

*Business meetings  
and banquets...*

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AT THE HY-VEE CONFERENCE CENTER

# Welcome...

## **Welcome to the Hy-Vee Conference Center!**

Whether you need a business meeting, employee appreciation dinner, or cocktail party, our goal is to offer you many options to plan your custom-tailored event. We provide the finest cuisine prepared by our professional staff. We will personally attend to your dining and meeting needs in an efficient, courteous manner. From simple to elegant, two to over seven hundred, Hy-Vee's Conference Center meeting professionals are here to meet your needs with the care and attention to quality that only Hy-Vee can provide. Count on us to make your event enjoyable! We can provide all of your meeting needs with our affordable and state of the art audio/visual system and meeting equipment.

**For a complete price list of our A/V products and services, please view our Facility Info page.**

Our room set-up and A/V specialists will make sure your event looks and runs smoothly and professionally. Whether you require a classroom style training session with a PowerPoint presentation accompanied by light refreshments, or a lavish company-wide employee recognition dinner with videos and an awards ceremony, let the Hy-Vee Conference Center accommodate all of your needs!

At the Hy-Vee Conference Center your event is the single most important reason why we are here.

### **Room Decoration Options**

Mirror tiles for centerpieces- \$2/mirror

Votive candles- \$1/each

Door swag - \$250.00++

Ceiling swag - \$1000.00++ (four swags), \$500.00++ (two swags)

Black chair covers with black tie - \$3.00++ per chair

Three large glass goblets with floating candles - \$18.00++ per table

Eiffel tower vase with three fresh flowers – starting at \$25.00++ per table

Eiffel tower vase - \$10.00++ per table

Ice sculptures – starting at \$250.00++

Movable design-spot lighting fixture- \$1000.00++ (four programmable lights)

Customized spotlight lighting images - \$250.00++

# *Corporate Planner Package*

**Priced at \$33.95 per person**

## **The Continental**

Freshly baked danish, muffins, and bagels  
Signature cream cheeses and sweet butter  
Chilled orange juice  
Freshly ground regular and decaffeinated coffee  
Assorted soft drinks

## **Mid-morning Refreshments**

Refresh of the freshly ground regular and decaffeinated coffee  
Assorted soft drinks and bottled water

## **Lunch**

Choose from our list of luncheon salads/cold platters or plated hot lunches  
All lunches include freshly baked breads and sweet butter along with iced tea (milk available upon request)  
Assorted soft drinks and bottled water  
Add \$2.00 to the per person price above for luncheon buffets/designer luncheon buffets

*Must have a minimum of 30 people for a buffet or pay a chef's fee of \$100.00 plus service charge and sales tax*

## **Afternoon Break**

Assorted gourmet cookies  
Assorted soft drinks and iced tea  
Freshly ground regular and decaffeinated coffee  
For our other specialty breaks an additional charge per person will be added

Please ask us about customizing the menu for your event!  
Please add a 22% service charge and 6% sales tax to all above prices.  
Prices valid through calendar year 2009  
All prices subject to change due to market

# *Breakfast Breaks*

**The Continental**

Freshly baked danish, muffins, and bagels  
 Signature cream cheeses and sweet butter  
 Chilled orange juice  
 Freshly ground regular and decaffeinated coffee  
**\$8.95 per person**

**The Executive Continental**

Freshly baked danish, muffins, and bagels  
 Signature cream cheeses and sweet butter  
 Seasonal fresh fruit display  
 Chilled assorted fruit juice bar  
 Flavored hot teas  
 Freshly ground regular and decaffeinated coffee  
**\$10.95 per person**

**The Deluxe Executive Continental**

Freshly baked danish, muffins, and bagels  
 Signature cream cheeses and sweet butter  
 Seasonal fresh fruit display  
 Granola and yogurt  
 Chilled assorted fruit juice bar  
 Flavored hot teas  
 Freshly ground regular and decaffeinated coffee  
**\$12.95 per person**

**Beverages**

Punch	\$25.00 per gallon
Iced tea	\$25.00 per gallon
Fresh ground coffee	\$25.00 per gallon
Lemonade	\$25.00 per gallon
Orange juice	\$25.00 per gallon
Soft drinks	\$2.00 each
Bottled water	\$1.50 each
Assorted bottled juices	
V-8, apple, orange, and cranberry available	\$2.75 each
Milk, 8oz carton	
2%, skim, and chocolate available	\$1.00 each
Red Bull	\$4.00 each

**Treats**

Danish, muffins, and bagels with signature cream cheeses	\$24.95 per dozen
Yogurt	\$1.00/each
Yogurt (with granola)	\$2.00/each
Gourmet cookies	\$23.95 per dozen
Triple fudge brownies	\$23.95 per dozen
Assorted mini confections	\$1.95 each
Salty snacks	\$14.95 per lb
Honey roasted mixed nuts	\$16.95 per lb
Assortment of whole fruit	\$14.95 per dozen

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# *Breakfast Buffets*

## **The Traditional Breakfast Buffet**

Fluffy fresh scrambled eggs  
Sugar cured crisp bacon and sausage links  
Breakfast potatoes  
Freshly baked fruit muffins  
Cut fresh seasonal fruit  
Chilled assorted fruit juice bar and milk  
Freshly ground regular and decaffeinated coffee  
**\$14.95 per person**

## **The Classic Breakfast Buffet**

Chaffered country style omelets  
Fresh baked bagels with flavored cream cheeses  
Freshly baked fruit muffins  
Sugar cured crisp bacon and sausage links  
Breakfast potatoes  
Cut fresh seasonal fruit  
Freshly ground regular and decaffeinated coffee  
**\$16.95 per person**

## **The All American Breakfast Buffet**

Eggs Barbados with green onion sauce  
Sugar cured crisp bacon and sausage links  
Breakfast potatoes  
Griddled french toast with berries, warm maple syrup, and sweet butter  
Cut fresh seasonal fruit  
Freshly ground regular and decaffeinated coffee  
**\$18.95 per person**

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# *Specialty Breaks*

## **Afternoon Break**

Assorted gourmet cookies and triple fudge brownies  
Fresh brewed iced tea  
Freshly ground regular coffee and decaffeinated coffee  
**\$7.95 per person**

## **Fresh Berry Break**

Assorted chilled bottled fruit juices  
Whole seasonal fresh berries with crème fraîche,  
brown sugar, and whipped fresh cream  
Baked fruit muffins with butter and preserves  
Freshly ground regular and decaffeinated coffee  
**\$8.95 per person**

## **Fitness Break**

Fresh seasonal fruit kabobs  
Assorted fruit yogurts  
Homemade granola and yogurt covered raisins  
Chilled bottled fruit and vegetable juices  
Bran muffins with a selection of herbal teas and bottled water  
**\$8.95 per person**

## **Chocoholic**

Double dipped strawberries  
Triple fudge brownies  
White chocolate and macadamia nut cookies  
Assorted ice cold milks  
Freshly ground regular and decaffeinated coffee  
**\$9.95 per person**

## **The Sports Fan**

Buttered popcorn  
Cracker Jacks  
Roasted peanuts in the shell  
Pretzels  
Homemade chips and dip  
Glass bottled Coca-Cola  
**\$9.95 per person**

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# *Luncheon Buffets*

All banquet luncheons are served with freshly baked breads, iced tea, and milk

## **New York Deli Buffet**

Seasonal composed salads  
Sliced Dilusso deli meat display including:  
Peppered roast beef, honey glazed ham, smoked turkey breast, corned beef  
Assorted sliced cheese selections  
Gourmet breads and rolls  
Sliced tomatoes, sweet onions, and crisp lettuce  
Appropriate condiments  
Homemade potato chips  
Triple fudge brownies and signature cookies  
**\$18.95 per person**

## **South Fork Barbecue**

Seasonal composed salad  
Bunk house beans, texas taters  
Grilled back angus hamburgers and fire roasted chicken breast  
Fresh baked buns and condiments  
Sliced tomatoes, sweet onions, and crisp lettuce  
Triple fudge brownies and signature cookies  
**\$18.95 per person**

## **Chef's Italian Pasta Bar**

Crisp romaine lettuce with fresh Italian vinaigrette  
Grated parmesan cheese and garlic croutons  
Toasted bread sticks  
Two pastas served with marinara and alfredo sauce  
Grilled marinated boneless breast of chicken with herbs and spices  
Triple fudge brownies and signature cookies  
**\$19.95 per person**

## **Fajita Bar**

Assorted spring greens with mandarin oranges, sweet red onions and lemon poppy seed dressing  
Beef and chicken fajitas grilled with crisp vegetables and fresh cilantro  
Served with warm tortillas, fresh toppings, and Spanish style rice  
Finished with warm sopapillas and honey  
**\$19.95 per person**

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# Designer Luncheon Buffets

All banquet luncheons are served with freshly baked breads, iced tea, and milk

## **Silver Lunch Buffet**

Fresh tossed seasonal mixed greens with choice of dressing

### **Choice of one meat entrée:**

Fire roasted sliced top sirloin, charbroiled or sautéed breast of chicken,  
Charbroiled and roasted loin of pork, or fresh fish of the day

### **Choice of one accompaniment:**

Garden rice pilaf, rosemary roasted baby reds, or garlic mashed potatoes

### **Choice of one fresh vegetable:**

Green beans almandine, baby carrots, or a mélange of fresh seasonal vegetables

### **Choice of one dessert:**

Cookies and brownies

Angel Food or pound cake with fresh mixed berries and whipped cream

Assortment of sweet treat desserts

Assortment of fresh baked fruit pies and cakes

## **Gold Lunch Buffet**

Fresh tossed seasonal mixed greens with choice of dressing

Two composed salads

### **Choice of two meat entrées:**

Fire roasted sliced top sirloin, charbroiled or sautéed breast of chicken,  
Charbroiled and roasted loin of pork or fresh fish of the day

### **Choice of two accompaniments:**

Parmesan encrusted potatoes, rosemary roasted baby reds,  
Garden rice pilaf or garlic mashed potatoes

### **Choice of one fresh vegetable:**

Green beans almandine, baby carrots, or a mélange of fresh seasonal vegetables

### **Choice of one dessert:**

Cookies and brownies

Angel Food or pound cake with fresh mixed berries and whipped cream

Assortment of sweet treat desserts

Assortment of fresh baked fruit pies and cakes

**Prices on Silver and Gold Buffets range from \$22.95 to \$28.95 per person  
Depending on menu choices**

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# *Luncheon Salads and Cold Platters*

All banquet luncheons are served with freshly baked breads, iced tea, and milk

Luncheon salads and cold platters also feature a selection of signature cookies and triple fudge brownies

## **Country Club Wrap**

Smoked turkey, honey ham, bacon, swiss cheese, tomatoes,  
and shredded lettuces wrapped in a tortilla

Served with homemade potato chips

**\$13.95 per person**

## **Oriental Orange Chicken Salad**

A mélange of fresh spring greens, mandarin oranges, chow mein noodles,  
grilled pineapple, topped with seared julienne chicken breast and spicy orange dressing

**\$13.95 per person**

## **Cobb Salad**

Mixed garden greens, diced smoked turkey, crisp bacon  
tomatoes, hard cooked eggs, and crumbled bleu cheese

Served with your choice of dressing

**\$13.95 per person**

## **Stuffed West Des Moines Croissant**

Freshly baked, stuffed with your choice of chicken, shrimp, or tuna salad

Fresh fruit garnish

Served with homemade potato chips

**\$14.95 per person**

## **Soup and Sandwich**

A cup of Chef's daily selection of soup

Mid-sized salad croissant with a fresh fruit garnish

Served with homemade potato chips

**\$14.95 per person**

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# *Plated Hot Lunches*

## **Steak Sandwich**

Eight ounces of tender grilled steak served open faced on grilled country bread and topped with fresh sautéed onions and mushrooms  
Served with garlic mashed potatoes and Chef's selection of seasonal vegetables  
**\$18.95 per person**

## **Red and White Chicken Lasagna or Tuscan Veggie**

The Chef's specialty. A unique blend of fresh roasted chicken breast, California spinach, forest mushrooms, and scallions, blended with imported cheeses and finished with homemade marinara and alfredo sauces  
**\$17.95 per person**

## **Lemonade Chicken**

A boneless breast of chicken, charbroiled and finished with a heart healthy lemonade and white wine glaze, scented with mushrooms and shallots  
**\$16.95 per person**

## **Chicken Turnover**

A grilled boneless chicken breast stuffed with fresh wild mushrooms, spinach, and French boursin herb cheese, wrapped in a flaky puff pastry dough, baked golden brown, and served in a pool of sherry wine and scented velouté sauce  
Presented with fresh seasonal vegetables  
**\$17.95 per person**

## **Traditional Honey and Rosemary Roasted Pork Loin**

Carved fresh from center cut boneless pork loins, served in a pool of port wine scented demi-glace with grilled sage dressing  
Served with Chef's selection of fresh seasonal vegetables  
**\$17.95 per person**

### **All plated hot lunches include:**

Tossed assorted spring greens with a choice of our fine homemade dressings  
Chef's selection of accompaniments- chosen to enhance each entrée  
Triple fudge brownies and signature cookies for dessert

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# *Designer Dinner Entrées*

Our signature banquet dinner prices include the choice of one designer salad, fresh baked rolls, butter, coffee, tea, and dessert. Our executive Chef will prepare the appropriate accompaniments to enhance your entrée.

## **Choice of Salad:**

### **Fresh Garden Green**

Seasonal greens tossed with fresh diced tomatoes, crisp cucumber, and fresh grated cheese straws  
Served with your choice of Italian, Ranch, or French dressings

### **Traditional Caesar Salad**

Crisp romaine, freshly grated imported parmesan cheese, diced Roma tomatoes, garlic croutons and Caesar dressing

### **Mandarin Salad**

Assorted crisp garden greens tossed with mandarin oranges, sliced strawberries, caramelized walnuts, and poppy seed dressing

### **California Spinach Salad**

Fresh cleaned and picked spinach leaves tossed with sliced button mushrooms, toasted almonds, and mandarin oranges in a warm bacon and onion dressing

## **Choice of Entrée:**

### **Filet Mignon**

8 oz center cut of beef tenderloin, charbroiled to perfection  
served with Béarnaise, bordelaise, wild mushroom, or Diane sauce  
**\$36.95 per person**

### **12 oz New York Strip**

Long noted for its flavor. Fire roasted to perfection.  
Dressed in maitré d butter  
**\$30.95 per person**

### **City Duo**

The best of both worlds: A delicate sautéed breast of chicken finished with your choice of Grand Marnier champagne, Poulette, or lemon sauce and a charbroiled beef tenderloin medallion finished with your chose of Béarnaise, bordelaise, wild mushroom or Diane sauce  
**\$36.95 per person**

*entrées continued on next page...*

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**Choice of Entrée (continued):**

**Chicken Wellington**

A sautéed boneless breast of chicken stuffed with wild mushrooms, California spinach, and French boursin cheese. Wrapped in a flaky puff pastry dough and baked until golden brown. Served in a pool of port wine scented demi-glace

Presented with fresh seasonal vegetables

**\$26.95 per person**

**Boneless Breast of Chicken**

Lightly seasoned with fresh herbs and spices (your choice charbroiled or sautéed)

Served with your choice of sauce: Tuscan, Poulette, or Diane sauce

Presented with seasonal garden rice pilaf and Chef's fresh seasonal vegetables

**\$23.95 per person**

**America's Cut Pork Chops**

Center cut chop stuffed with old fashioned honey griddled sage dressing, slow roasted with fresh peaches and cognac

Presented with Chef's fresh seasonal vegetables and garlic roasted potatoes

**\$26.95 per person**

**Rosemary Roasted Pork Loin**

Carved honey and rosemary roasted pork loin

Presented with Chef's seasonal vegetables and buttermilk potatoes

**\$26.95 per person**

**Fresh Seafood Selection**

Available at current market price

Please check with our sales representative for pricing

**Dessert Selections**

Cheesecake served with seasonal fresh berries

Chocolate Overload torte

Gourmet carrot cake

Assortment of fresh fruit pies

**Chef's Chocolate Fountain Display with Appropriate Accompaniments**

add \$4.95 per person to any lunch or dinner

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# *Designer Dinner Buffets*

All banquet dinner buffets are served with fresh baked rolls, choice of dessert, and freshly ground regular and decaffeinated coffee. Iced tea and milk are available upon request.

## **The Traditional Dinner Buffet**

Assorted fresh seasonal greens with choice of salad dressing,  
Roasted garlic crusted carved prime rib of beef with au jus  
Sautéed breast of chicken with choice of Poulette, lemon, or Tuscan sauce  
A mélange of fresh seasonal vegetables  
Garden rice pilaf  
Garlic and rosemary roasted baby red potatoes  
**\$34.95 per person**

## **The Harvest Dinner Buffet**

Assorted fresh seasonal greens with choice of salad dressing,  
pasta primavera salad, fresh seasonal fruit salad  
Roasted garlic crusted carved prime rib of beef with au jus  
Sautéed breast of chicken with choice of Poulette, lemon, or Tuscan sauce  
Sliced honey rosemary glazed pork loin  
Garlic and herb roasted new potatoes  
Garden rice pilaf  
A mélange of fresh seasonal vegetables  
**\$39.95 per person**

## **Dessert Selections**

Cheesecake served with seasonal fresh berries

Chocolate Overload torte

Gourmet carrot cake

Assortment of fresh fruit pies

## **Chef's Chocolate Fountain Display with Appropriate Accompaniments**

add \$4.95 per person to any lunch or dinner

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# Hors d'œuvres

## Signature Hors d'œuvres

50 piece minimum for a la carte Cold and Hot Hors d'œuvre selections

### Hot Hors d'œuvres

- Mini crab cakes with lemon pepper aioli
- Boursin stuffed mushrooms
- Chicken Yakatori
- Beef Satay
- Chicken Spedinni
- Crab Puffs
- Chicken Florentine stuffed mushrooms
- Petite quiche
- Pot stickers with teriyaki ginger sauce
- Chinese vegetable or pork egg roll
- Buffalo style chicken drummies hot or mild
- Swedish, Italian, or BBQ meatballs
- Jalapeno poppers with ranch and salsa
- Crab rangoons with sweet and sour sauce and hot mustard
- Bacon wrapped water chestnuts

*Choose one item above for \$2.00 per piece*

### Cold Hors d'œuvres

- Seasonal melon wrapped in proscuitto
- Assorted gourmet canapés
- Smoked salmon pin wheels
- Smoked honey turkey roulades
- Assorted silver dollar sandwiches with accompaniments
- Stuffed strawberries
- Bruschetta with garlic crostini
- Fresh fruit and cheese skewers

*Choose one item above for \$2.50 per piece*

**Jumbo Shrimp Cocktail.....\$3.00 per piece**

**Bacon Wrapped Scallops.....\$3.00 per piece**

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# *Hors d'œuvres Displays*

Seasonal Fruit Display

Hand selected, served with Honey Chutney Dressing

**\$4.95 per person**

Fresh Vegetable Crudités

A mélange of fresh Garden Vegetables with a country style Ranch dip

**\$3.95 per person**

Gourmet Marinated Vegetables

Includes asparagus spears, button mushrooms, baby carrots, broccolini, sweet onions, peppers, and tomatoes

**\$4.95 per person**

International Cheese Board

A selection of sliced imported cheeses, presented with toasted pita chips, assorted gourmet crackers, and fresh fruit garnish

**\$4.95 per person**

Italian Antipasto Display

An array of Italian meats, cheeses, vegetables, served with fresh crusted Italian Bread

**\$6.95 per person**

Assorted Display

Fresh Seasonal Fruit, Fresh Vegetables Crudités and International Cheeses

**\$8.95 per person**

South of the Border

Assorted gourmet chips, sour cream, salsa, guacamole and nacho cheese sauce

**\$5.95 per person**

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# *Hors d'œuvres Packages*

Hors d'œuvres packages are displayed for two hours. Each package offers an unlimited amount of hors d'œuvres, replenished as needed for the display time.

A Classic Package

One Hot Hors d'œuvres  
One Cold Hors d'œuvres

One Display

\$15.95 per person

An Elegant Package

Two Hot Hors d'œuvres  
One Cold Hors d'œuvres

One Display

\$18.95 per person

A Traditional Package

Two Hot Hors d'œuvres  
Two Cold Hors d'œuvres

Two Displays

\$23.95 per person

An Unforgettable Package

Three Hot Hors d'œuvres  
Three Cold Hors d'œuvres

Three Displays

\$29.95 per person

**Add an Ice Sculpture to your Hors d'œuvres package starting at \$250.00 each**

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# Business Event Beverage Service

We offer only quality liquors in our standard or premium levels, along with a selection of fine wines to compliment your unique menu package. Our standard liquors include, but are not limited to, *Jim Beam bourbon, J&B and Chivas scotch, Beafeater gin, Bacardi rum, Canadian Club and Black Velvet whiskey, Smirnoff vodka, Jose Cuervo Gold tequila* and quality-brand cordials. Our premium liquors include, but are not limited to, *Dewars scotch, Tanqueray gin, Crown Royal whiskey and Absolut vodka.*

## HOSTED OPEN BAR OPTION

The hosted bar is sponsored and paid for by the host of the function. Service is charged on consumption. As a host you can choose to host the bar for one hour or throughout your event. Hosted non-alcoholic beverages are \$1.75 per person.

## CASH SERVICE OPTION

The cash bar provides each guest with the opportunity to purchase his or her own beverages. A bartender charge of \$35.00++ per hour will be charged if a \$100.00 per hour average is not met on a cash bar. Hosted non-alcoholic beverages and keg beer do not apply to the \$100.00 per hour average. Bartender charges will be waived if the bar is hosted for at least 1 hour or if at least 80 tickets are purchased. Each drink may be purchased at the following prices:

	Hy-Vee Premium	Hy-Vee Standard
Mixed Drinks	\$5.00	\$4.00
House Wine		\$4.00 / glass or \$18.95 / bottle
Domestic Beer		\$3.00 / bottle
Premium Beer		\$4.00 / bottle
Keg Beer		\$225.00 / keg
Non-Alcoholic Beer		\$3.00 / bottle
Soft Drinks		\$1.00

## TICKET SERVICE OPTION

The Hy-Vee Conference Center also offers drinks to be purchased with tickets in combination with or without a cash bar. Tickets are charged at \$5.00 per beverage for liquor, beer, and wine service. Tickets are charged at \$4.00 per beverage for beer and wine service only. All liquor must be purchased through the Conference Center. It is a violation of Iowa state law to bring alcoholic beverages into the Conference Center. If alcoholic beverages are brought into the Conference Center, they will be confiscated and a fee of \$50.00++ will be added to the bill for each bottle or can.

# Vendor Services

<b>Vendor Table</b> Quantities depend on floor space (includes 2'x6' cloth & skirted table, 2 chairs, waste can)	\$10.00 per table
<b>Auction Table</b> (clothed and skirted)	\$2.50 per table
<b>Vendor booth, piped and draped</b> (booths have an 8-foot backdrop and 3-foot wings) (includes 2'x6' clothed & skirted table)	\$35.00 per booth
<b>Electricity for vendor tables or booths</b> 11v 15amp circuit Other electricity requirements upon request with applicable charges	\$25.00 per table/booth
<b>Phone Line for vendor tables or booths</b> (limited number of phone lines available, ask for availability)	\$50.00 per table/booth
<b>Eight foot tall pipe and drape</b>	\$2.50 per linear foot
<b>Twelve foot tall pipe and drape</b>	\$5.00 per linear foot
<b>Eighteen foot tall pipe and drape</b>	\$9.00 per linear foot

**\*Additional charges will apply if tables need to be reset.**

Please communicate to all vendors that we do not have on-site storage facilities. Vendor deliveries will be accepted the day prior to the event. Any materials that are shipped must be addressed to the Hy-Vee Conference Center. All return shipping items must come with prepaid mailing labels.

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# Business Policies

## ROOM SETUPS AND CAPACITIES

Room Name	Dimensions	Sq. Ft.	Seating Capabilities				Ceiling Height
			Banquet	Class	Square	Theater	
Conference Center	141' x 82'	11,747	750	500	N/A	1200	18/20'
Iowa Room	69' x 82'	5,800	300	200	N/A	500	20'
Minnesota Room	37'5" x 41'	1,400	60	50	40	80	18'
Missouri Room	37'5" x 41'	1,400	60	50	40	80	18'
Illinois Room	35'11" x 26'10"	1000	50	40	30	50	18'
South Dakota Room	35'11" x 26'10"	1000	50	40	30	50	18'
Nebraska Room	35'11" x 28'	1000	50	40	30	50	18'
Foyer							

## ROOM RENTAL

Entire Conference Center (Approximately 12,000 square feet)	\$8000.00 to rent
Iowa Room (Approximately 6000 square feet)	\$4000.00 to rent
North/South Side (Approximately 3000 square feet)	\$2000.00 to rent
Minnesota or Missouri Room (Approximately 1500 square feet)	\$1000.00 to rent
Illinois, Nebraska, or South Dakota Room (Approximately 1000 square feet)	\$670.00 to rent

*Room rental fees will be waived if required food purchase minimum is met.*

**\*Dates are reserved on a first come, first serve basis. A hold can be placed on a date for 1 week. If there is other interest for the date that you have placed on hold, you will be notified. If no contact has been made by the end of the 1 week timeframe, the held date will be released to another interested party. It is your responsibility to notify the Hy-Vee Conference Center if you have booked elsewhere during that time period.**

**FOOD AND BEVERAGE:** Only the Hy-Vee Conference Center (HVCC) may provide any and all beverages and food for the client's event. The only exceptions are wedding cakes and mints associated with weddings. Due to various health code issues, removal of food and/or beverages from the facility is not allowed. All food and beverage services must be provided by the Conference Center at the Conference Center's prevailing prices for such services. Lunch menus/prices are only available from 10am-2pm. After that time, lunch menus may not be purchased at their regular lunch prices. All prices are subject to change.

**BAR SERVICE:** Bar hours of service will open and close in accordance with state laws. A hosted bar is sponsored and paid for by the host of the function and service is charged on consumption. A cash bar provides guests the opportunity to purchase drinks individually or by using tickets. A bartender charge of \$35.00++ per hour will be charged if a \$100.00 per hour average is not met on a cash bar. Bartender charges will be waived if the bar is hosted for at least 1 hour or if at least 80 tickets are purchased. Hosted non-alcoholic beverages and keg beer do not apply to the \$100.00 per hour average. If alcoholic beverages are to be served on the Hy-Vee Conference Center premises, HVCC allows only its servers and bartenders to dispense the beverages. All beverages must be consumed inside the Conference Center and no beverages of any kind (alcoholic or non-alcoholic) may be brought into the Hy-Vee Conference Center. It is a violation of Iowa state law to bring alcoholic beverages into the Conference Center. If alcoholic beverages are brought into the Conference Center, they will be confiscated and a fee of \$50.00++ will be added to the bill for each bottle or can. The HVCC's alcoholic beverage license requires it to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be provided, and (2) refuse alcoholic beverage service to any person who, in our judgment, appears intoxicated. The Conference Center also requires the right to use hand stamps for functions that have mixed age guests.

**BANQUET AND MEETING ROOMS:** Please adhere to the times agreed upon as other guests may be utilizing the facilities prior to or following your function. Should your time schedule change, please contact the meeting coordinator and HVCC will make every effort to accommodate you. The Hy-Vee Conference Center reserves the right to assign room space for your group suitable to your function's size. *If more or less space is required; the room minimum charges will be adjusted accordingly.* HVCC requests that the client provide us with a tentative meeting program and banquet schedule (which includes attendance figures) **at least two to four weeks prior to the event date.** Room space and food/beverage rates are as quoted. Should client's requirements change, prices will be adjusted accordingly. A 22% service charge and applicable sales tax will automatically be added to all billable items and services that occur during the function. Service charge and sales tax are subject to change. We reserve the right to refuse rental of the Conference Center for any reason.

**AUDIO/VISUAL EQUIPMENT:** Audio/Visual (A/V) equipment and services, booths, tables, booth electricity, special effects and other items are available for rental through the Conference Center pending availability. **All prices for A/V equipment are for single day use.** The Conference Center's A/V service team must handle any adjustments to A/V equipment. Prices for specialized labor (i.e. electricians, security guards, audio/visual technicians) are available upon request. All specialized labor must be booked through and/or approved by the Conference Center director. Client is responsible and shall reimburse the Hy-Vee Conference Center for any damage, loss, or liability incurred by any of the client's guests or any other clients or organizations contracted by the customer to provide any services or goods before, during, and after the function.

**ENTERTAINMENT:** Musicians, bands, orchestras, etc. are booked by the host of each function and will be solely their responsibility. The Hy-Vee Conference Center director must approve entertainment programs. Rental of instruments (pianos, etc.) is the responsibility of the booking host. **The Hy-Vee Conference Center management reserves the right to control the entertainment and the volume level of music or activities during any function.** Any entertainment coming to the facility must submit a contract rider to the Hy-Vee Conference Center two weeks prior to the event for our review of the equipment. Any outside electrical or sound equipment must be approved by the Conference Center. Sound, lights, and video through the house system must be operated by a Conference Center employee. Additional charges will apply for any electrical needs above a single 120v, 20amp. Estimates are available upon request.

**DECORATIONS:** All decorations must be pre-approved by the Hy-Vee Conference Center. **Set-up charges may apply.**

**SECURITY:** The Hy-Vee Conference Center shall not assume responsibility for any damage or loss incurred before, during, or after an event. The Conference Center may require additional security for your function. If additional security is required, charges will be added to your invoice. *The Hy-Vee Conference Center reserves the right to change or modify this policy at any time.*

**GUARANTEES:** Your guarantee is the number of guests for your event. This guarantee will be the same number of meals and seats. All details (including the menu) must be submitted **at least two weeks prior to your function.** For standard menus, the final guarantee is required **five business days prior to your function.** For customized menus, the final guarantee is required **seven business days prior to your function.** The guarantee is the minimum number your group will be charged for your event. We will prepare meals for 3% over your guarantee up to a 10 meal maximum. If attendance exceeds the guarantee, we will make every effort to take care of your guests but we may not be able to provide the same menu. Our buffets provide you and your guests with a one-time-through-the-line dinner. The food minimum is based on space required by the function.

**MISCELLANEOUS PROVISIONS:** Both parties understand that our agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, and the like. Client agrees to cooperate with HVCC to ensure compliance with such laws. Both parties understand that the performance of this agreement by either party is subject to acts of God, war, government regulation, strikes, curtailment of transportation facilities, or other emergencies making it inadvisable, illegal, or impossible to provide the Conference Center or to hold your scheduled events. Due to the layout, security personnel and storage capabilities of the Conference Center, HVCC will not be responsible for the storage or security of your display material and/or show merchandise. Client assumes responsibility for obtaining proper insurance and assumes liability for losses or damages to the equipment and to the property brought onto the premises of the Conference Center. Client will indemnify and hold the Hy-Vee Conference Center, and its employees, harmless from any and all such losses, damages, and claims, except to the extent caused by the gross negligence of the Hy-Vee Conference Center. Under no circumstances will HVCC be liable for the criminal acts of another. If any provision of this agreement is held to be invalid, illegal, or unenforceable, the remaining provisions will remain in full. **This document and attachments hereto contain all the terms of our agreement and supersede any prior agreements we may have had.** Any changes to the terms of this agreement must be in writing and signed/initialed by both parties.

**SHIPPING AND RECEIVING:** If it is necessary for you to ship materials to the Conference Center, each item must be properly packed and marked with (1) the organization name and contact, (2) date of the function, and (3) name of the Conference Center contact. **Boxes, packages, and/or display materials will be accepted no earlier than one day prior to the scheduled event date.** The Hy-Vee Conference Center reserves the right to refuse packages which appear damaged and assumes no liability for the condition of the contents of such packages. All items shipped to the Conference Center must arrive at the Conference Center one business day prior to the date of the event and must be picked up one business day after the event. Any boxes left at the Hy-Vee Conference Center must be labeled appropriately. The Hy-Vee Conference Center is not responsible for any vendor boxes that are shipped, left or need to be picked up. All shipping costs associated with any vendor boxes must be paid by the vendor. **Any boxes shipped prior to one business day may be charged a \$10.00 per box/day storage fee and any boxes left after one business day may also be charged \$10.00 per box/day storage fee.** These fees will be applied to the event's final bill.

**CLEAN-UP FEE:** Any group that creates an excessive mess and/or uses glitter, confetti, or sparkles of any kind will be charged a clean-up fee (to be determined by the Hy-Vee Conference Center) on their invoice.

**CANCELLATION POLICY:** If we are advised that a signed booking is cancelled, a cancellation fee will be charged. You agree to pay the food/room minimum rental listed in your contract based on the cancellation date and percentages shown below:

<b>0-3 months prior</b>	100% of the food/room minimum fee
<b>3-6 months prior</b>	75% of the food/room minimum fee
<b>6-12 months prior</b>	50% of the food/room minimum fee

The cancellation fee shall constitute full settlement of any and all obligations arising out of the nonperformance of this agreement. Provided, however, in the event of default, client shall pay all reasonable attorney fees and court costs incurred in connection with the collection of such amounts owing hereunder.

**BUSINESS FUNCTION DEPOSITS/BILLING:** A deposit of \$1000 is required at the initial signing of the contract. The estimated balance is due prior to your event date. The deposit can be made via check or credit card but the Credit Card Authorization Form is required to be filled out and returned with the contract and will be kept on file for function billing. A service charge of 22% and applicable sales tax will be added to all items and services provided. **If you are a tax-exempt organization, we require a current copy of your Iowa Sales Tax Exemption certificate.** All prices are subject to change.

### CONSUMER ADVISORY

Thoroughly cooking foods of animal origin such as beef, eggs, fish, lamb, pork, poultry, or shellfish reduces the risk of foodborne illness. Individuals with certain health conditions may be at higher risk if these foods are consumed raw or undercooked. Consult your physician or public health official for further information.

[Iowa Code section 137F.2(10)]