



THE HOTEL
KIRKWOOD CENTER

Kirkwood Community College
7725 Kirkwood Blvd. SW
Cedar Rapids, Iowa 52404

319-848-8700
877-751-5111 toll free
319-848-8750 fax
www.thehotelatkirkwood.com

Bartender Fees
For groups of 100 or less: \$150 bartender fee per bar.
For groups more than 100: \$75 bartender fee per bar.
One bartender per 100 guests recommended.

Host Bar

Domestic beer \$5

Premium beer \$6

Premium mixed drinks \$7

Super premium mixed drinks \$9

House wine \$30 per bottle

Coca-Cola products \$3

Other brand soda \$4

Cash Bar

Domestic beer \$5

Premium beer \$6

Premium mixed drinks \$7

Super premium mixed drinks \$9

House wine \$8

Coca-Cola products \$3

Other brand soda \$4

Kegs

Domestic beer \$425 per keg

Premium and craft beer Market price

House Wines

ForestVille Pinot Grigio, California

ForestVille Chardonnay, California

ForestVille Riesling, California

ForestVille Pinot Noir, California

ForestVille Cabernet Sauvignon, California

Cupcake Vineyards Moscato d'Asti

\$30 per bottle

21% service charge will be added.
Selections are based on availability and pricing is subject to change.

All guests must show proof of identification with a valid driver's license prior to receiving alcoholic beverages. All alcohol beverages that are consumed and/or sold on the premises must be purchased from and served by The Hotel at Kirkwood Center. The Hotel reserves the right to refuse service to any person whom we believe is intoxicated.

Bar Service



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Beer

(select 5)

Domestic Beer Selection

Budweiser
Bud Light
Miller Lite
Michelob Ultra
Coors Light
O'Doul's

Premium Beer Selection

Stella Artois
Corona
Guinness
Goose Island
Millstream IPA

Spirits

(select 10)

Premium Brand Spirits

Tito's Vodka
Bacardi Rum
Captain Morgan Spiced Rum
Jose Cuervo Tequila
Seagram's 7 Blended Whiskey
Bombay Sapphire Gin
Amaretto Di Amore
Malibu Rum
Bulleit Bourbon

Super Premium Brands

Ciroc Vodka
1800 Tequila
Cedar Ridge Bourbon
Hendrick's Gin
Jameson Irish Whiskey
Amaretto Disaronno
Kahlua
Baileys
Jack Daniel's

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Cold Savory Martinis

Ask your catering manager about customizing a martini bar for your event.

South West Tuna Poke

Shredded lettuce, avocado mayo, bell peppers,
green onions, cucumber, tomato
\$9

Caprese Oliva

Cherry tomatoes, fresh mozzarella, fresh basil, olives,
and balsamic reduction served with artisan bread
\$7

Five Layer Dip

Refried beans, sour cream, fire-roasted salsa, guacamole,
and cheddar cheese served with tortilla chips
\$8

Shrimp Cocktail

Five extra-large shrimp, homemade cocktail sauce
\$9

Action Martini Stations*

Truffled mashed potatoes with chicken in cognac cream \$8

Loaded smashed potatoes – bacon, chives, sour cream \$6

Wild mushroom risotto with rosemary and shrimp \$8

Beef stir-fry with broccoli and ginger gastrique \$8

Macaroni and cheese with lobster \$9

**\$75 per hour, per chef attendant, per 100 guests.*

Hors
d'oeuvres



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Displays & Platters

Selections are priced per person unless noted.

Olive tapenade, hummus, and baba ganoush with pita **\$6**

Fresh vegetable crudité's with hummus and ranch **\$5**

Sliced fresh fruit display **\$5**

Antipasto display with marinated vegetables, roasted and grilled,
with olives, cheese, and bread **\$6**

Cured meat and imported cheese display with artisan breads **\$11**

Cheese display with crackers **\$7**

Smoked salmon with traditional accompaniments **\$9**

Shrimp cocktail **\$200 per 50 pieces**

Mini sandwiches of ham, turkey, and roast beef
with mayonnaise and mustard **\$125 per 50 pieces**

Oysters with traditional accompaniments **Market Price**

Salmon mousse served with assorted breads and crackers **\$8**

Fire-roasted red pepper spread served with
assorted breads, crackers, and fresh vegetables **\$8**

Gardetto's snack mix **\$12 per pound**

Mixed nuts **\$24 per pound**

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Cold

Priced per minimum of 50 pieces.

Quiche bites: vegetable **\$85** meat **\$100**

Cucumber chips with Boursin cheese and grilled shrimp **\$185**

Tomato bruschetta **\$85**

Asparagus and prosciutto puffs **\$150**

Cured salmon savory cheesecake bites **\$150**

Fresh fruit skewers **\$95**

Shrimp bruschetta on crostini **\$185**

Salmon cornet – smoked cured salmon stuffed
with dill and chive cream cheese **\$185**

Strawberry boats with rum mascarpone,
toasted coconut, and bruleed pineapple **\$95**

Bacon and Gruyere cheese in a cherry tomato **\$115**

Caramel, apple, and pecan in a phyllo shell **\$100**

Grilled sirloin with fire-roasted red pepper spread on crostini **\$185**

Crab salad tart with remoulade in phyllo shell **\$225**

Foie gras torchon served on brioche crostini with blackberry jam and chives **\$300**

Butler service available for \$50 per server, per hour.

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Hot

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Boursin-stuffed mushrooms **\$110**

Pork wings **\$250**

Spinach and artichoke dip with flatbread (50 servings) **\$135**

Crab dip with artisan breads **\$185**

Cauliflower dip with assorted breads and crackers **\$150**

Meatballs (Swedish or BBQ) **\$115**

Traditional buffalo wings with ranch and bleu cheese **\$125**

Chicken strips with honey mustard **\$120**

Arancini with marinara **\$135**

Italian sausage-stuffed mushrooms **\$120**

Wisconsin cheese curds with ranch **\$150**

BBQ spiced bacon-wrapped shrimp **\$200**

Vegetarian egg rolls with sweet-and-sour dipping sauce **\$120**

Mushroom-stuffed tarts with mozzarella **\$105**

Octomari with lemon garlic aioli **\$300**

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Carving Station*

Carving stations include appropriate condiments and rolls.

Mustard-encrusted pork loin *(minimum of 25 guests)* **\$8 per guest**

Whole beef tenderloin *(minimum of 25 guests)* **\$13 per guest**

Boneless turkey *(minimum of 25 guests)* **\$7 per guest**

Glazed ham *(minimum of 30 guests)* **\$5 per guest**

Prime rib *(minimum of 30 guests)* **\$11 per guest**

**\$75 per hour, per chef attendant, per 50 guests.*

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Action Stations



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Salads

Mixed greens with vegetable garnishes and choice of dressing

Caesar salad with romaine, tomato, croutons, Parmesan, and Caesar dressing

Berry salad with spring mix, bleu cheese, berries, and walnuts *(additional \$2)*

Enhancements

Shrimp Cocktail

Three shrimp with cocktail sauce and lemon wedge

\$4

Seasonal Amuse Bouche

Seasonal flavors served at the beginning of the meal

\$3

Intermezzo

Sorbet of Seasonal Flavor

\$4

(Add sweet wine \$6)

Soups

Priced per person.

Chicken noodle, broccoli cheese, chicken and sausage gumbo,
tomato basil, classic chili, carrot ginger, egg drop,
chicken tortilla, cream of potato, or corn chowder

\$3

Entrées

*Plated dinners include choice of salad, Chef's choice of
fresh seasonal vegetables, rolls, dessert, and coffee and tea service.
A maximum of two meats and one vegetarian entrée can be selected.*

*When selecting multiple entrées, an additional fee of \$3/plate
will be charged and the accompaniments may be altered.*

Panko-Crusted Chicken

Pesto Alfredo sauce with creamy Parmesan scalloped potatoes

\$28

Chicken Cordon Bleu

Garlic cream sauce with potatoes Au gratin

\$35

Grilled Pork Ribeye

Sour cherry whiskey glaze with root vegetable gratin

\$33

Cuban Marinated Pork Tenderloin

Mojo sauce with fried parsnips and caramelized onions

\$31

Dinner
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Chicken Rockefeller

Roasted fingerling potatoes
\$32

Chicken Saltimbocca

Parmesan and sage pan sauce with Tuscan roasted potatoes
\$37

Nut-Crusted Chicken Breast

Saffron beurre blanc with angel hair pasta
\$33

Blackened Pork Loin

Whiskey mustard sauce with mashed red potatoes
\$32

Pan-Seared Red Snapper

Andouille creole sauce with arancini
\$47

Shrimp Scampi

Roasted garlic and angel hair pasta
\$37

Balsamic-Marinated Sliced Flank Steak

Sweet onion glaze with cheddar mashed potatoes
\$36

Honey Glazed Salmon

Ginger-lemon beurre blanc with wild rice pilaf
\$38

Seared Beef Tenderloin

Onion and mushroom demi-glace with Boursin cheese mashed potatoes
\$47

Grilled New York Strip

Beurre rouge sauce, peppers, onions and mushrooms, with root vegetable gratin
\$39

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Vegetarian Entrées

Plated dinners include choice of salad, Chef's choice of fresh seasonal vegetables, rolls, dessert, and coffee and tea service.

Cashew Tofu (Vegan)

With wild rice pilaf, grilled seasonal vegetables, and coconut curry sauce

\$28

Lasagna Roll Up

With ricotta and mozzarella, and grilled vegetables

\$26

Mushroom Parmesan

With pesto, linguine, and grilled vegetables

\$29

Pote de Cauliflower

Oven-roasted cauliflower with garlic, onions, spices, and cream cheese, served with grilled artisan breads and Chef's choice of vegetable

\$27

Arancini

Tomato sauce, and grilled vegetables

\$28

Dinner
Menu

Duo Entrées

Plated dinners include choice of salad, Chef's choice of fresh seasonal vegetables, rolls, dessert, and coffee and tea service.



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Tier 1 – Select 2 Options

New York Strip
Prosciutto Arancini
Roasted Pork Tenderloin
Chicken Rockefeller
Chicken Cordon Bleu
Shrimp Scampi

\$41

Tier 2 – Select 2 Options

Beef Ribeye
Pork Ribeye
Quail
Grilled Prawns
Seared Salmon
Chicken Saltimbocca

\$53

Tier 3 – Select 2 Options

Rack of Lamb
Beef Filet
Scallops
Snapper Crab Cake
Roasted Duck Breast

\$65

Sides Option – Select 1

Roasted Fingerling Potatoes
Garlic Mashed Potatoes
Green Onion Mashed Potatoes
Risotto Cake
Wild Rice Pilaf
Twice-Baked Potatoes
Creamy Scalloped Potatoes
Au Gratin Potatoes
Pesto Pasta
Roasted Root Vegetables

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Dinner
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*A minimum of 50 is required for all buffets or a \$50 charge will apply.
Based on a two-hour time frame.*

Classic

House salad – mixed field greens with vegetable garnishes,
herbed croutons, buttermilk ranch dressing, and red wine vinaigrette

5 bean salad

Seared chicken breast with braised leeks, peppers, and carrots

Grilled sirloin with onion demi-glace

Mashed red potatoes

Fresh seasonal vegetables

Warm rolls and butter

Chef's dessert assortment

Coffee and tea service

\$37

Deluxe: Upgrade chicken to grilled pork ribeye

\$42

Mediterranean

Romaine lettuce with olives, feta, shaved red onions,
tomatoes, and Greek and Caesar dressings

Pickled vegetable salad with fresh mozzarella

Rosemary-marinated chicken breast with creamy red pepper veloute

Lamb spanakopita

Roasted red potatoes

Fresh seasonal vegetables

Warm rolls and butter

Chef's dessert assortment

Coffee and tea service

\$39

Deluxe: Upgrade chicken to seared salmon

\$44

Buffet
Buffets



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Iowan

Field greens with vegetable garnishes, croutons,
bacon ranch dressing, and balsamic vinaigrette

Bacon and pepper roasted corn salad (vinaigrette based)

Grilled pork ribeye with sour cherry whiskey glaze

Grilled sliced sirloin with Boursin butter

Scalloped potatoes

Fresh seasonal vegetables

Cornbread muffins, dinner rolls, and butter

Chef's dessert assortment

Coffee and tea service

\$39

Deluxe: Upgrade sirloin to NY strip

\$45

The Tuscan

Mixed greens with vegetable garnishes, and Italian and Greek dressings

Caprese and white bean salad

Chicken Marsala

Herb smashed potatoes

Shrimp with pasta primavera

Fresh seasonal vegetables

Traditional garlic bread

Chef's dessert assortment

Coffee and tea service

\$39

Deluxe: Add lasagna roll ups with meat sauce

\$44

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Buffet
Buffets



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Any-Day Holiday

- Roasted turkey breast
- Stuffing
- Brown gravy
- (select one)*
- Mashed potatoes or candied yams
- Cranberry chutney
- Green bean casserole
- Warm rolls and butter
- Chef's dessert assortment
- Coffee and tea service

\$41

Deluxe:

- Prime rib with demi-glaze
- (select one)*
- Roasted potatoes or potatoes au gratin
- Vegetable medley
- Caramelized onions and mushrooms
- Warm rolls and butter
- Chef's dessert assortment
- Coffee and tea service

\$52

Comfort Food

- Mixed field greens with vegetable garnishes, herbed croutons,
buttermilk ranch dressing, and red wine vinaigrette

(choice of 2)

- Meatloaf, bone-in fried chicken, chicken-fried steak with gravy

(choice of 1)

- Mashed potatoes and gravy or macaroni and cheese

Fresh seasonal vegetables

Biscuits and butter

Chef's dessert assortment

Coffee and tea service

\$33

Deluxe: Get all 3 mains and both starches

\$42

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Buffet Bunners



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*House Dessert selections are included with plated meals.
Specialty Desserts and Dessert Martinis are available for an additional fee.*

House Desserts

Seasonal crisp
Chocolate cake
Cheesecake with fruit compote
Strawberry cake

\$7

Specialty Desserts

Cream cheese Bavarian with seasonal compote
Passion fruit mousse cake (with chiffon cake)
German chocolate cake
Pavlova with seasonal fresh curd and fresh fruit
Seasonal specialty cheesecake
Flourless chocolate cake

\$9

Dessert Martinis

Seasonal selection
Chocolate raspberry mousse
Key lime mousse

\$8

\$75 per hour, per chef attendant, per 100 guests.

Dessert



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Sweet Indulgence

Priced per 50 pieces.

Chocolate Obsession

Chocolate tartlets, pot de crème, brownies, flourless chocolate cake
\$150

European Dessert Platter

Cannoli, cream puffs, tarts,
Parisian raspberry-filled vanilla macarons
\$125

Sweet and Salty

Chocolate chip cookies with bacon, turtle tartlets,
buttered popcorn macarons, peanut butter pretzel brownies
\$150

Cakemania

Chef's selection of assorted cake slices, cheesecake slices, and cupcakes
\$125

Chocolate Fountain

Minimum of 150 people.

Served with strawberries, pineapple, pound cake and
puffed-rice treats, marshmallows, and cream puffs

\$7 per person

Mini Dessert Bar

Minimum of 150 people.

(choice of 3)

Vanilla crème brûlée

Pies

Seasonal panna cotta

Chef's selection of assorted cupcakes

Seasonal dessert shooters – fresh seasonal fruit and
mousse layered in a miniature dessert cup

\$11 per person

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DESSERT



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Catering Policies

MENUS

- Our banquet menus are carefully assembled; however, we are happy to customize menus.
- Menus must be confirmed at least two weeks prior to the event.
- Please select one plated meal for all guests. Clients who decide to offer more than one plated entrée should follow these guidelines:
 - A maximum of two meat and one vegetarian entrée can be selected.
 - Exact counts of each entrée selected are due by Noon, three business days prior to the event.
 - \$3 per person will be charged for multiple entrée selections.
 - The client is responsible for distribution of special request entrées (via name tags, place cards, color-coded tickets, etc.).
- Please note buffet menu minimums. Clients who do not meet the minimum buffet guarantee will be charged an additional \$50 service fee.
- Due to health code regulations and The Hotel at Kirkwood Center's food quality standards, buffet and reception menus are based on a two-hour maximum time limit.
- Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase the risk of foodborne illness.
- Food and beverage prices are guaranteed 90 days prior to the event.
- All steaks are served medium to medium well.
- No food or beverage may be brought into or removed from The Hotel at Kirkwood Center.
- Attendance guarantees for all meals are due to the client's event planner no later than Noon, three business days prior to the event. After this point, a client's guarantee can increase but cannot be reduced.
- Special requests occurring at the time of the event may incur an additional charge.

FEES

- Please add a service charge of 21 percent to the total bill.
- Cancellation fees are charged on a sliding scale, based on the anticipated revenue from the function and length of notice given prior to the function.
- Bartender Fees: (one bartender per 100 guests recommended.)
 - For groups of 100 or less: \$150 bartender fee per bar.
 - For groups greater than 100: \$75 bartender fee per bar.
- Action Station Attendant: \$75 per attendant, per hour.
- Chef Carver: \$50 per chef, per hour.
- Passed Hors d'oeuvres: \$50 per hour, per server.
- Dessert Servicing Fee: \$2 per guest for cakes brought in from an outside vendor. Desserts purchased through The Hotel at Kirkwood Center will include dessert service. Due to restrictions, we are unable to store desserts from outside vendors.
- Corkage Fee: \$20 per bottle.

TOBACCO

- In compliance with the Iowa Smokefree Air Act, all Kirkwood locations, outdoor areas, and properties are smoke free. All tobacco products are prohibited and violators are subject to fine.

ALCOHOL

- The Hotel at Kirkwood Center does not permit the serving or consumption of alcoholic beverages by anyone under age 21 or under the influence of alcohol. All guests must show proof of identification with a valid driver's license prior to receiving alcoholic beverages. All alcoholic beverages consumed and/or sold on the premises must be purchased from and served by The Hotel at Kirkwood Center. The Hotel at Kirkwood Center reserves the right to refuse service to any person who we believe is intoxicated.

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MATERIALS SENT TO HOTEL

- Clients are responsible for completing forms, labeling boxes, and coordinating deliveries. We cannot receive boxes or crates more than three business days prior to the event. We do not accept COD shipments.
- Each shipment sent to The Hotel at Kirkwood Center must be labeled with the name of the event, date of the event, and the name of the event planner.
- Storage fees may apply for items left at The Hotel at Kirkwood Center more than two days after an event.

SECURITY

- Routine security services are provided by The Hotel at Kirkwood Center; however, the client is responsible for ordering and paying for any additional security required to protect exhibits, merchandise, or to monitor attendance at an event.

SETUP REQUIREMENTS AND ROOM LOCATION

- Final menu items, room arrangements, and other details pertaining to the event are outlined in a Banquet Event Order. Unless otherwise stated in the Banquet Event Order, The Hotel at Kirkwood Center reserves the right to change function rooms at any point should the number of attendees decrease, increase, or when The Hotel at Kirkwood Center deems it necessary.
- Resetting of meeting rooms from previously agreed setups per the client's Banquet Event Order may result in additional cost to the group of \$100 to \$500.
- Multiple changes to room setup will incur a labor fee determined by the size and degree of change.

DECOR

- Entertainment/Decorations – Our experienced event planners welcome the opportunity to assist clients with recommendations for entertainment, florists, ice carvings, decorations, linens, etc.
- If clients have made arrangements with outside vendors, The Hotel at Kirkwood Center must be advised of the vendor's name, phone number, and setup and delivery requirements.
- Linens and Centerpieces – We offer a selection of linen tablecloths and napkins on a complimentary basis. We would be happy to assist clients in acquiring additional colors and fabrics on a rental basis.
- Our event planners will assist clients in purchasing floral centerpieces. The group master account will be charged for any complimentary hotel centerpieces or decorations removed from the property.
- Glitter, confetti, and open flames are not permitted.
- Signs/banners must be of professional quality. Signs outside of function rooms should be on easels.
- Balloons brought onto the property must be latex free.

OUTDOOR FUNCTIONS

- A client's catering sales manager can provide specific information for hosting outdoor events at The Hotel at Kirkwood Center. This will include food and beverage minimums based on your specific needs. The Hotel at Kirkwood Center reserves the right to make the final decision to use indoor facilities in case of inclement weather on the day of the event. This may result in an additional charge.

PARKING

- The Hotel at Kirkwood Center offers complimentary parking on its surface lot. Clients should inform The Hotel at Kirkwood Center's event planner if they wish to provide valet parking to event attendees. Additional charges will apply.

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GUARANTEES

- It is the client's responsibility to furnish final guaranteed numbers of persons attending the event.
- Guaranteed numbers of attendees must be received by Noon at least three business days prior to the event.
- If a guaranteed number is not received by three business days prior to the event, the agreed-upon number of attendees in the original agreement will be used as the final guarantee. This may result in an additional charge.
- The client will be charged the guaranteed number or the number of people actually served, whichever is greater.

OVERSET AND SET MAXIMUMS

- In order to better service a client's event, The Hotel at Kirkwood Center will prepare food for 3 percent above the guarantee and will set the room for up to 5 percent above the guarantee.

INCREASE IN GUARANTEES

- The Hotel at Kirkwood Center takes its food quality and commitment to outstanding service very seriously. The Hotel at Kirkwood Center prides itself on using the freshest products, the highest-quality ingredients, and providing the greatest staff-to-guest ratio, all of which requires advance planning and preparation. While we recognize that last-minute changes are sometimes unavoidable, we will always strive to accommodate a client's changing needs while still maintaining our steadfast commitment to quality of product and service. We will make every attempt to duplicate a client's menu, and if that is not possible, a substitute entrée will be provided.

BILLING

- The method of payment is to be determined at the signing of the sales agreement. Events must be paid for in advance unless direct billing has been preapproved.
- Functions must be prepaid or guaranteed with a credit card and a completed credit card authorization form.
- Direct billing is not available for social functions or political events.
- A nonrefundable 20 percent deposit is required, along with a signed sales agreement, for all social functions. Clients should contact their catering manager for the wedding reception deposit schedule.
- The balance of the estimated bill is due 10 business days prior to the event.

PAYMENT

- Full prepayment, established direct bill with The Hotel at Kirkwood Center's Accounting Department, or a completed credit card authorization form must be received prior to the day of the client's scheduled event. The Hotel at Kirkwood Center reserves the right to refuse entry to a function space for any events that have not been paid for in advance, for which direct bill has not been established, or for which a credit card authorization has not been received.

Guidelines