



Wedding Guide

Contact the professional sales team at the
Holiday Inn Dubuque/Galena to plan your wedding!

Holiday Inn · 450 Main Street · Dubuque, IA 52001 · 563-556-2000



Holiday Inn
— BY IHG —

WELCOME



Dear Guest,

You have dreamed of this day your whole life. A beautiful couple and the Reception of a Lifetime. Now it's time to make sure your dream is turned into reality and becomes your greatest memory for years to come!

Our knowledgeable Wedding Coordinator makes it easy to plan your reception the way you have always envisioned! We can help design your Engagement Party, Bridal Shower, Wedding Reception, Rehearsal Dinner, Farewell Breakfast and Gift Opening. Our two ballrooms can seat up to 225 guests each and we offer a variety of services to fit your every desire.

Our sincere congratulations to the happy couple!



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OUR EVENT SPACE

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Let us provide a magical, memorable experience for you in one of our well-appointed ballrooms.

The **Blue Moon Room**, a favorite for couples, is equipped with a built-in stage that serves as a perfect setting for a head table. This ballroom also has a full service bar located in the room, which is sure to be a hit with your guests. The grand staircase serves as the perfect backdrop for your grand march. Located on the hotel's lower level with private entrance.

The **Grand Ballroom** is exactly that! Grand in its décor and space. Romantic lighting and vibrant colors are a huge attraction for many couples. This ballroom is strategically placed in close proximity to our River Rock Kitchen & Tap, allowing your guests to enjoy a little pre-party before your reception. A large pre-function area is the perfect location for cocktail hours and photo ops. Located on the hotel's main level with easy access to lobby and bar area.



HOTEL AT A GLANCE

Number of Floors.....5
 Number of Guest Rooms.....193

STANDARD GUEST ROOM AMENITIES

Microwave & Refrigerator | 37-inch flat screen HDTV
 Complimentary Wi-Fi | Hair Dryer | Coffee Maker | Iron & Ironing Board | Same Day Laundry Service | Fitness Center | Indoor Swimming Pool | Complimentary Parking

RIVER ROCK KITCHEN & TAP ON-SITE!



MEETING ROOM	DIMENSIONS (L X W)	SQUARE FOOTAGE	THEATER	CLASS-ROOM	U-SHAPE	BANQUET
Clarion	41 x 25	1025	100	50	32	70
Dubuque	41 x 25	1025	100	50	32	70
Iowa	41 x 25	1025	100	50	32	70
Grand Ballroom	75 x 41	3075	325	175	-	225
Blue Moon Room	75 x 41	3075	325	175	-	225
Goodtime	24 x 22	528	50	30	20	40
Capitol Room	24 x 22	528	50	30	20	40
Ben Bolt	24 x 22	528	50	30	20	40
JS Deluxe Room	34 x 34	1156	45	25	20	40
Sprague	24 x 22	528	12	12	12	12



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HOTEL AMENITIES



WEDDING SERVICES

ENGAGEMENT PARTY

BRIDAL SHOWER

BACHELOR/BACHELORETTE CELEBRATIONS

REHEARSAL DINNER

WEDDING SERVICE

RECEPTION DINNER

GIFT OPENING

FAREWELL BREAKFAST

SPECIAL WEDDING ROOM BLOCK

COMPLIMENTARY HOST ROOM

Superior amenities and outstanding service await you at the Holiday Inn Dubuque. Special Wedding Room Block Rates are available.

Call 563-239-5189 today for our Wedding Room Block Rates

HOTEL SERVICES

The Holiday Inn is conveniently located in the heart of downtown Dubuque, next to the Five Flags Center and just blocks from the Port of Dubuque and the National River Museum and Aquarium. The hotel offers casual dining at the on-site River Rock Kitchen & Tap.

GUEST ROOM AMENITIES

Single King or Double Queen Bedded Rooms

Microwaves & Refrigerators in Every Room

37-inch Flat Screen HDTV

Complimentary Wireless High Speed Internet

Complimentary 3 Story Parking Ramp

Complimentary hotel shuttle

Pet Friendly

24 Hour Fitness Center

Indoor Swimming Pool

Full Service River Rock Kitchen & Tap Restaurant On-site

Check - In 3:00 pm

Check-Out 12:00 pm



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HORS D'OEUVRES

HOT SELECTIONS

Priced per 50 pieces unless otherwise noted.

SWEDISH OR BBQ MEATBALLS.....	95.00
SEAFOOD STUFFED MUSHROOMS.....	120.00
SPINACH ARTICHOKE DIP WITH TORTILLA CHIPS	110.00
<i>Serves 25 guests.</i>	
POLYNESIAN CHICKEN KABOBS.....	120.00
PRETZEL BITES WITH BEER CHEESE.....	90.00
POT STICKERS WITH SWEET SOY DIPPING SAUCE	75.00
SOUTHWEST EGGROLLS WITH PINEAPPLE MAYO SAUCE.....	85.00



CHILLED SELECTIONS

Priced per 50 pieces unless otherwise noted.

FRUIT PLATTER WITH HONEY YOGURT DIP.....	110.00
<i>Serves 25 guests.</i>	
CHEESE & CRACKER DISPLAY.....	125.00
<i>Serves 25 guests.</i>	
TRADITIONAL BRUSCHETTA.....	110.00
<i>Serves 25 guests.</i>	
TURKEY AND HAM PINWHEELS.....	80.00
CAPRESE SKEWERS.....	75.00
GARDEN VEGETABLE PINWHEELS.....	80.00
SILVER DOLLAR SANDWICHES.....	85.00
<i>Serves 25 guests.</i>	
SHRIMP COCKTAIL.....	MARKET PRICE
GRAZING TABLE.....	175.00

When you are planning your event, if you are planning to have a heavy cocktail/hors d'oeuvres party, it is recommended that you plan 5 to 6 pieces per person.

When planning hors d'oeuvres before or with the meal, it is recommended that you plan for 2 to 3 pieces per person.



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PLATED ENTRÉES

PLATED DINNER

All plated entrées are served with a house salad and dinner rolls with butter, regular and decaffeinated coffee, and tea. Maximum of 125 guests. Maximum of two (2) entrée choices.

ROASTED PRIME RIB OF BEEF.....MARKET PRICE

Slow roasted prime rib au jus, served with creamy horseradish.

SLICED ROAST BEEF AU JUS 29.00

Slow roasted and served with au jus served with garlic smashed potatoes and seasonal vegetables.

CHICKEN CORDON BLEU..... 26.00

Baked chicken breast stuffed with smoked ham and Swiss cheese. Served on a bed of rice pilaf. Topped with white wine sauce.

ATLANTIC SALMON 32.00

Herb encrusted salmon served with a lemon cream sauce served on a bed of rice pilaf with seasonal vegetables.

CHICKEN MARSALA..... 25.00

Boneless breast of chicken topped with marsala cream sauce and sautéed mushrooms and onions served on a bed of rice pilaf with seasonal vegetables.

10 OZ NEW YORK STRIP 42.00

Iowa New York Strip grilled to perfection.

FRIED CHICKEN..... 25.00

Tossed in our house made batter and fried to a juicy yet crispy finish.

CHILDREN'S SELECTION

Available for children 10 and younger. One selection maximum.

CHICKEN STRIPS & FRIES.....13.00

Crisp chicken strips and golden fries served with BBQ sauce and ketchup.

KIDS PIZZA AND FRUIT.....12.00

Choices are plain or pepperoni.

HAMBURGER & FRIES 13.00

All beef burger served on a fresh roll with golden French fries and ketchup.



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DINNER BUFFETS

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Our dinner buffets are designed to provide a selection that will please a variety of tastes, especially when it comes to pleasing your guests. All buffets are served with an assortment of hot rolls, butter, regular and decaffeinated coffee, tea, and milk. Dinner Buffets require a minimum of 30 guests.

ONE ENTRÉE BUFFET25.00

1 entrées, 1 starch, 1 salad, and 1 vegetable.

TWO ENTRÉE BUFFET28.00

2 entrées, 2 starches, 1 salad, and 1 vegetable.

STEP 1 PICK YOUR ENTRÉES

CHICKEN MARSALA - Juicy chicken served with mushrooms, and minced garlic, in a tasty Marsala sauce.

ROAST BEEF AU JUS - Slow roasted and served with au jus.

HERB ROASTED CHICKEN - Tender chicken seasoned with fresh herbs and roasted to perfection.

SLICED PORK LOIN - An Iowa favorite! Seasoned and roasted to perfection.

HONEY GLAZED HAM - Brown sugar crumb coated and cured ham, sliced thick and served with a pineapple maple glaze.

SMOTHERED PORK CHOPS - Hand cut boneless pork chops smothered in a rich brown country gravy.

TURKEY WITH DRESSING - Oven roasted turkey mixed with our savory seasoned dressing.

FRIED CHICKEN - Tossed in our house made batter and fried to a juicy yet crispy finish.

TRADITIONAL LASAGNA - Layers of seasoned ground beef and cheese baked inside this traditional favorite.

STEP 2 PICK YOUR STARCH

- Roasted Red Potatoes
- Garlic Mashed Potatoes (gravy optional)
- Twice Baked Potato Casserole
- Au Gratin Potatoes
- Rice Pilaf
- Sage Dressing

STEP 3 PICK YOUR SALAD

CHOOSE ONE:

- Tossed Salad with Assorted Dressings
- Fresh Fruit & Melon Salad
- Pasta Salad
- Potato Salad
- Caesar Salad

STEP 4 PICK YOUR VEGETABLE

CHOOSE ONE:

- Corn O'Brien
- Green Bean Amandine
- Seasonal Blend Vegetables
- Country Style Green Beans



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BEVERAGE & BAR SERVICE

CASH BAR

A \$25 charge per hour for bar service will be added to all master accounts.

MIXED DRINKS	7.00
HOUSE WINE	7.00
DOMESTIC BOTTLED BEER	7.00
IMPORTED BOTTLED BEER	8.00
OLD FASHIONED, MANHATTAN, & MARTINI	9.00
CORDIALS	9.00

NON-ALCOHOLIC BEVERAGES

Soda.....	3.50
Lemonade.....	3.50
Iced Tea	3.50

KEG BEER

Domestic beer.....	350.00
Premium or import beer	priced accordingly

HOUSE WINE BY THE BOTTLE

Bottles are 750 ml unless otherwise noted.

Cabernet Sauvignon.....	25.00
Merlot.....	25.00
Chardonnay.....	25.00
White Zinfandel.....	25.00
Pinot Grigio	25.00
Moscato.....	25.00

CHAMPAGNE & SPARKLING WINE BY THE BOTTLE

Bottles are 750 ml unless otherwise noted.

Champagne.....	27.00
Asti Spumante.....	25.00
Special requests priced accordingly	

HOSTED BAR

For hosted bar services, please speak with your hotel wedding coordinator.



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WEDDING PACKAGE



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Events over \$2,500 receive the following amenities.

- Banquet room for 6 hours*
- White or black table linens and napkins
- White linen and skirting on head table, gift table, guestbook table, dj table
- Café lights on head table and cake table
- Dance floor
- Two room suite on night of wedding
- Standard Centerpieces

**Based on reaching food and beverage minimum. Additional hours will result in additional fees. The room will be available at 8:00 am the morning of the reception for decorating. Arrangements can be made to decorate the night prior, providing there are no other scheduled events in the space.*

UPGRADED SILVER PACKAGE

Add the following items for \$500 with maximum 150 guests:

- Upgraded table linens choice of white, gray, or black.
- Standard white or black chair covers (up to 125 chairs) each additional chair is \$6 per cover
- Cake cutting service
- Upgraded Centerpieces

UPGRADED GOLD PACKAGE

Add the following items for \$750 with maximum 150 guests:

- Decorative up lighting color of your choice
- Bridal party champagne toast
- Table runners select colors only (up to 125) additional sashes are \$5 per sash

UPGRADED PLATINUM PACKAGE

Add the following items for \$1000 with maximum 150 guests:

- Upgraded centerpiece options
- Upgraded chair covers in white or black up to 125 chairs each additional chair cover is \$8



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POLICIES & GUIDELINES



DEPOSITS & PAYMENTS

We require a non-refundable deposit with the signed contract. The \$1,000 deposit will guarantee your space and will be applied to your final balance. Final payment will be due 14 days prior to the reception. Holiday Inn Dubuque requires a credit card on file to cover any additional charges incurred the night of the reception.

GUARANTEE

A guarantee of the number of persons attending your event is required by noon 7 days prior to your reception. This number is not subject to reduction. If no guarantee is received, the contracted number of guests will be considered the guaranteed number.

CANCELLATION

Please see contract for cancellation policies and penalties.

FOOD & BEVERAGE SERVICE

Holiday Inn Dubuque will adhere to all federal, state, and local laws in regards to food and beverage served. The Holiday Inn Dubuque will not serve alcohol to any persons under the age of 21 or anyone that appears intoxicated. It is the policy of the Holiday Inn Dubuque that no outside liquor, beer, or wine be brought in from outside.

All food and beverage consumed must be purchased through the Holiday Inn Dubuque. (Wedding cake excluded.)

Holiday Inn Dubuque does not allow the removal of food or beverages from the function.

Wedding packages include 6-hour time-frame for your reception. Each additional hour booked in advance is \$200. Additional time added less than 2 weeks prior to reception is \$300 an hour. Each event must conclude by 1:00 a.m.



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WEDDING CHECKLIST



1 YEAR

- Get inspired!
- Choose color scheme
- Determine a budget; prioritizing what is important to you
- Select your wedding party
- Start your guest list
- Hire a planner
- Reserve your date at your venue
- Research photographers, officiants, bands, caterers, florists, and rentals
- Start a wedding binder to keep all of your quotes, brochures, contracts, and notes

8 MONTHS

- Hire your wedding photographer and videographer
- Take engagement photos
- Buy your dress!
- Create a wedding website
- Meet with caterers
- Reserve a block of hotel rooms for out of town guests
- Register for your favorite brands
- Book an officiant

6-7 MONTHS

- Purchase your invitations
- Finalize your guest list and request addresses
- Start planning your honeymoon
- Choose the bridesmaids' dresses
- Reserve any rentals you may need (chairs, linens, etc.)
- Book a florist
- Arrange transportation
- Send out save the dates

4-5 MONTHS

- Schedule cake tastings and order cake!
- Send your bridal shower guest list to your host
- Check on the status of wedding invitations
- Book the rehearsal dinner venue
- Schedule hair and makeup artists
- Choose processional music and reception playlist
- Go to your first dress fitting, pick up accessories
- Purchase/rent groom's attire
- Book accommodations for your wedding night
- Provide guest lists to maid of honor and best man for bachelor and bachelorette parties



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WEDDING CHECKLIST



3 MONTHS

- Work with caterer to finalize menu for reception
- Print menu cards
- Meet with your florist to finalize florals
- Purchase the rings
- Finalize schedule and start creating day-of timeline
- Print programs
- Order wedding favors
- Meet with the officiant and coordinate readings and ceremony details

2 MONTHS

- Meet with your photographer to discuss day-of plans and specific shots you are wanting
- Review playlist with the band/DJ and provide them with "Don't Play" and "Must Play" lists
- Send out invitations!
- Submit announcement to the newspaper
- Let loose at bachelor/ette parties
- Send out as many final payments as you can
- Touch base with vendors
- Make sure groomsmen attire has been rented/purchased



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1 MONTH

- Get marriage license
- Attend last dress fitting
- Send out rehearsal dinner invites
- Purchase alcohol and finalize signature cocktails
- Confirm times for vendors and send out day-of timeline
- Create seating chart
- Purchase wedding party gifts
- Write vows
- Collect RSVPs from your guest list
- Check on hotel room blocks
- Call guests who have not RSVPd
- Make sure wedding party knows their role/duties

1 WEEK

- Touch base with vendors
- Outsource small day-of tasks to family and friends
- Ensure everyone in wedding party has the timeline
- De-stress at the spa
- Send final guest list to the caterer
- Have checks ready for final day-of payments
- Dance around in your shoes
- Pack for honeymoon
- Relax