

## BREAKFAST BUFFETS AND BREAKS

### MORNING BREAKS

THE HERITAGE – Fresh brewed premium coffee, chilled juices, flavored teas, assorted breakfast breads, fresh assorted fruits and berries, choice of croissants, English muffins, or bagels with cream cheese \$8

THE STATELINE – Fresh brewed premium coffee, chilled juices, flavored teas, individual cereals, flavored yogurts, and granola bars \$7

BUILD YOUR OWN YOGURT PARFAIT – Fresh brewed premium coffee, chilled juices, flavored teas, vanilla yogurt, fresh assorted fruits and berries, dried fruits and nuts, crunchy granola, and fresh whipped topping \$8

Prices are per person, unless otherwise stated, and are subject to 18% taxable service charge and local sales tax.

### BREAKFAST BUFFETS

*All breakfast buffets include fresh premium roasted coffee and chilled juices*

BUSINESS BREAKFAST BUFFET – Wisconsin cheesy scrambled eggs, bacon, breakfast potatoes, fresh assorted fruits and berries, and sweet breakfast breads \$12

SIGNATURE PANCAKE BREAKFAST BUFFET – Pancakes (choose from buttermilk, blueberry, or chocolate chip), Wisconsin cheesy scrambled eggs, breakfast potatoes, fresh assorted fruits and berries, bacon and sausage \$14

LAKEVIEW BUFFET – Cinnamon sugar French toast, Wisconsin cheesy scrambled eggs, bacon, sausage, breakfast potatoes, fresh assorted fruits and berries, and sweet breakfast breads \$14

Breakfast Buffets and Breaks continued on back of this page

## BREAKFAST BUFFETS AND BREAKS

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BUILD YOUR OWN BREAKFAST BUFFET – (Includes fresh assorted fruits and berries) \$15

### MEAT CHOICE (choose one)

Ham	Sausage	Turkey Sausage
Sausage	Chorizo	Turkey Bacon
Chorizo Ham	Bacon	

(Steak is \$2 additional per person)

### BREAD CHOICE (choose two)

Breakfast Breads	Croissants	Kringle
Assorted Muffins	Donuts	
Bagels	Danishes	

### EGGS (choose one)

Scrambled Eggs	Eggs Benedict	Denver Style Eggs
Quiche	Eggbeaters	

(made to order omelet station is \$2 additional per person)

### STARCH (choose two)

French Toast	Breakfast Potatoes
Pancakes (choose from buttermilk, blueberry, or chocolate chip)	Biscuits and Gravy
Belgium Waffles	Baked Oatmeal

Add any additional items for \$2 per person, per item. Plated breakfasts upon request. At DeRosa Banquet Co., we can customize any buffet to your liking and we try to accommodate all special requests.

## BREAKFAST BUFFETS AND BREAKS

## AFTERNOON BREAKS/ALA CART

### AFTERNOON BREAKS

SOUTHWEST FIESTA – Taco dip, warm seasoned tortilla chips with roasted salsa and fresh guacamole \$4

COUCH POTATO – Kettle chips with dip, popcorn, pretzels \$3

COOKIE MONSTER – Gourmet cookies, dessert bars, brownies, and fresh brewed premium coffee \$5

BALL PARK – Popcorn, roasted peanuts, warm mini pretzels with cheese, and mini corn dogs \$6

HEALTH NUT – Trail mix, fresh vegetables with dip, hummus with pita chips \$7

SUNDAE BAR – Hand scooped premium ice cream with choice of toasted pecans, strawberry, hot fudge, and caramel toppings, with fresh whip cream and cherries \$4

### BEVERAGES

Premium Roast Coffee & Hot Tea (regular or decaf) with flavored creamers (gallon) \$18

Soft Drinks / Bottled Water (can/bottle) \$2

Juices (orange, cranberry, grapefruit, lemonade, or apple) (carafe) \$12

Iced tea (carafe) \$6

Milk (2 % or Skim) (carafe) \$10

Afternoon Breaks/ALA Cart continued on back of this page

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## AFTERNOON BREAKS/ALA CART

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### SWEETS

Assorted Mini Muffins	(dozen) \$10
Assorted Breakfasts Breads	(dozen) \$10
Assorted Cake Donuts	(dozen) \$12
Assorted Danishes	(dozen) \$12
Bagels with Cream Cheese	(dozen) \$14
Gourmet Cookies	(dozen) \$12
Dessert Bars	(dozen) \$12
Brownies	(dozen) \$14
Candy Bars	(dozen) \$14
Granola Bars	(dozen) \$9
Flavored Yogurts	(dozen) \$14
Danish Kringle	(dozen) \$14
Croissants	(dozen) \$14

### SNACKS

Assorted Hard Candy	(pound) \$8
Mixed Nuts	(pound) \$8
Trail Mix	(pound) \$8
Popcorn	(pound) \$4
Pretzels	(pound) \$4
Warm Tortilla Chips with Fresh Salsa	(pound) \$5
Assorted Bags of Kettle Chips	(dozen) \$9

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## AFTERNOON BREAKS/ALA CART

## PLATED LUNCHES

### SANDWICHES

*Select a maximum of three plates for your event. All plated lunches include fresh fruit, chef prepared seasonal deli salad, or kettle potato chips. Soup or garden salad may be added to any plate for an additional \$2 per person.*

OVEN ROASTED TURKEY ON FRESH BAKED CROISSANT – Sliced oven roasted turkey breast topped with smoked bacon, fresh avocado, tomato, baby spinach, and roasted red pepper aioli served on a fresh baked croissant \$12

BISTRO ROAST BEEF AND PROVOLONE – Thinly sliced juicy roast beef topped with provolone cheese, horseradish aioli, arugula, and tomatoes served on a fresh onion roll \$12

STACKED HONEY HAM AND WISCONSIN SWISS – Shaved honey ham, Wisconsin Swiss cheese, honey mustard, shredded romaine lettuce, and tomatoes served on pretzel roll \$11

CHICKEN OR TUNA SALAD ON FRESH BAKED CROISSANT – Your choice of Albacore tuna salad or chicken breast salad topped with butter lettuce and tomatoes served on a fresh baked croissant \$11

CHAR-GRILLED PORTABELLA ON SUN DRIED TOMATO FOCACCIA – Marinated char-grilled portabella, fire roasted red bell peppers, fresh avocado, spinach, and artichoke spread served on a sun dried tomato focaccia bun \$15

ROASTED VEGETABLE WRAP – Marinated and oven roasted veggies wrapped in a flour tortilla with sun-dried tomato pesto aioli, baby spinach, and provolone cheese \$11

Plated Lunches continued on back of this page

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## PLATED LUNCHES

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### SALADS

SOUTHWEST SALAD – Black bean corn relish, fire roasted peppers and onions, cheddar jack cheese, black olives, tomato relish, fresh avocado, pineapple salsa atop crisp romaine lettuce with chipotle ranch dressing \$10

CITRUS AVOCADO SALAD – Fresh greens, cilantro, grapefruit, oranges, jicama, red onion, avocado and candied pecans, honey lime vinaigrette \$11

CHICKEN CAESAR SALAD – Fresh grilled chicken breast atop crisp romaine lettuce, cherry tomatoes, red onions, seasoned croutons, shredded parmesan cheese and house made Caesar dressing \$12

STRAWBERRY PECAN SALAD – Fresh sliced strawberries, candied pecans, feta cheese, and raisins over fresh baby spinach with a strawberry balsamic vinaigrette dressing \$14

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## PLATED LUNCHES

## THEMED BUFFETS

All lunch buffets include iced tea. Lunch is available until 4 pm.

All dinner buffets include premium coffee station, ice tea, and milk.

Petite Dessert tray available upon request for \$2 per person.

**TASTE OF ITALY BUFFET** – Chicken parmigiana, cheese ravioli tossed in a pesto Alfredo with fresh tomatoes, onions, garlic, and grilled Italian sausage topped with bell peppers and onions. Accompanied with a seasonal vegetable medley, fresh Caprese salad, and warm bread. Add Italian wedding soup for \$2 per person. Lunch \$18/Dinner \$22

**SOUTH OF THE BORDER BUFFET** – Grilled chicken breast and tender steak with all the toppings in your choice of tacos, enchiladas, or fajitas. Served with chicken tortilla crunches, Spanish rice, black beans, and Southwest salad. Add tortilla soup for \$2 per person. Lunch \$18/Dinner \$22

**MEDITERRANEAN BUFFET** – Baked chicken stuffed with spinach, caramelized red onions, tomatoes, herb and feta cheeses topped with a sofregit sauce, baked Greek tilapia, oven roasted herb potatoes, Mediterranean vegetable blend, and fresh Greek salad. Add minestrone for \$2 per person. Lunch \$18/Dinner \$22

**ARTISAN SANDWICH & SOUP BUFFET** – Fresh cold cut platter of assorted deli meats and Wisconsin cheeses, assorted breads, fresh condiments, and Artisan spreads. Served with chef's house made soup, strawberry poppy seed salad, and kettle chips. - (In a hurry? Our chef can build them for you) Lunch only \$18

**TAILGATE BUFFET** – Choose two sandwiches (char-grilled cheeseburgers, seasoned chicken breasts, beer brats, or BBQ pulled pork), chef choice deli salads, sweet corn cobbettes, warm bean salad, and kettle chips. Add roasted tomato soup for \$2 per person. Lunch \$18/Dinner \$22

**WISCONSIN BARBECUE BUFFET** – Barbecue chicken, barbecue ribs, warm bean salad, seasonal corn, coleslaw, wild berry granola salad with vanilla blueberry vinaigrette, and corn bread muffins. Add Wisconsin beer cheese soup for \$2 per person. Lunch \$18/Dinner \$22

Themed Buffets continued on back of this page

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All lunch buffets include iced tea. Lunch is available until 4 pm.

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Petite Dessert tray available upon request for \$2 per person.

COMBINATION BUFFET – served with warm rolls and butter. Lunch \$22/Dinner \$26

### STARTERS (choose one)

Fresh Garden Salad with Two Dressings	Chef Choice Soup
Caesar Salad	Coleslaw
Assorted Cheeses with Fresh Fruits and Berries	Garden Vegetables with Dip

### ENTREES (choose two)

Chicken Breast with Chardonnay Sauce	Roasted Turkey Breast with Cranberry Chutney
Oven Roasted Pork Loin with Apple Bourbon Glaze	Baked Greek Tilapia
Oven Roasted Herb Chicken Breast	Sliced Roast Beef with Gravy
Glazed Ham with Citrus Chutney	Tenderloin Beef Tips

### SIDES (choose two)

Parsley Red Potatoes	Garlic Mashed Potatoes
Loaded Whipped Potatoes	Wild Mushroom Risotto
Rice Pilaf	Cheesy Pasta
Wild Rice Medley	Truffle Parmesan Mashed Potatoes
Pasta Marinara	Candied Whipped Sweet Potatoes

### VEGETABLES (choose one)

Seasonal Garden Medley	Green Bean Almandine
Honey Glazed Carrots	Asparagus
Ratatouille	Roasted Broccoli & Cauliflower
Steamed Broccoli with Herb Butter	Roasted Root Vegetable Medley

At DeRosa Banquet Co., we can customize any buffet to your liking and we try to accommodate all special requests. Buffets are not all you can eat and a firm count is required for all buffets. The booking party will be charged for the full contracted amount of people or the actual amount of people, whichever is greater. Prices are per person, unless otherwise stated, and are subject to 18% taxable service charge and local sales tax. Children ten and under will receive 50% off their total price, children three and under are free.

## THEMED BUFFETS



## HOR D'OEURVES

### BEEF SELECTION

**BUFFET STYLE** – \$6 per person

Assorted cheeses and crackers, vegetables with dip, and fresh seasonal fruit and melons.

**BUTLER STYLE** – \$7 per person

Bacon wrapped water chestnuts, meatballs, and bruschetta with tray service.

**CUSTOM STYLE TRIO** – \$8 per person Customize your package by choosing three of your favorites with tray service.

**OYSTERS ROCKEFELLER** – Baked oysters topped with herbs, artisan cheese, and bread crumbs \$4

**CRAB RANGOONS** – Crab and cheese stuffed wontons fried golden brown \$3

**ASSORTED COLD CANAPÉS** – Choice of chicken salad cups, zesty shrimp crackers, or smoked salmon cucumbers with lemon dill cream cheese \$2

**CHICKEN SATAY** – Zesty marinated chicken tenders char grilled with peanut sauce \$2

**RUMAKI** – Bacon wrapped water chestnuts or dates \$2

**MEATBALLS** – Baked meatballs tossed with your choice of Swedish, Italian, or Barbeque sauce \$2

**LATIN EGG ROLLS** – Spicy chicken, black beans, sweet corn, Cheddar Jack cheese, cilantro, and jalepeño \$3

**CHICKEN FINGER CRUNCH** – Fresh chicken tenderloins double breaded and fried golden brown \$2

**ANTIPASTO SKEWERS** – Salami, fresh mozzarella cheese, pepperoncini peppers, and cherry tomatoes with a balsamic glaze \$3

**LOADED POTATO CUPS** – Potato cups filled with bacon, cheese, and scallions \$2

**STUFFED MUSHROOMS** – Large mushrooms stuffed with your choice of crab, chorizo sausage, or roasted garlic and blue cheese \$3

**MINI BISTRO SANDWICHES** – Stacked ham and turkey, tomatoes, baby spinach, red onion, and pesto mayonnaise on a sun-dried tomato focaccia \$4

**GULF SHRIMP COCKTAIL** – Jumbo Gulf shrimp served with fresh lemon and Creole cocktail sauce \$4

**DEVILED EGGS** – Creamy filled eggs, red bell pepper, and scallions \$2

**BRUSCHETTA** – Baked pesto crostini topped with tomato relish, shaved parmesan cheese, and balsamic glaze \$2

**FRESH FRUIT AND CHEESE SKEWERS** – Assorted cheeses skewered with fresh strawberries and grapes \$3

Hor D'oeuvres continued on back of this page

## HOR D'OEURVES

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### ASSORTED TRAYS AND DIPS

BAKED ARTICHOKE DIP – Artichoke hearts blended with cream cheese, parmesan cheese, sour cream, garlic, and a touched of jalapenos. Served with herb boule bread for dipping \$2

BAKED BUFFALO CHICKEN RANCH DIP – Buffalo sauce, diced chicken, and ranch blended with cheddar and cream cheeses. Served with crackers and celery sticks for dipping \$2

ANTIPASTO TRAY – Fresh mozzarella, sliced Italian cheeses, marinated artichokes, roasted red peppers, sliced Italian meats, marinated olives, and artisan breads \$6

SMOKED WHOLE SALMON PLATTER (serves 20) – Smoked salmon arranged with diced egg, red onion, capers, carrots, tomatoes, cucumbers, and fresh lemon wedges served with assorted gourmet crackers \$4

FRESH ASSORTED FRUITS AND BERRIES – Fresh fruits, melons, and berries \$2

FRESH GARDEN VEGETABLES WITH DIP – Fresh assorted vegetables with dip \$2

WISCONSIN CHEESE, SAUSAGE, AND CRACKER TRAY – Chef's choice of assorted Wisconsin cheeses, summer sausage, and gourmet crackers \$2

CHILLED SEAFOOD PLATTER – Oysters in the half shell, chilled Gulf shrimp, and split crab legs with fresh lemon, creole cocktail sauce, and butter \$10

### CHEF CARVED MEAT STATION

*(All carving stations require a minimum of 25 people)*

WHOLE TENDERLOIN FILET – Served with assorted gourmet spreads and silver dollar rolls \$11

SLOW ROASTED PRIME RIB – Served with horseradish sauce and au jus \$9

HONEY GLAZED HAM – Served with assorted spreads and pretzel rolls \$6

OVEN ROASTED TURKEY BREAST – Served with assorted spreads and silver dollar rolls \$6

MARINATED PORK TENDERLOIN – Served with assorted chutneys and silver dollar rolls \$7

Chef carved meat stations are created only to enhance, not as a standalone meat. Our chef is able to accommodate special requests.

Prices are subjected to 18% taxable service charge and local sales tax

## HOR D'OEURVES

## DINNER ENTREES

*Entrées include house salad, warm rolls, choice of one vegetable, choice of one side, coffee, iced tea, and milk*

### BEEF SELECTION

*Add sautéed mushrooms and caramelized onions to any steak for \$2*

TENDERLOIN FILET (bacon wrapped, add \$2) – Hand cut barrel filet broiled to perfection topped with gorgonzola and balsamic glaze \$32

NEW YORK STRIP – Char grilled premium cut New York strip steak topped with shallot butter \$28

PRIME RIB – Slow roasted seasoned prime rib \$28

SIRLOIN STEAK – Center cut steak, char-grilled to perfection topped with a red wine demi reduction \$25

TENDERLOIN BEEF TIPS – Tender beef simmered in a wild mushroom sauce \$24

BURGUNDY BRAISED BEEF SHORT RIBS – Tender English cut short ribs in a rich red wine reduction \$24

### CHICKEN SELECTION

*(Fresh premium breast prepared in the following styles)*

HERB ROASTED – marinated and oven roasted seasoned chicken breast \$19

MARSALA – topped with a red wine and fresh mushrooms sauce \$19

CHARDONNAY – rich creamy sauce with a hint of chardonnay \$19

### CHICKEN SELECTION (Continued)

*(Fresh premium breast prepared in the following styles)*

PARMESAN – breaded and baked with Italian seasoning and parmesan cheese topped with marinara \$19

MEDITERRANEAN – stuffed with spinach, caramelized red onion, tomatoes, and feta cheeses topped with a sofregit sauce \$19

LEMON GARLIC – marinated and oven roasted with fresh lemon and garlic \$19

### PORK SELECTION

STUFFED PORK TENDERLOIN – Pinwheel of pork tenderloin filled with a savory wild mushroom and herb stuffing \$22

FRENCH CUT PORK CHOP – Fresh hand cut pork chop, char grilled with a smoky dry rub \$22

Dinner Entrees continued on back

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## DINNER ENTREES

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*Entrées include house salad, warm rolls, choice of one vegetable, choice of one side, coffee, iced tea, and milk*

### FRESH SEAFOOD

CRAB TOPPED TILAPIA – Baked with crab stuffing and topped with hollandaise sauce \$20

FRESH SALMON FILET – Salmon filet char grilled and baked - choose between hickory or citrus style \$24

SEAFOOD MEDLEY PASTA – Gulf shrimp and scallops in herb wine sauce tossed with fettuccine \$20

LOBSTER STUFFED RAVIOLI – Tender lobster stuffed ravioli topped with brandy cream sauce \$21

### COMBINATION PLATES

PREMIUM CHICKEN BREAST & SIRLOIN – Char-grilled sirloin cooked to perfection topped with a red wine demi reduction and served with baked chicken breast in the style of your choice \$32

TENDERLOIN FILET & JUMBO GULF SHRIMP – Hand cut barrel filet broiled to perfection topped with creamy gorgonzola and balsamic glaze and served with seared Gulf shrimp in wine garlic butter \$37

TENDERLOIN FILET & PREMIUM CHICKEN BREAST – Hand cut barrel filet broiled to perfection topped with creamy gorgonzola and balsamic glaze served with baked chicken breast in the style of your choice \$37

### COMBINATION PLATES (Continued)

FRESH SALMON FILET & PREMIUM CHICKEN BREAST – Salmon filet char grilled and baked hickory or citrus style served with baked chicken breast in the style of your choice \$30

### VEGETARIAN

RATATOUILLE PASTA – Rigatoni pasta tossed with a classic combination of eggplant, zucchini, and yellow squash along with fresh mozzarella, fresh basil, and a San Marzano tomato sauce \$17

MUSHROOM RAVIOLI – Tender mushroom stuffed ravioli with a rich San Marzano tomato vodka sauce and Artisan cheese, served with choice of vegetable \$17

ITALIAN CHEESE RAVIOLI – Tender cheese stuffed ravioli topped with a creamy pesto sauce and served with choice of vegetable \$17

### CHILDREN

*(ten years old and under)*

CHICKEN TENDERS – fries, and fresh fruit \$6

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## DINNER ENTREES

## DESSERTS & LATE NIGHT

### DESSERTS

#### INDIVIDUAL DESSERTS \$5

Fresh Baked Apple Cobbler	Assorted Gourmet Cupcakes
New York Cheese Cake	Strawberry Cream Puff
Tiramisu	Decadent Chocolate Cake
Carrot Cake	

#### ASSORTED PETITE DESSERT TRAYS

*Chef choice assorted desserts*

50 pieces \$75

100 pieces \$125

25 piece Chocolate Covered Long Stemmed Strawberries \$100

Individual drink prices available upon request

#### DESSERT TABLE \$5.75

*(Choose from five below)*

Assorted Macaroons	Assorted Petit Fours
Mini Cream Puffs	Mini Cheesecakes
Mini Éclairs	Assorted Bistro Dessert Bars
Gourmet Cookies	Decadent Brownies

SUNDAE BAR – Hand scooped premium ice cream with choice of toasted pecans, strawberry, hot fudge, and caramel toppings, with fresh whip cream and cherries \$4

### LATE NIGHT PACKAGES

*(prices per person except pizza and sub sandwiches, minimum of 25 people)*

NACHO GRANDE BAR – Seasoned corn tortilla chips, nacho cheese sauce, seasoned beef or chicken, lettuce, tomato relish, black olives, jalapenos, sour cream, and salsa \$4

TACO DIP – Seasoned cream cheese topped with crisp lettuce, cheddar jack cheeses, tomato relish, olives, and fresh cilantro. Served with warm seasoned corn tortilla chips \$3

BURGER SLIDERS – Served with cheese, grilled onions, and pickles \$4

MINI SLIDER DOGS – All beef hot dogs with relish and onions \$3

CHICAGO STYLE HOT DOG BAR – Served with tomatoes, peppers, pickles, onions, and relish \$4

SPECIALTY PIZZAS – 16 inch house made crust each with your choice of traditional toppings (cheese, sausage, pepperoni, mushroom, and onion) \$18  
(Pizza offered at Pleasant Prairie location only, please ask about special accommodations at Racine Harbourwalk)

FOOT LONG SUB SANDWICHES – A variety of deli meats, assorted cheeses, with lettuce, tomatoes, and mayonnaise \$10

Any item listed on the Hor D'Oeuvres page can be purchased as a late night snack.

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## DESSERTS & LATE NIGHT

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## BAR PACKAGES & BEVERAGES

### RECEPTION BY THE HOUR

PLATINUM PACKAGE - First Hour \$12 per person/Each Additional  
Hour - \$6 per person  
*Includes selected top shelf liquors, house wines, domestic keg beer and soft drinks*

GOLD PACKAGE - First Hour \$10 per person/Each Additional  
Hour - \$5 per person  
*Includes selected liquors, house wines, domestic keg beer and soft drinks*

SILVER PACKAGE - First Hour \$8 per person/Each Additional  
Hour - \$4 per person  
*Includes house wines, domestic keg beer and soft drinks*

### ADDITIONAL BEVERAGES

Champagne Toast (one bottle serves 8 guests)	(bottle) \$20
Wine with dinner (bottle serves four to five glasses)	(bottle) \$25
Domestic Half Barrel	(barrel) \$225
Premium Half Barrel	(barrel) \$275
Champagne Punch	(gallon) \$40
Fruit Punch	(gallon) \$30
Unlimited Soda (per person, for the evening)	(per person) \$3

Individual drink prices available upon request

**BAR SET-UP FEE** - \$60 per bar (groups of 100 or more require two bars, bar set up included in package pricing)

We will accommodate other host bar/cash bar arrangements, please enquire.

### WINE LIST

#### HOUSE WINES BY THE BOTTLE

Moscato (Beringer)	\$25
White Zinfandel (Beringer)	\$25
Pinot Grigio (Stone Cellars)	\$25
Chardonnay (Stone Cellars)	\$25
Merlot (Stone Cellars)	\$25
Cabernet Sauvignon (Stone Cellars)	\$25

#### PREMIUM WHITE WINES BY THE BOTTLE

Schmitt Söhne Riesling, Germany	\$33
Oyster Bay Sauvignon Blanc, New Zealand	\$33
Kendal Jackson Chardonnay, California	\$34

#### PREMIUM RED WINES BY THE BOTTLE

Parducci Pinot Noir, California	\$33
Bonterra Merlot, California	\$33
J Lohr Seven Oaks Cabernet Sauvignon, California	\$34

#### SPARKLING WINES

Wycliff Brut	\$20
Emeri Pink Moscato, Australia	\$36
Korbel Brut, California	\$42

Non-alcoholic champagne and wines available upon request

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## BAR PACKAGES & BEVERAGES

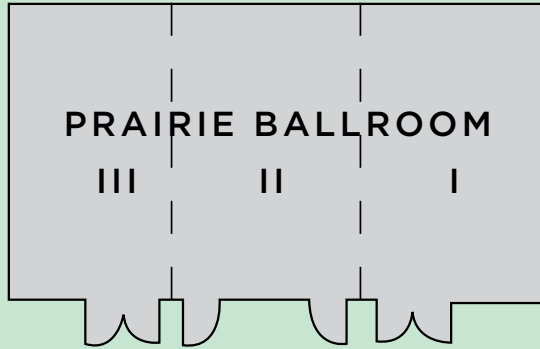
BAR PACKAGES & BEVERAGES

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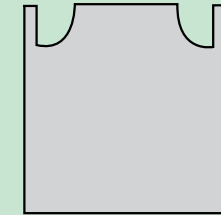


# BANQUET ROOM INFORMATION

11800 108th St. • Pleasant Prairie, WI 53158  
 P: (262) 857-3377 F: (262) 857-3383



DES PLAINES ROOM



SOUTHPORT BOARD ROOM

Meeting Room	Dimensions WxL	Square Footage					
			Theater	Class-room	Reception	Banquet	U-Shaped
Prairie Ballroom I, II, III (EACH)	76x48	3,700	450	150	500	280	
	25x48	1,200	150	550	170	90	30
Southport Board Room	24x25	630	Conference Only - 12				
Lakeview Room	24x38	1,000	80	30	110	60	30
Des Plaines	12x20	300	16	12	20	20	

## AUDIO VISUAL EQUIPMENT AVAILABLE AT RENTAL RATES

- Slide Projector
- Easel
- Easel w/ Flipchart & Dryerase Board (markers included)
- TV
- Podium
- Microphones
- Laser Pointer
- LCD Projector

•Staging, dance areas, band/DJ and audio visual equipment may reduce the capacity of each room.

# BANQUET ROOM INFORMATION

## BANQUET ROOM INFORMATION

Maximum capacity per round table is 10 (except where noted). The Radisson Hotel & Conference Center has established seating capacity for each room. Staging, dance areas and audio/visual equipment may reduce the capacity of each room. At maximum capacity, a band will not be able to set up until after dinner and some of the tables may need to be removed to provide for a larger dance floor area. The following banquet rooms are available 18 months in advance. A waiting list

### **RAIRIE BALLROOM I**

*Seating capacity (round tables):*

Sit-down dinner	90 people
Buffet dinner	80 people

### **PRAIRIE BALLROOM II**

*Seating capacity (round tables):*

Sit-down dinner	90 people
Buffet dinner	80 people

### **PRAIRIE BALLROOM III**

*Seating capacity (round tables):*

Sit-down dinner	90 people
Buffet dinner	80 people

### **PRAIRIE BALLROOM**

#### **I & II & III**

*Seating capacity (round tables):*

Sit-down dinner	280 people
Buffet dinner	240 people

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### **DES PLAINES MEETING ROOM**

*Seating capacity (round tables):*

Conference	12 people
Round Table	20 people

### **LAKEVIEW CONFERENCE ROOM**

*Seating capacity (round tables):*

Sit-down dinner	60 people
Buffet dinner	40 people

### **SOUTHPORT BOARD ROOM**

*Seating capacity (round tables):*

Conference only	12 people
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### **RENTAL RATES:**

Staging (Backdrop & Riser)	\$200
Dance Floor	\$275

### **INFORMATION**

You may tour the banquet facilities Monday through Friday between 10 a.m. and 3 p.m. An appointment is not necessary but encouraged; however, if you are unable to see the rooms on business days, please call the hotel Sales Manager to arrange an appointment. If you have any questions, please do not hesitate to contact the hotel. Sales Manager (262) 857-5170. Catering and Banquet Director (262) 857-5175.

### **PAYMENT SCHEDULE**

The room deposit is required at the time of booking in order to guarantee your banquet room reservation. Please ask Sales Manager for pricing. The total food and beverage bill is required 5 business days in advance of the function. The balance of the bill, including food, beverage, tax and gratuity must be paid by 10:00 p.m. the night of the function. All payments are to be made to the Banquet Director by cash, check (local or cashier's) or major credit card. A major credit card number must also be left with the Banquet Director to cover any additional costs incurred after 10 p.m.

### **REFUND POLICY**

A full refund will be granted to the booking party only if the Radisson Hotel & Conference Center is able to re-book the facility at the required room minimum. If the room is re-booked, a refund will be granted after the date of the function. If the hotel is unable to re-book the room, no refund will be granted. Deposits are not transferable to alternate dates, unless the room has been re-booked.

### **BANQUET EQUIPMENT**

The Radisson Hotel & Conference Center will set up the banquet room with the following, at no additional cost:

1. Linen tablecloths and napkins.
2. Skirted head table, gift table and cake table.
3. China and silver flatware for table settings.
4. Podium for guest registration book.
5. Microphone at head table for toasts.
6. Skirted buffet table(s), if needed.
7. Roundtable seating.

## BANQUET ROOM INFORMATION

## BANQUET POLICY

1. Signed contracts are required to hold any space. Required deposits must be returned with contract to avoid the release of reserved space.
2. Three weeks prior to your banquet, please inform our Banquet Department of the following: room setup details, estimated number of attendees, your choice of entrée and any other specifics relating to your function.
3. The Radisson Hotel & Conference Center must be notified at least 72 hours after signing a contract of any special services (i.e., electrical connections, plumbing, staging, special lighting). You will be charged for special services according to the Radisson Hotel & Conference Center rate schedule.
4. A taxable 18% service charge and applicable state and local sales tax will automatically be added to your statement for all food and beverages. Food and beverage carry-ins or carry-outs are not permitted.
5. A firm, guaranteed attendee count will be the responsibility of the booking party and is to be given to the Banquet Department five business days prior to the event. If the Banquet Department does not receive the attendee count within this allotted time, the booking party will be charged for the full person count listed on the contract or the actual number of persons attending, whichever is greater. Please notify the Catering Department as soon as possible if your attendee count increases.
6. The Radisson Hotel & Conference Center cannot be responsible for service to more than five percent (5%) over the final guaranteed attendee count.
7. Prices listed on menus are subject to change without notice. Firm food prices can be quoted in writing 60 days prior to the event, if requested.
8. Please choose one entrée only. Requests for two or more entrée selections will be handled on an individual basis and are subject to an additional \$1.00 per entrée per person cost. If two or more selections are needed, please contact the Banquet Manager for minimum requirements.
9. Please note that the Radisson Hotel & Conference Center prohibits the serving of any food or beverage on the premises which is not purchased from the Radisson Hotel & Conference Center, with the exception of celebration cakes.
10. The Radisson Hotel & Conference Center reserves the right to assign the facility most suited to the size and type of function being held. Room assignments can only be assured by strict adherence to minimum guarantees.
11. Music arrangements are made by the booking party. Music may only be played until 12:30 a.m. Banquet rooms must be cleared by 1:00 a.m.
12. Groups requesting tax exemption must submit a copy of their Wisconsin tax exempt certificate at the time of the contract signing.
13. The contracting party or parties will be responsible for any stolen items and/or damage to equipment and/or facility during the entire time a room is occupied for the function.
14. No signs are allowed on the guest room levels, elevators, main lobby areas, or building exterior. Signs outside meeting rooms should be professionally printed and free-standing or on an easel. Nothing may be screwed, pinned, tacked, or applied with adhesive to any decor, wall, or ceiling. Additional decorations and/or promotional decorations must be approved by the Banquet Manager before being placed in the banquet or meeting rooms. Radisson Hotel & Conference Center requests that no confetti of any type be brought into the banquet/meeting rooms. A minimum \$100.00 housekeeping charge will be added to the final billing if confetti is used.
15. Radisson Hotel & Conference Center will not assume or accept any responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during, or following the scheduled event. The contracted booking party is responsible for the conduct of all persons in attendance and for any damages occurred upon the hotel or its guests by individuals associated with or representing the group. Radisson Hotel & Conference Center reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with hotel policy and established laws.
16. Room rental charges for all rooms are equal to the deposit.

Banquet Policy continued on back of this page.

*Any exceptions to the above general policy must be negotiated before signing this contract. Our professional staff is always available to assist you with your banquet and/or meeting needs. Thank you for considering the Radisson Hotel & Conference Center for your event. We look forward to working with you.*

## BANQUET POLICY

## BANQUET POLICY

16. Room rental charges for all rooms are equal to the deposit.

17. Packages sent to the hotel for booking party's event should be delivered to the hotel no more than three business days prior to the function. All packages should be labeled as follows:

Company Name

Name of Function

Date of Function

On-Site Contact Person's Name

c/o Kenosha Radisson Hotel & Conference Center

11800 108th St.

Pleasant Prairie, WI 53158

ATTN: Sales Coordinator

All packages received will be delivered to booking party's function room at a previously agreed-upon time. Packages in excess of normal storage facility capabilities may be subject to drayage and storage fees.

Any exceptions to the above general policy must be negotiated before signing this contract.

Our professional staff is always available to assist you with your banquet and/or meeting needs.

Thank you for considering the Radisson Hotel & Conference Center for your event. We look forward to working with you.

BANQUET POLICY