

Welcome

Food Service

Thank you for selecting the Horizon Convention Center to host your event. We offer special event consulting and custom catering for all types of events. Please note that no food or beverage of any kind may be brought into the facility by the patron, any of the patron's guests or invitees. While our menus offer a variety of items to choose from, your catering representative and our executive chef will be happy to work with you to create a custom menu for your event. All buffets will remain in place for service for a maximum of one and a half hours and no remaining food may be taken out of the facility, in accordance with the Indiana Department of Health Guidelines. Please note that special meal requests to accommodate particular allergies or dietary needs beyond a designation of vegetarian will incur an additional charge of \$10 above the selected main entrée price to offset the additional labor incurred in preparation.

Beverage Service

Horizon Convention Center offers a complete selection of beverages to complement your function. Please note that the State of Indiana Liquor Laws regulate alcoholic beverages and services. Horizon Convention Center is responsible for the administration of these regulations. Alcoholic beverages may not be brought onto the premises from outside sources. We reserve the right to refuse alcohol service to intoxicated or underage persons. Alcoholic beverages may not be removed from the premises.

Contracts

A signed copy of the Banquet Event Order (BEO) must be returned to the Sales and Events Manager within ten (10) business days prior to all events. The signed contract with its stated terms and addendum (if applicable), constitutes the entire agreement between the client and Horizon Convention Center.

Pricing

Prices are quoted ninety (90) days in advance of an event, but are subject to change due to fluctuating market prices. However, once you have made your menu selection, the menu prices will be guaranteed for sixty (60) days. A 20% Service Charge and 8% State Sales Tax will be applied to all food and beverage sales. If the customer is a tax-exempt organization, Horizon Convention Center requires a copy of the Indiana Gross Retail and Use Tax Certificate with your signed Banquet Event Order. **PLEASE BEAR IN MIND THAT EVEN IF YOUR ORGANIZATION IS TAX EXEMPT, YOU ARE ONLY EXEMPT FOR A FOOD FUNCTION WHEN THE EVENT IS A FUNDRAISER.**

If a certificate is not received prior to invoicing, Indiana Sales Tax will be collected on all invoices. Organizations are exempt from the food and beverage and sales tax of 8% only if the event is considered a fundraising event. If your event is considered a fundraising event, you must complete the "Food and Beverage Tax Exemption" form provided by the Horizon Convention Center, in accordance with the Indiana Department of Revenue Bulletin #10 and the Indiana Administrative Code #45-IAC 22-5-51. This form must be submitted with your tax-exempt form.

Guarantee

The Horizon Convention Center must have your menu selection(s) and an approximate number of guests you expect 21 days prior to your event date. Minimum guaranteed counts and payment are to be provided to your sales manager 10 days prior to the event start date. Final counts for all events are due four business days prior to the event date with the exception of social events which are required to provide the final count and payment in full, 10 days prior to the event date. If there is an increase to your count after payment, we will require a valid credit card for the balance or a pre-approved credit application, to send you a post event invoice.

The number provided will be the minimum number of meals for which you will be billed. The Horizon Convention Center will not be responsible or liable for serving additional guests after

receiving the final count, but will do so based on the availability of product. **Any meal increase after receiving the final count will also incur an additional \$10 increase per meal over the selected entrée price.**

Any adjustments, additions or replenishments of the contracted catering service will be reflected in a final invoice with payment due 15 days from invoice date, based on prior arrangement with your sales manager. We will accept cash, personal checks and cashier's checks. For your convenience, payment may also be made by MasterCard, Visa, Discover or American Express.

Payment

100% of the estimated bill is to be paid ten days prior to the event for all events. Cash or a cashier's, certified or corporate check, American Express, MasterCard Visa and Discover are also acceptable forms of payment at the Horizon Convention Center. In the event additional charges are accumulated we will require a valid credit card for the balance or a pre-approved credit application, to send you a post event invoice.

All menu selections will incur a 20% Service Charge, a 7% State Sales Tax and a 1% County Food & Beverage Tax unless otherwise noted by your catering representative. If your organization or event is Tax-Exempt, it is the responsibility of the event organizer to provide the caterer with proper documentation prior to invoicing. Documentation provided after invoicing will not constitute an adjustment on event invoice.

Cancellation Policy

If the event organizer cancels the event(s) or otherwise terminates this contract within ten (10) business days prior to the start of the event(s), then the event organizer will be reimbursed 75% of the catering pre-payment. If the event is cancelled within nine (9) days of the event(s), then the event organizer will be reimbursed 25% of the catering pre-payment. If the event is cancelled within three (3) days of the event(s), then the event organizer will forfeit all catering pre-payments.

Labor Charges

Lunch and dinner services are based on five (5) hours, which includes two (2) hours for banquet set-up, two (2) hours for service and one (1) hour for clean-up. Breakfast and reception service is based on four (4) hours which includes one (1) hour for set-up, two (2) hours for service and one (1) hour for clean-up. In the event that the service shift exceeds the above time frame, an additional labor charge of \$15.00 per hour per wait person will be applied. Meeting breaks are priced for drop-off service. Requests for attended meeting breaks and/or beverage service on consumption will incur a \$50 labor fee unless they are directly before or after a full meal function.

Set up fees of \$150 per bar will be waived when minimum sales of \$350 is generated per bar during a 4-hour function. After the four-hour period, increased set-up fees and minimums will apply. Based on attendance, additional bartenders may be required and will be charged at a rate of \$25 per bartender, per hour.

Publish date 10/09

Premium Menu

All meals are served your choice of salad, vegetable & accompaniment and are plated unless otherwise noted. Also includes fresh rolls, whipped honey butter, freshly brewed coffee and iced tea.

SAUTEED CHICKEN BREAST	\$21.95
<i>Finished with a tarragon cream sauce (plated or buffet)</i>	
GRILLED CHICKEN & PENNE PASTA	\$22.95
<i>With scallions, Roma tomatoes, roasted pine-nuts and a white Merlot-Gorgonzola cream sauce (plated or buffet)</i>	
CHICKEN STUFFED WITH SPINACH & BOURSIN	\$23.95
<i>Finished with a creamy sauce</i>	
CHICKEN WELLINGTON DIJONAISE	\$24.95
<i>With grainy mustard & sherry cream, wrapped in puff pastry</i>	
ITALIAN CHICKEN BALLOTINE	\$24.95
<i>Stuffed with sundried tomatoes, pine-nuts & spinach and laced with garlic cream.</i>	
ROAST PORK LOIN	\$22.95
<i>With savory Shiitake mushroom sauce (plated or buffet)</i>	
ROAST LOIN OF PORK	\$23.95
<i>In brandy sauce with caramelized apples (plated or buffet)</i>	
BEEF WELLINGTON DIJONAISE	\$28.95
<i>With grainy mustard & sherry cream, wrapped in puff pastry</i>	
GARLIC RUBBED TENDERLOIN OF BEEF	\$35.95
<i>Topped with a balsamic reduction</i>	
HERB ROASTED TENDERLOIN OF BEEF	\$38.95
<i>Served with a lively mustard-horseradish sauce</i>	
SAUTEED CRAB CAKES	\$20.95
<i>Finished with Cilantro-lemon remoulade Sauce</i>	
BAKED PARMESAN ENCRUSTED TILAPIA	\$21.95
PAN-SEARED HALIBUT FILLET	
<i>With roasted red-pepper & caper salsa</i>	
GRILLED SALMON	\$23.95
<i>Topped with orange-rosemary marmalade</i>	

SALAD SELECTIONS

Antipasto
Romaine
Spring Mix
Mixed Greens
Spinach Salad
Fruit Salad
Pasta Salad
Baked Potato Salad
Cole Slaw
Pea Salad
Corn Salad

ACCOMPANIMENTS

New Potatoes
Parsley Potatoes
Roasted Baby Bakers
Garlic Mashed Potatoes
Rosemary Roasted Red Potatoes
Rice Pilaf
Saffron Rice
Yukon Gold Mashed Potatoes
Bowtie Pasta with Marinara
Penne Pasta with Marinara
Orzo with Cranberries

VEGETABLES

Country Style Green Beans
Green Beans Amandine
Broccoli Au Beurre and Parisienne Carrots
Corn O'Brien
Italian Mixed Vegetables
Sugar Snap Peas
Carrots Vichy
Asian Mixed Vegetables
Vegetables Antigua
Tuscan Vegetables
Vegetables Monaco