



# Hickory Grove Banquet & Conference Center

Whether it is a small business meeting, a wedding with 350 guests, or a small social gathering, the staff at Hickory Grove Banquet & Conference Center is here to serve you! We are a full service banquet center that strives to be number one in the industry. When booking a function at our facility, you will be assigned a banquet coordinator to help you with all of your decisions. Our management team has an abundance of experience in all aspects of the hospitality industry, and we hope that we will be able to bring that hospitality to you.

In this packet we have provided everything you need to get started. We offer a wide variety of choices when it comes to our menu, beverages, rooms, and more. Contact any member of our sales department to schedule a consultation.

We look forward to hearing from you!

Best Regards,

The Team of Hickory Grove

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\*\*\* Other Room Layouts and Pictures available upon request\*\*\*



## Guidelines & Policies (Contract):

To ensure a well-planned and successful program, we have developed the following policies relating to events held at Hickory Grove Banquet & Conference Center.

1. All Federal, State, & Local laws with regards to food and beverage purchases and consumption are strictly enforced. Hickory Grove reserves the right to inspect and regulate all functions in accordance with our policies and the established law.
2. **No outside alcohol is allowed**
3. No food or beverage prepared in our facility will be packaged or taken off site.
4. A non-refundable advance deposit is required for all functions. Food & Beverage charges are to be paid 10 business days prior to the event. Any final balances are to be paid before the closing of your function.
5. The individual(s) signing the contract are responsible for the conduct of their guests and agree to pay all damages caused by their guests, including theft of hickory grove owned property.
6. Clients will be financially responsible for any damages to Hickory Grove Banquet rooms, bathrooms, hallways, stairwells, elevators, fixtures, and decorations caused by their guests. This includes charges brought forth by the fire department in the event that an alarm is set off without fire or smoke.
7. Loss or damage to clients' displays, decorations, or other property brought into Hickory Grove premises is the sole responsibility of the client. Hickory Grove assumes no liability.
8. Guaranteed guest count and final payment must be submitted 10 business days prior to your event. These numbers are final.
9. Functions with a bar or alcoholic beverages of any kind must serve food to all guests, or see policy # 19.
10. DJs and Bands must be setup one hour prior to the event start time and must tear down within an hour after event completion.
11. At least 20% gratuity will be charged to all food and beverage purchases.
12. A 7% Sales tax will be added to all food purchases.
13. Special arrangements must be made for the receipt of any materials which will be sent, delivered, or brought onto the premises. Hickory Grove is not responsible for the shipment of any materials left on the premises following your event.
14. Hickory Grove Reserves the right to refuse service to people deemed too intoxicated and to close the bar if the conduct of the guests warrants it. No fees, or prior purchases will be refunded.
15. Last call for the bar will be between 15 & 30 minutes prior to the contracted end time of the event. No drinks will be served after this is announced. Bar and functions must be closed by 12:00 A.M.
16. **NO** Confetti, fog machines, shredded paper, or open flames will be allowed for any reason. (Candles are allowed, must be in proper container.)
17. If no food or beverage service is provided by us then clean up of the room is your responsibility
18. **No function will be considered "confirmed" until this paper is signed and the room deposit has been paid.**
19. **If no food is being provided, host must sign "non-food" function contract. Linens are not included.**
20. **Upon booking, a decorating contract is required for parties wishing to set-up the day prior to your event.**

I have read, understand, and agree to all the guidelines and policies outlined above.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

SALES \_\_\_\_\_

## **General Information & policies:**

**Function Space-** Rooms are assigned according to the anticipated number of guests. Certain room setups are not feasible in each room. We reserve the right to determine final setup to ensure the success of your event.

**Billing/Deposits/Cancellations-** The room rental is required at the time of the booking as a deposit. The food charges must be paid 10 business days prior to the event. Payment can be in the form of cash, personal check, money order, or credit card. Room deposits are non-refundable. If there is a cancellation made less than 10 working days prior to the function, you will still be charged for food already purchased as well as room setup and tear down.

**Decorating-** If your room is not being used the day prior to your event, you can make an appointment to come in and start decorating. A decorating contract is required for your event.

**Liability-** We are not responsible for lost or stolen items. Damage done to the premises by guest will be charged to the host. Additionally, the conduct of the guests is also the responsibility of the host. If the problem of underage drinking occurs, the bar will be shut down, and no refunds will be given.

## **Room Rentals:**

At Hickory Grove We have nearly 10,000 Square Feet of banquet & Conference Space. We can host weddings, trade shows, expos, reunions, corporate meetings, etc. You name it, and we will do our best to accommodate.

**Stillman Room: 350 Capacity Home-Style or Plated Entrée / 300 Capacity Buffet \$900 Rental Fee / \$1300 to include Chair Covers**

The Stillman Room is our largest Room. It is secluded on the third floor of our facility. With a full service bar and extremely large dance floor, this room has become very popular for weddings, family reunions, and other large meetings.

**V.I.P. Room: 80 Capacity - Plated Entrée / 70 Capacity - Buffet - \$200/ Day**

The V.I.P. Room is located on the second floor of our facility adjacent to some of our other meeting space and the bar & Grille. This room has sleek black & white decor, full length chair covers, and a stone accent wall with fountain.

**Baldwin Room: 70 Capacity - Plated Entrée / 60 Capacity - Buffet - \$150/day**

The Baldwin Room is located on the second floor of our facility. It is the closest room we have to the Bar & Grille and overlooks the indoor pool. This room is great for corporate meetings and dinner parties alike.

**Dining Room/Bar/Game Room Capacity 200 Minimum \$1500 must be spent on food and beverage 4 hours**

## **Miscellaneous Rentals & Such:**

**Centerpieces -** mirror tiles, hurricanes w/ base, and white tapered candle @ \$4.00 per table, or excluding candle \$3.00 per table.

**Chair covers -** Full length white or black chair covers available @ \$3.00 per chair.

**Cake Cutting Fee:** Cake cutting service is available at a \$50 cost to the client. Cut and served to guests \$100 fee.

**Chocolate Fountain:** We have a chocolate fountain available for rental. Just ask for dipping options & prices if interested.

**Linens:** White table linens & napkins are provided standard. We have additional napkin colors available, please ask if interested!

We have a portable dance floor for VIP with a charge of \$100.00 for set up and tear down fee.



## **Bar Packages:**

### **Open Bar Packages:**

Open Bar packages include complimentary drinks for all guests. There is a maximum amount of six hours that the bar can be open. Turning the bar into a cash bar after six hours is not an option. Guest must be 21 or over to consume beverages containing alcohol.

**Open Bar excludes top shelf items and shots!**

**Open Bar Prices\*: INCLUDES: Soda, Bottle Beer, Wine, Mix and Call Drinks (May feature a draft beer of domestic if requested)**

1 Hour Open Bar: \$15 Per Guest,

3 Hours Open Bar: \$30 Per Guest,

6 Hours Open Bar: \$60 Per Guest,

### **Draft Beer\*:**

Half Barrel of a Domestic Draft- \$275.00

Each Barrel serves 90 – 12 ounce glasses. Domestic Choices are: Bud Light, Miller Light, or Coors Light

Imported Draft beers are available, each at its own price- ask your banquet coordinator for details.

### **Open Wine\*:**

1 Hour: \$10 Per person

3 Hours: \$25 Per person

6 Hours: \$45 Per person

**House Wine Selection\*: ( Salmon Creek) \$16.00/bottle/**

Reds: Merlot, Cabernet, Pinot Noir, Zinfandel

Whites: White Zinfandel, Reisling, Chardonnay, Pinot Grigio, Moscato

**House Champagne\*: Spumante) \$18.00/ Bottle /**

Champagne Toast for all: 1 Bottle Required per Table

Other Wines and Champagnes are available; ask your banquet coordinator for details.

### **Cash Bar:**

The price to open a cash bar is \$75.00 per bartender

Guest list of 100 or less – 1 Bartender - \$75.00

Guest list of 101- 250 – 2 Bartenders - \$150.00

Guest lists of 251 or more – 3 Bartenders- \$175.00

Non- Alcoholic Bar Packages\*:

Open Soft Drinks- \$1.50 per person / \$1.75 Including Gratuity

**A Bar Cap is an available option, just ask for details!!!**



## Hors D' Oeuvres:

### Hot Hors D' Oeuvres

### Price per 50 Pieces\*

Meatballs (bbq, marinara, Sweet & Sour)	\$69.95
Buffalo Chicken Wings	\$59.95
Boneless Buffalo Wings	\$54.95
BBQ Cocktail Franks	\$24.95
Mozzarella Sticks	\$39.95
Sweet & Sour Chicken Kabobs	\$79.95
Bruchetta w/ Ciabatta Bread	\$39.95
Bacon Wrapped Scallops	\$89.95
Stuffed Mushrooms (sausage, crab, bleu cheese, vegetarian)	\$59.95
Chicken Tenders	\$60.95
Chips and Queso	\$29.95

### Cold Hors D' Oeuvres

Finger Sandwiches	\$3.00 each
Deviled Eggs	\$39.95
Fruit Kabobs	Market Value
Cucumber Sandwiches	\$39.95
Ranch Cheese ball	\$29.95/per 50 ppl
Shrimp Cocktail	Market Value
Smoked Salmon Display	Market Value
Assorted pinwheels	\$24.95

\*Sales Tax (7%) & Gratuity (20%) will be added to the above prices.

## Hors D' Oeuvre Displays:

Meat, Cheese, & Cracker Display- \$2.75/person\* or \$30 for small platter

This display includes Turkey, Ham, Pepperoni, Cheddar cheese, Swiss cheese, Monterrey jack cheese, and an assortment of crackers.

**Cheese & Cracker Display- \$2.25/person\***

This display includes Cheddar Cheese, Swiss cheese, Monterrey Jack Cheese, Pepper Jack Cheese, and an assortment of crackers.

**Fresh Fruit Display- \$3.00/person\***

This Display includes fresh cantaloupe, honeydew melon, watermelon, pineapple, and grapes.

**Chilled Vegetable Display- \$2.00/person\***

This Display includes carrot sticks, celery sticks, cauliflower, and broccoli. It is served with ranch dip.

**Relish Display- \$1.50/person\***

This display includes Dill pickle spears, sweet pickles, green olives, black olives, and peppercinis.

\*\*The above prices are listed at hors d' oeuvres, which means they are meant to act as an appetizer prior to a full meal. If you are planning a meal made up of hors d' oeuvres, please let your banquet coordinator know. The price will reflect the increased number of hors d' Oeuvres being served.

\*\* Sales tax of 7% and Gratuity of 20% will be added to any appetizer choices\*\*

**Hors D' Oeuvre Appetizer Reception Package: (Includes water carafes for tables)**

**(\*\* Prices Exclude Seafood Choices\*\* / Market Value\*\* Children's prices same\*\*)**

**Option #1:** Choice of 2 hot and 2 cold or display appetizer choices

\$10 Per person /

**Option #2:** Choice of 3 hot and 3 cold or display appetizer choices

\$15 Per person /

**Option #3:** Choice of 4 hot and 4 cold or display appetizer choices

\$20 Per person /

**Breakfast & Breaks:**

**Breakfast Buffets: (\*\*Children's Price Same\*\*)**

**Continental Breakfast- \$8.00/person:** Includes Water, Coffee, and Orange Juice

Assorted Muffins, Rolls, & Fruit Slices

**Down Home Breakfast \$14.95/person:** Includes Water, Coffee ,orange juice

Scrambled Eggs, Bacon Strips, Sausage Links, Hash browns, Assorted Donuts or Cinnamon Rolls, & Fresh Fruit Bowl

**Breakfast & Break Separates: (Tax & gratuity added to listed prices)**

Assorted Donuts - \$16.95/dozen   Assorted Muffins - \$18.95/dozen   Warm Cinnamon Rolls - \$16.95/dozen

Assorted Danishes - \$18.95/dozen   Assorted Cookies- \$12.95/dozen

**Beverages:**

Coffee: \$25.00/ Gallon

Punch: \$10.00 Per Gallon

Juices: Orange, Tomato, Pineapple, and Cranberry: \$4.00 per carafe

Lemonade or Iced Tea: \$3.00 per carafe

**A.V Equipment:**

Projector Screen - \$10.00/day

Flip Chart- \$15.00/day

Addition Pad of Paper- \$25.00/each

Dry Erase Board- \$7.50/day

Podium- \$5.00/day

Projector & Screen - \$25.00 / Day   **\*\*\*Host to set up\*\*\***

Wireless Microphone – \$5.00 / Day

If there is anything you do not see listed, ask your banquet coordinator about the availability & pricing.

## **BUDGET FRIENDLY BUFFETS:**

**The following packages are \$18 per person INCLUDING tax and gratuity:**

**Beverages Included are:** Water and Iced Tea or Lemonade

**Option #1: New York Deli-** Sliced Roast Beef, Ham, and Turkey, along with sliced Cheddar, Swiss, and American Cheeses. Deli Style Buns and Garnishes, as well as Homemade Pasta **or** Potato Salad, and **either** chips & ranch dip **or** assorted single serve chip packages.

**Option #2: Soup & Sandwich -** 2 sandwich choices (roast beef, ham, or turkey, with cheeses) and 1 of our Homemade soups, as well as **either** Homemade Pasta **or** Potato Salad **or** Chips.

**Option #3: Soup & Salad-** 2 Homemade Soup and 2 Salad Choices, as well as **either** Homemade Pasta Salad **or** Chips. Salad choices are: Tossed Garden, Chicken Cesar, Crispy Chicken, or Santa Fe Chicken Salad.

**Option #4: Pasta Buffet-** (Pick 2)

\*Baked Mostaccoli w/ Meat Balls

- Chicken Alfredo

\*Cheese Tortellini Pasta in Tomato Basil Cream Sauce

**Includes:** Garden Salad **OR** Caesar Salad **and** Garlic Bread **OR** Bread Sticks

**Home Made Soup Choices:** White Chicken Chili, Chicken Noodle, Cream of Chicken & Wild Rice, Cream of Mushroom, Cream of Broccoli, Vegetable, Tomato Basil, Baked Potato, French Onion.

\*\*\*We can also substitute wraps in place of the sandwiches! Choices are: Crispy Chicken Caesar, BLT, Chicken Bacon Ranch, or Southwestern Wraps.

## Plated Entrées

### Dinner Entrées:

Price Per Person, Sales Tax & Gratuity to be added

Roast Beef marinade options: Bourbon, Garlic, Brady glaze	\$18.95
Filet Mignon (6 oz)	\$25.95
New York Strip (10 oz)	\$22.50
Prime Rib (10 oz)	\$24.95
Sirloin Filet (12oz)	\$20.95
Cornish Hens	\$20.95
Chicken Kiev	\$18.95
Chicken Cordon Bleu	\$18.95
Stuffed Pork Chop	\$20.95
Apple Glazed Pork Chop	\$20.95
Roasted Pork Loin Medallions	\$19.95
Smoked Turkey Breast	\$18.95
Herb Crusted Tilapia	\$19.95
Orange Roughy	\$18.95
Chicken Valentino	\$18.95
Tomato basil Pasta	\$17.95
Chicken Oscar	\$20.95
Apple Cranberry Stuffed Pork Chop	\$22.95
Garlic Crusted Bacon Wrapped Scallops	\$22.95
Smothered Chicken	\$16.95

### Combination Dinners

Filet & Shrimp Scampi	\$30.95
Roast beef & Chicken of your choice	\$24.95
Herb Crusted Tilapia & Tomato Basil Pasta	\$22.95
Apple Glazed Pork Chop & Smoked Turkey Breast	\$22.95
Stuffed Pork Chop & Tomato basil Pasta	\$22.25

### Starch Choices :

Baked Potato  
Red Jacket Potatoes  
Garlic Roasted Red Potatoes  
Twice Baked Potato  
Wild Rice Pilaf  
Garlic Whipped Potatoes  
Homemade Au gratin Potatoes  
White rice  
White Wine and Lemon Fettuccine

### Vegetable Choices:

Buttered Corn  
Baby Carrots  
Peas and Carrots  
Green Beans Almandine  
Vegetable Medley  
Country Style Green Beans  
Steamed Broccoli

**ALL DINNER SELECTIONS INCLUDE A DINNER SALAD, ROLLS & BUTTER. WATER & ICED TEAS or Lemonade FOR ALL TABLES, AND COFFEE STATION.**



\*\*All Entrées, with the exception of pastas include a starch.

\*\* 7 % Sales Tax and 20% Gratuity added



## Build Your Own Buffet / Family Style:

One Meat Buffet - \$17.95      Children under 3 Free  
Two Meat Buffet - \$21.95      Children 4-11 - \$10.95  
Three Meat Buffet - \$25.95

**BUFFETS INCLUDE:** 3 total sides, Dinner rolls or breadsticks & butter. There is Water & Iced tea or Lemonade for all tables.

### Meat Choices:

Slice Roast Beef (marinade of your choice)  
Sliced Turkey Breast  
Sliced Honey or pineapple glazed Ham  
Marinated Baked Chicken  
Chicken Kiev  
Chicken Cordon Bleu  
Chicken Valentino  
Roast Pork Loin  
Grilled Chicken in Champagne Sauce, or lemon cream sauce  
3 Cheese Stuffed Chicken Breast  
Bacon Crusted Meatloaf

### Side Choices:

Tossed Salad  
Caesar Salad  
Pasta Salad  
Macaroni Salad  
Cole Slaw  
Fresh Fruit Bowl

### Hot Starch:

Baked Potato  
Red Jacket Potatoes  
Whipped Potatoes & Gravy  
Wild Rice Pilaf  
AuGratin Potatoes  
Butter & Herb Fettuccini  
Garlic Whipped Potatoes  
Twice Baked Potato  
Baked Sweet Potato  
Garlic Roasted Red Potatoes

Buttered Corn  
Peas & Carrots  
Baby Carrots  
Green Beans Almandine  
Country Style Green Beans

\*\* Prime Rib / Hand Carving Stations available for \$50

\*\*Additional Side Items are each \$40.00/ per pan / side items only (Serves about 50)

\*\*Sales Tax (7%) and Gratuity (20%) will be added to all the above prices.

### **ADDITIONAL BUFFET OR FAMILY STYLE OPTION:**

**Spanish Theme:** \$19.95 2 Options served with 2 sides. \*\*\*Seafood available for additional cost\*\*\*

Steak, Pork, or Chicken Fajitas

Steak, Pork, Chicken, or Cheese Enchiladas with sour cream, red or green sauce

Steak, Pork, or Chicken Tacos

Steak, Pork, or Chicken Burritos

Steak, Pork, Chicken, or Cheese Quesadillas

Steak, Pork or Chicken Carnitas

Steak, Pork or Chicken Flautas

#### **SIDES:**

Refried Beans

Spanish rice

Chili Mashed

Black Beans

Any of the buffet listed side items

**Includes:** Chips & Salsa, and Water & Iced Tea or Lemonade for all tables.

**Italian Theme:** \$17.95 - 2 options with 2 sides.

Meat or Vegetarian Lasagna

Chicken Alfredo

Spaghetti with meatballs

Pasta Primavera

Tortellini with Mushroom Garlic Cream Sauce, Alfredo or Marinara

Cheese Tortellini with Alfredo or Marinara

Baked Mostaccioli

Linguini with Lemon Garlic Cream sauce and Fresh Veggies

#### **SIDES:**

Caesar Salad

Garden Salad

Includes: Garlic bread or breadsticks, and Water & Iced Tea or Lemonade for all tables.

**Check out Abraham's Menu: We can customize any menu to fit any budget. If there is something you want, and don't see it, just ask!!!**

## Desserts:

Assorted Dessert Table - \$3.50/person (\$4.50 Including tax & gratuity)

(Includes an assortment of four of the items listed below)

<u>Single Selections</u>	<u>Price per Serving*</u>
Fresh Apple or Cherry Pie	\$3.50
Apple or Cherry Cobbler	\$3.95
Cherry Cheesecake	\$5.00
Cherry Jubilee	\$3.00
Caramel Apple Dumpling	\$3.50
Chocolate Mousse	\$3.50
German Chocolate Cake	\$4.00
Carrot Cake	\$4.00
Lemon Meringue Pie	\$3.45
Key Lime Pie	\$3.45
Strawberry Shortcake	\$4.00
Pecan Pie	\$4.00
Pistachio Pie	\$3.25
Jell-O Parfait	\$3.00
Turtle Cheesecake	\$5.00
French Silk Pie	\$3.45
Banana Cream Pie	\$3.45
Tiramisu	\$3.45

\*\*Whole Pies & Cakes are available. Prices are based on market value

\*Sales Tax & Gratuity will be added to all of the above prices



BY CHOICE HOTELS

**HICKORY GROVE IS ADJACENT TO COMFORT INN & SUITES!!!**

UPON BOOKING WITH HICKORY GROVE, IF YOU NEED ACCOMODATIONS FOR OVERNIGHT GUESTS, JUST CONTACT KAYLA AT THE HOTEL, LET THEM KNOW YOUR DATE & EXPECTED NUMBER OF NEEDED ROOMS. THEY CAN SET UP YOUR GROUP WITH A DISCOUNTED RATE. IF YOU BOOK 15 ROOMS OR MORE, YOUR HOT-TUB HONEY MOON SUITE IS FREE!!!

WE LOOK FORWARD TO CATERING TO YOUR EVENT, AND IF YOU HAVE ANY OTHER QUESTIONS OR CONCERNS, PLEASE JUST ASK!! WE ARE HERE TO ASSIST YOU!!!