



Banquet & Catering Menu



At the **Holiday Inn & Suites Charleston West**, events are treated with pride and care by our skilled and creative catering & culinary teams. Our attentiveness to detail & execution will ensure that your next meeting, conference or social event with us runs smoothly.

Let our Sales & Catering team provide you with the ease of booking your event, and allow our culinary team to “wow” you and your group with food that is sure to delight your tastebuds.

Please note that due to extreme market fluctuations, the prices in this menu are an estimate. We're able to confirm menu pricing 60 days PRIOR to your event date.

Holiday Inn & Suites Charleston West

400 2nd Avenue SW Charleston, WV 25303
Phone: (304) 744 - 4641



Breakfast Buffets:

(Minimum of 15 people required for all breakfast buffets. \$3 per person surcharge if under 15. Includes Orange Juice, Coffee, Hot Tea, Ice Water Station.)

Continental \$15.95

Fresh Cut, Seasonal Fruit
Assorted Breakfast Pastries &
Bagels
Jellies, Cream Cheese & Butter

AM Happy \$21.95

Fresh Cut, Seasonal Fruit
Cheese Omelets
Sausage Links
Seasoned Homestyle Potatoes
French Toast Bake

Sunrise \$20.95

Fresh Cut, Seasonal Fruit
Scrambled Eggs
Sausage Links
Seasoned Homestyle Potatoes
Biscuits & Sausage Gravy
Assorted Muffins

With A Schmear... \$16.95

Assorted Bagels with Cream Cheese
Chef's Choice of Sweet Spread
Chef's Choice of Savory Spread
Butter, Jelly, Peanut Butter, Nutella

**Add Smoked Salmon for additional \$5.95
per person*

Grandma's Kitchen \$21.95

Breakfast Casserole - Eggs, Bacon **OR**
Sausage, Peppers, Onions & Cheese

AND Choice of One:

Pancakes, Waffles, French Toast with
warm syrup, butter, berry **OR** apple
compote

PER PERSON ENHANCEMENTS:

Bacon (3 strips)	\$4.00
Scrambled Eggs	\$4.00
Hard Boiled Eggs	\$4.00
Seasoned Homestyle Potatoes	\$4.00
Biscuits & Sausage Gravy	\$5.00
Yogurt Cups	\$2.00
Yogurt Parfait Bar	\$4.00
French Toast or Waffles (2)	\$4.00
Milk (2% OR Chocolate)	\$3.00

All prices are subject to administrative fee and sales tax.

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Plated Breakfast Options

Mosa's Favorite \$21.95

Cheese Omelet
Sausage Links
Seasoned Potatoes
Country Biscuit
OJ, Coffee, Tea & Ice Water



Fiesta Breakfast \$22.95

Breakfast Burrito - Flour Tortilla filled with Eggs, Bell Peppers, Onions,
Bacon **OR** Sausage and Cheese served with Salsa & Sour Cream
Seasoned Homestyle Potatoes
OJ, Coffee, Tea & Ice Water



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Break Packages:

(All prices are per person. All breaks include Coffee, Iced Tea, Ice Water Station.)

Sweet Treats \$13.95

Freshly Baked Cookies
Freshly Baked Brownies & Blondies
Enhanced Coffee Service

In The Mix \$14.95

Soft Pretzel Bites
White Corn Tortilla Chips
Housemade Queso Dip
Housemade Trail Mix

Healthy & Fresh \$15.95

Assorted Cheeses
Variety of Crackers
Vegetable Crudité with Dip
Fresh Cut, Seasonal Fruit

The Energizer \$22.95

Fruit Smoothies (Naked Juice)
Red Bull / Energy Drinks
Trail Mix (Planter's)
Variety of Energy Bars

Beverage Packages

Regular & Decaf Coffee
\$2.95 per guest

Regular & Decaf Coffee and
Unsweetened Iced Tea
\$4.95 per guest

Regular & Decaf Coffee, Unsweetened
Iced Tea & Assorted Sodas
\$6.95 per guest

BY THE DOZEN:

Assorted Muffins	\$16.95
Assorted Danishes	\$19.95
Assorted Scones	\$20.95
Freshly Baked Cookies	\$21.95
Freshly Baked Brownies & Blondies	\$21.95
Assorted Bagels	\$21.95
Assorted Breakfast/Granola Bars	\$22.95

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Lunch Buffets:

(Minimum of 15 people required for all lunch buffets. \$3 per person surcharge if under 15. Includes Coffee, Iced Tea, Ice Water Station.)

Fresh Salad and Baked Potato Bar \$21.95

Mixed Greens, Tomatoes, Cucumber, Carrots, Chopped Egg, Shredded Cheese, Grilled Chicken, Diced Ham, Croutons with Assorted Salad Dressings
Baked Potatoes with Sour Cream, Sliced Green Onions, Bacon Bits and Butter
Rolls with Butter
Chef's Choice of Dessert

**Chef's Choice of Soup du Jour with Crackers for additional \$5.00 per person*

Deli Buffet \$22.95

House Salad with Assorted Dressings
Fresh Cut, Seasonal Fruit
Sliced Ham, Turkey & Beef
Assorted Sliced Cheeses
Lettuce Leaves, Sliced Tomatoes, Sliced Red Onion
Pickle Spears
Sliced White Bread, Sliced Wheat Bread, Croissants and Potato Rolls
Housemade Pub Chips
Chef's Choice of Dessert



Life's A Picnic \$22.95

Certified Angus Beef Patties
All Beef Hot Dogs
Buns
Fresh Cut, Seasonal Fruit
Assorted Cheese Slices, Lettuce Leaves, Sliced Tomatoes,
Sliced Red Onion, Pickle Spears, Hot Dog Chili, Diced Onions, Cole Slaw
Condiments
Gourmet Pasta Salad
Baked Beans
Housemade Pub Chips
Chef's Choice of Dessert



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Lunch Buffets:

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South of The Border \$23.95

Soft Flour Tortillas & White Corn Tortilla Chips

Choose 2: Chicken Fajitas, Beef Fajitas, Vegetable Fajitas, Seasoned Ground Beef

Shredded Lettuce, Diced Tomatoes, Shredded Cheese, Sour Cream, Salsa Seasoned, Refried Black Beans

Spanish Rice

Chef's Choice of Dessert

A Taste of Italy \$23.95

House Salad with Assorted Dressings

Traditional Meat Lasagna

Penne Alfredo

Roasted Seasonal Vegetables

Garlic Bread

Chef's Choice of Dessert



**Add Grilled Chicken to Pasta for additional \$4.00 per person*

American Favorites \$25.95

House Salad with Assorted Dressings

Gourmet Pasta Salad

Braised Beef with Bordelaise Sauce

BBQ Chicken Breast

Loaded Mashed Potatoes

Roasted Seasonal Vegetables

Rolls with Butter

Chef's Choice of Dessert



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Plated Lunch Options

(Max of 30 plated. Includes Coffee, Iced Tea, Ice Water Station.)

Salad Selections

(Served with Chef's Soup du Jour, Assorted Rolls & Chef's Choice of Dessert.)

Traditional Chef Salad \$23.95

Mixed Greens topped with Julienne of Ham, Turkey, American & Swiss Cheeses, Hard Cooked Egg, Tomato and Cucumber served with choice of dressing.

Classic Grilled Chicken Caesar Salad \$21.95

Chopped Romain Hearts tossed with Grilled Chicken Breast, Shredded Parmesan Cheese, Croutons and Classic Caesar Dressing.

BLT Chopped Salad \$23.95

Mixed Greens topped with Chopped Bacon, Avocado, Tomato, Corn, Bleu Cheese Crumbles and Grilled Chicken Breast served with choice of dressing.

Custom Lunch Selections

(Served with a house salad, Chef's Choice of appropriate accompaniments, assorted rolls & Chef's Choice of dessert.)

Chicken Florentine \$22.95

Breast of Chicken in a Creamy Garlic & Herb Sauce with Spinach

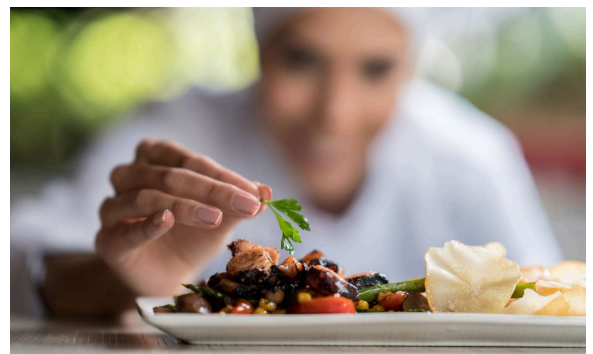
Hunter Chicken \$22.95

Breast of Chicken in a Sauce made from Veal Stock, White Wine, Tomatoes and Mushrooms

Penne Alfredo \$23.95

Penne Pasta served in a Creamy Sauce made from Cream, White Wine, Garlic & Parmesan Cheese

**Add Blackened Chicken Breast for an additional \$4.00 per person*



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Plated Lunch Options

(Max of 30 plated. Includes Coffee, Iced Tea, Ice Water Station.)

Custom Lunch Selections

(Served with a house salad, Chef's Choice of appropriate accompaniments, assorted rolls & Chef's Choice of dessert.)

Boneless Pork Loin Chop with Apple BBQ Sauce \$22.95

6 oz. Pork Loin Chop bathed in Golden Delicious Apple BBQ Sauce

Citrus Grilled Fillet of Salmon \$26.95

Grilled Salmon Fillet finished with Citrus, White Wine and Butter

Vegetable Stuffed Portobello Mushroom \$19.95

Portobello Mushroom Cap stuffed with Grilled Vegetables served on a bed of Wheat Berries and White Bean with a Balsamic Glaze Drizzle



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Boxed Lunch Options \$19.95

(Minimum of 10 and Maximum of 30 with a choice of 3 different options. All box lunches include sandwich/wrap/salad, freshly baked cookie, pickle spear, chips and a can of soda.)

Ham & Cheddar OR Turkey & Pepperjack

Deli Style Ham with Cheddar Cheese OR Turkey Breast with Pepperjack Cheese with Lettuce & Tomato on a Potato Roll

Roast Beef OR Ham & Pepperjack

Deli Style Roast Beef OR Ham with Pepperjack Cheese with Lettuce & Tomato on a Fresh Baked Croissant

BLT Club Wrap

Deli Style Turkey and Ham, Bacon, Cheddar and Swiss Cheeses, Lettuce and Tomato on a Tortilla Wrap

Chicken Salad Croissant

Grilled Chicken Breast, Celery, Onion and Apple Blended with a Tangy Mayo Dressing with Lettuce & Tomato

Chicken Cobb Salad

Mixed Greens topped with Grilled Chicken, Bacon, Hard Cooked Egg, Avocado and Shredded Cheese served with your choice of Ranch, Italian or Bleu Cheese Dressing.



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Dinner Buffets:

(Minimum of 25 people required. \$3 per person surcharge if under 25. Includes Coffee, Iced Tea, Ice Water Station.)

A Taste of Italy \$28.95

House Salad with Assorted Dressings
Italian Chopped Salad
Traditional Meat Lasagna
Penne Alfredo with Grilled Chicken
Roasted Seasonal Vegetables
Garlic Bread
Tiramisu
Chef's Choice of (1) Assorted Cakes, Pies
or Dessert Bars



**Add Vegetable Lasagna for additional \$4.00 per person*

American Favorites \$39.95

House Salad with Assorted Dressings
Braised Beef with Red Wine Bordelaise Sauce
Grilled Fillet of Salmon with Soy-Sesame Glaze
BBQ Chicken Breast OR Fried Chicken
Yukon Gold Mashed Potatoes
Scratch-Made Mac & Cheese
Roasted Seasonal Vegetables
Rolls with Butter
Chef's Choice of Dessert



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Dinner Buffets:

(Minimum of 15 people required. \$3 per person surcharge if under 15. Includes Coffee, Iced Tea, Ice Water Station.)

The Executive \$44.95

House Salad with Assorted Dressings
Fresh Cut, Seasonal Fruit
Root Beer Braised Short Ribs
Pan Seared Mahi Mahi with Roasted Pineapple
Relish
Chicken Piccata
Loaded Mashed Potatoes
Roasted Seasonal Vegetables
Honey Glazed Carrots
Rolls with Butter
Chef's Choice of Dessert



**Upgraded to Sliced Beef Tenderloin for additional \$5.00 per person*

The Charlestonian Mixer

Two Entrees \$36.95

Three Entrees \$43.95

Caesar or House Salad (Choice of 2 Dressings)

Choose (2): Seasoned Green Beans, Seasonal Roasted Vegetables, Steamed Broccoli, Honey Glazed Carrots

Choose (2): Smoked Gouda Au Gratin Potatoes, Loaded Mashed Potatoes, Herb Roasted Potatoes, Long Grain & Wild Rice Medley, Macaroni & Cheese

Entrée Options: Braised Beef with Red Wine Bordelaise Sauce, Root Beer Braised Boneless Beef Short Ribs, Chicken Breast (Florentine, Piccata, Hunter, Marsala, Fried), Grilled Salmon (Citrus Butter, Soy, Ginger-Sesame Glaze), Thick Cut, Boneless Pork Loin Chop (Whole Grain Mustard Sauce, Apple BBQ)

Assorted Rolls with Butter

Chef's Choice of Dessert

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Plated Dinner Options

(Served with a house salad, Chef's Choice of appropriate accompaniments of one starch and one vegetable, assorted dinner rolls & Chef's Choice of dessert. Includes Coffee, Iced Tea, Ice Water Station.)

Chicken Marsala \$30.95

Breast of Chicken with a Wild Mushroom and Marsala Wine Sauce

Hunter Chicken \$30.95

Breast of Chicken with a sauce made with Veal Stock, White Wine, Mushrooms and Tomatoes

Chicken Florentine \$31.95

Breast of Chicken with a Creamy Garlic and Herb Sauce with Spinach

Apple BBQ Pork Chop \$30.95

8 oz Boneless Pork Loin Chop bathed in Golden Delicious Apple BBQ Sauce

Grilled Fillet of Salmon \$35.95

Salmon Fillet served with either Citrus-Butter Sauce or Soy/Sesame/Ginger Glaze

8 oz, Center Cut, Certified Angus Filet Mignon - Market Price

Side Options

Starches: Gouda Au Gratin Potatoes, Loaded Mashed Potatoes, Herb Roasted Potatoes, Long Grain & Wild Rice, Macaroni & Cheese

Vegetables: Seasoned Green Beans, Seasonal Roasted Vegetables, Steamed Broccoli, Honey Glazed Carrots



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Hors d'Oeuvres Selection:

Vegetable Spring Rolls with Dipping Sauce	\$225 per 100 pieces
Glazed Meatballs (Bourbon, Sweet & Sour, Swedish, Teriyaki)	\$225 per 100 pieces
Chicken Wings (Buffalo, Bourbon, Coca-Cola BBQ, Teriyaki)	\$175 per 100 pieces
Panko Crusted Chicken Tenderloins with Dipping Sauce	\$200 per 100 pieces
Maryland Crab Cakes with Old Bay Aioli	\$300 per 100 pieces
Applewood Bacon Wrapped Scallops	\$300 per 100 pieces
Cocktail Shrimp with Cocktail Sauce & Lemon	\$300 per 100 pieces

Displays:

Roma Antipasto Display Board (<i>Minimum of 25</i>)	\$25 per person
Fresh Vegetable Crudit� with Dip	\$9.95 per person
Domestic Cheese & Seasonal Fruit Display	\$14.95 per person
International Cheese & Seasonal Fruit Display	\$16.95 per person

Dips:

Warm Spinach and Artichoke Dip with Tortilla Chips	\$69.95 per 64 oz
Buffalo Chicken Dip with Tortilla Chips	\$79.95 per 64 oz
Maryland Crab Dip with Tortilla Chips	\$99.95 per 64 oz
Housemade Hummus with Pita Pieces	\$59.95 per 64 oz

**Note: All selections serve approximately 50 people.*



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Carving & Action Stations

(Carving stations are subject to additional attendant fee of \$25.00 per hour. Rolls are included with each station.)

Certified Prime Rib served with Horseradish	\$325.00 each
Roasted Breast of Turkey with Orange-Cranberry Relish	\$250.00 each
Virginia Baked Ham with Trio of Mustards	\$250.00 each



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Bar Options

(\$50 per bartender 1st hour, \$25 per hour after first hour. Our servers, managers and staff reserve the right to refuse service.

Cash Bar Options

Prices below is per drink, including mixers.
Inclusive of administrative fee and sales tax.

Call Liquors	\$6.00
Premium Liquors	\$7.00
Top Shelf Liquor	\$8.00
Domestic Beer	\$6.00
Import Beer	\$6.00
House Wines	\$9.00
Premium Wines	\$11.00
Soda or Bottled Water	\$3.00

Call Liquors:

Jim Beam / Bacardi Superior / New Amsterdam Gin / New Amsterdam Vodka / Montezuma Silver

Premium Liquors:

Jack Daniel's / Captain Morgan Spiced Rum / Beefeater / Tito's / Jose Cuervo Gold

Top Shelf Liquors:

Crown Royal / Maker's Mark / Tanqueray / Gray Goose Vodka / Johnnie Walker Red Label

Domestic Beer:

Bud Light, Budweiser, Miller Lite, Coors Light, Yuengling, Michelob Ultra

Import & Craft Beers:

Corona, Heineken, Modelo

Host Bar Options

Prices below is per drink, including mixers.
Inclusive of administrative fee and sales tax.

Call Liquors Package	\$5.00
Premium Liquors Package	\$6.00
Top Shelf Liquor	\$7.00
Domestic Beer	\$5.00
Import Beer	\$5.00
House Wines	\$8.00
Premium Wines	\$10.00
Soda or Bottled Water	\$2.00

To Switch to a Cash Bar During The Event

Bartender requires a 15 minute switching period. During this time, the bar will be closed.

Host Bar Additions

Keg of Beer (Full= 124 pints, Sixtel = 41 pints)

Domestic Beer Keg: Full \$300, Sixtel \$200

Import Beer Keg: Full \$380, Sixtel \$250

Mimosas	\$50 per gallon
Sangria or Margarita	\$60 per gallon
Champagne	\$30 per bottle
Sparkling Cider	\$15 per bottle
House Wine	\$30 per bottle
Premium Wine	\$40 per bottle

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Audio Visual and Additional Services

Equipment

Dance Floor (up to 15 x 15)	\$100.00
Risers	\$30.00 per riser
LCD Projector	\$175.00 each
Screens	\$25.00 per screen
Remote Clicker	\$15.00 each
Mondopad	\$125.00
Flip Chart, Stand & Markers	\$50.00
Speaker Phone	\$50.00
Wireless & Wired Handheld Mics	\$25.00 each
Lavalier Microphones	\$80.00 each
Uplighting	\$15.00 per light
IT Support Fee	\$65.00
Arch	\$50.00
Ceiling Lights & Tulle	\$500.00
Green Wall	\$250.00

Audio Visual Packages

The Standard

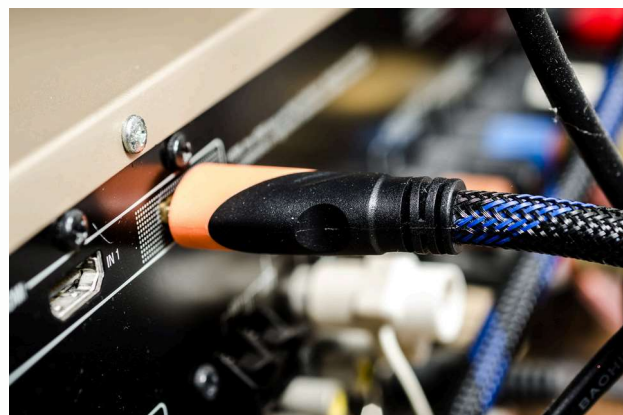
1 Portable Dry Erase Board & Markers
1 Podium
\$25.00 per day

The Premier

1 Portable Dry Erase Board & Markers
1 LCD Projector & Screen
1 Podium
1 Microphone
\$200.00 per day

Services

Black & White Copies	\$0.10 per page
Color Copies	\$0.15 per page



COMPLIMENTARY ITEMS

Wireless Internet Access
Wide Variety of Napkins & Table Linens
Mirror Tiles
Glass Centerpieces (Customers Must Provide
Items to Go Inside
Flags (American and West Virginia)



General Information

Guarantees

The Sales & Catering team member must be notified of the exact number of attendees by seven (7) business days prior to the event. This minimum of guests will be considered a guarantee for which you will be charged regardless of guests in attendance. An attendance increase 72 hours before the morning of the function will be accepted. The hotel will set up and prepare food for five percent (5%) over the final guaranteed figure. If no guarantee is received by the Sales & Catering team member, we will consider your last indication of the number of attendees as the final guarantee.

Banquet and Meeting Room Space

As other groups may be utilizing the same room before or after your function, please adhere to the times agreed upon. Should your scheduled times change, please contact the Sales & Catering team so every effort will be made to accommodate you. Room rental charges apply to all meeting rooms. Function rooms are assigned by the number of people anticipated. If attendance drops or increases, we reserve the right to change groups to rooms suitable for their attendance. If a request to change the set up of a meeting space happens after the space is already set, a reset fee of \$250 will be charged if achievable.

The hotel will not permit affixing of anything to the walls, floors or ceilings of rooms with nails, staples, tape or any other substances unless approval is given. Glitter or confetti is not to be used as decoration in any meeting room or public space. Sprinkler heads should not be used to hang anything from anywhere in the hotel. Any damages or loss will be the responsibility of the guest and client. Special requests for linens or supplies ordered through the hotel will be provided at an additional charge. The property is not responsible for any issues or mistakes performed by the outside rental company.



General Information

Billing

All accounts must be paid in full five (5) business days prior to the event. Items ordered by consumption, such as sodas or host bars, must be paid in full within five (5) business days of the event. A deposit or credit card is required on all functions when the signed contract is returned. Deposits will be required according to the conditions of the contract.

A cancellation fee will be assessed on all functions cancelled less than 30 days prior to the date of the function.

Food & Beverage Policy

Due to licensing and insurance requirements, all food and beverage provided must be supplied and prepared by the hotel's food and beverage department with the exception of a celebration cake. No remaining food or beverage provided by the hotel shall be removed from the premises. At the conclusion of the function, such food and beverage becomes the property of the hotel.

Food

To ensure availability of chosen items and delivery of products by our vendors, menus must be finalized three (3) weeks prior to the function. All buffets require a minimum of 15 people. The buffets are designed to provide service for up to two (2) hours. A surcharge of \$3.00 per person applies for guarantees of less than the minimum number of people. Our property reserves the right to substitute other available food and services if necessary when the actual number of attendees exceeds the guarantee plus five percent or when the guaranteed number is received less than seven (7) business days prior to the event or in the event of supply chain delays out of the hotel's control.



General Information

Special Dietary Needs

The Holiday Inn & Suites Charleston West can provide alternative meal options for a variety of unique dietary needs with advanced notice. Please contact our Sales & Catering team with any special requests including vegan and vegetarian meals, food allergies, gluten free meals or any other necessary options.

Alcohol

As a licensee, the hotel is responsible for the sale and service of alcoholic beverages in accordance with state and local liquor laws. Therefore, all alcohol must be supplied by the hotel and served by our team. We will request proper identification (valid photo ID) and reserve the right to refuse service to any person that appears intoxicated. No alcohol may leave the banquet area. No alcohol purchased outside our facility may be brought into the restaurant, banquet areas or public spaces.

Administrative Charge & Taxes

All banquet charges are subject to a 27% administrative charge, this includes Food/Beverage, Room Rental and Misc Items such as Linens. Administrative charges are for administration of the banquet, do not represent a tip or gratuity, and will not be distributed as a tip or gratuity to the employees and/or staff who provide service to the guests and are subject to state and local taxes. Labor charges, such as bartender fees, wait staff fees and room rental charges are taxable. Groups claiming tax exemption privileges must submit a copy of tax exemption form when the Agreement is returned. An additional one hundred-dollar (\$100.00) administrative charge will be applied to food and beverage functions of less than thirty (30) people.

All taxes and administrative charges are subject to change without notice.