



# 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,

Amanda Stewart, Banquet Manager, Wedding Planner

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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 food or beverage items are permitted in Hickory Grove meeting rooms or banquet areas.
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, 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, there will be a \$50 room setup fee, a \$50 room clean-up fee, and a \$4 per table linen charge.
18. **No function will be considered "confirmed" until this paper is signed as well as a signed Banquet Event Order, and the room deposit has been paid.**
19. **If no food is being provided, host must sign "non-food" function contract.**
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 \$700 Rental Fee / \$1000 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.

James Paddock Hall: 150 Capacity Home-Style or Plated Entrée / 120 Capacity Buffet \$500.00 Rental Fee / \$750 with Chair Covers

James Paddock Hall is located on the first floor of our facility. This has a very elegant décor and 20 foot ceilings. A full service bar and a portable dance floor are also available for James Paddock Hall.

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.

Activites Room: Large indoor room with private entrance & restrooms. This room is perfect for instructed classes, or a dance party. This room is \$10 per hour to rent, and you must provide your own everything. We can rent tables, chairs, and linens if needed.

## **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!



## **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: \$10 Per Guest, \$12 including Bartender Gratuity

3 Hours Open Bar: \$25 Per Guest, \$30 Including Bartender Gratuity

6 Hours Open Bar: \$45 Per Guest, \$50 Including Bartender Gratuity

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

Half Barrel of a Domestic Draft- \$225.00

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

**\*\*\*We also have a “reserve system” available\*\*\***

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

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

1 Hour: \$8 Per person / \$10 Including Gratuity

3 Hours: \$20 Per person / \$24 Including Gratuity

6 Hours: \$35 Per person / \$40 Including Gratuity

**House Wine Selection\*:** ( Salmon Creek) \$16.00/bottle/ \$17 Including Gratuity

Reds: Merlot, Cabernet, Pinot Noir

Whites: White Zinfandel, Reisling, Chardonnay, Pinot Grigio

**House Champagne\*:** (Martini Rossi Asti Spumante) \$18.00/ Bottle / \$20 Including Gratuity

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 \$50.00 per bartender

Guest list of 100 or less – 1 Bartender - \$50.00

Guest list of 101- 250 – 2 Bartenders - \$100.00

Guest lists of 251 or more – 3 Bartenders- \$125.00

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)	\$39.95
Buffalo Chicken Wings	\$39.95
Boneless Buffalo Wings	\$34.95
BBQ Cocktail Franks	\$24.95
Mozzarella Sticks	\$32.95
Sweet & Sour Chicken Kabobs	\$79.95
Bruchetta w/ Ciabatta Bread	\$39.95
Bacon Wrapped Scallops	\$89.95
Stuffed Mushrooms (sausage, crab, bleu cheese, vegetarian)	\$49.95
Chicken Tenders	\$60.95
Potato Wrapped Shrimp	\$89.95

### Cold Hors D' Oeuvres

Finger Sandwiches	\$59.95
Deviled Eggs	\$39.95
Fruit Kabobs	Market Value
Cucumber Sandwiches	\$39.95
Ranch Cheese ball	\$24.95/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\*

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 appetizer choices and 2 display choices:

\$8 Per person / Including tax & gratuity: \$10.20 per person.

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

\$10 Per person / Including tax & gratuity: \$12.70 per person.

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

\$12 Per person / Including tax & gratuity: \$15.25 per person.

## **Breakfast & Breaks:**

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

**Continental Breakfast- \$5.50/person:** Includes Water, Coffee, and Orange Juice

Assorted Muffins, Rolls, & Fruit Slices Including tax & gratuity: \$7.00 Per Person.

**Down Home Breakfast \$10.95/person:** Includes Water, Coffee, and Orange Juice

Scrambled Eggs, Bacon Strips, Sausage Links, Hash browns, Assorted Donuts & Rolls, & Fresh Fruit Bowl  
Including tax & gratuity: \$13.90 per person.

**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: \$16.50/ Gallon

Punch: \$5.00 Per Gallon

Juices: Orange, Tomato, Pineapple, and and Cranberry: \$3.00 per carafe

Lemonade or Iced Tea: \$3.00 per carafe

**A.V Equipment:**

Projector Screen - \$10.00/day

TV/DVD - \$20.00/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 \$15 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 2 of our Homemade soups, as well as **either** Homemade Pasta **or** Potato Salad **or** Chips.

**Option #3: Soup & Salad-** 2 Homemade Soups 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 Lasagna w/ Meat Sauce                      \*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 Cesar, BLT, Chicken Bacon Ranch, or Southwestern Wraps.

## Plated Entrées

### Dinner Entrées:

Price Per Person, Sales Tax & Gratuity to be added

Roast Beef Bordelaise	\$18.95
Filet Tenderloin Medallions	\$23.95
Filet Mignon	\$25.95
New York Strip	\$22.50
Prime Rib	\$24.95
Sirloin Filet	\$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 Monaco	\$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 Medallions & Shrimp Scampi	\$25.95
Roast beef & Chicken Provencal	\$21.95
Herb Crusted Tilapia & Tomato Basil Pasta	\$22.95
Grilled Chicken in Champagne Sauce & Tomato Basil Pasta	\$21.95
Apple Glazed Pork Chop & Smoked Turkey Breast	\$22.95
Stuffed Pork Chop & Tomato basil Pasta	\$22.25

### Starch Choices :

Baked Potato  
Red Jacket Potatoes  
Twice Baked Potato  
Wild Rice Pilaf  
Garlic Whipped Potatoes

### Vegetable Choices:

Buttered Corn  
Baby Carrots  
Green Beans Almandine  
Vegetable Medley  
Sugar Snap Peas

**ALL DINNER SELECTIONS INCLUDE A DINNER SALAD, ROLLS & BUTTER. WATER & ICED TEAS 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 - \$16.95\* (\$21.75 Inclusive) Children under 3 Free

Two Meat Buffet - \$18.95\* (\$24.10 Inclusive) Children 4-11 - \$9.95

Three Meat Buffet - \$22.95\* (\$29.15 Inclusive)

BUFFETS INCLUDE: 4 total sides, Dinner rolls & butter. There is Water & iced tea for all tables.

### Meat Choices:

Slice Roast Beef

Sliced Turkey Breast

Sliced Honey Ham

Marinated Baked Chicken

Chicken Kiev

Chicken Cordon Bleu

Spicy Fried Chicken

Roast Pork Loin

Grilled Chicken in Champagne Sauce

### Side Choices:

Tossed Salad

Caesar Salad

Pasta Salad

Taffy Apple Salad

Macaroni Salad

Cole Slaw

Fresh Fruit Bowl

### Hot Starch:

Baked Potato

Buttered Red Jacket Potatoes

Whipped Potatoes & Gravy

Wild Rice Pilaf

AuGratin Potatoes

Butter & Herb Fettuccini

Garlic Whipped Potatoes

Twice Baked Potato

Baked Sweet Potato

Buttered Corn

Peas & Carrots

Baby Carrots

Green Beans Almandine

Country Style Green Beans

Sugar Snap Peas

\*\* Prime Rib / Hand Carving Stations available / Ask for pricing

\*\*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:** \$17.95- (\$22.80 Inclusive) 2 Options served with 3 sides. \*\*\*Seafood available for additional cost\*\*\*

Steak or Chicken Fajitas

Steak, Chicken, or Cheese, Enchiladas

Steak or Chicken Tacos

Steak or Chicken Burritos

Steak, Chicken, or Cheese Quesadillas

Steak or Chicken Carnitas

Steak or Chicken Flautas

### **SIDES:**

Refried Beans

Spanish rice

Chili Mashed

Any of the buffet listed side items

**Includes:** Chips & Salsa, Fresh Pico De Gaya, Guacamole Dip.

Beverages are: Water & Iced Tea for all tables. Price Including tax & gratuity: \$22.80

**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!!!**

**\*\*\*Tastings available after booking, and always @ no charge.\*\*\***

## **Desserts:**

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

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

### **Single Selections**

### **Price per Serving\***

Fresh Apple or Cherry Pie

\$3.25

Apple or Cherry Cobbler

\$3.25

Cherry Cheesecake

\$3.25

Cherry Jubilee

\$3.00

Caramel Apple Dumpling

\$3.25

Chocolate Mousse	\$3.00
German Chocolate Cake	\$3.45
Carrot Cake	\$3.45
Lemon Meringue Pie	\$3.45
Key Lime Pie	\$3.45
Strawberry Shortcake	\$3.00
Pecan Pie	\$3.45
Pistachio Pie	\$3.25
Jell-O Parfait	\$2.75
Turtle Cheesecake	\$3.45
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 JESSICA OR 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!!!

JEN IS A CERTIFIED WEDDING PLANNER/EVENT COORDINATOR, AND CAN ASSIST WITH DAY OF SERVICES OR PLANNING OF THE ENTIRE EVENT. JUST ASK IF INTERESTED. 😊

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!!!