



Kelly Inn

&



*are dedicated to offering the finest experience in
professional meeting planning and catering.*

With pride we guarantee this!



~ Breakfast ~

Yankton Scrambler

*Chilled Orange Juice
Two Fluffy Scrambled Eggs
Crispy Bacon or Sausage
Breakfast Potatoes
Muffin and Preserves
Coffee, Decaf or Tea
\$5.95 per person*

Croissant Sandwich

*Chilled Orange Juice
Two Scrambled Eggs with Sliced Ham and
American Cheese in a Flaky Croissant
Breakfast Potatoes
Fresh Fruit Garnish
Coffee, Decaf or Tea
\$5.95 per person*

Country Style

*Chilled Orange Juice
Fresh Scrambled Eggs with Cheese
Grilled Ham Steak
Grilled Breakfast Potatoes
Muffin and Preserves
Coffee, Decaf or Tea
\$6.40 per person*

Cinnamon French Toast

*Chilled Orange Juice
Cinnamon French Toast
Warm Maple Syrup
Bacon Strips or Sausage Links
Coffee, Decaf or Tea
\$5.95 per person*

~ Breakfast Buffets ~

Lewis & Clark Buffet

*Assorted Chilled Fruit Juices
Assorted Breakfast Pastries
Fresh Scrambled Eggs w/ Cheese
Breakfast Potatoes
Bacon and Sausage
Assorted Muffins
Coffee, Decaf or Tea
\$6.75 per person*

Breakfast #1

*Assorted Chilled Fruit Juices
Fresh Scrambled Eggs w/ Cheese
Sliced Baked Ham
Grilled Breakfast Potatoes
Assorted Muffins
Coffee, Decaf or Tea
\$6.95 per person*

Breakfast #2

*Assorted Chilled Juices
Fresh Seasonal Fruit
Assorted Breakfast Pastries
Fresh Scrambled Eggs w/Cheese
Grilled Breakfast Potatoes
French Toast and Syrup
Crispy Bacon and Sausage
Coffee, Decaf or Tea
\$7.95 per person*

Breakfast #3

*Assorted Chilled Fruit Juices
Sliced Seasonal Fresh Fruit
Buttermilk Biscuits and Country Sausage Gravy
Fresh Scrambled Eggs w/ Cheese
Grilled Breakfast Potatoes
Cinnamon Rolls and Assorted Muffins
Whipped Butter and Preserves
Coffee, Decaf, or Tea
\$7.25 per person*

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~ Refreshment Breaks ~

Continental Breakfast

Assorted Chilled Fruit Juices
 Caramel and Cinnamon Rolls
 Coffee, Decaf or Tea
 \$3.95 per person
 with Sliced Fresh Fruit Display
 \$4.95 per person

Executive Breakfast

A Breakfast Table Display to Start the Day
 Assorted Muffins and Breakfast Pastries
 Whipped Butter and Preserves
 An Array of Seasonal Fresh Fruit
 Selection of Fruit Juices and Mineral Water
 Coffee, Decaf and a Selection of Herbal Teas
 \$5.95 per person

Great American Cookies and Bars Break

A Scrumptious Selection of Everyone's Favorites
 Chocolate Brownies
 A Variety of Delicious Bars
 Assorted Gourmet Cookies
 Coffee, Decaf or Tea
 \$4.75 per person

Great American Cookies

Assorted Gourmet Cookies
 Assorted Soft Drinks
 Coffee, Decaf, or Tea
 \$3.00 per person

Beyond the Border

Tortilla Corn Chips
 Seven Layer Mexican Dip
 Salsa and Sour Cream
 Assorted Soft Drinks
 \$3.95 per person
 (Minimum 30)

Sweet and Salty Break

Potato Chips and Dip
 Popcorn
 Chocolate Fudge Brownies
 Chocolate Chip Cookies
 Mini Candy Bars
 Assorted Soft Drinks
 \$4.95 per person

~ Ala Carte Break Selection ~

Caramel Rolls (1 per person).....	1.75
Assorted Muffins (1 per person).....	1.45
Assorted Donuts & Fancy Donuts (1 per person).....	1.45
Breakfast Breads (Banana, Lemon) (1 per person).....	1.45
Assorted Gourmet Cookies (1 per person).....	1.20
Bagels with Cream Cheese (1 per person).....	1.75
Chocolate Fudge Brownies (1 per person).....	1.35
Lemon Bars (1 per person).....	1.50
Sliced Fresh Fruit (per person).....	2.25
Whole Fresh Fruit (each).....	1.50
Individual Flavored Yogurts (each).....	1.95
Party Mix (serves 40).....	55.00
Granola Bars (each).....	1.40
Ice Cream Treats (each).....	1.50

~ Beverages ~

Coffee, Decaf, or Tea (per gallon)	15.00	Mineral Water (per bottle)	1.75
Chilled Fruit Juices (per carafe)	7.95	Milk (per carafe)	6.00
Assorted Soft Drinks (per can)	1.25	Fruit Punch (per gallon)	15.00
Iced Tea (per gallon)	15.00	Assorted Fruit Juices (per bottle)	1.75
Lemonade (per gallon)	15.00		

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Hot Plated Banquet Luncheons

Luncheon entrees include Tossed Fresh Garden Salad or Cup of Soup of the Day, Chef's Choice of Vegetable and Potato or Rice, Bread and Butter, Coffee, Decaf or Tea

Lasagna*

Available Meat or Vegetarian Style
Served with Tomato Basil Garlic Sauce
\$7.50 per person

Chicken Breast

γ **Chicken Breast Supreme** ~ Sautéed, topped with Fresh Supreme Sauce
γ **Chicken Teriyaki** ~ Marinated & Broiled, Topped with Teriyaki and Fresh Pineapple Salsa
γ **Chicken Marsala** ~ Sautéed, topped with a Rich Marsala Wine Mushroom Sauce
\$7.95 per person

Beef Stroganoff

Simmered Steak Pieces, Fresh Mushrooms and Onions in a Sour Cream Brown Sauce
Served on Egg Noodles
\$7.75 per person

Yankee Pot Roast

Creamy Whipped Potatoes
Served with Savory Brown Gravy
\$7.95 per person

Stuffed Pork Chop

Bread Stuffing and Baked in our Sautéed Onion and Demi Sauce
\$7.95 per person

Steak Sandwich

Top Sirloin Steak on a Toasted Baguette with Sautéed Onions & Peppers and Steak Fries
\$9.95 per person

Roast Pork Loin

γ **Pork Loin Dijon** ~ Boneless Pork Loin with Dijon Cream Sauce
γ **BBQ Pork Loin** ~ Boneless Pork Loin with Red Onions and Honey BBQ Sauce
\$7.95 per person

Chicken Fried Chicken

Old Fashioned Southern Breaded Chicken Breast with Creamy Country Gravy and Whipped Potatoes
\$7.95 per person

Roast Turkey Breast and Sage Dressing

Oven Roasted Turkey Breast
Sage Dressing and Natural Pan Gravy
\$7.50 per person

Broiled Cod

Icelandic Cod Broiled with Herbs with Maltaise Hollandaise
Garnished with a Parmesan Tomato
\$7.95 per person

Honey-Pepper Salmon

Atlantic Salmon Fillet Oven Roasted with Honey-Pepper and Bearnaise Sauce
\$9.50 per person

Ground Chopped Sirloin

Grilled Hamburger Steak Topped with Sautéed Mushrooms & Onions
\$7.50 per person

*Excludes chef's choice of potato or rice.

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From the Deli

All deli entrees are served with Coffee, Decaf or Tea.

The Dakota Deli Sandwich

*Your Choice of Turkey Breast or Ham and
Swiss Cheese, Lettuce and Tomato
Served with Pickle, Potato Chips and
Fresh Fruit Garnish or Deli Salad
\$6.75 per person*

Sandwich/Soup Combo

*2 Sandwich, & Cup of Soup
Choice of Bread - Sour Dough, Wheat, or Rye
Choice of Turkey, Ham or Chicken Salad
Lettuce, Tomato, Sprouts
Served with Potato Chips
Fresh Fruit Garnish
\$6.75 per person*

Bacon and Swiss Chicken Sandwich

*Grilled Chicken Breast, Bacon Strips
Swiss Cheese, Lettuce and Tomato Mayonnaise
Served with Fries and Pickle
\$7.95 per person*

Croissant Sandwich

*Your Choice of Chicken Salad or
Turkey & Swiss or Ham & Cheddar
With Lettuce and Tomato. Served with Pickle,
Potato Chips and Fresh Fruit Garnish
\$6.95 per person*

Yankton Hoagie

*Thinly Sliced Turkey, Ham and Salami,
Swiss Cheese, Lettuce and Tomato
Served with Pickle, Potato Chips and
Fresh Fruit Garnish or Pasta Salad
\$6.95 per person*

Grilled Chicken Monterey

*Grilled Chicken Breast Topped with Ham,
Melted Monterey Jack Cheese,
Lettuce and Tomato
Parmesan Peppercorn Mayonnaise
Served with Fries and Pickle
\$7.95 per person*

Working Box Lunches

*Includes Your Choice of Deli Sandwich with Ham, Turkey, or Roast Beef
A Piece of Whole Fruit, Potato Chips, Cookie or a Brownie and Can of Soda
Served with all the Appropriate Condiments
\$6.50 per person*

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∞ Luncheon Buffets ∞

Minimum of 30 people

Burger Buffet

Grilled Hamburgers
American and Swiss Cheese
Cole Slaw, Potato Salad, Potato Chips
Sliced Fresh Fruit
Condiments and Relish Tray
Fried Chicken
Three Assorted Deli Salads
Baked Beans, Corn on the Cob
Relish Tray, Bread and Butter
Coffee, Decaf or Tea
\$8.50 per person

Chicken Wrap Buffet

Assorted Tortilla Wraps
Cajun and Herb Grilled Chicken Breast Strips
Flavored Mayo=s and Honey Mustard
Shredded Cheese, Onions, Lettuce, Tomato,
Black Olives and Chopped Bacon
Potato Chips and Dip, Soup of the Day
Seasonal Fresh Fruit, Chocolate Fudge Brownies
Coffee, Decaf or Tea
\$8.50 per person

Minervas Italian Pasta Buffet

Minervas Featured Cajun Pasta, Two Pastas with
Two Pasta Sauces
Fresh Vegetable, Minervas Italian Salad or
Romaine Caesar Salad & French Bread
\$7.50 per person

Hamburger Buns

Chocolate Fudge Brownies
Coffee, Decaf or Tea
\$9.25 per person

Down Home Picnic

Taco Bar

Corn and Flour Tortilla Shells
Seasoned Ground Beef
Onions, Lettuce, Tomato, Shredded Cheese
Black Olives, Sour Cream and Salsa
Refried Beans and Mexican Rice
Coffee, Decaf or Tea
\$7.50 per person

Deli Buffet

Soup of the Day
Chef=s Choice of Two Salads
Sliced Roast Beef, Turkey and Ham
Sliced Swiss and American Cheese,
Tomatoes, Pickles and Shredded Lettuce
Assorted Condiments
Assorted Breads
Chocolate Fudge Brownies
Coffee, Decaf or Tea
\$7.95 per person

Pizza Buffet

Romaine, Croutons and Freshly Grated Parmesan
Cheese with Creamy Caesar Dressing
Assorted Two Topping Pizzas
Bread Sticks with Marinara Sauce
Gourmet Cookies
Coffee, Decaf or Tea
\$7.95 per person

Hot Lunch Buffet

Tossed Garden Salad with Select Dressings, One Assorted Deli Salad
Chef=s Choice of Seasonal Vegetable
Chef=s Choice of Potato or Rice
Bread and Butter
1 entree \$8.25 2 entrees \$9.25

Entree Choices:

Herb Baked Chicken
Chicken Breast Supreme
Baked Cod with Maltaise Hollandaise Sauce
Yankee Pot Roast
Sliced Ham with Fruit Sauce

Beef Stroganoff
Roast Pork loin with Dijon Cream Sauce
Roast Pork Loin with Mushroom Demi Sauce
Meat or Vegetable Lasagna

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∞ Dinners ∞

*Dinner Entrees include Tossed Fresh Garden Salad with Our House Dressing, Assorted Dressings .25 extra.
Creamy Caesar Salad .50 extra. Chef=s Choice of Vegetable and Potato or Rice
Bread and Butter with Coffee, Decaf or Tea*

Montreal Pork Chop

*A Boneless Pork Loin Chop Bacon Wrapped
Grilled with Montreal Seasonings with a
Fresh Mushroom White Wine Demi Sauce
\$12.95 per person*

Lasagna *

*Available Meat or Vegetarian Style
Served with Tomato Basil Garlic Sauce
and Garlic Toast
\$10.95 per person*

Chicken Breast

*γ **Chicken Breast Supreme** ~ Sauteed, Topped
with Fresh Supreme Sauce
γ **Wildberry Chicken Breast** ~ Sauteed, Topped
with Raspberry and Hollandaise Sauce
with Wild Rice Blend
γ **Chicken Marsala** ~ Sauteed, Topped with a
Rich Marsala Wine Mushroom Sauce
\$12.95 per person*

Herbed & Garlic Gulf Shrimp

*Gulf Shrimp Broiled with Herb and
Garlic Butter
\$18.95 per person*

Yankee Pot Roast

*Tender Slow Roasted Beef Brisket
Topped with Savory Brown Gravy
\$12.95 per person*

Breaded Jumbo Shrimp

*Golden Breaded Shrimp
\$14.95*

Filet Mignon

*Charbroiled Filet, Served with
Bearnaise Sauce on the Side
\$24.95 per person*

Top Sirloin Steak

*Choice 8 oz. Sirloin Steak Served Medium
\$14.95 per person*

**Excludes Chef=s Choice of Potato or Rice*

Chicken Fettuccine Alfredo*

*Fresh Grilled Chicken Breast
on a Bed of Fettuccine Alfredo
\$10.95 per person*

Roast Pork Loin

*γ **Pork Loin Dijon** ~ with Dijon Cream Sauce
γ **Pork Loin Demi** ~ with Mushroom Demi Sauce
\$12.95 per person*

Roast Turkey Breast and Dressing

*Oven Roasted Turkey Breast
Sage Dressing and Natural Pan Gravy
\$11.95 per person*

Stuffed Pork Chop

*Bread Stuffing and Baked in our
Sautéed Onion and Demi Sauce
\$12.95 per person*

Fillet of Walleye

*Topped with Toasted Almonds
and Dill Hollandaise Sauce
\$16.95 per person*

Hunter=s Ribeye

*Charbroiled Ribeye with Montreal Seasoning,
Burgundy Au Jus and Onion Slab
9 oz. \$17.95 ~ 12 oz. \$20.95 per person*

Honey-Pepper Salmon

*Fresh Atlantic Salmon Oven Roasted with
Honey-Pepper and Bearnaise
\$16.95 per person*

Roast Prime Rib of Beef

*A House Specialty Seasoned
with Garlic & Herbs
8 oz. \$15.95 ~ 10 oz. \$17.95 per person*

Steak and Shrimp

*Choice 6 oz. Top Sirloin
with Herb and Garlic Broiled Shrimp
\$19.95 per person
with Chicken Breast Supreme
\$17.95 per person*

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~ Banquet Dinner Buffets ~

Banquet Dinner Buffets Include Mixed Greens with Selection of Three Dressings, Assortment of (2) Deli Salads, Chef's Choice of Seasonal Vegetable and Potato or Rice, Bread and Butter, Coffee, Decaf or Tea

Dinner Entree Selections

2 Entrees \$13.95 3 Entrees \$16.95

Roast Pork Loin with Mushroom Demi Sauce
Roast Pork Loin with Country Dijon Cream Sauce
Chicken Breast with Supreme Sauce
Yankee Pot Roast with Savory Brown Gravy
Roast Turkey Breast with Stuffing and Gravy

Baked Cod with Maltaise Hollandaise Sauce
Beef Stroganoff with Egg Noodles
Herb Baked Chicken
Sliced Honey Baked Pit Ham
Meat or Vegetable Lasagna

Dinner Specialty Buffets

Served with Coffee, Decaf or Tea
(Minimum of 40 Guests)

Welcome South Dakota

Garden Salad with Three Dressings
Potato Salad and Coleslaw
Roast Pork Loin with Jack Daniel Sauce
Yankee Pot Roast
Corn on the Cob
Mashed Potatoes and Beef Gravy
Seasonal Vegetable
Bread and Butter
Variety of Dessert Cakes
\$15.95 per person

Minervas Italian Pasta Bar

Italian Garden Salad
Choice of two sauces:
Alfredo, Cajun Alfredo, Lemon Pepper Alfredo
or Tomato Basil Marinara
Chef's Choice of Two Pastas
Meat or Vegetable Lasagna
Seasonal Vegetables
French Bread and Butter
Variety of Dessert Cakes
\$14.95 per person

\$1.50 add=l w/Chicken Added

\$2.50 add=l w/Seafood Added

A Touch of Elegance

Garden Salad with Three Dressings
Assorted Salad Toppings and Croutons
Creamy Shrimp Pasta Salad
Marinated Vegetable Salad
Yankee Pot Roast
Chicken Breast Supreme
Garlic Roasted Red Mashed Potatoes
Wild Rice Blend
Seasonal Vegetable
Bread and Butter
Variety of Cheesecakes
\$17.45 per person

Black Tie Buffet

Mixed Baby Greens Salad
Raspberry and Herbal Vinaigrette Dressing
Shrimp Rotini Curry Vinaigrette Salad
Twice Baked Potatoes
Honey Glazed Carrots
Montreal Roast Pork Loin
with Mushroom Demi Sauce
Chef Carved Prime Rib of Beef
with Au Jus and Creamy Horseradish
French Bread and Butter
Turtle Cheesecake
\$20.95 per person

May we suggest wine with dinner.

Please ask our Catering Department for our fine selection.

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❧ Banquet Dessert Selection ❧

Priced per person

Walnut Layer Cake

with Creme Frosting and Filling

\$2.25

Tiramisu

Served with Vanilla Sauce

\$4.75

Fruit Pies

Apple or Cherry

\$2.25

Midnight Layer Cake

with Vanilla and Raspberry Sauce

\$4.50

Cheese Cake

with Assorted Toppings

\$3.50

Raspberry Bread Pudding

Served Warm with Whiskey River Vanilla Sauce

\$3.95

Apple Crisp

Homemade Apple Crisp Topped With

Whipped Cream

\$2.25

Ice Cream

Vanilla, Chocolate, or Strawberry

Add Topping for \$.25

\$1.95

Carrot Cake

or German Chocolate

\$2.25

Sherbet

Orange or Rainbow

\$1.95

Key Lime Pie

with Lemon Sauce and

Graham Cracker Crust

\$3.95

Turtle Cheesecake

Pecans, Caramel, Chocolate

\$3.95

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~ Hors D=oeuvres ~

Hors d=oeuvres Hot

(Per 100 pieces)

Cocktail Wieners (BBQ Sauce).....	55.00
Meatballs (Swedish, or BBQ Sauce).....	75.00
Breaded Chicken Tenderloins with Honey Mustard Sauce	120.00
Buffalo Hot Wings with Celery and Bleu Cheese Dressing.....	90.00
Classic Breaded Chicken Drumsticks	90.00
Stuffed Mushrooms with Crabmeat	115.00
Breaded Mushrooms.....	60.00
Egg Rolls with Sweet and Sour Sauce	90.00
Nine Layer Taco Dip with Salsa and Chips(Serves 55).....	70.00 Per Order

Hors d=oeuvres Chilled

(Per 100 Pieces)

Deviled Eggs.....	90.00
Cocktail Sandwiches.....	100.00
Cheeseball w/ Assorted Crackers (3 pounds) (serves 35)	70.00
Salami Coronets.....	95.00
Miniature Bruschetta.....	75.00
Assortment of Deluxe Cold Canapés	160.00
Stuffed Cherry Tomatoes with Chicken and Herb Cream Cheese.....	95.00
Shrimp on Cucumber Wheel.....	145.00
Chilled Jumbo Shrimp with Cocktail Sauce	225.00
Salmon Herb Cream Cheese Phyllo Cup.....	120.00
Chocolate Covered Strawberries.....	100.00

From the Carving Board

Served with Silver Dollar Buns and Appropriate Condiments

Barron of Beef (serves 70).....	145.00
Honey Cured Pit Ham (serves 40).....	80.00
Roast Breast of Turkey (serves 35).....	75.00
Herb Crusted Dijon Pork Loin (serves 30).....	75.00

Snacks

Serves approximately 40 people

Potato Chips or Pretzels.....	30.00	Popcorn.....	25.00
Tortilla Chips with Salsa	30.00	Nacho Chips & Hot Hamburger Cheese Dip.....	60.00
Honey Roasted Peanuts (per pound).....	9.00	Nacho Chips & Hot Cheese Dip.....	50.00
Fancy Mixed Nuts (per pound).....	15.00	Party Mix.....	55.00

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~ Hors D=oeuvre Banquet Presentations ~

Fresh Fruit Display

An Assortment of Seasonal Fresh Fruit

Small (30 guests) \$60.00
Medium (55 guests) \$100.00
Large (100 guests) \$175.00

Market Fresh Vegetables

A Colorful Array Fresh Vegetables
Served with Assorted Dips

Small (30 guests) \$50.00
Medium (55 guests) \$80.00
Large (100 guests) \$130.00

Display of Cheese

Assorted Domestic and Imported Cheeses

Assorted Gourmet Crackers
With Fresh Fruit Garnish
\$225.00 (serves 100 guests)

Smoked Salmon Display

Whole Side of Smoked Atlantic Salmon
Served with Party Breads, Crackers, Diced
Onions, Chopped Eggs, Capers and Whipped
Herb Cream Cheese
\$115.00 (serves 30 guests)

Assorted Cheese and Crackers

Assorted Sliced and Cubed Cheeses
Served with Assorted Crackers

Small (25 guests) \$50.00
Medium (50 guests) \$90.00
Large (100 guests) \$180.00

Munchies Bar

Potato Chips, Corn Chips, Tortilla Chips,
with Guacamole, French Onion Dip,
Salsa and Hot Hamburger Cheese Dip
Served Banquet Style
\$3.95 per person (50 person maximum)

Salami and Cheese Tray

Sliced Salami and Assorted Cubed Cheeses
Served with a Variety of Crackers

Small (20 guests) \$45.00
Large (40 guests) \$80.00

Minervas Spinach Dip

Fresh Spinach Dip Served with Cubed
Sourdough Bread
Celery and Carrot Sticks
Assorted Crackers
\$60.00 (serves 40 guests)

Minervas Artichoke and Crab Bake

Topped with Cheddar and Jack Cheeses and Baked,
Then Served with Sliced French Bread and Assorted Crackers
A Crowd Pleaser!
\$135.00 (serves 50 guests)

~ Beverage Service ~

Host Bar Per Drink

<i>House Brands</i>	2.50
<i>Call Brands</i>	2.75
<i>Premium Brands</i>	3.25
<i>Cordials</i>	3.50
<i>Domestic Beer</i>	2.25/Bottle
<i>Imports/Micros</i>	3.25 and up
<i>Non-Alcoholic Beer</i>	2.50
<i>House Wines</i>	2.50
<i>Signature Wines</i>	4.00
<i>Mineral Water</i>	1.75
<i>Soft Drinks</i>	1.00

Host Bars are subject to a service charge
and sales tax.

Cash Bar Per Drink

<i>House Brands</i>	2.75
<i>Call Brands</i>	3.00
<i>Premium Brands</i>	3.50
<i>Cordials</i>	3.75
<i>Domestic Beer</i>	2.50/Bottle
<i>Imports/Micros</i>	3.50 and up
<i>Non-Alcoholic Beer</i>	2.75
<i>House Wines</i>	2.75
<i>Signature Wines</i>	4.25
<i>Mineral Water</i>	2.00
<i>Soft Drinks</i>	1.25

Cash Bar prices are inclusive of sales tax only.

Keg Beer and Punch

<i>Keg Domestic Beer</i>	195.00
<i>Keg Import/Micro</i>	215.00 & up
<i>Fruit Punch (per gallon)</i>	15.00
<i>Champagne Punch (per gallon)</i>	35.00
<i>House Champagne Toast (per bottle)</i>	20.00

Wine

*Bottled wine is available upon request ~ ask to see
our extensive wine list.*

Hospitality Bar Set-Ups

*Ice, Glasses, Stir Sticks, Olives, Cherries, Lemons, Limes,
Orange Juice, Cranberry Juice and Bloody Mary Mix
Cans of Coke, Diet Coke and Sprite, Liters of Tonic and Club Soda
\$6.00 per person*

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❧ Policies and Procedures ❧

To provide your group with excellent food, gracious service, and a pleasant atmosphere, we are pleased to offer these menu selections. If you prefer, our staff welcomes any ideas or suggestions you may have to create a special menu for your event.

Explanation of Guarantees

The Best Western Kelly Inn & Convention Center/Minervas Grill & Bar will prepare to serve 5% over your guarantee. You are required to pay 100% of your guarantee, or the actual number of guests served, whichever is greater. Should your actual attendance exceed the guaranteed number, every effort will be made to properly serve your guests. However, we may not be able to serve the same menu. For your convenience, the Catering Department is open Monday through Friday, 8 am to 5 pm.

Giving Us A Guarantee

We ask that you provide an approximate number to our Catering Department three weeks prior to the function. A firm guaranteed number of guests for each food function is required 72 hours or three working days in advance. This guarantee cannot be reduced. If the Catering Department/Best Western Kelly Inn does not receive firm guarantee 72 hours in advance, then the approximate number will automatically become your guarantee. Functions which occur on Monday and Tuesday require notification of the guarantee by the preceding Thursday.

Tax and Service Charges

All food and beverage items and service are subject to the customary service charge and state and local sales taxes. Tax exempt organizations should provide the Catering Department with their tax-exempt number 72 hours prior to the function.

Menu Pricing

Banquet prices are subject to change due to fluctuation of food costs. Therefore, we are unable to guarantee prices for more than 90 days prior to the function.

Cancellation of a Definite Booking

A cancellation fee may apply for any event which has been confirmed as definite, either by a confirmation letter or signed contract. The fee will represent a percentage of the anticipated food, beverage, and room rental revenue. Any function that is a No Show or cancels less than 24 hours prior will be billed for the full amount of the function. All cancellations must be confirmed directly with the Catering Department Monday through Friday, 8 am to 5 pm.

Payment on Arrival and Direct Billing

Upon the booking of an event and the signing of this agreement, the patron agrees to leave on file a current valid credit card number. Payment shall be made 72 hours in advance of the function unless credit has been established and accepted in writing by Minervas Grill & Bar and the Best Western Kelly Inn & Convention Center. All direct bill accounts require a completed credit application 20 days prior to the function. If our accounting office does not approve your account, for whatever reason, you will be notified so that other payment arrangements can be made. A finance charge of one and one half percent (1.5%) per month, or part thereof, is added to any unpaid balances over 30 days.

Our Client=s Responsibilities Are:

1. Arrangement and expense of shipping items to or from hotel.
2. Payment of bonded security personnel, either for the client=s exhibits, etc, or per the hotel=s recommendation.
3. Any damages to hotel property, which occurs during your event.
4. Any items left in the hotel property prior to or after your event.

For Missing or Damaged Articles

Best Western Kelly Inn and Minervas Grill & Bar cannot assume liability for the damage or loss of any merchandise or articles left in the hotel/conference center prior to, during, or following a function. However, the Best Western Kelly Inn and Minervas Grill & Bar will make every effort to assist you.

Please Help Avoid Damages

The Best Western Kelly Inn & Conference Center does not allow taping, tacking, or attaching posters, flyers, or any other materials to walls or doors without prior written consent from the hotel. Our banquet manager will assist you upon arrival as to the use of banners, posters and other items which need ceiling or wall attachment.

An Exception to Our Policy

Absolutely no food or beverage items are permitted to be brought into the function rooms or public areas. The only exception is special theme baked goods such as wedding cakes, etc. Please allow us to assist you with your special needs.

Conference Materials and Boxes

The hotel will store your conference materials (under 5 boxes) with prior notification at no additional charge if received within one week of your function. Boxes must be sent to the hotel and labeled with the name of the conference, name of the person in charge, and the date of the function. The Best Western Kelly Inn and Minervas Grill & Bar will not be responsible for the return shipment of materials after the function. Guests must make their own arrangements for shipping prior to leaving the facility. We are not responsible for any items left at the facility after the function.

I have read and understood the above, and will adhere to the terms and conditions thereof.

Company or Group Name _____

Contact Person and Title _____

Authorized Signature _____

Date _____

Banquet and Meeting Room Capacities

<i>Room Name</i>	<i>Room Dimensions</i>	<i>Sq. Ft.</i>	<i>Ceiling Height</i>	<i>Rounds Style</i>	<i>Banquet Style</i>	<i>Classroom Style</i>
<i>Embassy</i>	<i>30 x 50'</i>	<i>1500</i>	<i>10'</i>	<i>120</i>	<i>150</i>	<i>70</i>
<i>Embassy A</i>	<i>30 x 30'</i>	<i>900</i>	<i>10'</i>	<i>70</i>	<i>90</i>	<i>40</i>
<i>Embassy B</i>	<i>20 x 30'</i>	<i>600</i>	<i>10'</i>	<i>40</i>	<i>60</i>	<i>20</i>
<i>Colony</i>	<i>32 x 66'</i>	<i>2112</i>	<i>10'</i>	<i>180</i>	<i>210</i>	<i>90</i>
<i>Colony A</i>	<i>32 x 46'</i>	<i>1472</i>	<i>10'</i>	<i>120</i>	<i>150</i>	<i>65</i>
<i>Colony B</i>	<i>32 x 20'</i>	<i>640</i>	<i>10'</i>	<i>40</i>	<i>60</i>	<i>20</i>
<i>State Room</i>	<i>24 x 42'</i>	<i>928</i>	<i>8'</i>	<i>72</i>	<i>90</i>	<i>52</i>

Banquet Equipment and Miscellaneous Charges

<i>Television</i>	<i>\$15.00</i>	<i>Bar Guarantee</i>	<i>\$100.00</i>
<i>VCR</i>	<i>20.00</i>	<i>Cocktail Server</i>	<i>25.00</i>
<i>TV/VCR Combo</i>	<i>35.00</i>	<i>Confetti Clean-Up</i>	<i>35.00</i>
<i>Flip Chart</i>	<i>10.00</i>	<i>Riser Set-up</i>	<i>35.00</i>
<i>White Board</i>	<i>20.00</i>	<i>Security</i>	<i>70.00</i>
<i>Lavaliere Microphone</i>	<i>45.00</i>	<i>Cake Knife</i>	<i>20.00 deposit</i>
<i>Laser Pointer</i>	<i>30.00</i>		<i>(Deposit returned with return of knife)</i>
<i>Overhead</i>	<i>20.00</i>		
<i>Slide Projector</i>	<i>45.00</i>		
<i>Copies</i>	<i>.25 ea.</i>		
<i>LCD Projector</i>	<i>250.00</i>		

*All food and beverage prices are priced per person and are subject to a service charge and applicable taxes.
All prices subject to change without notice.*