



Weddings ♦ Meetings ♦ Conferences ♦ Parties ♦ Banquets



2023
Meeting & Wedding
Planner Packet

MITCHELL

HIGHLAND

CONFERENCE CENTER



Highland Conference Center ♦ 2000 Highland Way ♦ Mitchell, SD 57301 ♦ 605-990-1575
www.highlandconferencecenter.com ♦ jill@highlandconferencecenter.com

Welcome to the Highland Conference Center!

Whether you are holding a social function, wedding reception, corporate meeting or multi-day conference, for small groups of 10 people up to major events for 400, we are ready to host your next event in Mitchell, SD!

The Highland Conference Center provides a relaxed, productive atmosphere for you and your guests. Our Grand Ballroom can be customized to accommodate all sizes of groups. From start to finish, you will have a highly attentive staff assisting you with every detail to ensure that your event is flawless.

You are sure to impress your guests with our first class on-site catering by Pirogues Catering, specializing in homemade breakfasts, lunches and dinners. We pride ourselves with delicious homemade meals.

Your guests can enjoy a refreshing night's stay at one of our connecting properties; the Highland Conference Center is conveniently located between the Comfort Inn & Suites and the Hampton Inn via an indoor walkway. Both properties have complimentary hot breakfast, pillow top beds, free wireless internet, business center, fitness center, whirlpool and family suites.

The Highland Conference Center is within walking distance of several restaurants and lounges, as well as shopping; and within a short driving distance of several outstanding cultural attractions.

With outstanding meeting space, comfortable hotel rooms, delicious food and first class service that will exceed your expectations, you'll discover even more reasons to have your next event at the Highland Conference Center.

We look forward to the opportunity to work with you on your next event!



Jill Larson, Sales & Event Manager

2000 Highland Way, Mitchell, SD 57301

Phone: 605-990-1575

jill@highlandconferencecenter.com

www.highlandconferencecenter.com

Highland Conference Center Meetings

FOOD & BEVERAGE

All food and beverage must be supplied through the Highland Conference Center. **Health Department Regulations & Liquor License Laws** prohibit us from allowing food and beverages to be removed from the Highland Conference Center premises.

All Food & Beverage is subject to 18% service charge and 7.5% sales tax. Menu prices will be reviewed yearly and are subject to change due to fluctuating market prices.

Kids Meals and special meals due to dietary restrictions are available with advanced request.

Your menu selection should be submitted to the Sales & Event Manager one month prior to the event. The number of guests attending must be confirmed one week prior to the event. This number will be considered the guarantee and is not subject to reduction. You will be responsible for payment of the final guaranteed number even if fewer guests actually attend. If no guarantee is received, the original number expected will be used as the guaranteed number of guests. If your number exceeds the guaranteed count, you will be billed accordingly.

BILLING & PAYMENTS

You may be asked to pay a deposit for your event. Advance deposits, when required, are non-refundable. All deposits can be re-applied if the function is rescheduled within a six month period. We accept Cash, Check, MasterCard, Visa, American Express and Discover. An invoice will be emailed or mailed to you after your event and is due in full within 30 days.

AUDIO VISUAL EQUIPMENT

A wide selection of audio visual equipment and services are available on a rental basis. Audio visual requirements must be specified prior to the function. Please see the audio visual equipment page for a complete list of items that are available to you.

CORPORATE HOTEL ACCOMMODATIONS

We are happy to offer group blocks at the Hampton Inn and the Comfort Inn & Suites for your guests. We can set up the blocks as individual pay or master bill. The blocks will be held until two weeks prior to your event. Rooming lists are due two weeks prior to your event as well. Please arrange all hotel blocks through the Sales & Event Manager at the Highland Conference Center.

DECORATING

No nails, pins, tacks or tape are allowed to be used on the walls. We would be happy guide you with hanging items that you need for your event.

We will provide a seasonal centerpiece or you are welcome to bring your own decorations.

ROOM ASSIGNMENT & SET UP

The Highland Conference Center reserves the right to assign rooms based on the guaranteed number of guests. The room rental includes tables, skirting, pipe and drape, chairs, linens, china, flatware and glassware.

There are numerous ways that meetings and banquets can be set up. Please submit your set-up instructions to the Sales & Event Manager one month prior to the event. Specific set-up times and deliveries will be arranged the week of your event.

ALCOHOL POLICIES

All alcohol must be supplied by the Highland Conference Center. **Absolutely no outside alcohol is allowed and alcohol purchased at the Highland Conference Center may not leave the premises.**

The Highland Conference Center prohibits anyone under the age of 21 to purchase or consume alcohol even in the presence of their parents. If this regulation is broken, the person will be asked to leave the facility. If the person does not cooperate, appropriate action will be taken.

It is against the law to serve anyone who is visibly intoxicated. The Highland Conference Center reserves the right to refuse service to anyone at any time. If the person who is visibly intoxicated continues to drink alcohol, they will be asked to leave the premises. If the person does not cooperate, appropriate action will be taken.

Security may be required at functions that serve alcohol. A fee of \$20.00 per hour will be charged for this service.

Last call for alcohol is 11:45pm unless you wish to have it earlier. Music can play until 12:00am.

LOST AND FOUND

Any items left behind will be put in the Lost & Found. The hotels and conference center cannot be responsible for damage or loss of any article or merchandise left in the hotels or conference center prior to or following your function or meeting.

PARKING

The hotel and conference center are not responsible for loss or damage to automobiles or their contents while parked on hotel or conference center property.

SHIPMENT OF PACKAGES

Small packages for meetings may be delivered to the conference center no more than one week prior to the function due to a minimum amount of storage space.

LIABILITY

The Highland Conference Center reserves the right to inspect and control all private functions. Guests shall indemnify and hold the Highland Conference Center and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function, or resulting from damages or destruction of any conference center or hotel property by guests or any attendee of the function on the premises. Liability for damages to the premises will be charged accordingly. The conference center cannot assume responsibility for personal property and equipment brought onto the premises.

Audio Visual Equipment Rental

150" Projection Screen

LCD Projector

Staging: 4X8 Section

\$50 each per day

Wireless Lavalier Microphone

Cordless or Corded Microphone

Exhibit Booths

Standing Podium or Table Top Podium

Portable White Board

70" Projection Screen

Speaker Phone

\$25 each per day

20x20 Dance Floor

\$200

Complimentary

Easels

Sound Cord

Flip Chart with Markers

Telephone Line

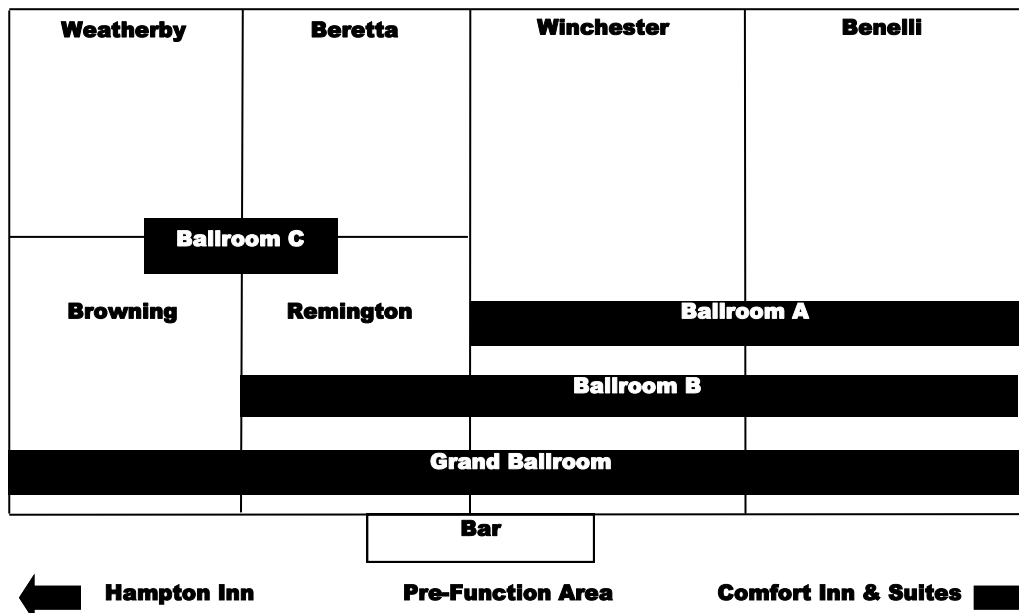
Wireless Internet

Extension Cords & Power Strips

Background Music

American Flag & South Dakota Flag

Projection Cart



Highland Conference Center Weddings

Grand Ballroom Rental

Banquet Seating for up to 450 Guests

White Linen Table Cloths and Napkins

Flatware, China & Glassware

Customized Room Set Up

Raised Head Table for Wedding Party

Skirted Tables for Head Table,
Guestbook, Gift, Cake, Punch & Coffee Bar, DJ

Champagne Toast for the Wedding Party

20x20 Dance Floor

Group Blocks at Hampton Inn & Comfort Inn & Suites

Cordless Microphone

Coffee Bar with Flavorings

Punch Bowl & Punch Cups

White or Black Backdrop behind Head Table

Complimentary Centerpiece Options

Gift Opening Room at Comfort Inn & Suites
(based on availability)

Complimentary Bridal Suite*
(if 20 rooms are reserved in room blocks)

Friday Evening Reception \$1,250

Saturday Evening Reception \$1,450

Wedding Guidelines & Policies

FOOD AND BEVERAGE

All food and beverage (including alcohol and punch) must be supplied through the Highland Conference Center. The only exceptions are your wedding cake, cupcakes, candy, mints and nuts.

All food and beverage must be supplied through the Highland Conference Center. **Health Department Regulations & Liquor License Laws prohibit us from allowing food and beverages to be removed from the Highland Conference Center premises.**

All Food & Beverage is subject to 18% service charge and 7.5% sales tax. Menu prices will be reviewed yearly and are subject to change due to fluctuating market prices.

Kids Meals and special meals due to dietary restrictions are available with advanced request.

In order for the Highland Conference Center to ensure the availability of chosen items, your menu selection should be submitted to the Sales & Event Manager no later than **two months** prior to the event date. The number of guests attending must be confirmed with the Sales & Event Manager one week prior to the function. This number will be considered the guarantee, not subject to reduction. Full payment will be due once the guaranteed number is submitted one week prior to the event. You are responsible for full payment of the final guaranteed number even if fewer guests actually attend. If your number exceeds the guaranteed count, you will be billed accordingly.

WEDDING PACKAGE & CATERING PAYMENTS

The Wedding Package is divided into 3 payments as follows:

Friday Night Reception: \$1,331.25 (including tax)

\$665.25 due at contract signing

\$333.00 due 6 months prior to reception date

\$333.00 due one week prior to reception date **plus final payment for food & beverage**

Saturday Night Reception: \$1544.25 (including tax)

\$775.25 due at contract signing

\$384.50 due 6 months prior to reception date

\$384.50 due one week prior to reception date **plus final payment for food & beverage**

Advance deposits are non-refundable. All deposits can be re-applied if the function is rescheduled six months prior to the event and held within six months of original date.

We require a credit card on file for any additional charges incurred during the reception. This may include tab for host bars, banquet food, and property damage.

We accept Cash, Check, MasterCard, Visa, American Express and Discover.

WEDDING RECEPTION HOTEL ACCOMMODATIONS

The Highland Conference Center Sales & Event Manager will coordinate the hotel blocks for your wedding reception. We reserve 7 rooms at each hotel the night before the wedding and 15 rooms at each hotel the night of the wedding. ***Please encourage your guests to make their hotel reservation 30 days prior to your wedding date to receive the group rate.*** We offer a complimentary bridal suite at the hotel of your choice to the bride and groom if 20 rooms are reserved between the two hotels the night of the wedding.

ALCOHOL POLICIES

All alcohol must be supplied by the Highland Conference Center. **Absolutely no outside alcohol is allowed and alcohol purchased at the Highland Conference Center may not leave the premises.**

The Highland Conference Center prohibits anyone under the age of 21 to purchase or consume alcohol even in the presence of their parents. If this regulation is broken, the person will be asked to leave the facility. If the person does not cooperate, appropriate action will be taken.

It is against the law to serve anyone who is visibly intoxicated. The Highland Conference Center reserves the right to refuse service to anyone at any time. If the person who is visibly intoxicated continues to drink alcohol, they will be asked to leave the premises. If the person does not cooperate, appropriate action will be taken. Security is required at functions that serve alcohol. A fee of \$20.00 per hour is charged for this service. Wedding party attendants will be required to have identification in order to consume alcohol. Last call for alcohol is 11:45pm unless you wish to have it earlier. Music may play until 12:00am. The building must be vacated by 1:00am.

BALLROOM ACCESS & DECORATING

You will be allowed to decorate between 8am-5pm if there is not an event the day before your wedding reception. If you decorate the day before the wedding, the center will be open at 11am the day of the wedding. If there is an event the day before your wedding reception, you will have access to the ballroom at 8am the day of your wedding reception. All deliveries on the reception day must be scheduled in advance with the Sales & Event Manager.

All personal belongings and decorations must be removed the night of the event unless otherwise arranged to be picked up on the following Monday morning. The Highland Conference Center is typically not open on Sunday unless an event is scheduled.

Due to the hazard of fire, we do not allow open flames. All candles must be contained in glass holders that enclose the flame. We also do not allow confetti of any type or loose crystals to be placed on the tables. A fee may be incurred if these policies are not followed.

No nails, staples, tape, tacks or pins may be used to hang posters or signs on walls of the Ballroom. We would be happy to assist you in hanging items for your event.

We have complimentary centerpiece items that you are welcome to use at no charge. Candles that are used in the votive holders must be a tea light candle and in the clear or metal surrounding.

ADDITIONAL POLICIES

The Highland Conference Center staff reserves the right to inspect and control all events on the property. The conference center cannot assume responsibility for personal property and equipment brought onto the premises. The contracted group is responsible for any charges incurred to repair any damage to the conference center, linens, walls, etc. There will be a \$100 cleaning fee if popcorn is brought in.

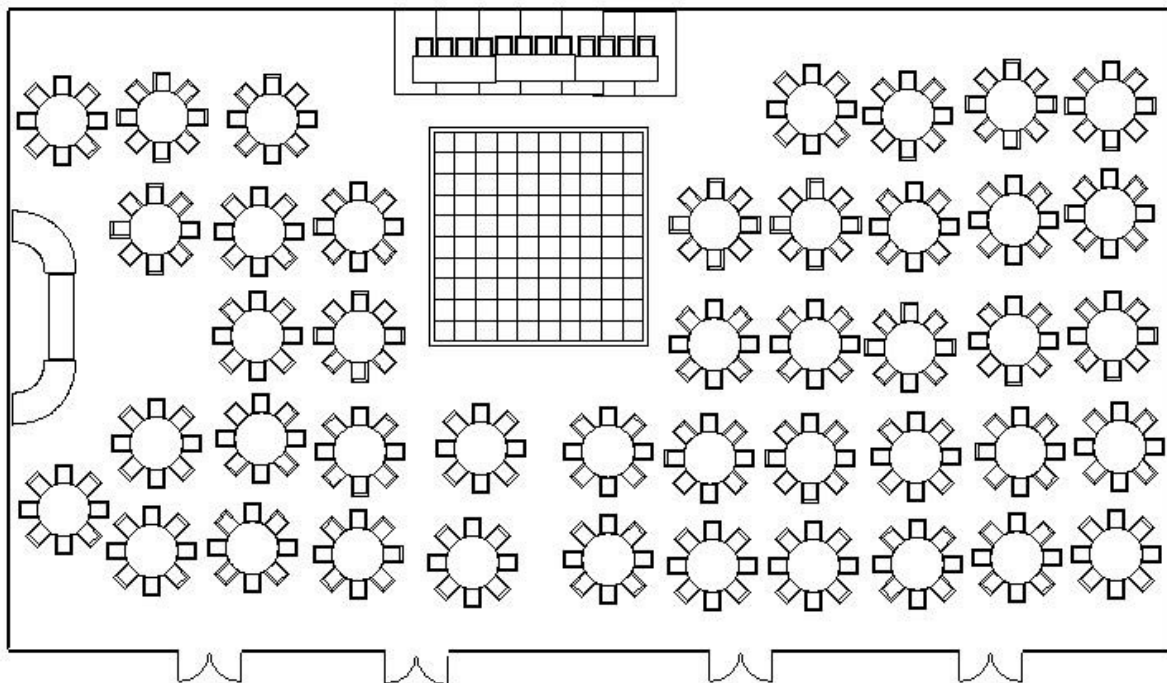
Décor & Ballroom Layout

Complimentary Decorating Items

12" Round Mirrors
Rose Bowls
11 3/4 x 4 3/4 Cylinder Vase
8 3/4 x 3 1/4 Cylinder Vase
7 1/2 x 3 1/2 Cylinder Vase
Bubble Bowl
Eifel Tower Vase
White or Black Backdrop
White or Black Skirting
White Table Cloths and Napkins

Rental Items & Services

Black Tablecloths \$2 each
Ivory Tablecloths \$2 each
Colored Napkins \$.25 each
White Icicle Lights \$30
Votive Candle Holders \$.25 each
Cake Cutting \$.50 per person
Fruit Punch or Lemonade \$18.00 per gallon
Sherbet Punch \$20.00 per gallon



Lunch or Dinner Selections

Choose One Entree \$18.95

Choose Two Entrees \$23.45

Lemon Garlic Chicken

Marinated chicken breast, served with a garlic cream sauce and lemon

Maryland Style Chicken

Chicken breast breaded in house, lightly fried and served with a pepper jack cheese sauce

Herb Roasted Chicken

Roasted bone in chicken quarter marinated in olive oil, garlic and fresh herbs

Roast Beef

Chuck roast seasoned and slow roasted with a mirepoix, served in a light beef gravy

Grilled Pork Chop

10 oz. Char grilled boneless pork chop, served with an apple chutney

Thai Pork Chop

10 oz. Char grilled boneless pork chop glazed with a sweet and spicy chili sauce

Roasted Pork Loin

Center cut pork loin seasoned, seared and slow roasted. Sliced thin and served in a pork au jus

Pork Tips

Tender pieces of pork tenderloin seared with onions, peppers and mushrooms and served in a Bourbon glaze

Island Chicken

Marinated chicken breast served with a mango pineapple salsa

Choose One Entree \$20.95

Choose Two Entrees \$25.45

Bacon Wrapped Chicken

Chicken breast stuffed with ham and pepper jack cheese, wrapped in bacon and served with a pepper jack cheese sauce

Sirloin Tips

Tender pieces of choice beef, served with onions, peppers and mushrooms in a burgundy reduction

London Broil

Marinated Tri-Tip, seared and roasted to a medium rare, served with a demi glaze

Smoked Brisket

Seasoned brisket slow smoked over mesquite wood, served with BBQ sauce
(available March-November)

Bacon Wrapped Pork Tenderloin

Marinated pork tenderloin wrapped in bacon, seared and roasted, served with a dijon cream sauce

Parmesan Crusted Pork Tenderloin

Marinated pork tenderloin, seared and roasted with parmesan. Medallion cut and served with a light cream sauce

Premium Selections

Walleye \$22.95

10 oz. Walleye broiled with lemon, wine & butter

New York Strip \$22.95

12 oz. Hand cut strip steak reverse seared

Ribeye Steak \$26.95

12 oz. Hand cut ribeye reverse seared

Prime Rib \$26.95

Choice ribeye loin seasoned and slow roasted

Choose Three Sides – Add an extra side for \$2.00

Garden Salad, Caesar Salad,

Spinach Salad with Hot Bacon Vinaigrette (add \$.50),

House Salad with Croutons and Cheese (add \$.50)

Grilled Green Beans, Honey Glazed Carrots, Buttered Corn,
California Blend, Vegetable Medley, Asparagus with Bacon

Garlic Mashed Potatoes, Parsley Buttered Potatoes, Rosemary Potatoes,
Loaded Mashed Potatoes, Cheesy Hash Browns, Wild Rice,
Pepper Jack Mac-n-Cheese, Baked Potato, Oven Roasted Potatoes

All Lunch or Dinner Selections are served with three sides, coffee, water and fresh baked dinner rolls with butter.

18% Gratuity and 7.5% Tax will be added to all Food & Beverage.

Groups under 25 will be served plated.

Lunch or Dinner Selections

Themed Buffets

Minimum of 50 Guests

Country Buffet \$21.95

Choose Two: Roast Beef, Fried Chicken, Baked Ham, Pork Loin, Roasted Turkey with Stuffing

Choose One: Mashed Potatoes, Pepper Jack Mac & Cheese,

Parsley Buttered Potatoes, Cheesy Hash Browns

Choose One: Grilled Green Beans, Buttered Corn, Glazed Carrots, Green Bean Casserole

Choose One: Garden Salad, Coleslaw, House Salad, Fruit Salad, Oreo Fluff
Served with Dinner Rolls and Butter

Italian Feast \$20.95

Choose Two: Lasagna, Chicken Parmesan, Chicken Alfredo, Sausage Bolognese

Choose One: Garden Salad, Caesar Salad

Choose One: Breadsticks, Garlic Bread
Served with Parmesan Cheese

Fiesta Buffet \$20.95

Choose Two: Al Pastor Pork, Carne Asada, Chicken Fajitas, Shrimp Fajitas

Choose One: Ranchero Beans, Black Beans, Refried Beans

Choose One: Cilantro Lime Rice, Spanish Rice
Served with Corn Tortillas, Flour Tortillas, Homemade Chips, Queso Cheese, Salsa, Sour Cream, Cilantro and Onions, Shredded Cheese

Asian Buffet \$19.95

Choose Two: Orange Chicken, General Tso Chicken, Sticky Pork Belly, Mongolian Beef

Choose One: Fried Rice, Lo Mein, Steamed Rice

Choose One: Egg Roll, Crab Rangoon, Spring Roll
Served with Sweet and Sour Sauce and Fortune Cookies

Smoked Meats

Western BBQ \$23.95

Choose Two: Brisket, Pulled Pork, Smoked Chicken, Smoked Sausage

Choose One: Cheesy Hash Browns, Loaded Mashed, Pepper Jack Mac & Cheese, Oven Roasted Potatoes

Choose Two: Baked Beans, Cob Corn, Potato Salad, Coleslaw, Fruit Salad
Served with Dinner Rolls, Butter and BBQ Sauce
Minimum of 50 guests

Smoked Brisket \$20.95

Seasoned brisket slow smoked over mesquite wood, served with BBQ sauce
Choice of three sides from page 9

Smoked meats are available March-November. If you choose to have smoked meats in December, January or February, there would be a \$2.00 per person or \$100 upcharge, whichever is greater.

Available for Lunch Only (March-November)

Pulled Pork Sandwich \$13.25

Mesquite smoked pulled pork served on a bun with potato salad or macaroni salad and pickles

Brisket Sandwich \$14.50

Mesquite smoked brisket served on a bun with potato salad or macaroni salad and pickles

All Themed Buffets are served with coffee & water.

Iced tea is served with lunch.

18% Gratuity and 7.5% Tax will be added to all Food & Beverage.

Lunch Only Selections

Cuban Sandwich \$14.00

Mojo pork, sliced ham, swiss cheese, pickles, mustard, garlic aioli on a grilled ciabatta roll served with oven roasted potatoes

Chicken Cordon Bleu \$14.50

Breaded chicken breast stuffed with ham and cheese and lightly fried served with wild rice, California vegetables and a dinner roll

Chicken Alfredo \$14.00

Penne pasta with alfredo sauce and grilled chicken, served with garlic bread and Caesar salad

Fried Chicken \$14.00

Hand breaded chicken, fried and served with parsley buttered potatoes, green beans with bacon & onion and a dinner roll

Chicken Bacon Ranch Sandwich \$14.25

Chicken breast, pepper jack cheese, bacon, tomato, ranch on grilled sour dough, served with Italian pasta salad

Club Wrap or Sandwich \$13.50

Sliced turkey, ham, pepper jack, lettuce, tomato and mayo on whole grain bread or tortilla wrap
Served with a fruit cup and potato chips
Can be served box style

Lasagna \$13.50

Layers of pasta, meat sauce and cheeses. Served with garlic bread and Caesar salad

Grilled Chicken Salad \$14.00

Mixed greens topped with grilled chicken, sliced strawberries, pecans, feta cheese crumbles and a balsamic dressing served with grilled flatbread

Add a Garden Salad, Caesar Salad or extra side to your meal for \$2.00!

Available for Groups over 25

Taco Bar \$16.00

Taco meat, lime rice, nacho cheese sauce, soft shells, homemade chips, shredded lettuce, cheddar cheese, pico de gallo, jalapenos, salsa and sour cream

Burger Bar \$14.50

Grilled burger patty with bun, lettuce, tomato, onion, pickle, cheese, ketchup, mayo, mustard, potato salad or potato chips and baked beans

Soup and Sandwich Bar \$13.75

Turkey, ham, salami, American cheese, pepper jack cheese, lettuce, tomato, onion, pickles, mayo, mustard, assorted breads, cucumber slices, carrot sticks, celery sticks, choice of homemade soup: Chicken Noodle, Chili, Potato, Beer Cheese or Tomato

Salad Bar \$12.50

Mixed greens, turkey, ham, hard boiled eggs, cucumbers, tomatoes, shredded cheese, croutons, dressings, Italian pasta salad and dinner rolls

Small Group Lunches

Available for groups of less than 25

Pulled Pork Sandwich and chips \$13.25

Deluxe Cheeseburger and french fries \$13.75

Chicken Bacon Ranch Sandwich and french fries \$14.25

Chicken Alfredo with garlic bread and Caesar salad \$14.00

Chicken Cordon Bleu and oven roasted potatoes, grilled green beans with bacon & onion and dinner roll \$14.50

Club Wrap or Sandwich, fruit cup and chips \$13.50

All Lunch Selections are served with coffee, iced tea, water and fresh baked dinner rolls with butter
18% Gratuity and 7.5% Tax will be added to all Food & Beverage.
Groups under 25 will be served plated

Breakfast, Breaks & Dessert Selections

Breakfast Buffets

Classic Breakfast \$13.50

Scrambled eggs, ham, sausage links, sausage patties or bacon (add \$1.00), grilled breakfast potatoes, muffins and fresh fruit

Southern Breakfast \$13.50

Scrambled eggs, biscuits with sausage gravy, grilled breakfast potatoes and fresh fruit
Add bacon, ham, sausage patties or links for \$2.00

Deluxe Breakfast \$13.75

Scrambled eggs, cheesy scrambled eggs, ham, sausage links, sausage patties or bacon (add \$1.00), french toast or pancakes, fresh fruit

Fiesta Breakfast \$13.50

Scrambled eggs with chorizo, pork sausage, peppers and onions, grilled breakfast potatoes, flour tortillas, shredded cheese and salsa

Breakfast Croissant \$8.00

Ham, bacon or sausage, fried egg, cheese on a flaky croissant served with fresh fruit

*All Breakfasts served with coffee, water and orange juice
Groups under 25 will be plated*

Breaks

Caramel Rolls
Cinnamon Rolls
Assorted Rolls & Pastries
Assorted Muffins
\$20.00 per dozen

Assorted Cookies
Gourmet Rice Krispy Bars
\$18.00 per dozen

Granola Bars
Candy Bars
Chex Mix
\$2.00 per person

Fresh Fruit Tray
Small \$95/Large \$170

Bottled Water
Bottled Soda
Fruit Juice
\$2.00 each

Coffee
Iced Tea
Lemonade
Fruit Punch
\$18.00 gallon

Desserts

Layered Carrot Cake
Sundae Bar
Pecan Turtle Cheesecake
Traditional Tiramisu
\$5.25

Assorted Dessert Bars
Apple Crisp
New York Style Cheesecake
\$3.50

Kids Meals

Kids Buffet \$10.50
Kids go through adult buffet line for a discounted price

Mac-n-Cheese and garlic bread \$9.50
Served plated

Chicken Strips and french fries \$11.25
Served plated

Kids Meals are available for those 10 years and younger

18% Gratuity and 7.5% Tax will be added to all Food & Beverage.

Hors D' Oeuvres

Cubed Meat & Cheese Tray
\$195

Vegetable Tray or Fruit Tray
\$170

Chocolate Strawberries
\$190

Herb Tortilla Wraps
\$170

Mini Sandwiches
\$175

Cocktail Shrimp
\$220

Cucumber Bites
\$145

Caprese Skewers
\$195

Crab Phyllo Cups
\$220

Hamburger Sliders
\$245

Pulled Pork Sliders
\$220

Brisket Sliders
\$270

Tortilla Chips & Salsa
\$100

Tortilla Chips, Warm Nacho Cheese & Salsa
\$160

Tortilla Chips, Beef, Warm Nacho Cheese & Salsa
\$220

Spinach & Artichoke, Buffalo Chicken or Crab Dip
\$195

Crab or Sausage Stuffed Mushrooms
\$170

Shrimp Tart
\$245

BBQ Meatballs or Swedish Meatballs
\$175

BBQ Smokies
\$170

Chislic
\$220

Bacon Wrapped Shrimp
\$245

Armadillo Eggs
\$195

Texas Style Armadillo Eggs
\$220

Bacon Wrapped Scallops
\$270

Chicken Bacon Wraps
\$195

Buffalo, Asian or Parmesan Garlic Wings
\$195

Flat Bread Pizza or Homemade Pizza
\$15.00 each

Meat & Cheese Display
\$375

Seasonal Fresh Fruit Display
\$325

Vegetable Display
\$325

Each order of Hors D' Oeuvres serves approximately 50 guests. Each order of Displays serves approximately 150 guests.

Bar Menu

16 oz. Mixed Drinks.....\$6.50

Amaretto, Bacardi, Bacardi Limon, Bailey's, Black Velvet, Captain Morgan, Cherry Schnapps, Coconut Rum, Coffee Flavored Liquor, Jack Daniels, Jagermeister, Jim Beam, Kinky, Lord Calvert, Peach Schnapps, Seagram's 7, Tanqueray, Tequila, Triple Sec, Vodka, Windsor

16 oz. Premium Mixed Drinks.....\$8.00

Crown Royal, Crown Apple, Crown Peach, Glenlivet, Patron, Pendleton, Tito's

Non-Alcoholic Beer\$4.00

Bottled Beer\$4.00

Bud Light, Coors Light, Budweiser, Michelob Ultra, Michelob Golden Light
Miller Lite, Pabst Blue Ribbon, Busch Light, Sam Adam's Boston Lager, Corona, Angry Orchard

Carbliss.....\$5.50

Lemon-Lime, Cranberry

Fountain Soda.....\$1.00

Coke, Diet Coke, Sprite, Lemonade

House Wine.....\$6.50 glass

Merlot, Cabernet, Riesling, Chardonnay, Moscato

Drink Tickets

Drink tickets may be purchased for distribution to your guests as you wish. Drink tickets are valid for the amount of your choice.

Tickets are subject to 18% service charge and 7.5% sales tax.

Cash Bar

Drinks will be paid for by the guests of the event. There is no minimum or set up charge.

Host Bar

A tab of all drinks consumed will be kept for one final bill. Host Bars can be run for the duration of the event or any amount of specified time or dollar amount.

Host Bars are subject to 18% service charge and 7.5% sales tax.

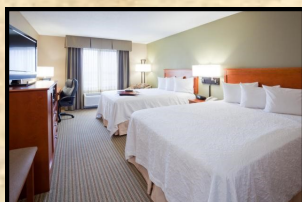
Kegs

Domestic Kegs may be purchased for \$300 and Imported Kegs for \$350.

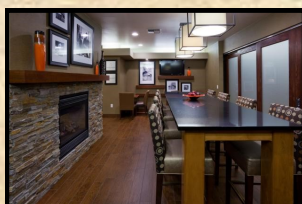
Kegs are subject to 18% service charge and 7.5% sales tax.



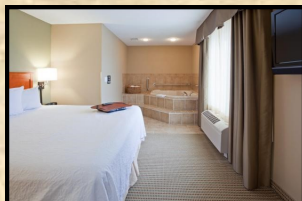
Premier Meeting Space & Outstanding Accommodations



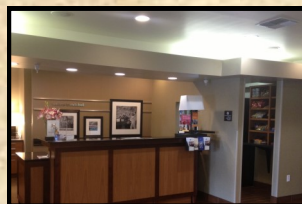
Newly Remodeled in 2012
100% Hampton Guarantee
"On the House" Hot Breakfast
Complimentary Cable TV



Free Local Phone Calls
Swimming Pool and Hot Tub
Fitness Center
Business Center



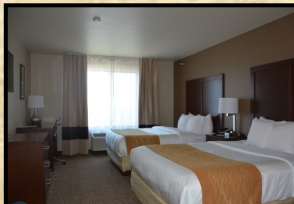
Refrigerator & Microwave
Coffee Maker & Ironing Board
100% Smoke Free
Board Room for 12-14 People



Hampton Inn
Emily Liedtke, Manager
1920 Highland Way
Mitchell, SD 57301
Phone: 605-995-1575
1-866-252-2900
www.hamptoninn.com



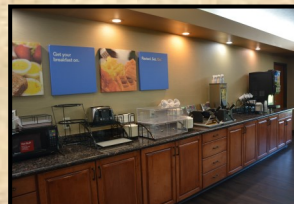
Indoor Water Park
Meeting Rooms
Business Center
Family & Business Suites



Wireless Internet
Pillow Top Beds & Flat Screens
Complimentary Hot Breakfast
Fitness Center



Refrigerator & Microwave
100% Smoke Free
Hospitality Room
Board Room for 20-30 People



Comfort Inn & Suites
Dave Helleloid, Manager
2020 Highland Way
Mitchell, SD 57301
Phone: 605-990-2400
1-877-424-6423
www.choicehotels.com

Weddings ♦ Meetings ♦ Conferences ♦ Parties ♦ Banquets

Free Wireless Internet ♦ 148 Guests Rooms & Suites ♦ On-Site Catering
First Class Service ♦ Restaurants & Shopping Within Walking Distance



Call us today to book your next event!

2000 Highland Way ♦ Mitchell, SD 57301 ♦ 605-990-1575
www.highlandconferencecenter.com ♦ jill@highlandconferencecenter.com