



Dining Service Policies

Sodexo is committed to the highest standards of quality and service. The following information and catering policies will assist you in your dining service needs.

Menu Selections

All food and beverage items served at the DMACC Conference Center are selected, prepared and served by Sodexo as the exclusive manager for food and beverage operations. These menus feature a varied selection of popular items designed to appeal to the need of each of our clients and their guests. Should the selections featured not fit your needs, we welcome the opportunity to customize our menus for your special event.

To help the dining service flow quickly and efficiently, please select one menu for all guests. It is also recommended that guests' dietary needs are surveyed in advance and relayed to Sodexo staff. All food and beverage items served at the conference center must be supplied and prepared by Sodexo. The exception is special theme baked goods, such as wedding cakes. Due to health and sanitation regulations Sodexo does not save leftovers and does not permit removing the leftovers from the facility.

Guarantees and Charges

Menus and details need to be planned as soon as possible after scheduling an event. Pricing is based on individual servings.

To ensure a smooth event, confirmation of the event menu must be made at least 14 working days before the scheduled event. Final guest count must be made at least 3 working days before the event. If confirmation is not received by the specified time, the estimated number of guests attending will be considered the guarantee. Billing will be based on the guaranteed number or the actual number of guests, whichever is higher.

All menu items and services are subject to a 20% service fee and 7% Iowa sales tax. Banquet prices may be subject to change after 30 days due to fluctuating costs. All rooms are subject to a per room set-up fee. Any major same-day room set-up changes may also be subject to a set-up fee.



Deposits

A non-refundable deposit equivalent to the room rental fee is required upon booking an event. A second deposit of 50% of the estimated total is due 14 business days before the event. For special events, final payment is due the day of the event. We accept checks, Visa, or MasterCard. Corporate events can be invoiced if credit is approved 30 days prior to the event. Invoices are payable within 15 days with a late charge assessed after 15 days.

Miscellaneous

In order to best maximize the conference center space, Sodexo retains the privilege of scheduling rooms and changing room assignments as it deems necessary. The initial room assignment is based on the estimated guest count.

The individual or organization scheduling the event will be held responsible for the conduct of its members or guests as well as the liability for charges that may be incurred for damage they may cause. If damage is incurred, the responsible party will be billed accordingly.

The client is responsible for shipping and removal of client materials or special decorations to and from the conference center. All such materials and/or decorations must be removed on a timely basis to avoid having charges assessed. Sodexo is unable to assume any responsibility for the damage or loss of any client or guest owned item.

To avoid damage to the facility walls, posting of papers, flyers, or any other material needs prior Sodexo approval. The client is responsible for damage to DMACC Campus property.

Cancellations

We know that at times you may need to cancel an event with short notice. Due to advanced preparation and staff scheduling, cancellations within 2 business days may incur a partial cost for the event. Cancellations with less than 24 hours notice will be charged based on costs incurred.

Participant Signature

x _____

Date _____

Sodexo Representative Signature

x _____

Date _____



Rooms & Services

Room 213	\$35
Room 214	\$30
Room 215	\$30
210 A	\$110
210 B	\$110
210 C	\$75
210 D	\$75
Foyer	\$125
Auditorium	\$350
All of Room 210	\$350

Wedding Reception

210 A,B,C,D	\$350
Chiffon Wall	\$100
Dance Floor	\$100
Sodexo Wedding Package	\$500

Audio Visual Equipment

Slide projector and screen	\$35
Overhead and screen	\$30
LCD projector	\$100
Flip Chart	\$15
Podium/ Microphone	\$30
TV/VCR	\$35
Audio Technician (Minimum of 3 Hours)	\$35



Chilled Hors D'oeuvres:

Deluxe Cold Canapé Assortment

Crackers or small slices of bread, toast or puff pastry, cut into various shapes serve as the base for savory butters or pastes, topped with a "canopy" of such savory foods as meat, cheese, fish, purees or relish
\$2.50 per serving

International Cheese and Cracker Tray

\$2.50 per serving

Cream Cheese Salami Coronets

Thinly sliced salami stuffed with herbed cream cheese
\$2.00 per serving

Stuffed Cherry Tomatoes

Stuffing of boursin cheese, cream cheese and spices
\$ 2.00 per serving

Boursin Stuffed Mushroom

Seasoned Boursin cheese in a whole mushroom, topped with chopped pistachio
\$2.75 per serving

Deviled Eggs

A traditional favorite, garnished with chopped parsley and pimento
\$1.50 per serving

Iced Shrimp Cocktail

Jumbo shrimp, iced and served with cocktail sauce
Market price – per serving

Fresh Vegetable Crudités

Seasonal crisp vegetables served with dip
\$2.50 per serving

Fresh Fruit Platter

Seasonal Fresh Fruit, cut up and served on a platter
\$2.75 per serving



Hot Hors D'oeuvres:

Stuffed Mushroom Caps

Choice of pork or crabmeat stuffing
\$3.00 per piece

Egg Rolls

Cocktail egg rolls served with sweet & sour sauce
\$2.50 per (2) pieces

Sausage En Croute

Sesame puffed pastry wrapped around Andouille sausage
\$2.00 per piece

Fried Mozzarella Cheese Stick w/Marinara Dipping Sauce

Mozzarella with a golden brown bread crumb seasoning
\$2.00 per (2) pieces

Chicken & Pineapple Brochette

Tender chicken and pineapple on a bamboo skewer with a pineapple glaze
\$ 2.50 per piece

Beef Sauté

Tender marinated beef strips on a bamboo skewer with a flavorful glaze of teriyaki
2.75 per piece

Fan Tail Shrimp

Breaded deep fried shrimp served with cocktail sauce
\$ 3.00 per (2) pieces

Scallops in Bacon

Tender sea scallops dipped in butter, wrapped in bacon, then charbroiled golden brown
Served with a lemon glaze
\$2.75 per piece

Beef Meatballs

Choice of flavoring; Italian, Swedish, or sweet & sour
\$2.50 per (2) pieces

Crabmeat Rangoons

Won tons filled with crab meat & four spice cream cheese
\$2.25 per piece



Build Your Own Buffet:

\$13.95 per person

1 Meat or 1 Entrée
1 Vegetable
1 Starch
1 Salad
1 Roll & Butter
Iced tea, coffee, and water

Variations (per person)

Additional Prepared Meat	\$4.25
Additional Entrée	\$3.25
Breaded Shrimp	\$6.00
Additional Starch	\$1.50
Additional Salad	\$2.00
Additional Roll	\$0.50

Assorted pies may be added for only \$3.50 per slice

Build Your Own Buffet Selections:

Sliced Meats-

Roast Beef, Roasted Pork Loin, Honey Glazed Ham or Roasted Turkey Breast

Entrees-

Fried Chicken, Lasagna, Beef Tips Continental, Penne Pasta with Alfredo or Marinara Sauce, Teriyaki Chicken Breast or Chicken Poulette

Salads-

Tossed Green with two dressings, Baby Red Potato, Seasonal Fresh Fruit, Marinated Pasta, Spring Pasta, Garden Vegetable Relish or Creamy Coleslaw

Starches-

Baked Potato, Horseradish Whipped Potatoes, Whipped Potatoes, Garlic Whipped Potatoes, Roasted Baby Red Potatoes with Parsley, Roasted Yukon Potatoes with Dill, Potatoes Au Gratin or Rice Pilaf

Vegetables-

Green Bean Almondine, Whole Green Beans Roasted with Garlic, Buttered Bi-Color Corn, California Gold Medley, Sweet Green Peas or Steamed Broccoli



Dinner Buffets: (minimum 30 persons)

Harvest Buffet-

Seasonal field greens with sun dried fruits and nuts
Seasonal fresh vegetables
Grilled chicken with lemon and dill
Roast pork loin with raisins and pecans in a port wine sauce
Rice pilaf
Roasted Baby Red Potatoes
Fresh rolls with butter
\$17.50 per person

Mexican Fiesta Buffet-

Seasonal mixed greens with crushed tortilla chips and Catalina dressing
Seasoned taco meat and taco shells
Chicken fajita meat with grilled onions and peppers
Flour tortillas
Refried beans
Spanish Rice
Chips and homemade salsa
Shredded lettuce
Shredded cheddar cheese
Sour cream
\$15.50 per person

Italian Buffet

Your choice of two of our tantalizing Italian specialties:

- Chicken Parmesan with Pasta
 - Chicken and tortellini alfredo
 - Pasta with Marinara Sauce
 - Pasta with Alfredo Sauce
- Served with tossed salad, Italian green beans, and garlic bread sticks
Tiramisu for dessert
\$15.50 per person

Oriental Buffet

Your choice of two of our Asian specialties:

- Chicken Lo Mein
 - Beef Lo Mein
 - Beef and broccoli stir fry
 - Sweet and sour chicken
- Served with Napa almond salad with Mandarin oranges, white rice, egg rolls, and a fortune cookie
\$15.50 per person



Plated Meals:

Beef:

All dinners are served with a dinner roll & butter, coffee, iced tea and water

Prime Rib – A 10oz. cut of tender prime rib served with your choice of three accompaniments. Served with au jus and horseradish sauce.
\$19.50 per plate

New York Strip – A 12 oz. cut New York strip with sautéed mushrooms served with your choice of three accompaniments.
\$17.50 per plate

Home-Style Pot Roast – Tender rump roast simmered with potatoes, carrots and onions served with your choice of two accompaniments.
\$13.95 per plate

Poultry:

All dinners are served with a dinner roll & butter, coffee, iced tea and water

Lemon Herb Chicken – Boneless breast of chicken baked with Chef's secret herbs and lemon. Served with your choice of three accompaniments
\$14.50 per plate

Chicken Marsala – Sautéed boneless breast of chicken, dressed with a rich Marsala wine sauce. Served with your choice of three accompaniments
\$15.50 per plate

Chicken Parmesan – Boneless breast of chicken, dipped lightly in flour and baked to perfection, smothered with our Chef's best tomato basil sauce. Served on a bed of pasta with your choice of two accompaniments
\$15.50 per plate

Chicken Cordon Bleu – Breast of chicken surrounding ham and Swiss cheese covered with a light cream sauce. Served with your choice of three accompaniments
\$15.50 per plate



Pork:

All dinners are served with a dinner roll & butter, coffee, iced tea and water

Boneless Center Cut Iowa Chop—12 oz. Iowa Chop with gravy and your choice of three accompaniments
\$15.50 per plate

Roast Pork Loin— Tender pork loin topped with raisin and spiced applesauce.
Served with your choice of three accompaniments
\$15.50 per plate

Seafood:

All dinners are served with a dinner roll & butter, coffee, iced tea and water

Cod Almondine— A generous portion of cod baked to perfection. Served with your choice of three accompaniments
\$15.50 per plate

Lemon Dill Salmon Steaks— Baked salmon steaks with lemon and dill, served with your choice of three accompaniments
Market Price per plate

Accompaniments:

Baked Potato
Baby Red Potatoes with fresh parsley
Whipped Potatoes
Garlic Whipped Potatoes
Au Gratin Potatoes

Wild Rice Blend
Rice Pilaf

Whole Green Beans Roasted with Garlic
Green Beans Almondine
California Gold Medley
Sweet Green Peas
Bi-Color Corn

Mixed Green Salad with (2) dressings
Creamy Coleslaw
Marinated Pasta Salad
Spring Salad
Baby Red Potato Salad



Assorted Pies

Your choice of apple, blueberry, pecan, cherry or peach
\$3.50 per slice (available a la mode for an additional \$1.50)

Trail Mix

\$2.50 per piece

Sherbet (Raspberry, lemon, lime and rainbow)

Served with a freshly baked sugar cookie
\$3.25 per dish

Snickers Big Blitz

The original pie that eats like a candy bar! Large chunks of Snicker bar, fudge brownies, caramel, pecans and a tart cream cheese filling
\$4.50 per slice

Granny Caramel Apple Pie

Buttery caramel and toffee-studded custard hugging fresh Granny Smith apples piled high in our melt-in-the-mouth shortbread crust
\$4.50 per slice

Chocolate Overload Torte

A two-layer dark chocolate butter cake finished with a dark chocolate butter icing
\$5.50 per slice

Tiramisu

A traditional Italian dessert consisting of mascarpone cheese filling, Marsala flirting with pillows skillfully coated in espresso and a touch of liqueur for added flavor
\$6.25 per slice

Chocolate Mousse Cake

Clouds of chocolate, but light as a whisper...a chocolate lover's fantasy
\$5.50 per slice

New York Style Cheesecake

Plain with cherry, chocolate swirl, strawberry or apple topping
\$3.50 per slice

Mini Cheesecakes New York Style

Assorted variety – priced per half dozen
\$8.00 per half dozen (6)



Beverages:

100% Columbian Coffee
Regular & Decaffeinated
\$8.50 per half gallon

Hot Chocolate or Hot Tea
\$8.00 per half gallon

Iced Tea, Lemonade, and Fruit Punch
\$8.00 per half gallon

Assorted Sodas
\$1.50 per can

Assorted Bottled Juices
Apple, Cranberry, Pink Grapefruit and Orange
\$1.75 per bottle

Bottled Water
\$1.75 per bottle

Morning Snacks:

All prices by half dozen

Danish	\$8.00
Large Bagels	\$6.00
Assorted Muffins	\$7.50
Petite Cinnamon Rolls	\$7.50
Doughnuts	\$8.50
Individual Yogurts	\$2.95 each
Whole Fruit	\$.80 each

Afternoon Breaks:

All prices by half dozen

Otis Spunkmeyer Cookies	\$4.20
Dessert Bars	\$10.50
Brownies	\$8.00
Fresh Baked Coffee Cake	\$8.00
Candy Bar Assortment	\$2.50 per person
Tortilla Chips & Salsa	\$2.50 per person
Potato Chips & Dip	\$2.50 per person
Pretzels or Trail Mix	\$2.50 per person
Fresh Fruit Tray	\$2.75 per person
Fresh Vegetable Tray	\$2.50 per person
Popcorn	\$2.00 per person

Specialty Breakfast Breaks:

Deluxe Continental Breakfast

Assorted chilled juices
Assortment of Danish and mini muffins
Breakfast bars
Whole fruit
Coffee, decaf & hot tea
\$6.25 per person

Good Morning Newton

Assorted chilled juices
Mini biscuits filled with scrambled eggs & cheddar cheese
Assortment of Danish and mini muffins
Whole Fresh Fruit
Coffee, decaf & hot tea
\$8.50 per person

Country Morning Buffet

Fresh baked muffins
Fluffy scrambled eggs
Country red potatoes
Ham, Bacon or sausage
Coffee, decaf, & hot tea
\$ 8.25 per person

Specialty Afternoon Breaks:

The Chocoholic

Assorted candy bars & M & M's
Chocolate Fudge Brownies
Assorted Sodas
Bottled Water
Coffee
\$6.25 per person

Snack Assortment

Popcorn
Pretzels
Potato chips and dip
Tortilla chips and salsa
Assorted Soda
\$5.25 per person



All buffets are served with coffee, iced tea and water

Lunch Buffets:

The Sodexo Express

Create your own sandwich with deli sliced ham, turkey and roast beef. Served with assorted breads, cheeses and chef's choice of 2 side salads.

\$8.50 per person (Soup may be added for \$1.50 per person)

Oven Baked Lasagna

Freshly baked meat or vegetarian lasagna topped with parmesan cheese, and served with a tossed green salad, vegetable and a breadstick

\$9.00 per person

"Greater Potater" Bar

Baked russet potatoes with four assorted toppings and one meat item. Served with a tossed green salad and a breadstick

\$8.50 per person

Toppings include:

Broccoli
Cheese Sauce
Shredded Cheddar Cheese
Sour Cream
Salsa
Black Olives
Diced Onions

Meat Items include:

Beef Chili
Fajita Chicken
Taco Meat
Bacon

Southern Fried Chicken

Crispy quartered fried chicken served with mashed potatoes, gravy, vegetable, tossed green salad and a dinner roll

\$9.00 per person

Italian Pasta Bar

"Made from scratch" Alfredo and tomato basil marinara sauce, with linguini and penne pastas. Served with a tossed green salad and a breadstick

\$8.50 per person (Add a meat to any one sauce for \$1.75 per person)

(Add meat to any two sauces for \$2.50 per person)



Box Lunches:

Croissant Club

Turkey, Swiss & ham slices on a buttery croissant, with lettuce, tomato & condiments. Served with macaroni or pasta salad, potato chips, cookie and soda
\$9.50 per person

Jazz Salad Lunch

Your choice of Chicken Caesar Salad or Classic Chef Salad
Served with chips, cookie and soda
\$8.50 per person

Sodexo Express Lunch

Roast beef, ham or turkey on whole wheat with lettuce, cheese, and condiments. Served with potato chips, cookie, and soda
\$7.50 per person

It's a Wrap

Roast turkey, Swiss cheese & tomato in a tomato basil tortilla, marinated pasta salad, and whole fresh fruit. Served with a bottle of water
\$8.00 per person

The Meeting Planner's Deluxe Box Lunch

Roast beef, ham or turkey on whole wheat with lettuce, cheese, and condiments. Served with whole fresh fruit, granola bar, potato chips, cookie, bag of baby carrots and soda
\$10.50 per person



All sandwiches are served with coffee, iced tea or water

Sandwiches:

Hawaiian Chicken Sandwich

A marinated boneless breast of chicken, broiled to perfection, topped with ham, provolone cheese and pineapple. Served with house salad of the day
\$7.95

Chicken Parmesan

A marinated boneless breast of chicken, broiled to perfection, topped with marinara sauce and mozzarella cheese. Served with house salad of the day
\$7.95

Smokehouse Chicken Sandwich

A marinated boneless breast of chicken, broiled to perfection, topped with cheese, bacon and bar-b-que sauce. Served with the house salad of the day
\$8.50

All American Angus Burger

One-third pound of Angus ground beef, broiled and topped with Wisconsin cheddar cheese, lettuce and tomato. Served with the house side salad of the day
\$7.95

Bacon Cheddar Burger

One-third pound of Angus ground beef, broiled and topped with two slices of melted Wisconsin cheddar cheese, bacon, lettuce and tomato.
Served with the house side salad of the day
\$8.75

The "Philly" Ribeye Sandwich

Broiled tender thin slices of Ribeye steak on a Kaiser roll with cheese, sautéed peppers and onion. Served with the house side salad of the day
\$11.00

The French Dip

Thinly sliced tender strips of roast beef served on a hoagie roll accompanied with au jus.
Served with the house side salad of the day (Add cheese for .50 cents)
\$7.95



All sandwiches are served with coffee, iced tea or water.

Sandwiches: (continued)

The Iowa BBQ Sandwich

Pulled Iowa bar-b-que pork on a Kaiser roll. Served with the house side salad of the day
\$7.95

The Club Wrapper

Ham, turkey and cheese wrapped in a flour tortilla with special sauce, tomatoes and lettuce. Served with the house side salad of the day.
\$7.95

Soup and Sandwich

Half of a croissant sandwich (turkey or ham) with a cup of the soup de jour. Served with the house side salad of the day
\$6.95

Turkey Club Hoagie

Smoked turkey topped with lettuce, tomato and bacon on a hoagie roll. Served with the house side salad of the day
\$7.95



Bar Services:

Premium Brands

Absolut Vodka, Tangueray Gin, Jack Daniels, Dewar's Scotch, Captain Morgan Spiced Rum, Seagram's VO, Jose Cuervo Gold Tequila, Bacardi Rum, Canadian Club Blended Whiskey.

Bar Prices

Mixed Drinks	\$4.25
House Wines	\$3.75
Domestic Beer	\$2.75
Imported/Premium Beer	\$3.25
Bottled Water	\$1.75
Soft Drinks (Soda)	\$1.50
Bottled Juice	\$1.75
Cordials	\$5.00
Keg Beer	\$200.00

Wine Selection:

Our catering representative would be happy to help you select the wine that best complements the food at your special event.

House Wine:

<u>Copper Creek</u>	<u>Glass</u>
Chardonnay	\$3.75
White Zinfandel	\$3.75
Cabernet Sauvignon	\$3.75
Merlot	\$3.75

Specialty Wines:

<u>Jasper Winery Wines</u>	<u>Glass</u>	<u>Bottle</u>
Back Road	\$4.50	\$22.50
Front Porch	\$4.50	\$22.50
Behind the Shed	\$5.25	\$26.25

Sparkling Wines

Ballatore Gran Spumante	<u>Bottle</u>
Martini & Rossi Asti Spumante	\$15.95
Sutter Home Fre Spumante (Non-alcohol Wine)	\$24.50
	\$11.25



Additional Beverages:

Gallon Non-Alcoholic Fruit Punch	\$8.00
Fruit Punch with White Wine – Gallon	\$32.00
Champagne Punch – Gallon	\$36.00
Bottles Sparkling Apple Cider	\$15.95

Bartender Service Fees:

First 5 hours or less	\$40.00/hour
Each hour thereafter	\$10.00/hour

Alcoholic beverages cannot be taken from the premises based upon Iowa State Liquor Laws, including bottles of wine. All beverages must be purchased from Sodexo Corporate Services. We do not sell liquor by the bottle. Sodexo reserves the right to request a photo I.D. of any person to verify their age and to refuse alcoholic beverage service to minors, intoxicated persons or those who cannot produce a valid I.D.

*All prices are subject to a 20% service charge
and 7% sales tax*