

FULL DAY MEETING PLAN A

Morning Break

Assorted Juices, Breakfast Pastries,
Muffins and Bagels
Cream Cheese, Butter and Fruit
Preserves
Sliced Seasonal Fruit
Freshly Brewed Regular and
Decaffeinated Coffee
Specialty Hot Teas

Mid-Morning Break

Whole Fresh Fruit
Assorted Yogurt
Assorted Soft Drinks
and Bottled Water
Freshly Brewed Regular and
Decaffeinated Coffee
Specialty Hot Teas

Lunch

Soup du Jour
Red Bliss Potato Salad
Pasta Salad
PoBoy Sandwich Buffet
Chef's Selection of
Assorted Desserts
Freshly Brewed Regular and
Decaffeinated Coffee
Iced Tea

Or

Lunch Buffet in Café Galvez

Afternoon Break

Freshly Baked Cookies
Assorted Soft Drinks
and Bottled Water
Freshly Brewed Regular and
Decaffeinated Coffee
Specialty Hot Teas

FULL DAY MEETING PLAN B

Morning Break

Assorted Juices, Breakfast Pastries,
Muffins and Bagels
Cream Cheese, Butter
and Fruit Preserves
Sliced Seasonal Fruit
Freshly Brewed Regular and
Decaffeinated Coffee
Specialty Hot Teas

Mid-Morning Break

Whole Fresh Fruit
Assorted Yogurt
Assorted Soft Drinks
and Bottled Water
Freshly Brewed Regular and
Decaffeinated Coffee
Specialty Hot Teas

Lunch

Deep South Buffet
Tossed Garden Salad
Roasted Chicken
Carved Roast Beef
Mashed Potatoes and Gravy
Fried Okra
Black-eye Peas
Hot Cornbread
Chef's Selection of
Assorted Desserts
Freshly Brewed Regular and
Decaffeinated Coffee
Iced Tea

Afternoon Break

Freshly Baked Cookies
Assorted Soft Drinks
and Bottled Water
Freshly Brewed Regular
and Decaffeinated Coffee
Specialty Hot Teas

FULL DAY MEETING PLAN C

Morning Break

Assorted Juices, Breakfast Pastries,
Muffins and Bagels
Cream Cheese, Butter and Fruit
Preserves
Sliced Seasonal Fruit
Freshly Brewed Regular and
Decaffeinated Coffee
Specialty Hot Teas

Mid-Morning Break

Whole Fresh Fruit
Granola Bars
Assorted Soft Drinks
and Bottled Water
Freshly Brewed Regular and
Decaffeinated Coffee
Specialty Hot Teas

Lunch

(Plated)
Garden Salad with
Your Choice of Dressing
Choice of One Served Entrée
Chef's Selection of Potato,
Rice or Pasta
Medley of Fresh Vegetables
French Rolls with Butter
Chef's Selection of
Assorted Desserts
Freshly Brewed Regular and
Decaffeinated Coffee
Iced Tea

Or

Lunch Buffet in Café Galvez

Afternoon Break

Freshly Baked Assorted Cookies
Assorted Fresh Vegetables
with Ranch Dressing
Assorted Soft Drinks
and Bottled Water
Freshly Brewed Regular and
Decaffeinated Coffee
Specialty Hot Teas

HOLIDAY INN SOUTH

9940 Airline Highway • Baton Rouge, LA 70816 • 225.924.7021 phone • 225.924.9816 fax

•All prices are based on per person and are subject to a 18% Service Charge and Applicable sales tax.

MORNING BREAKS

Executive Continental

*Assortment of Chilled Juices
Seasonal Sliced Fresh Fruit
Assorted Pastries, Muffins and Bagels
Cream Cheese, Butter and Fruit Preserves
Assorted Individual Yogurt
Freshly Brewed
Regular and Decaffeinated Coffee
Specialty Hot Teas*

Continental

*Fresh Orange, Apple and Cranberry Juices
Seasonal Sliced Fresh Fruit
Assorted Pastries, Muffins and Bagels
Cream Cheese, Butter and Fruit Preserves
Freshly Brewed
Regular and Decaffeinated Coffee
Specialty Hot Teas*

The Health Nut

*Fresh Orange, Grapefruit, Apple
and Tomato Juices
Assorted Muffins
Granola Bars
Assorted Fresh Fruit
Freshly Brewed
Regular and Decaffeinated Coffee
Specialty Hot Teas*

Mid-Morning Break

*Whole Fresh Fruit
Assorted Individual Yogurt
Soft Drinks
Flavored Iced Tea
Bottled Water with Citrus Wedges
Freshly Brewed
Regular and Decaffeinated Coffee
Specialty Hot Teas*

Beverage Break

*Assorted Soft Drinks
Bottled Water with Citrus Wedges
Freshly Brewed Regular and Decaffeinated Coffee
Specialty Hot Teas*

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BREAKFAST BUFFETS

25 person minimum

The Express Breakfast Buffet

*Fresh Orange, Apple and Cranberry Juice
Sliced Fresh Fruit
Assorted Breakfast Pastries and Muffins
Butter and Fruit Preserves
Assorted Breakfast Cereals Served with 2% Milk
Farm Fresh Scrambled Eggs with Shredded Cheddar
Cheese
Crisp Smoked Bacon Strips
Breakfast Potatoes
Freshly Brewed Regular and Decaffeinated Coffee
Specialty Hot Teas*

The Executive Breakfast Buffet

*Fresh Orange, Apple and Cranberry Juice
Sliced Fresh Fruit
Assorted Breakfast Cereals Served with 2% Milk
Assorted Breakfast Pastries and Muffins
Butter and Fruit Preserves
Assorted Individual Yogurt
Farm Fresh Scrambled Eggs*

Choice of Two

Crisp Smoked Bacon, Link Sausage, Grilled Ham

Choice of Two

*French Toast, Buttermilk Pancakes, Fresh Biscuits
Breakfast Potatoes and Grits
Freshly Brewed Regular and Decaffeinated Coffee
Specialty Hot Teas*

Additions to Breakfast Buffets

Made to Order Omelets Station *

*Farm Fresh Eggs, Grated Cheddar Cheese, Diced Red
and Green Peppers, Sliced Mushrooms, Diced Tomatoes,
Diced Onions, Sliced Black Olives, Diced Ham, Bacon
Bits and Diced Sausage*

*** Chef Attendant Required**

BREAKFAST

By The Dozen

*Quiche' Lorraine - \$6.95
Assorted Danish - \$18.00
Assorted Jumbo Muffins - \$8.75
Assorted Petit Fours - \$7.95
Assorted Bagels - \$19.95
Brownies - \$18.00
Cheese Cake Bites - \$13.95
Glazed Donuts - \$13.00
Assorted Cookies - \$18.00
Lemon Squares - \$7.95
Cinnamon Rolls - \$19.95
Sausage and Biscuits - \$12.95
Mini Éclairs - \$8.95*

Beverages

By The Gallon

(One Gallon Yields 20 6-oz Servings)

*Regular and Decaffeinated Coffee - \$21.95
Fresh Brewed Iced Tea - \$21.95
Fruit Punch - \$15.95
Gourmet Coffees - \$23.95
Hot Chocolate - \$14.95
Iced Water - \$3.95
Specialty Punches - \$23.95
(Frozen Strawberry, Sherbets, Orange Citrus,
Cranberry, Pineapple)*

Price per Beverage

*Bottled Juices and Water - \$2.95 ea.
Bottled Sodas - \$1.95 ea.*

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CLASSIC BOX LUNCHES

*Great for working lunches or lunch on the go
Each Box Includes (a Napkin, Condiments, and Dinner Mint)*

Deli Sandwich

With Your Choice of Meats, Cheese, & Breads

Meats

*Chicken Salad • Corned Beef • Pimento Cheese
Roast Beef • Smoked Ham • Turkey Breast • Tuna Salad*

Cheeses

American • Cheddar • Hot Pepper Jack • Swiss

Breads

*Croissant • French Bread • Kaiser Roll
Onion Roll • Wheat Sub Bun • White Sub Bun*

Bag of Chips • Pickle Spear • Gourmet Cookie

SANDWICH PLATTERS

All Sandwich Plates are served with Finger Desserts & Iced Tea

American Club

*Sliced Ham, Turkey and American Cheese, Bacon, Lettuce and Sliced Tomato on
Toasted Bread, served with Pickle Spear and Potato Chips*

Grilled Chicken Breast

*Grilled Seasoned Chicken Breast, Lettuce, Tomato & Honey Dijon Sauce
on a Kaiser Bun, served with Fresh Fruit*

PoBoy Sandwich Buffet

*Ham, Roast Beef, Turkey Platter with Assorted Cheese Slices. Condiment Trays
include: Lettuce, Tomato, Purple Onion, Pickles, Mayonnaise and Mustard
Packets and Individual Chips and Cookies*

The Ruben

*Thinly Sliced Corn Beef, Swiss Cheese, Sauerkraut, 1000 Island Dressing on
Toasted Rye Bread, served with Potato Chips and Pickle Spear*

Turkey Swiss Croissant

*Smoked Turkey, Swiss Cheese, Lettuce and Tomato on a Croissant,
served with Fresh Vegetables and Pasta Salad*

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SALADS

***All Salads are served with Assorted Dressings or Dressing of Your Choice,
Fresh Baked Rolls and Iced Tea***

Chef's Salad

*Ham, Turkey, Cheddar Cheese, Tomatoes and Cucumbers
on a Bed of Mixed Lettuce topped with Eggs & Croutons*

Cashew Chicken Salad

*Grilled Chicken Breast, Cashews, Water Chestnuts, Green Onion,
Chinese Noodles on a Bed of Tossed Salad Greens,
Garnished with Carrot and Celery Sticks*

House Tossed Salad

*Bowl of Tossed Salad Greens topped with Tomatoes,
Cucumbers and Grated Cheese*

Shrimp Remoulade Salad

*Large Seasoned Shrimp in a Cajun Remoulade Dressing over a
Bed of Lettuce and Vegetables*

Spinach Salad

*Tender Spinach Leaves mixed with chopped Eggs, Fresh Mushrooms,
Bacon Pieces, topped with warm Bacon Honey Mustard*

Trio Salad

*A combination of three salads, Chunky Chicken Salad, Garden Pasta Salad
with Fresh Vegetables, and Fresh Fruit Salad served on a Bed of Lettuce*

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SERVED ENTRÉES & BUFFETS

All Served Meals Include:

One Entrée, Two Vegetables, One Garden Salad, One Dessert

All Buffets are served with:

One Entrée, Two Vegetables, One Garden Salad, One Dessert

*Served Meals and Buffets include dinner rolls, water, iced tea, coffee and refill service on beverages.
There is an additional charge of \$3.00 per person for seated service.*

If two entrees are selected, we will prepare enough to serve the total amount of guests, limited to one entrée per person.

*If you choose to have enough of each entrée to serve all guests,
there will be an additional charge based on the entrée selection.*

SERVED ENTRÉES BEEF

Beef Lasagna

Traditional Italian Lasagna. Served with Garlic Bread

Sesame Pork

Lean Pieces of Sirloin served with a Lemongrass Soy Glaze over Noodles

Chicken Fried Steak

Served with Cream Gravy

Sirloin Au Poivre

Sirloin topped with a Peppercorn Sauce

London Broil

Marinated Flank Steak slow roasted and sliced for maximum tenderness

Medallions of Beef Tenderloin

Seared and Roasted, topped with a Demi Sauce

Prime Rib Au Jus

Choice Cut Beef served medium with Au Jus, horseradish and sour cream on the side

Ribeye Steak

Choice Cut Steak marinated, roasted in its natural juices and served with Béarnaise

Sliced Roast Beef Au Jus

Slow Roasted Top Round of Beef with Natural Juices

Hickory Smoked Brisket

Sliced and Served with a Chipotle Mesquite BBQ Sauce

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POULTRY

Chicken Almandine

Chicken Stuffed with a Wild Rice Almond stuffing and topped with a Hollandaise Sauce

Cajun Chicken

Seasoned with Cajun Spices, topped with Sautéed Onions and Peppers

Chicken & Angel Hair Pasta

In a Light Cream Sauce over Angel Hair Pasta

Chicken and Sausage Jambalaya

A Spicy Cajun Rice with Chicken and Smoked Sausage

Chicken Florentine

Stuffed with Spinach and Feta Cheese & topped with a Supreme Sauce

Chicken Fried Chicken

Breaded and Fried Chicken Breast served with Cream Gravy on the side

Chicken Oscar

Served with Crabmeat, Asparagus Spears, and Béarnaise Sauce

Piccata Chicken

Served with a Caper Cream Sauce

Pollo con Pomodoro

Blacken Chicken over Spinach Fettuccine and drizzled with Sun Dried Tomato Cream Sauce

Lemon Pepper Chicken

Served with a Lemon Pepper Sauce

New Orleans

Seasoned Fried Boneless Chicken Breast topped with Gulf Shrimp and Remoulade sauce

Chicken A' La Provencal

Oven Seared Chicken Breast with a Garlic and Tomato White Wine Sauce

Pecan Crusted Chicken

Chopped Pecans included in Breading, served with a Pecan Cream Sauce

Teriyaki

Served with a Garlic Ginger Sauce

Roasted Turkey and Dressing

Served with Homemade Dressing, Whipped Potatoes and Giblet Gravy

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PORK

Bourbon BBQ Ribs

Short Rack smothered in Bourbon BBQ Sauce

Clove Studded Pit Ham

Hickory Smoked and Glazed with Honey Dijon Glaze

Maple & Thyme Marinated Pork Chop

Pork Chop over Wild Rice

Pork Roast

*Pork Roast Fillets seasoned with Italian Herbs
served with a Basil Demi*

Rosemary Pork Chop

*Marinated Pork Chop grilled to perfection and served
with a Rosemary Buerre Blanc*

Pork Orloff

*Medallions' of Pork stuffed with a Country Cornbread
Dressing and served with a Apple Ginger Chutney*

VEGETARIAN

Allegro Pasta

*Classic Pasta with your choice of Fresh Allegro Sauce,
Marinara or Alfredo Sauce.
Served with Garlic Sticks*

Vegetable Lasagna

*Lasagna filled with Spinach and Vegetable
layers and Alfredo Sauce*

Chicken Fried Portabello Mushroom

*Portabella Mushroom hand breaded, deep fried and
topped with a Sherry Cream Sauce*

Eggplant Parmesan

Prepared in the Traditional Manner

Ravioli Basilico

Cheese Stuffed Ravioli with a Basil Pesto Cream Sauce

SEAFOOD

Fried Catfish

Lightly Breaded Catfish Fillets fried till Golden Brown served with Tarter Sauce and Hush Puppies

Catfish New Orleans

Seasoned Fried Catfish Fillet topped with Gulf Shrimp and Remoulade Sauce

Pescado Con Salsa

Oven Baked Catfish with Corn Salsa and Chipolata Cream

Lobster Thermidor Pasta

Sautéed Lobster with a traditional Thermidor Sauce over Black Pepper Fettuccini

Scallops Alma

Sautéed Scallops in a Brandy Cream Sauce over Angel Hair Pasta

Shrimp Remoulade

Gulf Shrimp served with a Cajun Remoulade Sauce over Fettuccini

Crabmeat Au Gratin

Baked with Three-cheeses, Béchamel and Breadcrumbs until Golden and Crispy

Trout Puttanesca

Oven Baked with a Spicy Tomato and Olive Sauce

Shrimp Scampi

Gulf Shrimp served in Garlic Butter Sauce over Fettuccini

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THEME BUFFETS
(for a minimum of 25 people)

Ballpark

Hamburgers, Hot Dogs with Chili and Cheese, Trimmings and Baked Beans, Corn on the Cob, and French Fries accompanied by Relishes, Onions, Lettuce, Tomato and Cheese

Chuck Wagon Cookout

Smokehouse BBQ Brisket & Roasted Chicken Quarters served with Fried Potatoes, Baked Beans, Corn on the Cob and Biscuits. Carved Prime Rib, add \$3.50

Deep South

Roasted Chicken & Carved Roast Beef with Mashed Potatoes & Gravy, Fried Okra, Black-eye Peas and Cornbread

Italian

Meat Lasagna & Pastas with Sauces: Marinara and Alfredo or Meat Sauce. Served with Italian Green Beans, Tossed Salad and Garlic Sticks

Mardi Gras

Chicken and Sausage Jambalaya & Shrimp Creole over Rice served with Black-eye Peas, Candied Sweet Potatoes, Red Beans and Rice & Cornbread Muffins. Chicken Gumbo add \$1.00

Mexican Fiesta

Create your own Beef Tacos and Chicken Fajita served with Cheese Enchiladas, Spanish Rice, Refried Beans, Mexican Corn, Nacho Chips, Diced Tomatoes, Shredded Lettuce, Sour Cream, Shredded Cheddar Cheese and Pincante Sauce. Chili Con Queso or Guacamole add \$1.00

Sandwich Buffet

Shaved Ham, Turkey, Roast Beef, Sliced American and Swiss Cheese on a variety of rolls. Served with Baked Beans or Soup du Jour and Potato Chips

Soup, Salad, and Baked Potato Bar

Soup du Jour, Salad Bar, hot Baked Potatoes with Broccoli and Cheese, Chili, Sour Cream, Salsa, Shredded Cheese, Chives and Bacon Bits. Served with Rolls and Assorted Crackers

Theme buffets are accompanied by tea, salad and dessert.

Additional vegetables or starches cost an additional \$.95 per person

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ACCOMPANIMENTS

All accompaniments are included in the prices of the meal.

Premium salads and premium vegetables are an additional charge of \$.50 per serving

Salad Selections

(Select one salad for served meal, one salad for a buffet)

Carrot and Raisin Salad, Coleslaw, Marinated Pasta Salad, Potato Salad, Tomato and Cucumber, Tossed Salad

Premium Salads

Caesar Salad, Fresh Fruit Salad, Fresh Spinach and Mushroom Vinaigrette, Gourmet Spring Mix Salad, Herbed Red Bliss Potato Salad, Sliced Tomato with Mozzarella Cheese and Basil

Salad Dressing

Creamy Italian, French, Honey Dijon, Italian, Ranch, Thousand Island, Balsamic Vinaigrette, Bleu Cheese, Caesar, Raspberry Vinaigrette

Vegetable Selections

(Select Two Vegetables)

Au Gratin Potatoes, Baked Beans, Broccoli and Rice Casserole, Broccoli Florets with Herbed Butter, Buttered New Potatoes, Cajun New Potatoes, Candied Sweet Potatoes, Cauliflower and Broccoli, Corn on the Cob, Country Green Beans, Dilled Baby Carrots, French Potatoes, Fried Okra, Garlic Cheddar Potatoes, Green Bean Almandine, Honey Glazed Baby Carrots, Italian Green Beans, Macaroni and Cheese, Mexican Corn, Rice Pilaf, Southern Style Cornbread Dressing, Southwest Mixed Vegetables, Spanish Rice, Whole Kernel Corn, Wild Rice, Yellow Squash Casserole

Premium Vegetables

(Premium Vegetables are priced an additional \$.50 per Serving)

Asparagus Spears, Baked Potato with Sour Cream, Chives and Butter, Cajun Dirty Rice, Duchess Potatoes, Escalloped Apples, Fettuccini Alfredo

Fresh Vegetable Medley:

Broccoli, Squash and Carrots

Fresh Grilled Vegetables:

Marinated Squash, Zucchini, Mushrooms, Onions, Bell Peppers, and Sugar Snap Peas, Twice Baked Potatoes

Dessert Selections

(Traditional desserts are included in the price unless otherwise specified)

Elite desserts cost \$1.95 per person

Specialty desserts \$2.95 per person

Traditional

Apple, Peach or Cherry Cobbler

Apple Pie or Cherry Pie

Black Forrest Cake

Boston Cream Pie

Cheesecake with

Chocolate or Strawberry Topping

Chocolate Cream Pie

Pound Cake

Lemon Ice Box Pie

Pound Cake with Strawberries and Cream

Pumpkin Pie and Sweet Potato Pie

Elite

Carrot Cake

Chocolate Suicide Cake

French Silk Pie

German Chocolate Cake

Pecan Pie

Specialty

Italian Cream Cake

Key Lime Pie

Pecan Turtle Cheese Cake

Raspberry Cheese Cake

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HORS D' OEUVRES

Assorted Party Trays

Small – 15 people
Medium – 30 people
Large – 50 people

Assorted Cheese and Fresh Fruit

Small - \$35.95 Medium - \$43.95 Large - \$63.95

Assorted Cheeses with Crackers

Small - \$28.95 Medium - \$43.95 Large - \$59.95

Assorted Cocktail Sandwiches

(Shaved Ham, Turkey, or Roast Beef on Cocktail Buns with Mayo and Honey Dijon Mustard)

Medium (25) - \$36.95 Large (50) - \$72.95

Assorted Finger Sandwiches

(Your Choice of Cucumber, Pimento Cheese, Chicken Salad, Ham and Tuna Salad)

50 quarters - \$28.95 100 quarters - \$57.95

Assorted Fresh Fruit Tray

Small - \$32.95 Medium - \$42.95 Large - \$55.95

Assorted Vegetable Tray with Ranch Dressing

Small - \$32.95 Medium - \$42.95 Large - \$55.95

Cheese Ball with Crackers - \$39.95

(Cheese Ball rolled in Pecans with assorted Crackers)

Chocolate Dipped Strawberries (Seasonal)

Small - \$33.95 Medium - \$50.95 Large - \$81.95

Peel and Eat Shrimp – Market Value

(With Cocktail Sauce)

Watermelon Boat

Medium (30 – 35) - \$51.95

HOT APPETIZERS

Priced Per Dozen

(We recommend that you base your need on 2 – 3 pieces per person, for each menu item selected for a 4 – hour reception)

Marinated Crab Claws - \$13.95

BBQ Cocktail Smokies – \$7.95

Breaded Cheese Sticks - \$11.95

(Served with Marinara)

Chicken Quesadillas - \$11.95

Chinese Egg Rolls - \$11.95

(Served with Sweet and Sour Sauce)

Crab Stuffed Mushrooms - \$13.95

Fried Breaded Mushrooms – \$11.95

(Served with Ranch Dressing)

Fried Cajun Catfish Strips - \$13.95

(Served with Tarter Sauce)

Fried Chicken Strips - \$11.95

(Served with Honey Dijon or BBQ)

Fried Chicken Drummetts - \$11.95

Hot and Spicy Buffalo Wings - \$11.95

(Served with Bleu Cheese)

Meat Pies - Mini Natchitoches - \$11.95

Petite Quiche' - \$13.95

Stuffed Potato Skins - \$11.95

(Served with Sour Cream)

Swedish Meatballs - \$11.95

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PRICED BY THE QUART

French Onion Dip - \$13.95

Guacamole - \$20.95

Hot Chili Con Queso Dip - \$28.95

(Served with Tortilla Chips)

Hot Seafood Dip - \$35.95

(Served with Toasted Baguettes)

Hot Spinach & Artichoke Dip - \$25.95

Picadillo - \$25.95
(Served with Tortilla Chips)

Ranch Dip or Salsa - \$13.95

Hot Seafood Gumbo - \$19.95

Chicken and Sausage Gumbo - \$17.95

Chicken and Sausage Jambalaya - \$17.95

CHIPS AND SNACKS

Chips (2 lbs.) - \$9.95

Mints (1 lbs.) - \$9.95

Party Mix (2 lbs.) - \$14.95

Goldfish (2 lbs.) - \$12.95

Mixed Nuts (2 lbs.) - \$17.95

Pretzels (2 lbs.) - \$11.95

CARVED ITEMS

(Silver Dollar Rolls, Dijon Mustard, Mayonnaise and Horseradish Sauce accompany all carved items)

Baron of Beef

(200 people)

Breast of Turkey

(40 people)

Ancho Crusted Tenderloin of Beef

(25 people)

Orange Marmalade Glazed Pit Ham

(40 people)

Roasted Pork Loin

(40 people)

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PLANNING GUIDE & POLICIES

Food and Beverage

- * *Gourmet, special and theme menus are available upon request.*
- * *No food or beverage (alcoholic or otherwise), shall be brought into the hotel function rooms by the patron or attendees from outside sources, unless pre-approved for hosp.*
- * *All bars close at 1:00 a.m.*
- * *18% service charge will be added to all food and beverage (except cash bar).*
- * *Any group requesting a tax exemption must provide a copy of the tax exemption certificate prior to the event.*
- * *All meal functions are limited to no more than two entrèe selections.*
- * *Due to local and state health ordinances, unused food or beverage cannot be removed from the Hotel.*

Guarantees

- * *We require a final guarantee three business days prior to your function. This will be the minimum guarantee not subject to reduction. We will be prepared to serve 5% over your guaranteed number. Guarantees falling below 25% of the original number will result in additional charges.*
- * *If a guarantee is not received by our catering office three business days in advance, we will assume the guarantee to be the number originally agreed upon on the contract and the guest will be charged for that number.*
- * *Cancellations received less than 21 days prior to the event, will result in a cancellation fee equal to the normal price of room rental of the space reserved.*

Payment and Deposits

- * *For social and political functions, full payment is to be received one week prior to the function; otherwise, the Hotel reserves the right to cancel such functions.*
- * *All requests for direct billing must be authorized by our Accounting 30 days in advance.*
- * *A non-refundable deposit equal to 10% of the contracted amount is required upon reserving a meeting or function room. Thirty days prior to the event, an additional deposit of 40% of the contracted total will be required. The final payment will be required one week prior to the function.*
- * *The Hotel shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State and Municipal) regulations of, or restrictions upon travel or transportation, non-availability of food or beverage, riots, national emergencies, acts of God and other causes whether enumerated herein or not which are beyond the reasonable control of the Hotel, preventing or interfering with the Hotel's performance.*

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PLANNING GUIDE & POLICIES

Banquet and Meeting Rooms

- * As other groups may be utilizing the same room as you prior to, or following your function, please adhere to the times agreed upon. Should your schedule change, please contact the Sales & Catering Department, and every effort will be made to accommodate you.
- * Room rental charges apply to all rooms used for meetings. Rental fees are based on 8:00 AM to 5:00 PM. Twenty-four hour usage of any function space may double the daily rental charge.
- * The Hotel reserves the right to move functions to other meeting/banquet rooms other than those appearing on the catering contract without prior notification.

Decorations

- * Fresh floral arrangements can be ordered for you through our Catering Department.
- * The Hotel will not permit affixing of anything to the walls, floors, or ceiling of rooms with nails, staples, tape or any other substance, unless approval is given.
- * Any damage incurred will be the responsibility of the person or company in charge of that function where the damage has occurred.

Security

- * The Hotel shall not assume responsibility for the damage or loss of any merchandise or articles left in the Hotel prior to or following the banquet or meeting. Arrangements for security of exhibits, merchandise, or articles set up for display can be made prior to the planned event. The Hotel reserves the right to require security guards at the group's expense for selected groups.

Conference Materials

- * The customer is responsible for the arrangements and all expenses of all shipping materials, merchandise, exhibits, or any other items to and from the Hotel. Regarding acceptance of these items upon arrival at the Hotel:

Organization's name and name of meeting planner

Date of the event

Shipments must be prepaid

By signing this form, I agree to adhere to all policies set forth by Holiday Inn Baton Rouge South.

Date: _____ Signature: _____

Group Name: _____

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