATION

*Choose two*

Marinated tomato bruschetta

Edamame potstickers, citrus soy sauce

Brie cheese on crostini, berry compote

Choice of barbecue or hot sauce

Sausage and spinach stuffed mushroom caps

Philly cheese steak spring roll, spicy ketchup

Brisket sliders

Shrimp cocktail on ice

Crab and spinach stuffed mushroom caps

Mini crab cakes, remoulade sauce

Sea scallops wrapped in bacon, barbecue sauce

## SALAD STATION

*Served with freshly baked rolls and butter*

House salad with assorted dressings **or** Caesar salad

*\*Continued\**

# RECEPTION STATION

## CARVING STATION

*Choose one*

- Prime rib with beef Au jus and horseradish sauce
- House smoked brisket with roasted garlic herb sauce
- Roasted top round of beef with Cabernet demi-glaze
- Whole roasted turkey with turkey gravy
- Herb crusted roast pork loin with spiced dried cherry and fennel pork Au jus
- Glazed black oak smoked ham with apple bourbon sauce
- Grilled leg of lamb with garlic tahini sauce
- Roasted filet of Atlantic salmon with sun-dried tomato vinaigrette

## PETITE ENTRÉE STATION

*Choose two*

*Additional entrées \$5.00 per person*

- Roasted pork loin with bourbon sauce
- Stuffed Chicken breast
- Roasted turkey breast with gravy
- Baked cod with lemon, olive oil and herb bread crumb
- Roasted filet of salmon with roasted red pepper sauce
- Crab cakes with remoulade
- Roasted cauliflower steaks, pecan parsley sauce

## VEGETABLE SIDES

*Choose two*

- Roasted sweet corn
- Green beans
- Glazed carrots
- Steamed broccoli & cauliflower blend
- Glazed beets with goat cheese
- Chef's choice of seasonal vegetable medley

*\*Continued\**

# RECEPTION STATION

## MASHED POTATO BAR

Yukon gold & Sweet potatoes  
*Assorted toppings*  
Bacon, broccoli, cheddar, sour cream  
Scallions & candied pecans

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**OR**

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## PASTA STATION

*Choose two pastas*

Cavatelli, penne, or gluten-free pasta for an *Additional \$1.50* per person  
Cheese tortellini, vegan ravioli, mushroom ravioli  
Lobster ravioli for an *Additional \$3.00* per person

*Choose two sauces*

Marinara, Alfredo, vodka sauce, white wine and garlic sauce, pesto (*nut-free*),  
*Or* red meat sauce

## ASSORTED DISPLAY DESSERTS

## BEVERAGE STATION

Regular and decaffeinated coffee, premium hot and iced tea

## INCLUDES

1.5 hours of replenishment  
Freshly baked rolls  
Choice of hors d'oeuvres  
Crudités and dips  
Artisan cheese and accompaniments  
Salad station  
Choice of **one** carved item  
**Two** entrées,  
**Two** sides  
Mashed potato bar *or* pasta station  
Assorted dessert display  
Beverage station

# DINNER BUFFETS

## CATFISH BEND GRAND BUFFET

*Choice of two entrées \$33.25 | per person*

*Choice of three entrées \$40.25 | per person*

*30 guest minimum | Replenished for 1 hour*

### HORS D' OEUVRES

*Choose one*

Vegetable crudités with hummus and ranch dip

Fresh fruit display

Domestic cheese board with crackers and accompaniments

### SALAD STATION

*Served with freshly baked rolls and butter*

House salad with assorted dressings *or* Caesar salad

### ENTRÉE CHOICES

*Choose two or three*

Roasted sirloin of beef with demi-glaze

Smoked brisket with barbecue sauce

Lemon and herb roasted chicken breast with lemon chicken Au jus

Roasted turkey breast with gravy

Sweet and sour chicken breasts with wild oregano

Roasted pork loin with a rosemary and sweet garlic Dijon glaze

Baked stuffed chicken breast

Baked cod with lemon, olive oil and herb bread crumb

Roasted filet of salmon with sun-dried tomato vinaigrette

Sautéed shrimp and cavatelli scampi

Pulled pork barbecue

Cheese tortellini with roasted vegetables in a light marinara

Roasted cauliflower steaks with pecan parsley sauce

Crab cakes with remoulade for an **Additional \$3.00** per person

*\*Continued\**

# DINNER BUFFETS

## SIDES

*Choose three*

Mashed potatoes  
Roasted red potatoes  
Potato gratin  
Roasted fingerling potatoes and feta  
Mac & cheese  
Roasted sweet corn  
Green beans  
Glazed carrots  
Steamed broccoli & cauliflower blend  
Chef's choice of seasonal vegetable  
Pierogi  
Whipped sweet potatoes

## ASSORTED DISPLAY DESSERTS

### BEVERAGE STATION

Regular and decaffeinated coffee, premium hot and iced tea

### INCLUDES

1 hour of replenishment  
Freshly baked rolls & butter  
House salad with a selection of dressings *or* Caesar  
Choice of one hors d'oeuvre  
Entrée selections  
Choice of *three* sides  
Assorted dessert display  
Beverage station

# THEMED BUFFETS

## TUSCAN BUFFET

**\$33.75** per guest

*30 guest minimum* | Replenished for **1** hour

### SALAD

*Served with freshly baked garlic bread*

Caesar salad

### HORS D' OEUVRES

Antipasto display with cured meats, cheeses & marinated vegetables

### ENTRÉES & ACCOMPANIMENTS

Tuscan grilled chicken in herb and roasted garlic sauce

Grilled New York strip with garlic herb butter

Cavatelli with tender meatballs, light marinara sauce

Cheese tortellini with roasted vegetables, white wine-olive oil sauce

Braised white beans and kale

### DESSERT

Tiramisu

### BEVERAGE STATION

Regular and decaffeinated coffee and premium hot and iced tea

### INCLUDES

*1* hour of replenishment

Freshly baked garlic bread

Caesar Salad

Hors d' oeuvres

Entrées & Accompaniments

Dessert

Beverage station

# THEMED BUFFETS

## SOUTHEASTERN BARBECUE BUFFET

**\$29.25** per guest

*30 guest minimum* | Replenished for **1** hour

### SALAD

*Served with freshly baked rolls and butter & Jalapeño-cheddar cornbread*

House salad with assorted dressings

Coleslaw

### ENTRÉES

Smoked beef brisket & barbecue sauce

Pulled pork barbecue

Smoked chicken quarters

### SIDES

Mac & cheese

Southern-style baked beans

Green beans

## ASSORTED DISPLAY DESSERTS

### BEVERAGE STATION

Regular and decaffeinated coffee, premium hot and iced tea

### INCLUDES

*1* hour of replenishment

Freshly baked garlic bread

Caesar Salad

Hors d'oeuvres

Entrées & accompaniments

Sides

Assorted display Dessert

Beverage station

# SERVED ENTRÉES

## CATFISH BEND SERVED DINNER EVENT

Price per entrée per person

20 guest minimum | Plated meals served to guest

Host is responsible for meal identification place cards for guests

### ENTRÉES

Choose 3

#### **Roasted Chicken Breast \$25.75**

Boneless skinless chicken breasts with roasted garlic white wine herb sauce

#### **Roasted Pork Tenderloin \$27.75**

Bourbon barbecue sauce

#### **Roasted Atlantic Salmon \$29.75**

Roasted Red pepper sauce

#### **Baked Cod \$24.75**

Baked cod with lemon, olive oil and herb bread crumb

#### **Cavatelli Pasta With Seasonal Vegetables \$22.75**

Fresh pasta, sautéed seasonal vegetables, in a white wine herb sauce, topped with parmesan cheese (*can be prepared vegan*)

#### **Smoked Brisket \$28.75**

Served with barbecue sauce

#### **Fire Grilled New York Strip Steak (Market Price)**

10 oz charbroiled steak served with demi-glaze

#### **Land-N-Sea (Market Price)**

5 oz petite filet mignon, 3oz crab cake, classic béarnaise sauce

#### **Filet Mignon (Market Price)**

8 oz beef tenderloin, roasted mushrooms and demi-glaze

*\*Continued\**



# SERVED ENTRÉES

## SALAD

*Served with freshly baked rolls and butter*

House salad with assorted dressings or Caesar salad

## SIDES

*Choose two*

Mashed potatoes *or* roasted red potatoes

Potato gratin

Mac & cheese

Roasted sweet corn

Green beans

Glazed carrots

Steamed broccoli & cauliflower blend

Chef's choice of seasonal vegetable

Baked potato

## ASSORTED DISPLAY DESSERTS

## BEVERAGE STATION

Regular and decaffeinated coffee, premium hot and iced tea

## INCLUDES

Freshly baked rolls and butter

House salad with house vinaigrette *or* Caesar salad

Choice of **three** entrées

Choice of **two** sides

Assorted dessert display

Beverage station

# BAR SERVICE

## PLEASE NOTE...

CATFISH BEND CONVENTION & EVENT CENTER is the only licensed authority to sell and alcoholic beverages for consumption on the premises. Outside alcohol is not permitted in the banquet rooms.

We offer flexible options on hosted and cash bars. We can set up a completely stocked bar in your room. Ask your coordinator for details.

A **\$50** fee will be applied for a bar set up and bartender for groups of less than **50** individuals.

Cash bar pricing varies from **\$3.50 - \$11 per drink**  
Depending on brands.



## HOUSE WINES

Available in *1.5L* bottles **\$40**

Chardonnay, Cabernet, Merlot, Moscato, White Zinfandel and Pinot Grigio

*Ask us about wine options for your event to receive a current list*

## KEG BEER

*Domestic Beer* **\$309**

*Premium Beer* **\$359**

## CHAMPAGNE

*Verdi Spumante - Sweet* **\$25**

*Cook's - Dry* **\$25**

# MEETING & BANQUET CONTRACT

## RESERVATION DEPOSIT & PAYMENT SCHEDULE

Upon booking and signing the contract, CATFISH BEND CONVENTION & EVENT CENTER will secure the agreed upon space, date and time and will not make other reservations for that space, date or time. For this reason the room fee; which is listed in the room fee & minimum chart, **must** be paid in full at the time of booking. *The room fee is non-refundable.*

Client understands and agrees that **six (6)** months out from the agreed upon date of event; as listed in signed contract, **25%** of all anticipated costs are due. Client understands and agrees that **three (3)** months prior to the agreed upon date of event; as listed in signed contract, **50%** of all anticipated costs are due. Client understands and agrees that **two (2)** weeks prior to the agreed upon date of event; as listed in signed contract the **total** anticipated remaining balance is due.

## PAYMENT METHODS

Acceptable payment methods are: Cash, local check, certified or cashier check, money orders or credit card (VISA, MasterCard, Discover and American Express).

*Fun Cards are not accepted as a payment option for special events.*

## EVENT CANCELLATION POLICY

If you need to cancel your event for any reason, CATFISH BEND CONVENTION & EVENT CENTER requires at least **90** days advance notice. If you are unable to cancel your event within the required time frame, we reserve the right to retain the initial deposit.

## SERVICE CHARGE & TAX

All food and beverage are subject to applicable gratuity and tax as specified in the contract.

**A 20% gratuity and 7% sales tax will be applied to your final bill.**

All events at CATFISH BEND CONVENTION & EVENT CENTER are scheduled for **five (5)** hours and must conclude by midnight; no exceptions. Events that exceed the **five (5)** hour time limitation will be charged a non-negotiable **Overtime Fee of \$250** per hour.

# MEETING & BANQUET CONTRACT

## GUARANTEE AGREEMENT

In order for us to provide you with the highest quality service, we require a confirmation of guaranteed attendance at least **two (2)** weeks prior to your functions. This number will be considered a guarantee and is not subject to reduction. Meals will be prepared for the guaranteed number and your bill will be based on that number, plus any additional charges. Final menu selections and guest count are required no later than **two (2)** weeks prior to your event.

## HOTEL ACCOMMODATIONS

All hotel block bookings and setup will be processed by the hotel General Manager.

## MINIMUM & ROOM FEES

Event Center rooms follow a food and beverage minimum

ROOM	FOOD/BEV. MINIMUM	SATURDAY MINIMUM	SQUARE FOOTAGE	ROUNDS OF 8	CHARGE
EVENT CENTER	\$4,500	\$6,500	9,060	650	\$800
HALL A	\$3,000	\$5,000	6,300	275	\$500
HALL B	\$1,500	\$3,000	2,760	180	\$400
HALL B1	\$750	\$1,500	1,500	115	\$250
HALL B2	\$750	\$1,500	1,260	97	\$250
TRAX	\$300	\$300	1980	90	\$500

*Rooms are assigned according to the anticipated number of guests. In the event the number of anticipated guests changes, notification must be made at least **three (3)** weeks prior to the event. We reserve the right to change rooms based upon number of guests and availability.*

# MEETING & BANQUET CONTRACT

## ROOM & SET UP

Regular set up/tear-down and event function hours are between 6AM and midnight. All functions must conclude by midnight, no exceptions. The room layout will be arranged prior to the event with your Event Coordinator and any extraordinary changes made the day of the event will be assessed an extra fee.

## DECORATIONS

Decorations may be brought in with prior approval from the Event Coordinator. Signs and paper items left at the conclusion of your event will be considered unwanted and will be removed accordingly. We ask that all candles be contained and flames cannot be within a \_\_\_\_\_, distance from fabric. Decorations can not be hung from the ceiling. Affixing of any items to walls, floors, ceilings or room(s) with nails, staples, tape, or the use of confetti, glitter or any other substance is not permitted. A **\$500** room cleaning fee will be charged if any of the above items such as nails, staples, tape, confetti, glitter are used during the course of the event. Our staff will not be held liable for damages to decorations done during the course of your event.

If you would like to reserve the Event Center for the day **BEFORE** your function in order to decorate, a **\$1500** fee will guarantee the space is available for you.

## SIGNAGE

Signs and registration tables in the public areas of the property and/or lobby or guest room floors are allowed. Signs outside hospitality suites or function space must be professionally printed no larger than poster size.

## EQUIPMENT RENTAL & AUDIO/VISUALS

*Basic equipment that is included with your room charge:*

Podium with Wireless Handheld Microphone, LCD Projector.

Tables and chairs to accommodate the specified number of guests as per signed contract.

White or black table linens with napkins and place setting to accommodate the number of guests agreed upon per signed contract.

*For an additional cost we can provide:*

Dance Floor **\$500** | Easel **\$25** | Flip Chart and Markers **\$25**

*If what we are providing does not work for your vision or needs our talented team of experts can work with you to bring your vision to life at an additional cost.*

**Authorized personnel will set up all equipment.**

# MEETING & BANQUET CONTRACT

## EXCLUSIVE FOOD & BEVERAGE

The CATFISH BEND CONVENTION & EVENT CENTER is the only licensed authority to serve and sell alcoholic beverages on the grounds. Outside alcoholic beverages are not permitted on property. All food and beverage must be exclusively purchased from the CATFISH BEND CONVENTION & EVENT CENTER and consumed in designated areas. Cake is the sole exception. Employees must dispense all alcoholic beverages. All attending guests must be able to produce valid photo identification upon request in accordance with Iowa Law. We reserve the right to refuse service to any patrons for any reason.

## INSURANCE & INDEMNIFICATION

Guests shall indemnify and hold the CATFISH BEND CONVENTION & EVENT CENTER 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 facility property by guests or any attendee of the function on the facility's premises.

## LIABILITY

CATFISH BEND CONVENTION & EVENT CENTER reserves the right to inspect and control all functions. Liability for damages to the premises will be charged accordingly. We cannot assume responsibility for personal property and equipment brought onto the premises. We cannot be responsible for damage or loss of any articles or merchandise left on the premises prior to, during, or following your event. We shall not be liable for non-performance of a contract when it is attributable to labor or troubles, disputes or strikes, accidents, restrictions on travel, national emergencies, acts of God, or other causes which are beyond the reasonable control of this facility.

## PRICES AND POLICIES

All prices and policies contained in this publication are subject to change with the exception of executed contracts. This agreement is the complete agreement of both parties, and no other representation or agreements shall be binding unless in writing and agreed to by both parties.

## NO SMOKING POLICY

CATFISH BEND CONVENTION & EVENT CENTER is a smoke-free facility.

Designated smoking areas are located outside

# MEETING & BANQUET CONTRACT

By signing below, you acknowledge that you have read and considered the terms and conditions set forth in this agreement and attachments if any and you further acknowledge to be bound by these terms and conditions.

Contracting Member: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number (Primary): \_\_\_\_\_  
Phone Number (Secondary): \_\_\_\_\_  
Email Address: \_\_\_\_\_

## PREFERRED CONTACT & SECONDARY CONTACT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## SIGNATURES

Convention & Event Center Representative    Client

By \_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

# NOTES

Lined area for notes, overlaid on a background image of a restaurant table setting. The background image shows a white tablecloth, a white plate with a fish fillet and green beans, a white card with the text "Great Rivers" in blue script, and several glasses and a candle. A table number "13" is visible in the background.



# NOTES

*Catfish Bend*  
CONVENTION & EVENT CENTER

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3001 WINEGARD DRIVE BURLINGTON, IA 52601

Event Coordinator

319 . 237 . 1224

Event Sales Manager

319 . 237 . 1277