



**Edward D. Hansen
Conference Center**

CATERING MENU





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WELCOME

to the Edward D. Hansen Conference Center

Oak View Group Hospitality (OVG Hospitality) welcomes you to the Edward D. Hansen Conference Center. Our Executive Chef and Culinary Team created a menu featuring a selection of chef-designed packages including regional and local favorites.

As the exclusive provider of food and beverage for the Edward D. Hansen Conference Center, we are committed to the highest standards of quality and service. We eagerly await the opportunity to create a new and incomparable experience for your event. We believe in the quality of your experience, the finest food and beverage complemented by efficient and gracious service. Our OVG Hospitality culinary team sources our ingredients locally whenever possible: "From our state to your plate!"

Please inform our Premium Services Manager of any dietary restrictions so we can help guide your menu selections and tailor options to fit your guests' needs. Our catering menu features a wide array of foods, from breakfast and boxed lunches to appetizers, buffet dinners, plated meals, decadent desserts and complete beverage service.

TO PLACE AN ORDER OR FOR ANY ADDITIONAL QUESTIONS

PLEASE CONTACT:

Chloe Holdredge

Premium Services Manager

chloe.holdredge@oakviewgroup.com



BREAKFAST

All breakfast packages include coffee, hot tea, water service and juice. Minimum order of 24 guests.

CONTINENTAL

SIMPLY CONTINENTAL

29 PER GUEST

Fresh fruit and berry display with Greek yogurt dip
Assorted mini pastries, muffins, scones,
doughnuts and assorted bagels,
butter, cream cheese and preserves

YOGURT BAR

26 PER GUEST

Vanilla, flavored plain, and Greek yogurts
Fresh fruit, berries, assorted nuts, and granola
Assorted pastries and muffins

CEREAL BAR

29 PER GUEST

Assorted selection of cereals hot and cold
Fresh fruit and berries
2% and whole milk

BAGELS AND LOX

30 PER GUEST

Assorted fresh bagels
Smoked salmon lox, lemon, capers, pickled red onion,
roasted cherry tomatoes, and frisee
Assorted cream cheeses and spreads
Fresh fruit and berry display with Greek yogurt dip

BUFFET

SUNNY MORNING

32 PER GUEST

Fresh fruit and berry display with Greek yogurt dip
Scrambled eggs with chives
O'Brien country potatoes
Applewood smoked bacon

COUNTRY STYLE

34 PER GUEST

Fresh fruit and berry display with Greek yogurt dip
Scrambled eggs with chives
Buttermilk biscuits with sausage gravy
Sausage patty or links

GREAT START

35 PER GUEST

Fresh fruit and berry display with Greek yogurt dip
Assorted mini pastries, muffins, scones, doughnuts, and
assorted bagels, butter, cream cheese, and preserves
Scrambled eggs with chives
O'Brien country potatoes
Applewood smoked bacon
Sausage patty or links

PLATED

SIGNATURE CLASSIC

32 PER GUEST

Farm fresh scrambled eggs, O'Brien country potatoes, and
Applewood smoked bacon

BELGIAN WAFFLE

34 PER GUEST

Farm fresh scrambled eggs, choice of applewood or
pepper bacon accompanied, whipped butter, fresh berry
compote and maple syrup

EGG WHITE FRITTATA

28 PER GUEST

Farm fresh scrambled eggs, O'Brien country potatoes, and
Applewood smoked bacon baked into mini cups



BREAKFAST

Minimum of 24 people. Prices are per person.

Please contact your catering representative for specialty requests or dietary restrictions.

CHEF'S ACTION TABLE

MADE TO ORDER EGGS

25 PER GUEST

Made-to-order eggs and omelets with cage-free eggs or egg whites, sharp cheddar, cured ham, smoky bacon, spinach, roasted mushrooms, onions, tomatoes, bell peppers, salsa fresca, salsa verde and corn tortillas. Includes chef attendant.

BREAKFAST HOT PAN STATION

26 PER GUEST

Choice of one hot pan item, two fruit toppings, two berry toppings, three additional toppings and two syrups

Pancakes, waffles, crêpes, brioche French toast, fresh fruit, fresh berries, mascarpone whipped cream, honey whipped butter, citrus-thyme-mint curd, chocolate shavings, assorted toasted nuts, toasted coconut, maple syrup, blackberry syrup, caramel sauce and jalapeño-blueberry syrup

GRAB & GO All items are individually packaged. Minimum order of 24 guests.

BREAKFAST BOX 1

24 PER GUEST

Choice of Danish, muffin or croissant
Fresh seasonal fruit cup
Chobani yogurt
Individual bottle of juice

BREAKFAST BOX 2

25 PER GUEST

Freshly baked bagel with cream cheese
Ripened banana
Hard boiled egg
Chobani yogurt
Individual bottle of juice

BREAKFAST BOX 3

29 PER GUEST

Steel cut oats
Fresh seasonal fruit cup
Hard boiled egg
Cubed domestic cheese
Individual bottle of juice

BERRY PARFAIT

10 PER GUEST

Fresh berries atop vanilla yogurt with granola

BREAKFAST SAMMY'S

13 PER GUEST

Choice of egg, sausage and cheese on a croissant or egg white, Canadian bacon and cheese on an English muffin

FRESH FRUIT CUP

8.25 PER GUEST

WHOLE FRUIT

5.00 PER GUEST

CHOBANI YOGURT

5.00 PER GUEST

HARD BOILED EGGS

5.00 PER GUEST

BAGEL AND CREAM CHEESE

9.50 PER GUEST



LUNCH

Available 11:00 a.m. –3:00 p.m. Includes coffee, hot tea, water service, and your choice of iced tea or lemonade. Minimum order of 24 guests.

BUFFETS

THE EBEEY

37 PER GUEST

Seasonal house-made soup
Romaine and spinach salad with cheddar, dried cranberries, croutons, tomato, carrots, onion, herb-grilled chicken and choice of dressing
Herb grilled chicken
Accompanied with choice of dressing(s)
Variety brownie display

MT. BAKER BUFFET

39 PER GUEST

Garden salad with choice of dressing(s)
Deli sandwich display with turkey, ham, roast beef, cheddar, Swiss, provolone, lettuce, tomato, red onion, pickles, garlic aioli, mayonnaise, stone-ground mustard, yellow mustard and assorted deli breads
Kettle chips
Cookie display

ENSENADA

55 PER GUEST

Southwest-style salad with charred corn, black beans, tomatoes, tortilla strips and Parmesan, served with cilantro-lime vinaigrette and spiced-up Caesar dressing
Refried beans with cotija cheese
Mexican-style rice
Choice of chipotle beef, chicken tinga, or pork carnitas
Flour tortillas
Pico de gallo, roasted tomatillo salsa, cilantro-lime crema
Grilled-lime marinated jalapeños
Cinnamon-sugar dusted churros with Strawberry glaze, chocolate sauce, caramel sauce and vanilla bean infused whipped cream

ADD CORN TORTILLAS FOR \$1 PER GUEST

THE RIVERFRONT

58 PER GUEST

Baby lettuce cup display with lemon-thyme vinaigrette
Roasted seasonal veggie medley
Herb roasted red and Yukon Gold potatoes
Grilled rosemary airline chicken breast with pomegranate jus
Pan-seared northwest salmon with citrus-Reisling beurre blanc sauce
Assorted dinner rolls with butter
Dessert bar display

THE MAUI

58 PER GUEST

Pacific Rim green salad with grilled pineapple, roasted red peppers, chopped onion, feta and rice wine vinaigrette
Roasted vegetable medley
Herb jasmine and farro rice pilaf
Roasted huli-huli chicken
Grilled miso glazed salmon
Pineapple upside-down cake or cookie/brownie display



LUNCH

Available 11:00 a.m.–3:00 p.m. All boxed lunches are individually packaged and include whole fruit, a bag of chips with sandwiches or a roll with salads, assorted packaged cookies and bottled water. Choice of sandwich or make it a wrap. Gluten-free bread available upon request. Minimum order of 24 guests.

BOXED LUNCH

PLEASE CHOOSE FROM THE FOLLOWING

28 PER GUEST

TURKEY

Roasted turkey breast, provolone, lettuce, tomato, onion, pesto mayo on a hoagie roll

HAM

House sliced ham, cheddar, lettuce, tomato, onion, Dijon mustard on a hoagie roll

ROAST BEEF

Sliced roast beef, Swiss, tomato, onion, horseradish mayo on a hoagie roll

CHICKEN SALAD

Chicken salad with apples, tarragon and green onions, served with lettuce and tomato on a croissant

VEGETARIAN WRAP ^V

Quinoa, kale, cucumber, carrot, avocado chickpea spread in a spinach wrap

GRILLED CHICKEN SALAD

Grilled herb chicken over spring mix with red onion, cherry tomatoes and cheddar, served with raspberry vinaigrette and croutons on the side

ALL CATERED EVENTS ARE SUBJECT TO A 20% MANAGEMENT CHARGE & SALES TAX.

PLATED LUNCH

Available 11:00 a.m.–3:00 p.m. Includes coffee, hot tea, water service, and your choice of iced tea or lemonade.
Minimum order of 24 guests.

COLD OPTIONS

CLASSIC GRILLED CHICKEN CAESAR 38

Grilled chicken over grilled romaine heart with cherry tomatoes, garlic croutons, parmesan cheese, and lemon wedges served with creamy Caesar dressing on the side

CHOPPED GRILLED CHICKEN SALAD 39

Herb grilled chicken over romaine lettuce with cucumbers, cherry tomatoes, blue cheese, choice of dressing: blue cheese, ranch, balsamic, or raspberry vinaigrette on the side

GRILLED FLANK STEAK SALAD 46

Herb marinated grilled flank steak over chopped romaine and spring mix with tomato, pickled red onion, radish slices, avocado and champagne vinaigrette

HOT OPTIONS

TERIYAKI CHICKEN 47

Teriyaki grilled chicken, vegetable stir fry and steamed ginger-scented rice

TIKKA MASALA CHICKEN SATAY 52

Yogurt-marinated chicken skewers grilled and simmered in smoky tomato curry sauce, served with basmati rice pilaf and roasted vegetables

NORTHWEST HERB CRUSTED SALMON 54

Locally sourced seasonal salmon or steelhead crusted with herbs, seared and topped with chive-lime butter, served with a citrus wild rice blend and grilled seasonal vegetables

DESSERTS Please select one of the following

VANILLA CHEESECAKE

Choice of chocolate, raspberry, or strawberry drizzle

DOUBLE CHOCOLATE BROWNIE

Rich, dense, chewy chocolate brownie with chocolate chunks, dusted with confectioner's sugar

CRUMBLE BAR

Shortbread crust with spiced apple or raspberry filling and streusel crumb topping

DESSERT DASH

See details on last page

PRICES VARY

GLUTEN-FREE AND VEGAN DESSERT OPTIONS AVAILABLE UPON REQUEST FOR AN ADDITIONAL CHARGE

ALL CATERED EVENTS ARE SUBJECT TO A 20% MANAGEMENT CHARGE & SALES TAX.

WELCOME

BREAKFAST

LUNCH

SNACKS

HORS D'OEUVRES

DINNER

BEVERAGES

POLICIES



SNACK

Available all day. All items are individually packaged. Minimum order of 12 guests.

GRAB & GO

GOLDFISH CHEDDAR CRACKERS	6.00 PER GUEST	TRAIL MIX	7.75 PER GUEST
WHOLE FRUIT	6.25 PER GUEST	CHEX SNACK MIX	8.75 PER GUEST
SWEET STREET COOKIES	6.25 PER GUEST	STACY'S PITA CHIPS	8.75 PER GUEST
GRANOLA BARS	7.25 PER GUEST	FRESH VEGGIE CUP	11.00 PER GUEST
ASSORTED CHIPS	7.25 PER GUEST	Hummus or ranch dip	
SMARTFOOD WHITE CHEDDAR POPCORN	7.75 PER GUEST	FRESH FRUIT CUP	12.50 PER GUEST
		Yogurt dip	

ALL CATERED EVENTS ARE SUBJECT TO A 20% MANAGEMENT CHARGE & SALES TAX.

HORS D'OEUVRES

Available 11:00 a.m.–3:00 p.m. Includes assorted bread and butter, Seattle's Best Coffee, water service, your choice of iced tea or lemonade and choice of dessert. Minimum order of 50 guests.

BUFFET STATIONS

All reception-style buffets are individually plated. Minimum order of 24 guests.

CRUDITÉ PLATTER 16 PER GUEST

Freshly cut vegetables served with ranch dip and house-made hummus

FRESH FRUIT DISPLAY 18 PER GUEST

Seasonal sliced fruit served with yogurt dip

ARTISAN CHEESE DISPLAY 22 PER GUEST

Assorted Northwest cheeses served with fresh and dried fruits and crackers

ANTIPASTO DISPLAY 30 PER GUEST

Chef's selection of Italian meats, marinated olives, grilled and pickled veggies, hard and soft cheeses and house-made crostini

COLD HORS D'OEUVRES

Priced per dozen. Minimum order of two dozen.

CAPRESE SKEWER CUPS 42 PER DOZEN

Fresh colorful grape tomatoes, basil oil-marinated mozzarella and Kalamata olives skewered and elegantly arranged on decorative bamboo, served in individual cups with fig-balsamic glaze

DATE, FIG AND BRIE TOAST 40 PER DOZEN

Toasted focaccia topped with date and fig jam and grilled Brie

GARLIC SHRIMP & BUTTERNUT BITES 42 PER DOZEN

Garlic-roasted shrimp skewered with honey-glazed butternut squash, served chilled

HOT HORS D'OEUVRES

Minimum of two dozen per order. Priced per dozen pieces.

CRISPY FRIED SPRING ROLL 42 PER DOZEN

Made with a crisp crepe-like wrapper for an authentic appearance, filled with vegetables, vermicelli and spices for an authentic flavor, served with sweet Thai chili sauce

EDAMAME POTSTICKER 43 PER DOZEN

Garden-fresh mix of edamame, napa cabbage, scallions, carrots and corn, seasoned with an Asian-inspired blend of herbs and spices, wrapped in a thin dumpling wrapper, steamed and seared until golden

ARANCINI RISOTTO 45 PER DOZEN

Classic Parmesan-stuffed risotto balls coated in panko breadcrumbs, served over zesty marinara sauce and finished with a pesto drizzle

TERIYAKI MEATBALLS 45 PER DOZEN

Lightly seasoned ground beef meatballs on skewers, coated with teriyaki sauce

SPANAKOPITA 48 PER DOZEN

Savory Greek appetizer featuring crispy phyllo dough triangles filled with spinach and feta

SOY-GINGER-LIME AND CHILI CHICKEN SKEWERS 48 PER DOZEN

Savory Greek appetizer featuring crispy phyllo dough triangles filled with spinach and feta

DINNER

Available after 3:00 p.m. Includes assorted bread and butter, coffee, water service, and your choice of iced tea or lemonade. Coffee and tea bars are available for an additional charge. Minimum order of 24 guests.

THEMED BUFFET DINNERS

ROMA

59 PER GUEST

Romaine lettuce with tri-color bell peppers, roasted artichokes, feta and Kalamata olives, served with basil and Riesling vinaigrette
Herb roasted asparagus
Grilled Italian sausage with sun-dried tomato cream and penne pasta bake
Pesto grilled chicken breast with Alfredo, parmesan and cavatappi pasta bake
Garlic bread
Mini cheesecake display

ENSENADA

59 PER GUEST

Grilled romaine with roasted garlic-lime corn, grape tomatoes, tortilla strips, Parmesan and cotija, served with southwest Caesar dressing
Refried pinto beans with queso fresco
Mexican-infused rice
Seasoned beef carne asada with peppers and onions
Grilled ancho chicken fajitas with peppers and onions
Seared flour tortillas
Tortilla chips
Sour cream, guacamole and salsa trio with pico de gallo, roasted tomatillo verde and peach salsa
Dulce de leche cake

ADD CORN TORTILLAS FOR \$1 PER GUEST

THE SOUND

64 PER GUEST

Mixed greens, English cucumber, cherry tomatoes and dried cranberries served with apple cider vinaigrette
Roasted seasonal veggies
Herb tossed roasted heirloom potatoes
Locally sourced northwest salmon or steelhead with lemon-dill beurre blanc sauce
Pepper and herb-crusted chicken breast with blueberry-Chardonnay thyme cream sauce
Assorted dinner rolls with herb butter
Chef's mixed berry cobbler

NORTHWEST TRAIL

69 PER GUEST

Fresh greens, chickpeas, pumpkin seeds, green peas, carrots with ranch dressing
Fresh bistro root veg medley
Parmesan au gratin potatoes
Pan-seared rosemary-shallot chicken breast with honey-garlic jus
Braised short ribs, slow cooked in cabernet, carrot, celery, onion, herbs and demi-glaze until fall-off-the-bone tender
Assorted dinner rolls and herb butter
Assorted dessert bar display

BUFFET ENHANCEMENTS - ACTION STATIONS

Chef-attended action stations are subject to a \$100 attendant fee. Minimum order of 25 guests.

POLENTA BAR

28 PER GUEST

Creamy polenta with roasted mushrooms, bacon bits, green onions, Parmesan, spinach, shredded beef and basil butter shrimp

ROASTED TURKEY BREAST

29 PER GUEST

Served with apricot-cranberry jam and sage gravy

PEPPERCORN DUSTED

BEEF STRIPLOIN

MARKET PRICE

Served with horseradish cream and thyme au jus

HERBED CRUSTED PRIME RIB

MARKET PRICE

Served with horseradish cream and thyme au jus

NORTHWEST BOIL

MARKET PRICE

Head-on shrimp, mussels, clams
andouille sausage, corn and potatoes

DESSERT SAMPLER

34 PER GUEST

Cream puffs, mini cheesecake, chocolate truffle
traditional petit fours

DINNER

All plated dinners include seasonal vegetables, bread and butter, coffee, water service, and your choice of iced tea or lemonade.
Minimum order of 24 guests.

PLATED DINNER, BUILD YOUR OWN

SALADS, choose one

CLASSIC CAESAR

Romaine, shaved parmesan, herb crouton and Caesar dressing

MIXED GREEN SALAD

Mixed greens, cucumber, carrot, grape tomato, onion and balsamic dressing

KALE SLAW

Kale, cabbage, broccoli, pumpkin seed, dried cranberry and poppy seed dressing

QUINOA SALAD

Quinoa, chickpeas, cucumber, red bell pepper, chopped red onion, parsley, tossed in an olive oil blend

ENTRÉE, choose one

SEARED SESAME CRUSTED AHI 46

Sliced sesame crusted ahi, rice noodle, carrot, cabbage, green onion, served with sweet chili-soy lime vinaigrette on the side

GREEK SALMON 48

Lemon basil grilled salmon, romaine lettuce, cherry tomatoes, cucumber, red onion, black olives, feta cheese tossed with garlic and herb dressing

TUSCANY CHICKEN 66

Pan-seared chicken, topped with balsamic Dijon sauce, grape tomatoes, capers, herb roasted potatoes and seasonal veggies

CHICKEN MARSALA 66

Tender pan-fried chicken breast in sweet marsala wine and mushroom sauce, roasted garlic mashed potatoes and seasonal veggies

BLACKENED HONEY GLAZED SALMON 67

Pan-seared salmon with Cajun spices, sweet honey glaze, rice pilaf and seasonal veggies

SUN-DRIED TOMATO CRUSTED MAHI-MAHI 70

Sun-dried tomato crusted mahi-mahi, mango-lime-garlic beurre blanc, herb roasted baby potatoes

HERB ROASTED NORTHWEST SALMON 69

Roasted salmon topped with blueberry-Chardonnay thyme cream sauce, served with herb-roasted Red Bliss potatoes and seasonal vegetables

OVEN ROASTED PORK TENDERLOIN 66

Stone-ground mustard-rubbed pork tenderloin roasted and served with apricot demi-glaze, roasted garlic mashed potatoes and seasonal vegetables

TERIYAKI FLAT-IRON

STEAK STRIPS

MARKET PRICE

Sirloin steak strips coated in brown sugar, lime zest and soy sauce, sesame scented jasmine rice, and stir-fry vegetables

BRAISED SHORT RIBS

MARKET PRICE

Slow-cooked Cabernet-braised short ribs with carrot, celery, onion, herbs and demi-glaze until fall-off-the-bone tender, served with Parmesan au gratin potatoes and seasonal vegetables

SURF AND TURF

MARKET PRICE

Herb-crusted New York strip steak with crab butter and roasted king crab leg with garlic butter, served with a roasted root vegetable medley

VEGETARIAN, GLUTEN FREE, DAIRY FREE

ROOT VEGETABLE CASSOULET 53

Cannellini beans slow-cooked with seasonal root vegetables, rice pilaf and seasonal vegetables

VEGAN MUSHROOM RISOTTO 55

Seared portobello mushroom, sautéed spinach, garlic and arborio rice and seasonal vegetables

CAULIFLOWER STEAK 55

Grilled cauliflower steak, tri-color quinoa, roasted pepper coulis and seasonal vegetables

DESSERT, choose one

VANILLA CHEESECAKE

Choice of chocolate, raspberry, or mango drizzle

CRUMBLE BARS

Shortbread crust with spiced apple or raspberry filling and streusel crumb topping

DULCE DE LECHE

Layers of caramel sponge cake with a sweet caramel mousse

DEATH BY CHOCOLATE MOUSSE

Layers of silky white chocolate, milk chocolate and dark chocolate mousse topped with a berry champagne sabayon sauce

GLUTEN-FREE AND VEGAN DESSERT OPTIONS AVAILABLE UPON REQUEST FOR AN ADDITIONAL CHARGE

ALL CATERED EVENTS ARE SUBJECT TO A 20% MANAGEMENT CHARGE & SALES TAX.

WELCOME

BREAKFAST

LUNCH

SNACKS

HORS D'OEUVRES

DINNER

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POLICIES



BEVERAGES



NON-ALCOHOLIC BEVERAGES 1 GALLON SERVES APPROXIMATELY 12 GUESTS

COFFEE SERVICE	38 PER GALLON	A LA CARTE	
HOT CHOCOLATE	26 PER GALLON	BOTTLED JUICES	7.25 PER BOTTLE
ORANGE JUICE	26 PER GALLON	CANNED SODA	7.75 PER CAN
LEMONADE OR ICED TEA	23 PER GALLON	BOTTLED WATER	8.00 PER BOTTLE
FRUIT INFUSED WATER	23 PER GALLON		

ALCOHOLIC BEVERAGES

OVG Hospitality is proud to offer a selection of regional craft beer and wine in addition to a variety of spirits for your special occasion. Please discuss your selections with our catering representative as well as any specialty requests. Each bar will consist of 2 domestic beer options, 3 premium beer options, 2 white wine options, 2 red wine options and 2 tiers of spirit options. OVG and the Edward D. Hansen Conference Center take the service of alcohol very seriously. Our service staff will verify the identification of anyone appearing under 40. Please note that a bartender fee of \$50 is applied to each bar. If the minimum sales of \$400 is met, the bar fee is waived. If bar sales do not meet the \$400 minimum, the client is responsible for the difference.

CASH BAR PRICING		HOSTED BAR PRICING	
DOMESTIC BEER	11.75	DOMESTIC BEER	11.25
PREMIUM CRAFT BEER	12.75	PREMIUM CRAFT BEER	12.25
HOUSE WINE	13.00	WINE	12.50
PREMIUM COCKTAIL	15.50	PREMIUM COCKTAIL	15.00
VODKA SELTZER	14.75	VODKA SELTZER	14.25
CIDERS	12.75	CIDERS	12.25
MOCKTAILS	10.00	MOCKTAILS	10.00

PLEASE SPEAK TO CATERING SUPERVISOR FOR MOCKTAIL IDEAS AND OPTIONS
ASK US ABOUT OUR WINE LIST

ALL CATERED EVENTS ARE SUBJECT TO A 20% MANAGEMENT CHARGE & SALES TAX.

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CATERING INFO & POLICIES

EXCLUSIVE CATERER

OVG Hospitality is the exclusive provider of food and beverages for the Edward D. Hansen Conference Center. We are committed to the highest standards of quality and service. All food and beverage are to be arranged through the General Manager or Catering Supervisor. No outside food or beverages of any kind are allowed into the facility by clients, guests, or exhibitors without the prior written consent of OVG Hospitality.

CONFIRMATION OF ORDERS

Your Catering Contact will review your event specifications and provide you with a written confirmation of menu, service plan and number confirmation in the form of a Banquet Event Order. A copy of this form must be signed and returned 5 business days before your event day.

DIETARY CONSIDERATIONS

OVG is happy to address special dietary requests for individual guests with a 96-hour advance notice.

ALLERGEN NOTICE

We take great care to accommodate dietary needs and strive to provide a safe and enjoyable experience for all guests. While we follow best practices to minimize cross-contact, we cannot guarantee that any item is completely free of allergens due to shared preparation environments and equipment. Please inform your OVG Hospitality sales representative in advance of any food allergies so we can best serve you and your guests.

GUARANTEED ATTENDANCE

Final guarantees are due in writing, 7 business days in advance of your scheduled event. Final guarantees cannot exceed the capacity of the event space and cannot be reduced once the deadline expires. If the final guarantee increases or decreases by more than 25% from the initial estimated attendance by your final guarantee date, additional charges may apply. Every effort will be made to accommodate guarantee increases after they are submitted, subject to reasonable menu substitutions or additional cost. In the absence of a final guarantee, the initial attendance estimate will be used.

OVERAGE – PLATED MEALS

For plated meals, we are prepared to serve the guaranteed attendance. Any additional meals including on-site requests will be invoiced on your Banquet Event Order and priced upon consumption. For any pre-set plated meals, meal counts must be equal to the maximum occupancy of table sets for the room.

UNCONSUMED FOOD & BEVERAGE

The Edward D. Hansen Conference Center adheres to state and local health guidelines which dictate that food items may not be taken off the premises. Accordingly, all food and beverage must be consumed during the specific event and may not be taken off property.

MANAGEMENT CHARGE

All catered events are subject to a 20% management charge and applicable sales tax. This charge is the sole property of the food / beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages) and is not a charge in lieu of a tip. The Management charge is not a tip, gratuity or service charge, nor is it purported to be a tip, gratuity, or service

BILLING

A 50% deposit may be due upon return of the signed agreement. All events require a completed client information form with a credit card on file. Incidental charges incurred during the event are due at its conclusion. Outstanding balances may be subject to a delinquent charge of 1.5% per month.

ALCOHOL BEVERAGE SERVICE

OVG Hospitality offers a full selection of beer, wine, spirits and non-alcoholic beverages to complement any event. As the licensed alcohol provider at Edward D. Hansen Conference Center, OVG Hospitality is responsible for the service and regulation of alcoholic beverages at the venue. Alcoholic beverages may not be brought onto the premises from outside sources without prior written consent of the General Manager. In compliance with state and local liquor laws, we reserve the right to request proper identification and to refuse alcohol service to intoxicated or underage guests. charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the management charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

CATERING CART SERVICE

Hosted and Non-Hosted Catering Cart services are available exclusively through the Edward D. Hansen Conference Center. Menus are customizable and can include the following: coffee, assorted beverages, pastries, sandwiches, salads, and assorted snacks. Hosted and non-hosted cart sales must reach a minimum of 1000 for a four-hour minimum service. If the minimum is not hit, the client must pay the difference. Hours may be extended at a rate of 150 per hour. All Catering Cart Services will be determined at the sole discretion of the Edward D. Hansen Conference Center.

Dessert Dashes

The Edward D. Hansen Conference Center welcomes clients to host a dessert dash for their Auction or Gala. There is no fee associated with bringing in your own dessert. The Edward D. Hansen Conference Center does offer three levels of service for your Dessert Dash. Please discuss with the Catering Supervisor or General Manager to determine what works best for your event.

Option A: Complimentary Service:

Edward D. Hansen Conference Center provides each table with utensils and plates for self-service. Client places marker indicating the winning table number at the dessert display and the winner brings dessert back to their table.

Option B: Enhanced Service \$1.50 per person

Client places marker indicating winning table number at the dessert display. Servers collect desserts and slice them. At the appointed time, the sliced desserts are delivered to each winning table. Dessert Dash must be done prior to Entrée service to allow for adequate dessert service time.

Option C: Premium Service \$3 per person

Client places marker indicating winning table number at the dessert display. Servers collect desserts, slices, and immediately serve the sliced desserts to each winning table. Dessert Dash may be done at any time during the event.

LINEN & DECORATIONS

Limited linen colors are available through our local Alsco provider. Table linens and table napkins are provided free of charge. Linen options must be chosen 10 business days before your event to ensure delivery and availability. The Edward D. Hansen Conference Center has a limited selection of centerpieces and decorations for event usage. Centerpieces are subject to an additional charge based upon requested design.

CANCELLATIONS

Cancellation of a food function must be sent in writing to your OVG Hospitality Catering contact. Any cancellation received less than 30 days (about 4 and a half weeks) prior to the scheduled event will result in a fee equal to 30% of the estimated food and beverage charges. Any cancellation received less than 15 days (about 2 weeks) in advance will result in a fee of 50% of the estimated food and beverage charges. Cancellations received after the final guarantee is required (7 days prior to event) will result in a fee equal to 100% of the estimated food and beverage charges, plus any expenses incurred in preparing for the event at the time of cancellation. OVG Hospitality shall not be responsible for any losses resulting from the cancellation of an event.