



*Holiday Inn*

**Staunton Conference Center**

Staunton, Virginia

# Catering Guide

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Thank you for considering Holiday Inn Staunton as the location for your upcoming event. We look forward to being your host.

Please find enclosed our comprehensive menus and current prices. These menus are only suggestions. We will work with you to tailor your menu to suit your particular needs. All prices listed are subject to a taxable 22% service charge and the current state sales and local meals taxes.

To ensure the success of your meeting or banquet, we have outlined our suggestions and policies. It is our sincere wish that your function at the Holiday Inn Staunton be a memorable one and our entire staff is here to assist you.

## BREAKFAST PLATED MEALS

- Plantation Breakfast** **\$10.95**  
 Chilled orange juice, freshly scrambled eggs, choice of bacon or sausage, choice of breakfast potatoes or grits, choice of buttermilk biscuits or muffins, and freshly brewed coffee or tea.
- Southern Style** **\$12.95**  
 Chilled orange juice, freshly scrambled eggs, Virginia country ham, choice of breakfast potatoes or grits, choice of buttermilk biscuits or muffins, and freshly brewed coffee or tea.
- Cinnamon French Toast** **\$10.95**  
 Luscious slices of our cinnamon-infused toast dipped in egg batter and grilled to a golden brown, served with warm syrup, chilled orange juice, choice of bacon or sausage, choice of buttermilk biscuits or muffins, and freshly brewed coffee or tea.

## BREAKFAST BUFFETS

*All buffets require a minimum of 40 persons and price is per person. Groups going under minimum may go plated or add \$1.50 per person; Available for 1 hour.*

- Continental Breakfast** **\$7.95**  
 Assorted Danish and fresh baked muffins, chilled orange juice, and freshly brewed coffee and a selection of hot teas (regular or decaffeinated).
- The Virginia Continental Breakfast** **\$9.95**  
 Sausage biscuits, fresh fruit, chilled orange juice and freshly brewed coffee and a selection of hot teas (regular or decaffeinated).
- All American Breakfast Buffet** **\$13.95**  
 Scrambled eggs, choice of bacon or sausage, breakfast potatoes, muffins, biscuits and sausage gravy, butter, assorted Smucker's jellies, and preserves, chilled orange juice and freshly brewed coffee and a selection of hot teas (regular or decaffeinated). **Add fresh fruit and yogurt for an additional \$2.00**
- Best of the South Breakfast Buffet** **\$16.95**  
 Scrambled eggs, bacon or sausage, choice of breakfast potatoes or grits, sausage gravy, choice of French toast or pancakes, oatmeal with brown sugar, assorted cold cereals with milk, fresh fruit, muffins, biscuits and butter, assorted Smucker's jellies, and preserves, chilled orange juice and freshly brewed coffee and a selection of hot teas (regular or decaffeinated).

## COLD LUNCHEON PLATES

*Served with freshly brewed coffee & tea and Chef's dessert selection.*

|  |                |
|--|----------------|
| <b>Deli Platter</b>  | <b>\$12.95</b> |
| Tender slices of shaved roast beef, ham and turkey, Swiss and American cheese served on a croissant, lettuce, tomato, condiments, with your choice of homemade potato salad, coleslaw or pasta salad and a pickle spear. |                |
| <b>Staunton Cobb Salad</b>   | <b>\$12.95</b> |
| Romaine lettuce with fresh blue cheese, bacon, green onions, hard boiled egg, diced tomatoes, topped with rotisserie chicken and seasonings.   |                |
| <b>Chef Salad</b>  | <b>\$11.95</b> |
| Romaine & iceberg lettuce, hard boiled egg, American and Swiss cheeses, ham, turkey and tomatoes, with your choice of dressings.   |                |
| <b>Deli Buffet</b>   | <b>\$14.95</b> |
| Tender slices of shaved roast beef, ham and turkey, Swiss and American cheese, breads and rolls, lettuce, tomato, condiments, with your choice of 2, homemade potato salad, coleslaw or pasta salad and a pickle spear.  |                |
| <b>Deli Box Lunch</b>  | <b>\$10.95</b> |
| Choice of one: shaved roast beef, ham or turkey; choice of one: Swiss or American cheese. Served on white or wheat bread with lettuce, tomato, condiments, bag of chips, cookie and soda.                                |                |

## HOT PLATED LUNCHEONS

*Served with freshly brewed coffee & tea and Chef's dessert selection.*

|  |                |
|--|----------------|
| <b>Roasted Choice Top Round of Beef</b>  | <b>\$14.95</b> |
| 4oz. of slow roasted to perfection beef in a delectable mushroom gravy, fresh garden salad, choice of vegetable and starch, warm rolls and butter.       |                |
| <b>Char-grilled Chicken Breast</b>   | <b>\$14.95</b> |
| Tender 4oz. chicken breast marinated overnight in a tangy Italian herb sauce, fresh garden salad, choice of vegetable and starch, warm rolls and butter. |                |
| <b>Roast Pork Loin</b>   | <b>\$14.95</b> |
| Gently seasoned 4oz. pork tenderloin, fresh garden salad, choice of vegetable and starch, warm rolls and butter.   |                |
| <b>Lasagna</b>   | <b>\$14.95</b> |
| Generous portion of meat or vegetarian Lasagna; includes fresh garden salad, choice of vegetable, warm rolls and butter.                                 |                |
| <b>Broccoli, Ham and Cheese Quiche, Quiche Lorraine or Veggie Quiche</b>   | <b>\$14.95</b> |
| Flakey pastry crust stuffed with your favorite fillings. Includes fresh garden salad and fruit cup.<br>*Eggbeaters available upon request                |                |

## LUNCH BUFFET SELECTIONS

*Includes garden fresh salad, hot rolls and butter, freshly brewed coffee and tea. To preserve quality, your buffet will be available for an hour. All buffets require a minimum of 40 persons and price is per person.*

*Groups going under minimum may go plated or add \$1.50 per person.*

### One Entrée - \$16.95

Chicken (baked, fried or barbecued)  
 Char-grilled Marinated Chicken Breast  
 Choice Top Sirloin of Beef in Mushroom Gravy  
 BBQ Beef Tips  
 Homemade Meatloaf

### Two Entrée - \$19.95

**Choice of Entrees:**  
 Meat Lasagna or Vegetarian Lasagna  
 Roast Turkey Breast  
 Roast Pork Loin  
 Meat Tortellini with Marinara or Alfredo Sauce  
 Cheese Tortellini with Marinara or Alfredo Sauce

### Choice of Accompaniments: (choose two):

Mashed Potatoes (gravy available)  
 Home Style Dressing (gravy available)  
 Herb Roasted Potatoes  
 Buttered Parsley Red Potatoes  
 Egg Noodles

Country Style Green Beans  
 Corn O'Brien  
 Green Peas & Mushrooms  
 Baked Macaroni & Cheese  
 Broccoli Amandine  
 Baked Beans

Garden Blend Rice  
 Broccoli & Cheese sauce  
 Cole slaw  
 Potato salad  
 Pasta Salad

### Chef's selection of Dessert

## Baked Potato and Salad Bar

With all the fixings, dessert, ice tea and coffee  
 \$12.95 per person

## PLATED DINNER SELECTIONS

*All selections include fresh garden salad and choice of vegetable and starch, fresh rolls, dessert, freshly brewed coffee and iced tea.*

|  | <b>Market Price</b> |
|--|---------------------|
| <b>10 oz Prime Rib</b><br>Chef's recommendation-succulent USDA Choice prime rib, slow cooked to perfection.                          |                     |
| <b>Roasted Choice Top Round of Beef</b><br>Slow roasted to perfection in a delectable mushroom gravy                                 | <b>\$17.95</b>      |
| <b>Chicken Cordon Bleu</b><br>Traditional 8oz. chicken breast stuffed with ham & Swiss cheese topped with a cream sauce              | <b>\$19.95</b>      |
| <b>Grilled Marinated Chicken</b><br>Char-grilled 8oz. chicken breast marinated overnight in a tangy Italian herb sauce               | <b>\$17.95</b>      |
| <b>Broccoli and Cheese Stuffed Chicken</b><br>Breaded 8oz. chicken breast stuffed with broccoli and cheese topped with a cream sauce | <b>\$17.95</b>      |
| <b>Grilled Salmon</b><br>Grilled and served with a creamy dill sauce   | <b>\$29.95</b>      |
| <b>Lemon Pepper Flounder</b><br>Flaky white filet of fish lightly flavored with lemon pepper seasoning.                              | <b>\$22.95</b>      |

All prices are subject to change without notice. All items are charged a taxable 22% gratuity and current taxes

## OTHER PLATED DINNER OPTIONS

*All selections include fresh garden salad, choice of vegetable or starch, fresh rolls, dessert, freshly brewed coffee and tea.*

|  |                |
|--|----------------|
| <b>Fettuccini Alfredo</b>  | <b>\$14.95</b> |
| Tender fettuccini noodles smothered in a creamy Alfredo sauce.<br><i>Add chicken or shrimp \$3.00 per person</i> |                |
| <b>Roast Pork Loin</b>   | <b>\$16.95</b> |
| Gently seasoned 8oz. pork tenderloin sliced and served with baked apples   |                |
| <b>Stuffed Roast Pork Loin</b>   | <b>\$16.95</b> |
| Gently seasoned 8oz. pork tenderloin stuffed with our cornbread dressing   |                |
| <b>Lasagna</b>   | <b>\$16.95</b> |
| Meat or vegetarian lasagna   |                |
| <b>Roast Turkey Breast</b>   | <b>\$17.95</b> |
| Sliced turkey breast with traditional cornbread stuffing and gravy   |                |

## DINNER BUFFET SELECTIONS

*Includes garden fresh salad, hot rolls and butter, freshly brewed coffee and tea. 40 people minimum.  
Groups under minimum may go plated or add \$3.00 per person*

**One Entrée - \$19.95**

**Two Entrée - \$24.95**

**Three Entrée - \$29.95**

### Choice of Entrees:

|  |                                |
|--|--------------------------------|
| Roasted choice top round of beef in mushroom gravy |                                |
| Homemade Meatloaf                                  | Smoked Ham                     |
| Lasagna (Meat or Vegetarian)                       | Roast Turkey Breast            |
| Chicken (baked, fried or barbecued),               | BBQ Beef Tips                  |
| Tarragon grilled Marinated Chicken Breast          | Meat or cheese Tortellini with |
| Roast Pork Loin                                    | Marinara or Alfredo Sauce      |

### Choice of Accompaniments (choose 3):

|   |                            |                           |
|---|----------------------------|---------------------------|
| Butter Mashed Potatoes<br>(gravy available) | Baked Macaroni & Cheese    | Glazed Carrots            |
| Home Style Dressing<br>(gravy available)    | Garden Blend or White Rice | Baked Virginia Apples     |
| Herb Roasted Potatoes                       | Egg Noodles                | Vegetable Medley          |
| Scalloped or Au Gratin Potatoes             | Corn O'Brien               | Broccoli and Cheese Sauce |
|   | Country Style Green Beans  |                           |
|   | Broccoli Almondine         |                           |

### Chef's selection of Dessert

## Baked Potato and Salad Bar

*With all the fixings, dessert, ice tea and coffee*  
\$16.95 per person

## HORS D'OEUVRES

### COLD HORS D'OEUVRES

*Priced per 100 pieces. We suggest 6 to 8 pieces per person*

|  |              |
|--|--------------|
| <b>Deviled Egg Halves</b>                  | \$95.00      |
| <b>Assorted Finger Sandwiches</b>          | \$110.00     |
| <b>Miniature Puff Pastry Shells</b>        | \$125.00     |
| <i>Filled with Shrimp or Chicken Salad</i> |              |
| <b>Iced Jumbo Shrimp</b>                   | Market Price |
| <b>Peel and Eat Shrimp</b>                 | Market Price |

### COLD TRAYS

*(Serves 50 People)*

|   |          |
|---|----------|
| <b>Fresh Vegetable Tray with Dip</b>      | \$150.00 |
| <b>Assorted Cheese Tray with Crackers</b> | \$175.00 |
| <b>Seasonal Fruit with Raspberry Dip</b>  | \$175.00 |

### HOT HORS D'OEUVRES

*Priced per 100 pieces. We suggest 6 to 8 pieces per person*

|  |          |
|--|----------|
| <b>Meatballs</b>                               | \$95.00  |
| <i>Swedish, Sweet &amp; Sour, or Barbecued</i> |          |
| <b>Jumbo Chicken Wings</b>                     | \$110.00 |
| <b>Chicken Tenders</b>                         | \$150.00 |
| <i>with honey mustard sauce</i>                |          |
| <b>Smoked Cocktail Franks in BBQ Sauce</b>     | \$95.00  |
| <b>Virginia Country Ham Biscuits</b>           | \$250.00 |
| <b>Hot Crabmeat Dip with Crackers</b>          | \$195.00 |
| <b>Marinated Vegetable Skewers</b>             | \$150.00 |
| <b>Marinated Chicken Skewers</b>               | \$175.00 |
| <b>Marinated Shrimp Skewers</b>                | \$295.00 |

## THE CUTTING BOARD

*A \$40.00 charge per attendant for up to 1 ½ hours. Carving fee applies.*

|   |              |
|---|--------------|
| <b>Roasted Top Round of Beef</b>  | \$225.00     |
| <i>Serves up to 50 people Chef-carved and served with petite rolls, horseradish sauce and assorted mustards</i>   |              |
| <b>Steamship Round of Beef</b>  | Market price |
| <i>Serves up to 200 people Chef-carved and served with petite rolls, horseradish sauce and assorted mustards</i>  |              |
| <b>Whole Baked or Smoked Virginia Bone-in Ham</b>   | \$225.00     |
| <i>Serves up to 50 people, carved to order and served with petite rolls and condiments</i>                        |              |
| <b>Whole Roasted or Smoked Turkey Breast</b>  | \$160.00     |
| <i>Serves approximately 30 people, carved to order and served with petite rolls, mustards and cranberry sauce</i> |              |
| <b>Roasted Pork Tenderloin</b>  | \$150.00     |
| <i>Serves up to 30 persons Chef-carved and served with petite rolls and assorted mustards</i>                     |              |

## ADD ON STATION

*Prices are based on per person charge.*

|   |        |
|---|--------|
| <b>Ice Cream Sundae Station</b>   | \$4.95 |
| <i>Hand-dipped by our attendant with all the goodies – bananas, chocolate, sprinkles, whipped cream, strawberries, caramel and a cherry on top!</i> |        |

## Breaks

### Fresh from the Oven

(Priced per dozen)

|  |         |
|--|---------|
| Sara Lee Danish                          | \$22.00 |
| Assorted Donuts                          | \$22.00 |
| Freshly Baked Muffins                    | \$15.95 |
| Assortment of Donuts, Danish and Muffins | \$19.95 |
| Freshly Baked Coffee Cake                | \$12.95 |
| Banana Nut Bread                         | \$14.95 |
| Country Ham Biscuits                     | \$25.00 |
| Sausage Biscuits                         | \$18.00 |
| Bagels with Cream Cheese                 | \$19.95 |
| Freshly Baked Gourmet Cookies            | \$12.95 |
| Freshly Baked Brownies                   | \$12.95 |
| Cupcakes                                 | \$19.95 |

### Refreshments

|                                |                      |
|--------------------------------|----------------------|
| Freshly Brewed Coffee          | \$18.00 per Gallon   |
| Freshly Brewed Iced Tea        | \$18.00 per Gallon   |
| Chilled Orange Juice           | \$16.00 per Carafe   |
| Assorted Coca-Cola Soft Drinks | \$1.95 per 12oz. Can |
| Milk                           | \$17.00 per Carafe   |
| Bottled Water                  | \$1.95 per Bottle    |

### Dips and Snacks

(Priced per pound)

|                            |         |
|----------------------------|---------|
| French Onion Dip and Chips | \$14.95 |
| Tortilla Chips and Salsa   | \$14.95 |
| Virginia Roasted Peanuts   | \$12.95 |
| Mixed Nuts                 | \$19.95 |
| Pretzels                   | \$ 7.95 |

## Bar & Beverages

### Cash Bar Reception

Cash bar prices include the current sales and local meals taxes. A \$25.00 charge per bartender for the first hour and \$15.00 for each additional hour is applied to all cash bars. 20% gratuity and the current sales tax are added to all bartender charges. For cash bars there is a \$100.00 minimum, otherwise a \$50.00 set-up fee plus gratuity and tax will be charged.

|                   |        |
|-------------------|--------|
| House Brands      | \$6.00 |
| Preferred Brands  | \$7.25 |
| Premium Brands    | \$9.00 |
| Domestic Beer     | \$3.50 |
| Imported Beer     | \$4.75 |
| Wine by the Glass | \$5.00 |
| Soft Drinks       | \$2.00 |

### Hosted Reception

A \$25.00 charge per bartender for the first hour and \$15.00 for each additional hour is applied to all hosted bars. Hosted reception prices are subject to a 20% service charge and the current sales and local meals taxes.

|                        |          |
|------------------------|----------|
| House Brands           | \$5.50   |
| Preferred Brands       | \$6.75   |
| Premium Brands         | \$8.25   |
| Domestic Beer          | \$3.25   |
| Imported Beer          | \$4.50   |
| Wine by the Glass      | \$4.50   |
| Soft Drinks            | \$1.95   |
| Domestic Keg Beer      | \$275.00 |
| Imported Keg Beer      | \$325.00 |
| Domestic Pony Keg Beer | \$150.00 |
| Imported Pony Keg Beer | \$175.00 |

### Other Beverage Selections

|                                   |                    |
|-----------------------------------|--------------------|
| House Champagne                   | \$19.00 per Bottle |
| Sparkling Cider                   | \$11.00 per Bottle |
| Champagne Punch                   | \$29.00 per Gallon |
| Punch                             | \$17.00 per Gallon |
| Piper Sonoma California Champagne | \$30.95 per Bottle |

All prices are subject to change without notice. All items are charged a taxable 22% gratuity and current taxes

## BANQUET POLICIES

### Menu Selection

Your menu selection should be submitted to the Catering Department no later than two weeks prior to your scheduled function. The menu prices are current rates. *Prices are subject to change and will be confirmed 90 days prior to the function date.* All food items must be supplied and prepared by the hotel with the exception of wedding cakes.

### Guarantees

It is a requirement that the Catering Department be notified of the exact number of guests attending by 72 hours prior to event. If no final guarantee is received, we will consider the projected number from the original arrangements to be the final guarantee. Charges will be based on no less than this guaranteed number of attendees. The guarantee is not subject to reduction. In the event unexpected guests should attend, we will be prepared to serve 3% over the guaranteed number. Should your numbers exceed this 3% buffer a substitution in food items may be necessary at the hotel's discretion.

### Taxes, Gratuities, & Other

The current Virginia state tax is applicable to all charges, including service charges. All banquets will have a minimum charge of 22% gratuity added to all charges. This charge is subject to state sales tax. Local & other taxes apply where applicable.

### Function Rooms and Rentals

Room rentals apply to all functions. Function rooms are assigned according to the guaranteed number in attendance by our Banquet Manager. The hotel reserves the right to reassign the function room if the attendance should increase or decrease and to charge additional set-up or service fee for set-up of meeting rooms with extraordinary requirements. The hotel banquet staff will be able to assist in the hanging of banners and decorations. The hotel does not permit the affixing of any materials to the walls, floors, doors, chairs, or ceiling with nails, staples, screws, tacks, or tape. Absolutely no glitter or confetti products are permitted.

### Audio-Visual

Please contact the Sales and Catering Department to discuss your audio visual needs.

### Pricing and Contract Information

A nonrefundable deposit of 25% of estimated event total will be required at time of booking and signed contract must be returned in order to reserve the space and services. Failure to pay deposit or sign contract at time of booking will result in release of space and services. The nonrefundable deposit reserves the space and services.

Another nonrefundable deposit of 25% is due one month prior to event and the remaining balance is due one week before your event date. If your deposits are not made on time, your date will be released.

Billing arrangements for all events must be made in accordance with hotel policies. All requests for direct billing must be authorized by Hotel Management.

The Holiday Inn--Staunton will not assume any responsibility for the damage or loss of any merchandise or articles left in the hotel including prior to, or following the function.

## GO for the GREEN

The Club at Ironwood, adjacent to the hotel, extends golfing privileges to our guests. The exclusive par 71 course has hosted a number of state and regional tournaments. The 6606-yard course from the back tees has rolling fairways and very fast sloped greens. Choose from four sets of tees: black or championship, blue, white or red. The excellent manicured course has great views of the Blue Ridge Mountains and the surrounding area. The course is challenging and fun for both the professional and the weekend golfer. The Holiday Inn Staunton is located on the 17th hole, a short distance from the clubhouse, so you can bring your game to the Valley.



Please call for individual or group packages and room rates.

## HOTEL LOCATION & DIRECTIONS

**From Washington, DC:** Take 1-66 West to 1-81. Follow 1-81 south to Exit 225. Take right off exit ramp. Hotel is on the right. Approximate Travel Time: 2.5 hours.

**From Roanoke, VA:** Take 1-81. Follow 1-81 north to Exit 225. Take left off exit ramp. Hotel is on the right. Approximate Travel Time: 1.5 hours.

**From Richmond, VA:** Take 1-64 West to 1-81 North. Follow 1-81 north to Exit 225. Take left off of exit ramp. Hotel is on the right past the overpass. Approximate Travel Time: 2 hours.

## Hotel Capacity

| Name of Room                | Length & Width | Banquets           | Classroom | Theater |
|-----------------------------|----------------|--------------------|-----------|---------|
| <b>Thomas Jefferson</b>     | 23.5' x 26'    | 32                 | 32        | 50      |
| <b>Stonewall Jackson</b>    | 23.5' x 26'    | 32                 | 32        | 50      |
| <b>Woodrow Wilson</b>       | 47' x 26'      | 64                 | 64        | 100     |
| <b>Robert E. Lee</b>        | 23.5' x 26'    | 32                 | 32        | 50      |
| <b>James Madison</b>        | 23.5' x 26'    | 32                 | 32        | 50      |
| <b>Grand Ballroom</b>       | 47' x 78'      | 250                | 180       | 300     |
| <b>Shenandoah Boardroom</b> | 23' x 17'      | 15 Boardroom Style |           |         |

All prices are subject to change without notice. All items are charged a taxable 22% gratuity and current taxes