
Banquet & Catering Menu



At the **Holiday Inn & Suites Charleston West**, events are treated with pride and care by our friendly and accommodating team members along with our skilled and creative catering and culinary experts to ensure you have what it is you need to make your time with us both memorable and enjoyable.

Let our experienced Sales & Catering team guide you through the planning of your next event, where our **Executive Chef Tony Henderson** will “wow” you and your attendees with superior food that is as delicious as it is satisfying!

Due to extreme market price fluctuations, the prices in this menu are an estimate. We're able to confirm menu prices 60 days prior to your event date.

Holiday Inn & Suites Charleston West

400 2nd Avenue SW, Charleston, WV 25303 | 304-744-4641



Banquet & Catering Menu

Breakfast Buffets: (Minimum of 15 people required for all breakfast buffets. \$3 per person surcharge if under 15. Includes Orange Juice, Coffee, Hot Tea, Ice Water Station.)

Continental \$12.95

Fresh Cut Seasonal Fruit
Assorted Mini Muffins, Breads & Bagels
Jellies, Cream Cheese & Butter

Morning Starter \$15.95

Fresh Cut, Seasonal Fruit Yogurt
Parfait Bar
Mini Quiches
Assorted Bagels and Cream Cheese

Sunrise \$16.95

Fresh Cut, Seasonal Fruit
Scrambled Eggs Sausage
Seasoned Homestyle Potatoes
Biscuits and Country Gravy
Assorted Mini Muffins
Jellies & Butter

AM Happy \$18.95

Fresh Cut, Seasonal Fruit
Ham & Cheese Omelets
Sausage
Seasoned Homestyle Potatoes
Pancakes with Warm Syrup
Assorted Breads & Bagels
Jellies, Cream Cheese & Butter

Per person additions:

Bacon (3 strips) **\$3.00**
Yogurt Cups (Assorted Variety) **\$2.00**
Granola and Breakfast Bars **\$2.00**
Quaker Oatmeal with toppings **\$3.00**
French Toast or Pancakes (2) **\$3.00**
Danish, Croissant, or Cinnamon Roll **\$2.00**
Fresh Cut Seasonal Fruit **\$4.00**
2%, Skim or Chocolate Milk **\$3.00**

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Plated Breakfast Options:

Mosa's Favorite \$17.95

Cheese Omelet
Sausage
Seasoned Homestyle Potatoes with Onions & Peppers
Country Biscuit
Orange Juice, Coffee, Tea, Ice Water



Fiesta Breakfast \$18.95

Breakfast Burrito—Flour tortilla filled with Eggs, Bell Peppers, Onions, Bacon and Cheese served with a side of Salsa and Sour Cream
Seasoned Homestyle Potatoes
Orange Juice, Coffee, Tea, Ice Water



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Break Packages: (All prices are per person. Breaks include Coffee, Iced Tea, and Water Station).

Snack Pack \$11.95

Assorted Breakfast Bars
Assorted Yogurt Cups
Applesauce Cups
Fresh Cut Seasonal Fruit

Healthy & Fresh \$12.95

Assorted Cheeses
Variety of Crackers Artisan
Flatbread Display
Vegetable Crudité

Sweet Treats \$10.95

Freshly Baked Cookies
Freshly Baked Brownies
White or Chocolate Milk

In The Mix \$11.95

Freshly Popped Popcorn
Tri-Colored Tortilla Chips
House-made Cheese Dip
House-made Trail Mix

By the Dozen:

Cookies \$15.95

Brownies \$15.95

Muffins \$15.95

Beverage Packages: (All breaks come with complimentary water station.)

Regular and Decaf Coffee

\$2.95 per guest

Regular and Decaf Coffee and Unsweetened Iced Tea

\$4.95 per guest

Regular and Decaf Coffee Unsweetened Iced Tea and Assorted Sodas

\$6.95 per guest

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Lunch Buffet Options:

(Minimum of 15 people required. Includes Iced Tea, Coffee and Ice Water Station)

Soup, Salad, Potato Bar (Choose 2) \$17.95

Mixed Lettuce, Tomatoes, Cucumbers, Carrots, Mushrooms, Chopped Egg, Banana Pepper Rings, Shredded Cheese, Grilled Chicken, Grilled Steak, Ham, Pepperoni, Croutons and Assorted Dressings.

Chef's Soup du jour

Variety of Crackers

Rolls & Butter

Chef's Choice Dessert

Deli Buffet \$18.95

House Salad with Assorted Dressings

Gourmet Pasta Salad

Sliced Honey Ham, Turkey Breast, Roast Beef

Assorted Sliced Cheeses

Lettuce, Sliced Tomatoes, Red Onion, Pickles

Assorted Breads

Housemade Pub Chips

Chef's Choice Dessert



Life's A Picnic \$18.95

Buns, Lettuce, Sliced Tomato, Sliced Red Onion, Chili, Diced Onions, Cole Slaw

Certified Angus Burgers

All Beef Hot Dogs

Gourmet Pasta Salad

Baked Beans

Housemade Potato Chips

Chef's Choice Dessert

Condiments



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Lunch Buffet Options:

(Minimum of 15 people required. Includes Iced Tea, Coffee and Ice Water Station)



South of the Border \$19.95

Flour Tortillas and Tri-colored Tortilla Chips
Marinated Chicken & Steak
Sautéed Onions and Red & Green Bell Peppers, Lettuce, Tomato,
Shredded Cheese, Sour Cream, Salsa
Seasoned Refried Black Beans
Spanish Rice
Chef's Choice Dessert



A Taste of Italy \$19.95

House Salad with Assorted Dressings
Traditional Meat Lasagna
Grilled Chicken Alfredo Pasta
Sautéed Seasonal Vegetables
Garlic Bread
Chef's Choice Dessert



American Favorites \$21.95

House Salad with Assorted Dressings
Fresh Cut, Seasonal Fruit
Braised Beef with Whole Grain Mustard Demi-Glace
BBQ Chicken
Herb Roasted Potatoes
Sautéed Seasonal Vegetables
Rolls & Butter
Chef's Choice Dessert

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Plated Lunch Options: *(Max of 30 plated. Includes Coffee, Iced Tea and Ice Water)*

Salad Selections: *(Served with Chef's soup du jour, assorted rolls, and assorted desserts.)*

Traditional Chef Salad \$19.95

Bed of mixed lettuce topped with Ham, Turkey, American & Swiss cheeses, Chopped Egg & Tomato served with your choice of dressing.



Classic Grilled Chicken Caesar Salad \$17.95

Romaine lettuce and Shredded Parmesan Cheese topped with Grilled Chicken and Croutons. Served with Classic Caesar dressing.

BLT Chopped Salad \$19.95

Mixed lettuce topped with Chopped Bacon, Avocado, Tomato, Corn, Bleu Cheese Crumbles and Grilled Chicken. Served with your choice of dressing.



Custom Lunch Selections: *(Served with a house salad, Chef's Choice of appropriate accompaniments, assorted rolls & choice of dessert.)*

Chicken Marsala \$18.95

Breast of Chicken in a Wild Mushroom Marsala Wine Sauce



Hunter Chicken \$18.95

Breast of Chicken with White Wine, Mushrooms and Tomatoes

Blackened Chicken Alfredo Pasta \$19.95

Seasoned, Sliced Breast of Chicken and Housemade Alfredo

Apple Barbecue Pork Loin Chop \$18.95

8oz Pork Loin, Smearred with Apple Barbeque Sauce



Citrus Grilled Fillet of Salmon \$21.95

Grilled Fillet of Salmon finished with a White Wine Butter Sauce

Vegetable Napoleon \$17.95

Herb Roasted Squash, Zucchini, Mushrooms, Onion & Tomato (Marinara, Yellow Pepper Puree, or Balsamic Reduction)

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Boxed Lunch Options: *(Minimum of 10, Max of 30, 3 different options. All boxed lunches include sandwich/wrap/salad, freshly baked cookie, fresh fruit cup, chips, and a can of soda.)*

Sandwich options \$15.95

Ham, Turkey and Cheese Wrap

Deli style Ham or Turkey with your choice of Cheddar, Swiss, Provolone, or American cheese wrapped in a flour tortilla with lettuce and tomato and served with a pickle spear.

Roast Beef or Ham & Cheddar Croissant

Deli style Roast Beef or Ham served with Cheddar cheese on a Croissant along with a side set-up of lettuce, tomato, onion and pickle.

BLT Club Wrap

Deli style Turkey and Ham with crispy bacon, Swiss and Cheddar Cheese along with a side set-up of lettuce, tomato, onion and pickle. Get this on toast or in a tortilla wrap.

Chicken Salad Croissant

Diced, grilled chicken breast with celery, pieces of apples and grapes, blended with a mayo vinaigrette. Served on a Croissant with a side set-up of lettuce, tomato, onion and pickle.

Chicken Cobb Salad

Mixed lettuce bed topped with tomato, bacon, hard-boiled eggs, avocado, shredded cheese, and diced grilled chicken. Server with your choice of Ranch, Bleu Cheese or Italian dressing.

12" Pizza options

Mozzarella Cheese Pizza \$13.95

Pepperoni & Mozzarella Cheese Pizza \$15.95

Supreme Meat Pizza \$17.95

Pepperoni, Sausage, Ham, and Bacon

Veggie Pizza \$16.95

Green Pepper, Onion, Mushroom, Banana Peppers, and Black Olives

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Dinner Buffet Options:

(Minimum of 25 people required. Includes Iced Tea, Coffee and Ice Water Station)

A Taste of Italy \$25.95

House Salad with Assorted Dressings

Anitpasto Salad

Traditional Meat Lasagna

Vegetable Lasagna

Grilled Chicken Alfredo Pasta

Sautéed Seasonal Vegetables

Garlic Bread

Tiramisu

Chef's Choice of (1) from our Assorted Cakes, Pies and Dessert Bars



American Favorites \$36.95

House Salad with Assorted Dressings

Braised Beef Short Ribs

Grilled Fillet of Salmon in a Citrus Butter Sauce

BBQ Chicken Breast or Fried Chicken

Yukon Gold Mashed Potatoes

Housemade 3-Cheese Macaroni

Sautéed Seasonal Vegetable

Assorted Rolls & Butter

Chef's Choice of (2) from our Assorted Cakes, Pies and Dessert Bars



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Dinner Buffet Options:

(Minimum of 25 people required. Includes Iced Tea, Coffee and Ice Water Station)

The Executive \$39.95

House Salad with Assorted Dressings
Fresh Seasonal Fruit Salad
Sliced Beef Tenderloin in Red Wine Demi
Pan Seared Mahi-Mahi with Roasted Poblano Sauce
Chicken Piccata
Smoked Gouda Au Gratin Potatoes
Sautéed Seasonal Vegetables Honey
Glazed Carrots
Assorted Rolls & Butter
Choice of (2) from our Assorted Cakes, Pies and Dessert Bars



The Charlestonian Mixer

2 Entrees for \$30.95, or 3 Entrees for \$36.95

Caesar or House Salad (Choice of 2 dressings)
Choose (2) Seasoned Green Beans, Seasonal Roasted Vegetables, Steamed Broccoli, Honey
Glazed Carrots
Choose (2) Gouda Au Gratin Potatoes, Loaded Mashed Potatoes, Garlic Roasted Red Skinned
Potatoes, Long Grain and Wild Rice, Macaroni and Cheese
Entrée Options: Sliced Beef with Red Wine Demi, Braised Beef Short Ribs, Chicken
(Florentine, Piccata, Hunter, Marsala, Fried), Salmon (Citrus Butter or Sesame Ginger
Glazed), Thick Cut, Boneless Pork Chop Loin with Whole Grain Mustard Sauce
Assorted Rolls & Butter
Chef's Choice of (2) from our Assorted Cakes, Pies and Dessert Bars

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Plated Dinner Options: *(Includes Coffee, Iced Tea, and Water. Dinner is served with a house salad, Chef's Choice of appropriate accompaniments of one starch and one vegetable, assorted dinner rolls and Chef's choice of dessert.)*

Chicken Marsala \$26.95

Breast of Chicken in a Wild Mushroom Marsala Wine Sauce

Hunter Chicken \$26.95

Breast of Chicken, Mushrooms & Tomatoes in White Wine Sauce

Chicken Florentine \$27.95

Pan Seared breast of Chicken smothered in a decadent Spinach and Cream Cheese Sauce

Apple Barbecue Pork Loin Chop \$25.95

6oz Grilled Pork Chop Loin coated with Golden Delicious Apple Barbeque Sauce

Grilled Fillet of Salmon \$32.95

Finished with a Citrus Butter Sauce or a Champagne and Chives Sauce

Filet Mignon served medium \$Market Price

Petit Certified Angus 6-ounce Filet or Center Cut Certified Angus 8-ounce Filet

Vegetable Napoleon \$25.95

Herb Roasted Squash, Zucchini, Mushrooms, Onion, & Tomato
(Marinara, Yellow Pepper Puree, or Balsamic Reduction)

Duet of Petite Breast of Chicken & Salmon \$36.95

Duet of Petite Breast of Chicken & Pork Chop \$36.95

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Hors d'Oeuvres Selections:

Vegetarian Spring Rolls with Dipping Sauce \$175.00 per 100 pieces

Glazed Meatballs (Bourbon, Sweet & Sour, Swedish, Teriyaki) **\$175.00** per 100 pieces

Chicken Wings (Buffalo, Bourbon, Coca-Cola BBQ, Teriyaki) **\$100.00** per 100 pieces

Panko Crusted Chicken Tenderloins with dipping sauce **\$175.00** per 100 pieces

Maryland Crab Cakes with Roasted Red Pepper Aioli **\$225.00** per 100 pieces

Applewood Bacon Wrapped Scallops \$225.00 per 100 pieces

Cocktail Shrimp \$225.00 per 100 pieces

Ahi Tuna Poke \$Market Price

Roma Antipasto Display Board

\$14.95 per person
(Minimum 25)

Market Fresh Grilled Vegetable Display

\$10.95 per person

Fresh Vegetable Crudit 

\$6.95 per person

Domestic Cheeses and Fresh Cut Seasonal Fruit Display

\$9.95 per person

International Cheeses and Fresh Seasonal Fruit Display

Market Price



Warm Spinach and Artichoke Dip with Fresh Bread Rounds **\$79.95** per 64oz

Buffalo Chicken Dip with Pita Pieces **\$69.95** per 64oz

Maryland Crab Dip with Fresh Bread Rounds **\$79.95** per 64oz

Housemade Hummus with Pita Pieces **\$59.95** per 64oz

**Note: serves approximately 50 people*

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Carving/Action Stations:

(Carving stations will have an attendant to carve. Rolls are included with each station.)

Certified Prime Rib served with Horseradish **\$250.00** each

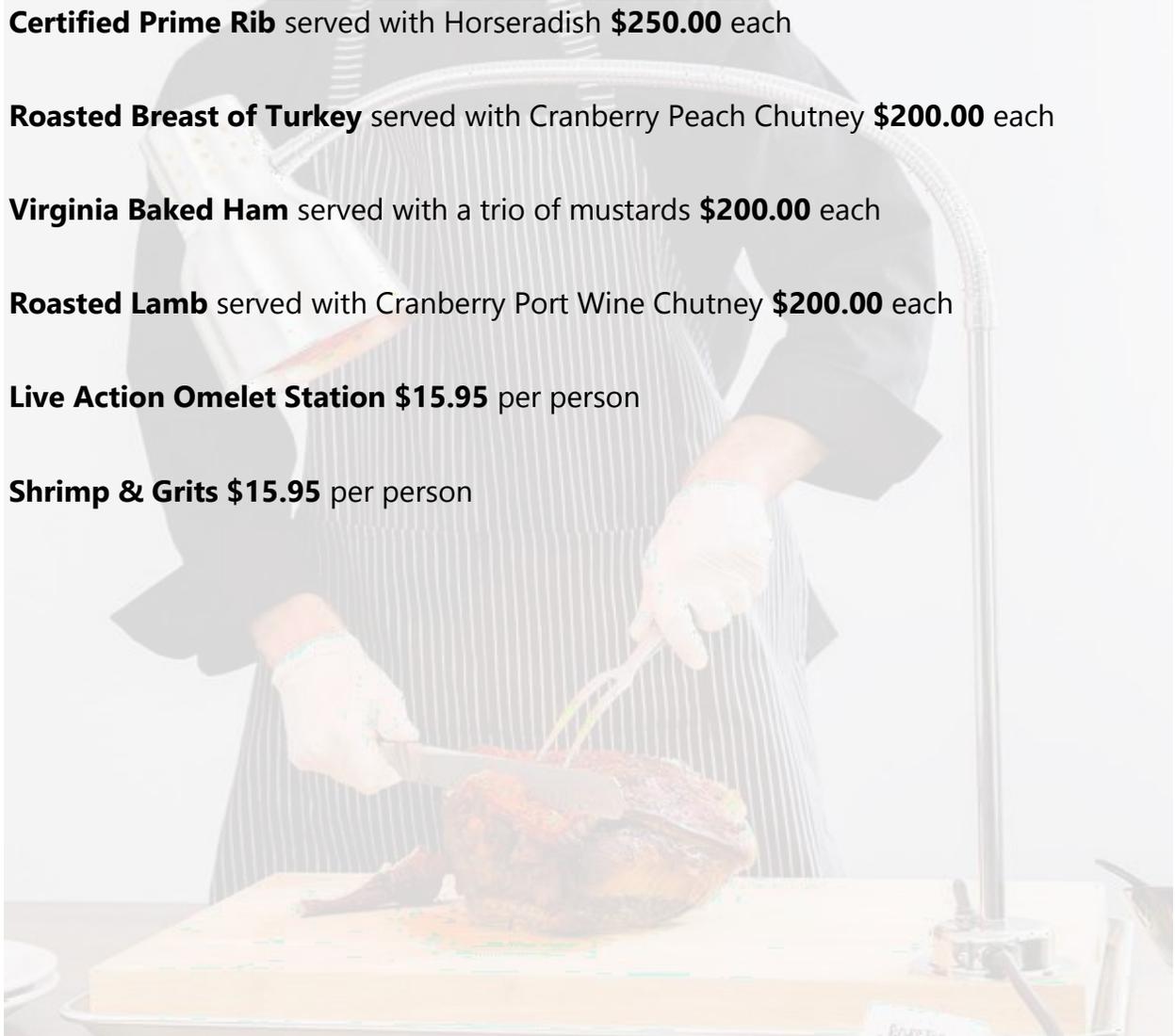
Roasted Breast of Turkey served with Cranberry Peach Chutney **\$200.00** each

Virginia Baked Ham served with a trio of mustards **\$200.00** each

Roasted Lamb served with Cranberry Port Wine Chutney **\$200.00** each

Live Action Omelet Station **\$15.95** per person

Shrimp & Grits **\$15.95** per person



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Bar Options: (\$50 per bartender per hour. Our servers, managers and staff reserve the right to refuse service.)

Cash Bar Options

*Price below is per drink, including mixers.
Inclusive of administrative fee and sales tax.*

Call Liquors \$6.00
Premium Liquors \$7.00
Top Shelf Liquor \$8.00
Domestic Beer \$5.00
Import Beer \$6.00 House
Wines \$7.00 Premium
Wines \$9.00
Soda or Bottled Water \$2.00
Red Bull \$3.00

Call Liquors:

Jim Beam, Seagram's 7, Bacardi Light, Smirnoff,
Beefeater, Sauza Silver, Montezuma Gold

Premium Liquors:

Jack Daniel's, Captain Morgan, Tanqueray, Tito's,
Jose Cuervo Gold

Top Shelf Liquors:

Crown Royal, Maker's Mark, Woodford Reserve,
Bombay Sapphire, Grey Goose, Patron Silver/
Reposado

Domestic Beer:

Bud Light, Budweiser, Miller Lite, Coors Light,
Yuengling, Michelob Ultra

Import/Craft Beer:

Corona, Heineken, Stella Artois, Guinness,
Modelo Especial, Blue Moon, Angry Orchard,
Shock Top

Host Bar Options

*Price below is per drink, not including mixers.
Subject to administrative fee and sales tax.*

Call Liquors Package \$5.00
Premium Liquors Package \$6.00
Top Shelf Liquors Package \$7.00
Domestic Beer \$4.00
Import Beer \$5.00
House Wines \$7.00
Premium Wines \$9.00
Soda or Bottled Water \$2.00
Red Bull \$3.00

To Switch to a Cash Bar During the Event

*Bartender requires a 15-minute switching period.
During this time, the bar will be closed.*

Host Bar Additions

Cases of Beer

Domestic Category Option \$70
Import Category Option \$90

Keg of Beer (Full = 124 pints, Sixtel = 41 pints)

Domestic Beer Keg: Full \$260, Sixtel \$180
Import Beer Keg: Full \$360, Sixtel \$220

Mimosas \$50 per Gallon

Sangria or Margarita \$60 per Gallon

Champagne \$30 per Bottle

Sparkling Cider \$15 per Bottle

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Audio-Visual and Additional Services:

Equipment

Dance Floor (up to 15 x 15) \$100.00

Risers \$30.00 per riser

WeFrame: \$250.00

Screens \$25.00 per screen

50-inch Flat Screen Television \$100.00

Mondopad \$125.00

LCD Projector: \$150.00

Flip Chart Paper, Stand & Markers \$35.00

Speaker Phone \$50.00

Wireless and Wired Handheld Microphones

\$25.00 per microphone

Lavalier Microphones

\$80.00 per microphone

Tent \$300

Table Lighting \$10 per table

IT Support Fee \$175.00/hour

Audio-Visual Packages

The Standard

1 Portable Dry Erase Board & Markers

1 Podium

\$35.00 per day

The Premier

1 Portable Dry Erase Board & Markers

1 LCD Projector and Screen

1 Podium

1 Wireless Microphone

\$175.00 per day

Complimentary Items

Wireless Internet Access

Wide Variety of Napkins and Table Linens

Mirror Tiles

Glass Centerpieces (Customer Must Provide
Items To Go Inside)

Flags (American and WV)

Services

Black and White Copies

\$0.10 per page

Color Copies

\$0.15 per page

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General Information

Pricing

Due to current market fluctuations, prices in this menu are estimated. Our Food & Beverage department can confirm pricing for selected menus 60 days prior to your event.

Guarantees

The Sales & Catering team member must be notified of the exact number of attendees by 3 business days (72 hours) prior to the event. This minimum of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. An attendance increase within the 72 hours before the morning of the function will be accepted. The Hotel will set up and prepare food for 5% over the final guaranteed figure. If no guarantee is received by Sales & Catering team member, your last indication of number of attendees will be considered your guarantee.

Banquet and Meeting Rooms

As other groups may be utilizing the same room before or after your function, please adhere to the times agreed upon. Should your scheduled times change, please contact a Sales & Catering team member and every effort will be made to accommodate you. Room rental charges apply to all meeting rooms. Function rooms are assigned by the number of people anticipated. If attendance drops or increases, we reserve the right to change groups to rooms suitable for their attendance. If a request to change the set-up of a meeting space happens after the space is already set, a reset fee will be charged if achievable.

The Hotel will not permit affixing of anything to the walls, floors, or ceilings of rooms with nails, staples, tape, or any other substances unless approval is given. Glitter or confetti may not be used as decoration in any meeting or public space, and sprinkler heads should not be used to hang anything from anywhere in the hotel. Any damages or loss will be the responsibility of the guest/client. Any special requests for linens or supplies ordered through the hotel will be provided at an additional charge. The hotel is not responsible for any issues or mistakes made by outside rental companies.

Billing

All accounts must be paid in full 72 hours prior to the event. Items ordered by consumption such as sodas or host bars must be paid in full within 72 hours of the event. A deposit or credit card is required on all functions when the signed contract is returned. Deposits will be required according to the conditions of the contract.

Cancellation fees are outlined in detail in the hotel's catering contract.

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General Information

Food and Beverage Policy

Due to licensing and insurance requirements, all food and beverage provided must be supplied and prepared by the hotel's food and beverage department, with the exception of a celebration cake. No remaining food or beverage provided by the hotel shall be removed from the premises. At the conclusion of the function, such food and beverage becomes the property of the hotel.

Food

To ensure availability of chosen items and delivery of products by our vendors, menus must be finalized three (3) weeks prior to the function. All buffets require a minimum of 15 people. The buffets are designed to provide service for up to two (2) hours. A surcharge of \$3 per person applies for guarantees of less than the minimum number of people. The Holiday Inn & Suites, Charleston West reserves the right to substitute other available food and services if necessary when the actual number of attendees exceeds the guarantee plus 5%, or when the guaranteed number is received less than 72 hours prior to the event, or in the event of supply-chain delays that are out of the hotel's control.

Special Dietary Needs

The Holiday Inn & Suites, Charleston West can provide alternative meal options for a variety of unique dietary needs with advance notice. Please contact our Sales & Catering team member with any special requests including vegan and vegetarian meals, food allergies, gluten-free meals or any other necessary options.

Alcohol

As a licensee, the hotel is responsible for the sale and service of alcoholic beverages in accordance with state and local liquor laws. Therefore, all alcohol must be supplied by the hotel and served by our team. We will request proper identification (valid photo ID) and reserve the right to refuse service to any person that appears intoxicated. No alcohol may leave the banquet area and no alcohol purchased outside this facility may be brought into the restaurant, banquet areas, or public spaces.

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