

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

10

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

OR

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

Catfish Bend
CONVENTION & EVENT CENTER



3001 WINEGARD DRIVE BURLINGTON, IA 52601

Event Coordinator

319 . 237 . 1224

Event Sales Manager

319 . 237 . 1277