

**HyVee.**  
Conference Center

*Business Event Guide*

5820 Westown Parkway | West Des Moines, IA 50266

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# Welcome...

*Whether you are planning a business meeting, employee appreciation dinner, hors d'oeuvres and cocktail party or a company-wide event, the Hy-Vee Conference Center's goal is to offer you many options to plan your custom-tailored event.*

*Our professional kitchen staff provides the finest cuisine and we will personally attend to your dining and meeting needs in an efficient and courteous manner. From simple to elegant, groups big or small, the Hy-Vee Conference Center's meeting professionals are here to meet your needs with care and attention to quality.*

*We can provide all of your meeting needs with our state of the art audio/visual system and meeting equipment. Our room set-up crew 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!*

# Corporate Planner Package

*Priced at \$33.95/person*

## *The Continental*

Freshly baked danish, muffins and bagels  
Signature cream cheeses and 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 salads/cold platters or plated hot lunches  
All lunches include freshly baked bread and butter and are served with iced tea and water

**Add \$2.00 to the per person price above for lunch buffets or designer luncheon buffets  
*Must have a minimum of 30 people for a buffet or a chef's fee of \$100 will be charged***

## *Afternoon Break*

Gourmet cookies and triple fudge brownies  
Assorted soft drinks and fresh brewed iced tea  
Freshly ground regular coffee and decaffeinated coffee

**For our other specialty breaks an additional charge per person will be added**

# *Breakfast Options*

## *The Continental- \$8.95/person*

Freshly baked danish, muffins and bagels served with signature cream cheeses and butter  
Chilled orange juice and freshly ground regular and decaffeinated coffee

## *The Executive Continental-\$10.95/person*

Freshly baked danish, muffins and bagels served with signature cream cheeses and butter  
Seasonal fresh fruit display and chilled assorted fruit juice bar  
Flavored hot teas and freshly ground regular and decaffeinated coffee

## *The Deluxe Executive Continental- \$12.95/person*

Freshly baked danish, muffins and bagels served with signature cream cheeses and butter  
Seasonal fresh fruit display and chilled assorted fruit juice bar  
Granola and yogurt  
Flavored hot teas and freshly ground regular and decaffeinated coffee

## *Treats*

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

## *Beverages*

Punch	\$25.00/gallon
Iced tea	\$25.00/gallon
Fresh ground coffee	\$30.00/gallon
Lemonade	\$25.00/gallon
Orange juice	\$25.00/gallon
Soft drinks	\$2.00 each
Bottled water	\$1.50 each
Assorted bottled juices	\$2.75 each
V-8, apple, orange, cranberry	
Milk, 8oz carton	\$1.00 each
2%, skim, chocolate	
Red Bull	\$4.00 each

22% service charge and 6% sales tax apply to total  
All prices subject to change

# *Breakfast Buffets*

## *The Traditional - \$14.95/person*

Fluffy fresh scrambled eggs  
Sugar cured crisp bacon and sausage links  
Breakfast potatoes  
Freshly baked fruit muffins  
Fresh cut seasonal fruit  
Chilled assorted fruit juice bar  
Freshly ground regular and decaffeinated coffee

## *The Classic - \$16.95/person*

Chaffered country-style omelets  
Sugar cured crisp bacon and sausage links  
Breakfast potatoes  
Freshly baked fruit muffins  
Fresh cut seasonal fruit  
Fresh baked bagels with flavored cream cheeses  
Freshly ground regular and decaffeinated coffee

## *The All American - \$18.95/person*

Eggs Barbados with green onion sauce  
Sugar cured crisp bacon and sausage links  
Breakfast potatoes  
Fresh cut seasonal fruit  
Griddled french toast with berries, warm maple syrup and butter  
Freshly ground regular and decaffeinated coffee

# Specialty Breaks

## Afternoon Break- \$7.95/person

Gourmet cookies and triple fudge brownies  
Assorted soft drinks and fresh brewed iced tea  
Freshly ground regular coffee and decaffeinated coffee

## Fresh Berry Break- \$8.95/person

Assorted chilled bottled fruit juices  
Whole seasonal fresh berries with brown sugar and fresh whipped cream  
Baked fruit muffins with butter and preserves  
Freshly ground regular coffee and decaffeinated coffee

## Fitness Break- \$8.95/person

Fresh seasonal fruit kabobs  
Assorted fruit yogurts  
Homemade granola  
Yogurt covered raisins  
Chilled bottled fruit juices and vegetable juices  
Bran muffins with a selection of herbal teas and bottled water

## Chocoholic- \$9.95/person

Double dipped strawberries  
Triple fudge brownies  
White chocolate and macadamia nut cookies  
Assorted ice cold milks  
Freshly ground regular coffee and decaffeinated coffee

## The Sports Fan- \$9.95/person

Buttered popcorn  
Cracker Jacks  
Roasted peanuts in the shell  
Pretzels  
Homemade chips and dip  
Assorted soft drinks

22% service charge and 6% sales tax apply to total  
All prices subject to change

# Lunch Buffets

*All lunch buffets are served with freshly baked bread.  
Guests are offered iced tea and water.*

## *New York Deli Buffet- \$18.95/person*

Seasonal composed salad  
Sliced DiLusso deli meat display including:  
    peppered roast beef, honey glazed ham,  
    smoked turkey breast and corned beef  
Selection of assorted sliced cheeses  
Gourmet breads and rolls  
Sliced tomatoes, sweet onions and crisp lettuce  
Appropriate condiments  
Served with homemade potato chips  
Gourmet cookies and triple fudge brownies

## *South Fork Barbecue- \$18.95/person*

Seasonal composed salad  
Bunk house beans and Texas taters  
Grilled back angus hamburgers and fire roasted chicken breast  
Fresh baked buns  
Sliced tomatoes, sweet onions and crisp lettuce  
Appropriate condiments  
Gourmet cookies and triple fudge brownies

## *Chef's Italian Pasta Bar- \$19.95/person*

Fresh seasonal tossed greens with assorted dressings  
Grated parmesan cheese and garlic croutons  
Toasted bread sticks  
Two pastas served with marinara and alfredo sauces  
Grilled marinated boneless breast of chicken with herbs and spices  
Gourmet cookies and triple fudge brownies

## *Fajita Bar- \$19.95/person*

Assorted spring greens with mandarin oranges and sweet red onions  
Lemon poppy seed dressing  
Beef and chicken fajitas grilled with crisp vegetables and fresh cilantro  
Served with warm tortillas, refried beans, fresh toppings and Spanish-style rice  
Finished with warm sopapillas and honey

22% service charge and 6% sales tax apply to total  
All prices subject to change

# Designer Lunch Buffets

*All designer lunch buffets are served with freshly baked bread.*

*Guests are offered iced tea and water.*

*Prices range from \$22.95 to \$28.95 per person depending on menu.*

## Silver Lunch Buffet

Fresh tossed seasonal mixed greens with choice of dressing

### Choice of one meat entrée:

Fire-roasted sliced top sirloin, breast of chicken (charbroiled or sautéed), loin of pork (charbroiled or roasted) or fresh fish option

### Choice of one accompaniment:

Garlic whipped potatoes, rosemary roasted potatoes or vegetable blend rice pilaf

### Choice of one fresh vegetable:

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

### Choice of one dessert:

Gourmet cookies and triple fudge brownies

Angel food or pound cake served with fresh mixed berries and whipped cream

Assortment of sweet treat desserts or freshly 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, breast of chicken (charbroiled or sautéed), loin of pork (charbroiled or roasted) or fresh fish option

### Choice of two accompaniments:

Garlic whipped potatoes, rosemary roasted potatoes or vegetable blend rice pilaf

### Choice of one fresh vegetable:

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

### Choice of one dessert:

Gourmet cookies and triple fudge brownies

Angel food or pound cake served with fresh mixed berries and whipped cream

Assortment of sweet treat desserts or freshly baked fruit pies and cakes

22% service charge and 6% sales tax apply to total

All prices subject to change

# *Salads and Cold Platters*

*All salad and cold platters are served with freshly baked bread.*

*Guests are offered iced tea and water.*

*A selection of gourmet cookies and triple fudge brownies are also included!*

## *Country Club Wrap- \$13.95/person*

Smoked turkey, honey ham, bacon, swiss cheese, tomatoes and shredded lettuce wrapped in a tortilla  
Served with homemade potato chips

## *Oriental Orange Chicken Salad- \$13.95/person*

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

## *Cobb Salad- \$13.95/person*

Mixed garden greens, diced smoked turkey, crisp bacon, tomatoes, hard cooked eggs and crumbled bleu cheese  
Served with your choice of dressing

## *Stuffed West Des Moines Croissant- \$14.95/person*

Freshly baked croissants stuffed with your choice of chicken, shrimp or tuna salad  
Served with a fresh fruit garnish and homemade potato chips

## *Soup and Sandwich- \$14.95/person*

A cup of Chef's soup of the day  
Chef's choice of fresh baked bread served with a fresh fruit garnish and homemade potato chips

# *Plated Hot Lunches*

## *All plated hot lunches include:*

*Tossed assorted spring greens served with your choice of dressing  
Chef's selection of accompaniments chosen to enhance each entrée  
Selection of gourmet cookies and triple fudge brownies for dessert*

*Guests are offered iced tea and water.*

## *Lemonade Chicken- \$16.95/person*

A charbroiled boneless breast of chicken finished with a heart-healthy lemonade and white wine glaze, scented with mushrooms and shallots.

## *Red and White Chicken Lasagna or Tuscan Veggie- \$17.95/person*

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.

## *Chicken Turnover- \$17.95/person*

A grilled boneless chicken breast stuffed with fresh wild mushrooms, spinach and Boursin cheese, wrapped in a flaky puff pastry baked until golden brown and served in a pool of sherry wine sauce.

## *Traditional Honey and Rosemary Roasted Pork Loin- \$17.95/person*

Carved fresh from center-cut boneless pork loins, served in a pool of port wine scented demi-glace with grilled sage dressing.

## *Steak Sandwich- \$18.95/person*

Tender grilled steak served open-faced on grilled country bread and topped with fresh sautéed onions and mushrooms. Served with garlic whipped potatoes and Chef's selection of seasonal vegetables

22% service charge and 6% sales tax apply to total  
All prices subject to change

# Designer Dinner Entrees

*All designer dinner entrees are served with freshly baked bread  
Chef's selection of accompaniments chosen to enhance each entrée  
Guests are offered iced tea and water.*

## Choice of one salad:

### **Fresh Garden Green**

Seasonal greens tossed with fresh diced tomatoes, crisp cucumbers 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 and garlic croutons  
Served with Caesar dressing

### **Mandarin Salad**

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

### **California Spinach Salad**

Fresh spinach leaves tossed with sliced button mushrooms, toasted almonds and mandarin oranges  
Served with a warm bacon-onion dressing

## Choice of one entrée:

### **Boneless Breast of Chicken- \$23.95**

Lightly seasoned with fresh herbs and spices (charbroiled or sautéed)  
Presented with vegetable blend rice pilaf and Chef's fresh seasonal vegetables

*Please choose from the following sauces:*

*Poulette* – chicken consommé, mushrooms, shallots, cream and sherry

*Mandarin Champagne*– mandarin oranges, orange juice, brown sugar, champagne and Grand Marnier

*Lemon*– chicken consommé with mushrooms and lemon accents

*Tuscan* – diced tomatoes, onion, garlic, fresh herbs and olive oil

### **Chicken Wellington- \$26.95**

A sautéed breast of chicken stuffed with spinach, Boursin cheese and mushrooms wrapped in a flaky puff pastry, served with a unique green onion sauce. Served in a pool of port wine demi-glace and presented with Chef's fresh seasonal vegetables.

### **America's Cut Pork Chops- \$26.95**

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

*entrées continued on next page...*

22% service charge and 6% sales tax apply to total

All prices subject to change

# *Designer Dinner Entrees (cont.)*

## **Rosemary Roasted Pork Loin- \$26.95**

Carved honey and rosemary roasted pork loin presented with Chef's seasonal vegetables and buttermilk potatoes.

## **New York Strip- \$30.95**

12oz strip fire-roasted to perfection, dressed in maître d' butter. Presented with Chef's fresh seasonal vegetables and garlic roasted potatoes.

## **Filet Mignon-\$36.95**

8oz center-cut of beef tenderloin, charbroiled to perfection. Presented with Chef's fresh seasonal vegetables and garlic roasted potatoes.

*Please choose from the following sauces:*

*Bordelaise*— mushrooms and shallots

*Wild Mushroom*— exotic mushrooms in a demi-glace

*Béarnaise*— a reduction of butter, wine, tarragon and shallots

## **City Duo- \$36.95**

A delicate sautéed breast of chicken and a charbroiled beef tenderloin medallion presented with Chef's seasonal vegetables and buttermilk potatoes.

*Please choose from the following chicken sauces:*

*Poulette* — chicken consommé, mushrooms, shallots, cream and sherry

*Mandarin Champagne*— mandarin oranges, orange juice, brown sugar, champagne and Grand Marnier

*Lemon*— chicken consommé with mushrooms and lemon accents

*Tuscan* — diced tomatoes, onion, garlic, fresh herbs and olive oil

*Please choose from the following beef sauces:*

*Bordelaise*— mushrooms and shallots

*Wild Mushroom*— exotic mushrooms in a demi-glace

*Béarnaise*— a reduction of butter, wine, tarragon and shallots

## **Fresh Fish Option- Market Price**

### *Choice of one dessert:*

Cheesecakes served with fresh seasonal berries

Chocolate overload torte

Gourmet carrot cake

Assortment of fresh fruit pies

\*Add a Chocolate Fountain display with appropriate accompaniments for \$4.95/person

22% service charge and 6% sales tax apply to total

All prices subject to change

# *Designer Dinner Buffets*

*All designer dinner buffets are served with freshly baked bread.  
Guests are offered freshly ground regular and decaffeinated coffee, iced tea and water.*

## *The Traditional Dinner Buffet- \$34.95/person*

Assorted fresh seasonal greens with your choice of salad dressing

Roasted garlic-crusteD carved prime rib of beef with au jus

Sautéed breast of chicken with choice of sauce:

*Poulette* – chicken consommé, mushrooms, shallots, cream and sherry

*Lemon*– chicken consommé with mushrooms and lemon accents

*Tuscan* – diced tomatoes, onion, garlic, fresh herbs and olive oil

A mélange of fresh seasonal vegetables

Vegetable blend rice pilaf

Garlic and rosemary roasted potatoes

## *The Harvest Dinner Buffet- \$39.95/person*

Assorted fresh seasonal greens with your choice of salad dressing

Pasta primavera salad

Fresh seasonal fruit salad

Sliced honey-rosemary glazed pork loin

Roasted garlic-crusteD carved prime rib of beef with au jus

Sautéed breast of chicken with choice of sauce:

*Poulette* – chicken consommé, mushrooms, shallots, cream and sherry

*Lemon*– chicken consommé with mushrooms and lemon accents

*Tuscan* – diced tomatoes, onion, garlic, fresh herbs and olive oil

A mélange of fresh seasonal vegetables

Vegetable blend rice pilaf

Garlic and rosemary roasted potatoes

## *Dessert Selections*

Cheesecakes served with fresh seasonal berries

Chocolate overload torte

Gourmet carrot cake

Assortment of fresh fruit pies

\*Add a Chocolate Fountain display with appropriate accompaniments for \$4.95/person

22% service charge and 6% sales tax apply to total

All prices subject to change

# *Signature Hors d'oeuvres*

*50 piece minimum for selections*

## *Hot hors d'oeuvres (\$2.00/piece)*

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

## *Cold hors d'oeuvres (\$2.50/piece)*

Seasonal melon wrapped in prosciutto  
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

## *Jumbo Shrimp Cocktail (\$3.00/piece)*

## *Bacon Wrapped Scallops (\$3.00/piece)*

# *Hors d'oeuvres Displays*

## *Fresh Vegetable Crudités (\$3.95/person)*

Fresh garden vegetables, served with a country style ranch dip

## *Seasonal Fruit Display (\$4.95/person)*

Hand selected fruit, served with Honey Chutney Dressing

## *Gourmet Marinated Vegetables (\$4.95/person)*

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

## *International Cheese Board (\$4.95/person)*

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

## *South of the Border (\$5.95/person)*

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

## *Italian Antipasto Display (\$6.95/person)*

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

## *Assorted Display (\$8.95/person)*

Includes the Seasonal Fruit Display, Fresh Vegetables Crudités and the International Cheese Board

*Ask about getting a customized Ice Sculpture!  
(Starting at \$250.00 each)*

# *Hors d'oeuvres Packages*

## *A Classic Package (\$15.95/person)*

- 1 signature hot hors d'oeuvres selection
- 1 signature cold hors d'oeuvres selection
- 1 hors d'oeuvres display selection

## *An Elegant Package (\$18.95/person)*

- 2 signature hot hors d'oeuvres selections
- 1 signature cold hors d'oeuvres selection
- 1 hors d'oeuvres display selection

## *A Traditional Package (\$23.95/person)*

- 2 signature hot hors d'oeuvres selections
- 2 signature cold hors d'oeuvres selections
- 2 hors d'oeuvres display selections

## *An Unforgettable Package (\$29.95/person)*

- 3 signature hot hors d'oeuvres selections
- 3 signature cold hors d'oeuvres selections
- 3 hors d'oeuvres display selections

**\* Each package offers an unlimited amount of hors d'oeuvres, replenished as needed for the display time.**

22% service charge and 6% sales tax apply to total  
All prices subject to change

# Beverage Services

*We offer standard and premium brand liquors along with a selection of fine wines to compliment your menu.*

## Our standard liquors include, but are not limited to:

Jim Beam bourbon, J&B scotch, Beefeater gin, Bacardi rum, Canadian Club and Black Velvet whiskey, Smirnoff vodka, Jose Cuervo Gold tequila

## Our premium liquors include, but are not limited to:

Dewars and Chivas scotch, Tanqueray gin, Crown Royal whiskey and Absolut vodka

## Our house wines include:

Cabernet, Chardonnay, Merlot, Pinot Grigio and White Zinfandel

## Hosted Bar

A 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 unlimited soft drinks are \$1.75/person based on the guaranteed number.

## Cash Bar

A cash bar provides each guest with the opportunity to purchase his or her own beverages.

A **bartender fee** of \$35/hour will be charged if a \$100/hour average is not met (bartender fees will be waived if the *bar is hosted for at least 1 hour* or if *at least 80 tickets are purchased*).

Hosted soft drinks and keg beer do not apply to the \$100/hour average.

## Ticket Service Option

Guests can use tickets to purchase drinks and the host of the function will be charged for the amount redeemed. **The host of the function is responsible for providing tickets.**

Tickets are charged at:

\$6.00/beverage for liquor, beer, and wine service

\$5.00/beverage for beer and wine service only

\$1.00/beverage for soft drinks

## Drink Pricing

Mixed Drinks- \$5.00/standard, \$6.00/premium

House Wine- \$5.00/glass, \$18.95/bottle

Domestic Beer- \$4.00/bottle

Premium/Import Beer- \$5.00/bottle

Keg Beer- \$225/domestic keg, \$275/import, premium, or micro-brew keg

Non-Alcoholic Beer- \$4.00/bottle

Soft Drinks- \$1.00/each

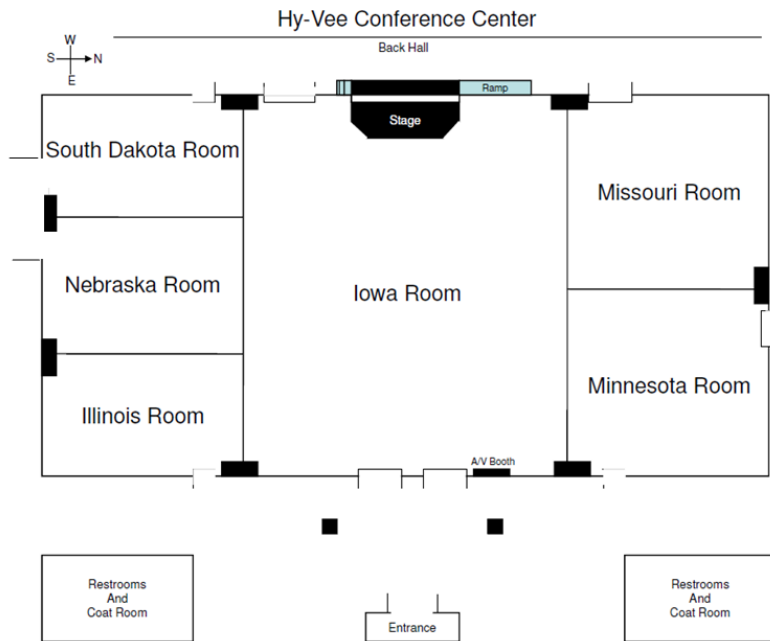
**All beverages must be purchased through the Hy-Vee Conference Center. It is a violation of Iowa state law to bring alcoholic beverages into the Hy-Vee Conference Center. If alcoholic beverages are brought in, they will be confiscated and a fee of \$50.00/bottle or can may be added to the bill.**

22% service charge and 6% sales tax apply to total

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# Facility Setup/Pricing

ROOM NAME	DIMENSIONS	SQ. FT.	SEATING CAPABILITIES				CEILING HEIGHT
			Banquet	Class	Square	Theater	
<b>Conference Center</b>	<b>141' x 82'</b>	<b>11,747</b>	<b>750</b>	<b>500</b>	<b>N/A</b>	<b>1200</b>	<b>18/20'</b>
Iowa Room	69' x 82'	5,800	300	200	N/A	500	20'
<b>NORTH SIDE</b>		<b>2,800</b>	<b>150</b>	<b>100</b>	<b>N/A</b>	<b>200</b>	
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'
<b>SOUTH SIDE</b>		<b>3,000</b>	<b>130</b>	<b>100</b>	<b>N/A</b>	<b>200</b>	
Illinois Room	35'11" x 26'10"	1,000	50	40	30	50	18'
Nebraska Room	35'11" x 28'	1,000	50	40	30	50	18'
South Dakota Room	35'11" x 26'10"	1,000	50	40	30	50	18'



Pricing for the Hy-Vee Conference Center is based on the **food/room rental minimums** listed below (all food purchases go towards the minimum; beverages purchased and dispensed at the bar do not apply). If the required food minimum is not met, the difference between the minimum and the actual cost of the purchased food will be charged as a room rental fee. All rentals are for single-day use.

**Entire Conference Center** (Approximately 12,000 square feet)- \$8,000 food/room rental minimum

**North Side or South Side** (Approximately 3,000 square feet)- \$2,000 food/room rental minimum

**Iowa Room** (Approximately 6,000 square feet)- \$4,000 food/room rental minimum

**Minnesota or Missouri Room** (Approximately 1,500 square feet)- \$1,000 food/room rental minimum

**Illinois, Nebraska, or South Dakota Room** (Approximately 1,000 square feet)- \$670 food/room rental minimum

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# Audio/Visual Equipment

## ALA CARTE A/V EQUIPMENT

	<u>PRICE</u>
*A/V Computer	\$100
*Extron Computer Interface	\$70
*NEC 5500 Lumen Projector (in Iowa Room)	\$750
*Extron Seamless Switcher	\$250
*Wireless Microphones (Lav or Handheld)	\$50/each
*Mackie 24 Channel Mixing Board	\$100
*LCD Floor Video Monitor	\$100
*Scan Converter	\$100
*DVD Player	\$40
*CD Player	\$40
Podium	\$20/each
Computer Monitor	\$30
Video Monitor	\$30
Samsung Visual Presenter	\$100
Slide to Video Converter	\$100
SVHS Player	\$80
Small Mixing Board	\$75
Panasonic Video Switcher	\$125
Computer PPT Remote	\$20/each
Direct Box	\$5
CD Recorder	\$50
Cassette Player	\$30
DVD Recorder	\$50
Phone Coupler (toll charges additional)	\$200
Phone Line	\$50/each
Teleconferencing	\$100
ClearCom System + 2 Headsets	\$150
Extra ClearCom Headsets	\$25/each
Flip Chart, Paper and Markers	\$20/each
Tripod Easel	\$5/each
Laser Pointer	\$10/each
Slide Projector	\$25
Wide Angle Lens	\$15
Slide Projector Wireless Remote	\$20/each
Microphone Stand	\$5/each
Overhead Projector	\$30
High Lumen Overhead	\$40
42" or 48" AV Cart	\$10/each
42" Plasma Flat Panel with Cart	\$125
RGBHV Distribution Amp	\$50
BNC Distribution Amp	\$50

## PIPE & DRAPE (BLACK OR WHITE)

	<u>PRICE</u>
8-foot tall drape	\$2.50/foot
12-foot tall drape	\$5/foot
18-foot tall drape	\$9/foot
Lighted Drape Panels for Uplighting	\$60/panel
Lighted Drape Panels w/ Dimmer Control	\$90/panel

## LCD VIDEO PROJECTORS

NEC 4000 Lumen Projector	\$350
NEC 3000 Lumen Projector (VT-700)	\$250

## PROJECTION SCREENS

6x6 Tripod Screen	\$20
8x8 Tripod Screen	\$30
7.5x10 Fastfold Screen (Front or Rear Fabric)	\$60
9.5x12 Fastfold Screen (Front or Rear Fabric)	\$60

## LIGHTING

	<u>PRICE</u>
Design-spot movable lighting (four lights)	\$600
Monograms & customized images	\$250
Stationary monogram spotlight	\$50
Genie Lift	\$50
Soco Cable	\$20
Lighting Console 12-Channel DMX	\$50
Dimmer Pack 6-Channel ULD-360 DMX	\$45/each
DMX Cable	\$10/each
Stage Lights Ultrapar 500 Watt	\$20/each
Stage Lights Fresnel 750 Watt	\$20/each
Uplights (Stage Lights Par 64)	\$20/each
Special Focus Stage Lights	\$35/light
15' Light Tree Stands	\$35/each
24' Light Tree Stands	\$35/each
12' Square Global Truss 8' Sections	\$10/each
Hanging Hardware (all items included)	\$90/hour
Gaffer/Lighting Director (up to 10 hours)	\$500-\$800

## PORTABLE STAGING

4x8 Stage (16", 24", or 32" High)	\$35/each
4x4 Camera Platforms Stage (24" High)	\$25/each
6x8 Stage (12" or 18" High)	\$35/each
4x8 Wooden Stage (12" High)	\$25/each

Client can purchase all the \* items as an A/V Package for \$1,500 + tech time.

Any additional A/V equipment used will be billed ala carte at the above prices.

22% service charge and 6% sales tax apply to total  
All prices subject to change

# Audio/Visual Equipment

## VIDEO PRODUCTION

JVC GY-DV500 Mini DV Camera	\$250
Sony HDV Mini DV Camera	\$125
Mini DV Tape (Purchase)	\$20/each
DVD Duplication of Tape	\$50
S-VHS Video Camcorder	\$130
Editing	TBD

## PRO SOUND SYSTEMS

	<u>PRICE</u>
Power Distro (208v, 3-phase, 100amps)	\$375
Meyer Electronic Crossover (Galileo)	\$100
Meyer Line Array Speaker- 16 boxes	\$60/each
Meyer Subwoofer	\$125
24 Channel Audio Snake	\$100
JBL EON-15" Speaker w/ Stand	\$75/each
JBL EON-10" Speaker w/ Stand	\$45/each
JBL 18" Subwoofer	\$75
Peavey 15" Speaker w/ Stand	\$40/each
Peavey 18" Subwoofer w/ Stand	\$40/each
Peavey Amp CS 400	\$50
Peavey Amp CS 800	\$60
Peavey Crossover	\$50
Yamaha 1/3 EQ	\$35
DBX Drive Rack PA Sound System Control	\$50
DBX Compressor/Limiter	\$50
Beringer Feedback Destroyer	\$50

## VENDOR TABLES & BOOTHS\*

	<u>PRICE</u>
Vendor Table (2'x6' clothed/skirted) <i>2 chairs and waste basket included</i>	\$10/table
Auction Table (2'x6' clothed/skirted) <i>Run along perimeter of wall</i>	\$2.50/table
Vendor Booth (piped and draped) <i>8-foot back drop, 3-foot wings 2'x6' clothed/skirted table</i>	\$35/booth
Power for tables or booths <i>11v 15amp circuit</i>	\$25/table or booth
Phone line for tables or booths	\$50/table or booth

\*quantities depend on floor space

\*additional charges will apply if tables need to be reset

## TERMS

Equipment rental prices are charged per day.

An A/V Operating Technician is required for all meetings using the Iowa Room.

A/V equipment and stage lighting can only be adjusted by the A/V Operating Technician.

Prices are subject to change and equipment availability varies.

If the requested equipment is not available for your function, outside equipment will be cross-rented and the item cost + 10% will be passed to the customer.

## A/V TECHNICIAN CHARGES

	<u>PRICE</u>
Weekdays 8am to 6pm	\$45/hour
Weekdays 6pm to 8am & Weekends	\$70/hour
Holidays	\$90/hour
Set-up/Labor*	\$40/hour

\*Labor is charged on specialty equipment set-up.  
Basic equipment is set one time a day at no cost.

22% service charge and 6% sales tax apply to total  
All prices subject to change

# *Room Decoration Options*

*We offer the following decoration options to enhance your evening:*

## *Centerpiece Options*

Mirror tiles- \$2.00 each

Votive candles- \$1.00 each

3 large glass goblets with floating candles- \$18.00/table

Eiffel tower vase- \$10.00/table

Eiffel tower vase with three fresh flowers-starting at \$25.00/table

## *Swags*

Ceiling swag- \$1,000.00 (four swags), \$500.00 (two swags)

Door swag- \$250.00

## *Lighting*

Design-spot movable lighting (four lights)- \$600.00

Monograms & customized images- \$250.00

Stationary monogram spotlight- \$50.00

Uplighting for ceiling swags (white drape with colored uplight)- \$20/light

Lighted drape panels (white drape with colored uplight)- \$60/panel

## *Ice Sculptures, Desserts, and Snacks*

Custom Design Ice Sculptures- starting at \$250.00

Chocolate Fountain- \$4.95/person

Assorted Cheesecakes- \$4.95/person

Salty Snacks- \$14.95/pound

Honey Roasted Mixed Nuts- \$16.95/pound

Assorted Gourmet Pizzas- \$18.95/each

Punch- \$25.00/gallon

# Rental Options

*Add color to your room with linens, napkins, chair covers, chair sashes and table runners!*

## Complimentary Table Linens

Black, White and Beige

*Variety of other colors/materials available to rent (please see below)*

## Complimentary Napkins

Red, Burgundy, Goldenrod, Sage Green, Hunter Green, Royal Blue, Navy, Pink, Mauve, Ivory, Black, White & Beige

*Variety of other colors to rent for \$1.00 each*

## Chair Covers to Rent

Black with black tie (\$3/each)

White (\$5/each)

White Satin Stripe (\$5/each)

Ivory (\$5/each)

Ivory Satin Stripe (\$5/each)

## Chair Sashes to Rent- 7x108

Satin- shiny material (\$1.50/each)

Taffeta- dull/matte material (\$1.50/each)

Organza- sheer material (\$1.50/each)

*Variety of colors available*

## Table Runners to Rent- 15x115

Satin (\$8/each)

Taffeta (\$8/each)

*Variety of colors available*

## Table Linens to Rent

**Polyester-** knee length rounds (\$16/each), floor length rounds (\$20/each), floor length 8 foot tables (\$16/each)

**Satin-** overlays (\$17/each), floor length rounds (\$25/each), floor length 8 foot tables (\$25/each)

**Plain Taffeta-** overlays (\$17/each), floor length rounds (\$22/each), floor length 8 foot tables (\$22/each)

**Crushed Taffeta-** overlays (\$17/each), floor length rounds (\$22/each), floor length 8 foot tables (\$22/each)

**Pin Tuck Taffeta-** floor length rounds (\$28/each)

**Iridescent Crushed (Crinkled & Shiny)-** overlays (\$18/each), floor length rounds & 8 foot tables (\$25/each)

**Organza Sheers-** satin border-corner tassels (\$18/each), plain or crushed-corner acrylic balls (\$18/each)

**Sheer Stripe-** overlays (\$18/each), floor length 8 foot tables (\$22/each)

*Variety of colors available*

22% service charge and 6% sales tax apply to total

All prices subject to change

# Policies

## Food and Beverage

Only the Hy-Vee Conference Center (HVCC) may provide any and all food and beverage 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 HVCC at the HVCC'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.** Our buffets provide you and your guests with a one-time-through-the-line meal. All prices are subject to change.

## Bar Service

**Bar hours of service are in accordance with state laws and last call will be a half hour before ending of function.** 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 fee** of \$35/hour will be charged if a \$100/hour average is not met on a cash bar. Bartender fees will be waived if the bar is hosted for at least 1 hour or if at least 80 tickets are purchased. Hosted soft drinks and keg beer do not apply to the \$100/hour average. If alcoholic beverages are to be served on the Hy-Vee Conference Center premises, the HVCC allows only its servers and bartenders to dispense the beverages. All beverages must be consumed inside the Hy-Vee 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 Hy-Vee Conference Center. If alcoholic beverages are brought in, they will be confiscated and a fee of \$50/bottle or can may be added to the bill.** 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.

## 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 our Banquet Manager and the 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; *the room minimum charges will be adjusted accordingly if more or less space is required.* A 22% **service charge** and applicable **sales tax** will be applied to all billable items (if you are a tax-exempt organization, we require a current copy of your Iowa Sales Tax Exemption certificate in order to waive tax charges). Service charge and sales tax are subject to change. We reserve the right to refuse rental of the Hy-Vee Conference Center for any reason.

## Auctions

Clients are allowed to hold live and/or silent auctions at the Hy-Vee Conference Center. There are a number of vendor services that are offered including vendor tables, auction tables, vendor booths, electricity for vendor tables and booths, phone lines for vendor tables and booths, pipe and drape, etc. Charges for such equipment and services are billed at going Hy-Vee Conference Center rates. Due to the Iowa Alcoholic Beverages Division policy, **wine/alcohol is not allowed to be displayed, auctioned, or sold at events. It is also a violation of the Iowa Alcoholic Beverages Division's policy to auction off a photograph of wine/alcohol and pick up the wine/alcohol after the event.** The following are acceptable items to be put on display- gift cards from a wine vendor, corkscrews, wine stoppers, glasses, etc.

## 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 Hy-Vee Conference Center pending availability. Charges for **A/V equipment/services and technician time** will be billed at going Hy-Vee Conference Center rates. **All prices for A/V equipment are for single-day use.** The HVCC'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, etc.) are available upon request. All specialized labor must be booked through and/or approved by the HVCC's 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 and/or any other clients or organizations contracted by the customer to provide any services or goods before, during or after the function.

22% service charge and 6% sales tax apply to total  
All prices subject to change

### Entertainment

DJs, musicians, bands, orchestras, etc. must be booked by the host of the function and are solely the responsibility of the client. The Director of the Hy-Vee Conference Center must approve all entertainment programs. Rental of instruments (pianos, etc.) is the responsibility of the booking host. **The Hy-Vee Conference Center 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 Hy-Vee Conference Center. Sound, lights and video through the house system must be operated by a HVCC employee. Additional charges will apply for any electrical needs above a single 120v, 20amp. Estimates are available upon request.

### No-Smoking Policy

The Hy-Vee Corporate Office and Conference Center is a smoke-free facility.

### Decorations/Candles/Confetti

You are welcome to bring in your own decorations, centerpieces, etc. (pending Hy-Vee Conference Center management approval) but no outside decor can be hung from the ceiling or airwalls. The Hy-Vee Conference Center has a **no open-flame policy** meaning candles must be in a glass holder, vase, cylinder, etc. Candles cannot be used unless they are in a glass object of some kind, no matter their size. Set-up charges may apply. 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.

### Security

The Hy-Vee Conference Center shall not assume responsibility for any damage or loss incurred before, during or after an event. The HVCC 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.*

### Shipping and Receiving

If it is necessary for you to ship materials to the HVCC, 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 Hy-Vee 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 Hy-Vee Conference Center must arrive at the HVCC 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 and/or any boxes left after one business day may be charged a \$10.00/box/day storage fee.** These fees will be applied to the event's final bill.

### Miscellaneous Provisions

Both parties understand that this 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 the 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 Hy-Vee Conference Center to hold your scheduled events. Due to the layout, security personnel and storage capabilities of the Hy-Vee Conference Center, the HVCC will not be responsible for the storage or security of your display materials 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 Hy-Vee 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 the 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.

### Finalization Meeting and Guarantee

The Hy-Vee Conference Center requires the client to have a **finalization meeting** with the HVCC's Banquet Manager to discuss event details **at least two to four weeks prior to the event date**. Event details include food/beverage menu, room setup, decorations, timeline, A/V needs, etc. **All details (including the menu) must be submitted at least two weeks prior to your function.** The **final guarantee** is required **five business days prior to your function for standard menus and seven business days prior to your function**

22% service charge and 6% sales tax apply to total  
All prices subject to change

**for customized menus.** Your guarantee is the minimum number of guests for your event; this guarantee will be the same number of meals and seats. 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.

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 rental minimum listed in your contract based on the cancellation date and percentages shown below:**

- 0-3 months prior to event date*    *100% of the food/room rental minimum*
- 3-6 months prior to event date*    *75% of the food/room rental minimum*
- 6-12 months prior to event date*    *50% of the food/room rental minimum*

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 owed hereunder.

Deposit/Billing Schedule

*A deposit of \$1,000 is required at the initial signing of the contract.*

Deposits can be made via check or credit card but the **Credit Card Authorization Form** must be filled out and returned with the contract. The **estimated invoice balance** is due **prior to your function** and any and all billable items ordered after the printing of the invoice will be billed at going Hy-Vee Conference Center rates following the event. Deposit schedule is subject to change and modification.

CONSUMER ADVISORY
<p>‘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.’</p> <p>[Iowa Code section 137F.2(10)]</p>

22% service charge and 6% sales tax apply to total  
All prices subject to change