

THE  
MEADOWS  
EVENTS & CONFERENCE CENTER

# BANQUET MENU



WELCOME

MENU

INFORMATION



## Thank you for your interest in The Meadows Events & Conference Center

The Meadows Events and Conference Center provides more than 34,000 square feet of versatile meeting and banquet space with the capability to serve more than 1,000 guests. It also features more than 20 unique rooms, dozens of layout configurations, the latest audio and visual services, and chef prepared dishes. It is quite simply an event planner's dream.

Prairie Meadows Hotel offers contemporary rooms, impeccable service, and generous amenities that include a business center, fitness center, saltwater pool, and direct casino access.

Our experienced event planners are dedicated to creating the best event for you, no matter your budget. Whether your event needs to be planned in six months or two days, our staff will be with you every step of the way.

When planning your next corporate meeting, trade show, or team-building event, you can be confident every detail – from customized menus to flawless presentation – will be taken care of by our dedicated event staff.

**Contact our sales department or visit us online:**

**515.967.8550 | 800.325.9015**

**[prairiemeadows.com](http://prairiemeadows.com)**





# MENU

Breakfast

Accompaniments

Technology

Breaks

Reception

Professional Services

Lunch

Beverage

Information

Dinner





# BREAKFAST

- Continental Breakfast
- Plated Breakfast
- Breakfast Buffet
- Breakfast À La Carte Items

# CONTINENTAL BREAKFAST

Minimum of 25 guests and includes one (1) hour of food service. All continental breakfasts include orange juice, Starbucks™ Pike's Place regular and decaffeinated coffee and Teavana™ hot teas.

## EARLY START

- Assortment of freshly baked low-fat mini muffins
- Assortment of breakfast pastries

## DELUXE EARLY START

- Assortment of freshly baked low-fat mini muffins
- Assortment of breakfast pastries
- Fresh cut seasonal fruit

Add any of the following items to your Early Start or Deluxe Early Start menu.

### GROUP I

- Assorted low-fat yogurt with granola
- Fresh cut seasonal fruit
- Granola bars
- Cinnamon rolls
- Pecan sticky buns

### GROUP II

- Oatmeal with brown sugar, raisins, and milk
- Assorted individual cereals with milk
- Buttermilk biscuits and gravy
- Plain and flavored Greek yogurt with granola

### GROUP III

- Biscuit with egg and cheese and choice of bacon, ham, or sausage
- Croissant with egg and cheese and choice of bacon, ham, or sausage
- Assortment of fresh seasonal berries





# PLATED BREAKFAST SELECTIONS

*Served with an assortment of freshly baked breakfast breads, orange juice, Starbuck's™ Pike Place regular and decaffeinated coffee, and Teavana™ hot teas*

## THE MEADOWS

Scrambled eggs topped with colby jack cheese, served with two strips of bacon, two sausage links, and herb roasted potatoes O'Brien

## BREAKFAST SANDWICH

Fried eggs with choice of ham or sausage and colby jack cheese on a croissant, served with two strips of bacon and herb roasted potatoes O'Brien

## ELITE PLATED STEAK & EGGS BREAKFAST

Grilled 4oz. petite filet mignon served medium with scrambled eggs and herb roasted potatoes O'Brien



# BREAKFAST BUFFETS

*Minimum of 25 guests and includes one (1) hour of food service. Each meal is served with assortment of fresh bakery items with preserves and butter, fresh seasonal fruit display, orange juice, Starbucks™ Pike's Place regular and decaffeinated coffee and Teavana™ hot teas.*

## STARTING GATE BUFFET

- Chef's choice quiche – choice of ham or sausage

## BREAKFAST PIZZA BUFFET\*

- Breakfast pizza (Sausage or Bacon)

## DELUXE BUFFET

- Country-style scrambled eggs
- Breakfast potatoes
- Choice of bacon or sausage
- Pastries and muffins

## GRAND BUFFET

- Scrambled eggs with colby jack cheese
- Cheesy potato casserole
- Bacon and sausage links
- French toast with praline sauce
- Pastries and muffins

*\*Discuss quantity of pizzas that can be produced freshly with your event coordinator*



# BREAKFAST À LA CARTE ITEMS

## BY THE DOZEN

- Individual low-fat yogurts
- Assortment of breakfast pastries
- Cinnamon rolls
- Granola bars
- Whole fresh fruit
- Assorted donuts

## BY THE DOZEN

- Assorted Greek yogurts
- Assortment of freshly baked low-fat mini muffins
- Pecan sticky buns
- Yogurt granola parfait





# BREAKS

- Beverages
- Specialty Breaks
- Snacks À La Carte





# BEVERAGES

## BASED ON CONSUMPTION

- Lemonade
- Iced tea

## BASED ON CONSUMPTION

- Starbucks™ Pike Place regular and decaffeinated coffee
- Teavana™ hot teas

## BASED ON CONSUMPTION

- Assorted Coca-Cola® soft drinks
- Bottled milk
- Bottled chocolate milk
- Bottled orange juice
- Bottled water

## BASED ON CONSUMPTION

- Red Bull®
- Sugarfree Red Bull®
- Simply Lemonade®
- Gold Peak® iced tea (sweet & unsweetened)
- Powerade®

# SPECIALTY BREAKS

## HEALTH BREAK

- Fresh cut seasonal fruit and berries
- Assorted low-fat Greek yogurt with granola
- Granola bars and mixed nuts

## MEDITERRANEAN BREAK

- Vegetable crudité platter with ranch dip
- Antipasto display with assorted marinated olives, balsamic mushrooms, and roasted artichokes

## SNACK BREAK

- Pita chips with hummus
- Individual bags of plain and BBQ potato chips
- Nacho Cheese Doritos®
- Chex Mix™
- Trail mix

## ARTISAN CHEESE BREAK

- Vegetable crudité and artisan cheese displayed with crostini, crackers, fruits, and spiced apple chutney

## COOKIE JAR BREAK

- Chocolate chip, sugar, oatmeal raisin, peanut butter, and white chocolate macadamia nut cookies
- Milk (instead of water and soda)
- Chocolate milk (instead of water and soda)

## POPCORN BREAK

- Freshly popped popcorn
- Assorted seasonings
- M&M's®
- Nuts
- Pretzels

*Specialty breaks include assorted soft drinks and bottled water. Specialty Breaks are priced per person and require a minimum of 25 guests. Pricing includes 45 minutes of food service.*



# SNACKS À LA CARTE

## CREATE YOUR OWN BREAK

- Seasonal whole fruit
- Individual yogurts with granola
- Granola bars
- Deluxe mixed nuts
- Chex Mix™
- Assorted individual bags of chips
- Assortment of cookies and brownies
- Assorted dessert bars
- Full size candy bars
- Blue Bunny ice cream bars
- Domestic cheese display
- Vegetable crudités platter with dip





## LUNCH

Cold Plated Luncheon

Hot Plated Luncheon

Light Lunch Buffets

Lunch Buffets

Vegetarian

Grab & Go Boxed Lunches

# COLD PLATED LUNCHEON

## CAESAR SALAD

Seasoned grilled chicken breast, parmesan cheese, tomatoes, red onions, and garlic croutons on a bed of fresh romaine with Caesar dressing

*Substitute grilled shrimp or salmon*

## SANTA FE SALAD

Marinated chicken breast on a bed of fresh greens with pico de gallo, avocado, black beans, and green onions topped with fried tortilla strips and chipotle ranch dressing

*Substitute grilled shrimp or salmon*

## SPINACH BERRY SALAD

Seasoned grilled shrimp on a bed of fresh spinach topped with seasonal berries, apples, broccoli, and Cajun almonds, served with an apple vinaigrette

*Substitute salmon*

## VEGETABLE WRAP

Roasted vegetables with lettuce, tomato, provolone, and hummus wrapped in a wheat tortilla, served with a side salad and Italian vinaigrette

## RED PEPPER PESTO CHICKEN ON CIABATTA

Chilled, pesto-marinated chicken breast served on a ciabatta roll with lettuce, tomatoes, grilled onions, provolone cheese topped with red pepper pesto mayonnaise, served with a side salad and ranch dressing

## PECAN CHICKEN SALAD SANDWICH

A buttery croissant topped with diced chicken breast mixed with pecans, grapes, apples, celery, red onions, lemon zest, and mayonnaise, served with a California salad and light vinaigrette

## SANTA FE CHICKEN WRAP

Chilled, marinated chicken breast with lettuce, black bean and corn salsa, colby jack cheese, and chipotle mayonnaise wrapped in a wheat tortilla, served with a side salad and ranch dressing

*Omit the chicken for a vegetarian option*

*Substitute grilled shrimp*

## CLUB CROISSANT

Sliced turkey, ham, smoked bacon, lettuce, tomato, and colby jack cheese on a buttery croissant with Dijon mustard and mayonnaise, served with a side salad and ranch dressing

*Plated salads served with assorted freshly baked artisan breads.*

*All plated lunches served with Starbucks™ Pike Place regular and decaffeinated coffee and iced tea service.*



# HOT PLATED LUNCHEON

## GRILLED RIBEYE

Grilled ribeye steak served open-faced on Texas toast and topped with caramelized onions and creamy horseradish sauce

## CHICKEN MARSALA\*

Seared chicken breast topped with shallots, garlic, and fresh mushrooms in a creamy Marsala wine sauce

## BOURBON CHICKEN

Lightly seasoned chicken breast topped with a creamy bourbon sauce

## ASIAGO CHICKEN

Tender chicken breast sautéed with spinach and smothered in a delicious Asiago cheese cream sauce

## HERB ROASTED PORK LOIN\*

Slow-roasted pork loin topped with choice of rich Italian herb parmesan cream sauce or apple chutney

## BLACKENED SALMON\*

Seared salmon topped with tropical fruit salsa

## MEATLOAF WITH MUSHROOM RAGOUT

Thick slice of meatloaf topped with a creamy mushroom ragout

*\* Denotes Gluten-Free Entrée*

*Served family style with house salad, chef's choice seasonal vegetables and starch, assorted freshly baked artisan breads, Starbucks™ Pikes Place regular and decaffeinated coffee, and iced tea.*

*If you're considering a guest choice of entrée, the count for each meal choice is due 14 days prior to the event. The cost will reflect the higher priced of the two meals plus a \$3 upcharge per person.*





# LIGHT LUNCH BUFFETS

## SOUP & SALAD BAR

- Assorted artisan breads with butter
- House salad with ranch dressing
- Sliced grilled chicken
- Chef's choice soup with crackers
- Assorted freshly baked cookies

## BAKED POTATO BAR

- Assorted artisan breads with butter
- House salad with ranch dressing
- Freshly baked potatoes
- Chili con carne
- Steamed broccoli florets, butter, sour cream, green onions, chopped bacon, and cheddar cheese sauce
- Assorted freshly baked cookies

## WRAP AND SALAD BUFFET

Select two, three, or four wrap options

- Santa Fe Wrap
- Chicken Salad Wrap
- Ham and Turkey Deli Wrap
- Vegetarian Wrap
- Chef's choice soup with crackers
- House salad with ranch dressing
- California salad with raspberry dressing
- Assorted freshly baked cookies

*Includes Starbucks™ Pikes Place regular and decaffeinated coffee and iced tea.*

*Priced per person and requires a minimum of 50 guests. Pricing includes one hour of service. Buffets open longer are subject to a surcharge based on per gallon, per dozen, and per person on all applicable items.*

*Add dessert bars to any buffet for a \$3 upgrade per person.*



# LUNCH BUFFETS

## MEADOWS BBQ BUFFET

- House salad with ranch dressing
- Choice of pulled pork or beef brisket
- Grilled BBQ chicken
- Coleslaw
- Macaroni & cheese
- Chef's choice vegetable
- Freshly baked artisan breads & corn bread muffins

## PRAIRIE LUNCH

- House salad with ranch dressing
- Freshly baked artisan breads
- Seared chicken with creamy mushroom Marsala sauce
- Herb roasted pork loin with apple chutney
- Roasted baby red potatoes or wild rice pilaf
- Chef's choice seasonal vegetable

## TAILGATERS' BUFFET

- House salad with ranch dressing
- Choice of potato salad, pasta salad, or fresh cut seasonal fruit
- Italian grilled chicken breasts
- Grilled hamburgers with lettuce, tomatoes, onions, sliced cheese, and buns. Served with ketchup, mustard, BBQ sauce, mayonnaise, sliced pickles, and red onions.

## ITALIAN PASTA BUFFET

- Caesar salad
- Garlic bread
- Vegetarian tomato basil lasagna
- Broccoli chicken Alfredo served over farfalle
- Penne pasta with Italian meatballs and marinara
- Parmesan cheese & red pepper flakes

*Add an assortment of dessert bars*

*Buffets are priced per person and require a minimum of 50 guests. Pricing includes one hour of food service.*

*Buffets open longer are subject to a surcharge based on per gallon, per dozen, and per person on all applicable items.*

*All lunch buffets include Starbucks™ Pikes Place regular and decaffeinated coffee, iced tea, and assorted freshly baked cookies.*





# VEGETARIAN

## PORTOBELLO STACK

Grilled balsamic-marinated Portobello mushroom with a mélange of fire roasted vegetables and caramelized onions, topped with a mushroom ragout

## VEGETABLE LASAGNA

Savory lasagna with a mélange of roasted vegetables in a tomato basil sauce, topped with Italian cheeses

## PITA SANDWICH

Whole wheat pita pocket with roasted vegetables, lettuce, tomatoes, provolone, and hummus

## VEGGIE WRAP

Marinated and grilled red and green peppers, yellow squash, zucchini, and portobello mushrooms topped with fresh greens and shredded carrots, wrapped in a wheat tortilla. *Cheese available upon request.*

*\* Denotes Gluten-Free Entrée*

*Served with house salad, chef's choice seasonal vegetable and starch, assorted freshly baked artisan breads, Starbucks™ Pikes Place regular and decaffeinated coffee, and iced tea.*



# GRAB & GO BOXED LUNCHES

- One Sandwich Selection
- Two Sandwich Selections
- Three Sandwich Selections

## CHOICE OF:

- | BREAD       | MEAT           | CHEESE       |
|-------------|----------------|--------------|
| • Croissant | • Ham          | • Colby jack |
| • Rye       | • Roast beef   | • Provolone  |
| • Wheat     | • Roast turkey | • Swiss      |

Sandwiches served with lettuce and tomato

## SPECIALTY SANDWICHES

- Italian sub with roast turkey, ham, bacon, and salami topped with Roma tomatoes, red onions, crisp spring greens, and basil pesto aioli on a hoagie roll
- Whole wheat pita pocket with roasted vegetables, lettuce, tomatoes, provolone, and hummus

*Includes selection of bottled water or soft drinks, assorted chips, chef's choice pasta salad or potato salad, freshly baked cookie, plastic cutlery pack, and condiments.*



## RECEPTION

- Cold Hors d'oeuvres
- Hot Hors d'oeuvres
- Display Hors d'oeuvres
- Hors d'oeuvre Stations



# COLD HORS D'OEUVRES

*Each hors d'oeuvres selection requires a minimum of 50 pieces*

## TIER I

- Prosciutto Wrapped Asparagus
- Sundried Tomato Crostini\*

## TIER II

- Brie Raspberry Phyllo Purses\*
- Seafood Salad Cucumber Rounds\*

## TIER III

- Pepper Crusted Beef Tenderloin Crostini\*
- Jumbo Shrimp\*

*\*Denotes hors d'oeuvres available to be butler passed*



# HOT HORS D'OEUVRES

*Each hors d'oeuvres selection requires a minimum of 50 pieces*

## TIER I

- Spinach Spanakopita\*
- Crab Rangoon\*
- Vegetable Eggrolls\*
- Breaded Mozzarella Cheese Sticks
- Homestyle Chicken Strips

## TIER II

- Coconut Shrimp
- Mediterranean Stuffed Mushrooms\*
- Italian Stuffed Mushrooms\*
- Chicken Wings *choice of BBQ or Spicy*

## TIER III

- Beef Wellington\*
- Bacon Wrapped Scallops\*
- Crab Cakes

*\*Denotes hors d'oeuvres available to be butler passed*

# DISPLAY HORS D'OEUVRES [next page](#)

## POTATO CHIPS WITH RANCH DIP

## HUMMUS WITH PITA CHIPS

## TORTILLA CHIPS WITH SALSA

Tortilla chips with traditional and black bean salsa

## ASIAN CHICKEN CRISPS

Diced chicken, cucumber, avocado, and scallions tossed in a citrus-sesame soy sauce, served with crispy wontons

## VEGETABLE CRUDITÉS

Colorful display of fresh vegetables served with ranch dip

## SEASONAL FRESH FRUIT DISPLAY

Display of seasonal fresh cut fruit served with dipping sauce

## SPINACH AND ARTICHOKE DIP

Creamy spinach and artichoke dip served with warm pita chips

## TOMATO BASIL BRUSCHETTA

Tomatoes, herbs, olive oil, and mozzarella cheese on crisp crostinis

## BBQ COCKTAIL SMOKIES

Cocktail smokies in a rich BBQ sauce

## ITALIAN MEATBALLS

Italian meatballs served with marinara sauce

*Each display serves approximately 50 people.*



# DISPLAY HORS D'OEUVRES [previous page](#)

## CHICKEN DE BURGO BITES

Seared seasoned chicken in a rich, creamy  
De Burgo sauce

## DOMESTIC CHEESE DISPLAY

Selection of domestic cheeses served with  
gourmet crackers

## SEAFOOD AND ARTICHOKE DIP

Creamy seafood and artichoke dip served with  
warm pita chips

## BEEF DE BURGO BITES

Seared beef tenderloin in a rich, creamy  
De Burgo sauce

## GOURMET CHEESE DISPLAY

Domestic and imported cheese display with gourmet spreads,  
crackers, breads, and crostini garnished with fresh cut seasonal fruit

*Each display serves approximately 50 people.*





# HORS D'OEUVRE ACTION STATIONS *next page*



## QUESADILLA STATION

- Four cheese quesadilla
- Chicken and cheese quesadilla
- Served with sour cream, guacamole, and salsa
- House salad

## ASIAN STATION

- Yellow egg noodles tossed in Cantonese brown sauce with garlic, ginger, scallions, bean sprouts, celery, carrots, bamboo shoots, spinach, red onions, red bell pepper, cilantro, and choice of sautéed beef or chicken, topped with Thai chili or hoisin plum sauce
- Crab rangoon
- Steamed and seared pork pot stickers
- Chicken, shrimp, and vegetable miniature egg rolls
- Station includes hot mustard, chili oil, soy sauce, and sweet & sour sauce

*3 station minimum*

*200 person minimum*

## MACARONI & CHEESE PASTA STATION

- International Macaroni & Cheese – elbow macaroni tossed in a blend of cheddar, Swiss, gruyere, Italian fontina, parmesan, and colby cheeses
- Grilled Chicken Macaroni & Cheese – grilled chicken sautéed with garlic and truffle oil tossed with rigatoni and international cheese sauce

# HORS D'OEUVRE ACTION STATIONS [previous page](#)

## MEATLOAF CARVING STATION

- Meatloaf with apple smoked bacon and mushroom ragout
- Served with garlic mashed potatoes

## STEAK DIANE STATION

- Thinly sliced filet mignon sautéed in butter, then flambéed and basted in a rich cognac sauce
- Served with duchess potatoes

## STEAK TIPS MARSALA STATION

- Sirloin steak tips sautéed with portobello mushrooms and shallots in our rich creamy Marsala sauce topped with steak onions
- Served with garlic mashed potatoes

## SLIDERS AND MINI HOT DOGS STATION

- Hamburger sliders and mini hot dogs
- Station includes potato salad, individual bags of chips, and an assortment of toppings: jalapeño-cheese sauce, diced yellow onions, sauerkraut, mustard, ketchup, hot sauce, BBQ sauce, diced tomatoes, sweet and dill pickle relish, lettuce, sautéed mushrooms, and peppers

## TREAT STATION

- Assortment of miniature desserts including:
  - Cheesecakes
  - Mousse cups
  - Cookies
  - Cupcakes
- Served with coffee and tea





## DINNER

Plated Dinners

Plated Dinner Duets

Meadows Premier Dinner Buffet

Plated Vegetarian Dinners



# PLATED DINNERS

## CHICKEN MARSALA

Seared chicken breast with shallots, garlic, and fresh mushrooms in a creamy Marsala wine sauce

## BAKED ATLANTIC SALMON

Seasoned Atlantic salmon topped with tropical fruit salsa

## FILET OF BEEF

Herb rubbed beef tenderloin with brandy shallot demi-glace

## ITALIAN STUFFED PORK LOIN

Pork loin stuffed with Italian sausage and fresh herbs, topped with a white wine herb parmesan cream sauce

## SAVORY APPLE CHUTNEY PORK LOIN

Tender pork loin paired with a sweet apple chutney

## NEW YORK STRIP

Seasoned and grilled to perfection New York Strip topped with three mushroom ragout

## HALIBUT

Expertly seared halibut steak topped with a silky champagne cream.

## TUSCAN CHICKEN

Seared chicken breast topped with a Mediterranean salsa

*Served with family style salad, freshly baked artisan breads, seasonal vegetables and starch, Starbucks™ Pikes Place regular and decaffeinated coffee, and iced tea.*

*All steak options served medium to medium well.*

*If you're considering a guest choice of entrée, the count for each meal choice is due 14 days prior to the event. The cost will reflect the higher priced of the two meals plus a \$3 upcharge per person.*



## PLATED DINNER DUETS

### **CHICKEN MARSALA AND SLICED BEEF TENDERLOIN WITH THREE MUSHROOM RAGOUT**

Seared chicken breast with Marsala mushroom sauce accompanied by sliced beef tenderloin topped with a three mushroom ragout

### **SLICED BEEF TENDERLOIN AND SHRIMP WITH LOBSTER SAUCE**

Sliced herb roasted beef tenderloin accompanied by sautéed shrimp with a lobster butter sauce

### **ITALIAN STUFFED PORK LOIN AND SLICED BEEF TENDERLOIN**

Italian stuffed pork loin and sliced herb roasted beef tenderloin, served with a white wine herb parmesan sauce

*Served with family style salad, freshly baked artisan breads, chef's choice seasonal vegetables and starch, Starbucks™ Pikes Place regular and decaffeinated coffee, and iced tea.*

*All steak options served medium to medium well.*



# MEADOWS PREMIER DINNER BUFFET

## DINNER BUFFET

- Family style salad with ranch dressing
- Freshly baked artisan bread with butter
- Sliced beef tenderloin with a brandy shallot sauce
- Bourbon chicken
- Herb roasted baby red potatoes
- Wild rice pilaf
- Chef's choice seasonal vegetables
- Chef's selection dessert table with an assortment of miniature cookies, bars, and our famous New Orleans bread pudding with sweet bourbon sauce

## BUFFET UPGRADES

Substitute one upgrade entrée

Additional upgrade entrée

- Carved prime rib
- Baked salmon with lemon beurre blanc

*Priced per person and requires a minimum of 50 guests. Pricing includes one hour of food service. Buffets open longer are subject to a surcharge based on per gallon, per dozen, and per person on all applicable items.*



# PLATED VEGETARIAN DINNERS

## PORTOBELLO STACK

Grilled balsamic marinated portobello mushroom with a mélange of roasted vegetables and caramelized onions, topped with a mushroom ragout

## VEGGIE STIR FRY (VEGAN)

Fresh vegetables stir fried and tossed with blackened tofu in a light plum sauce served over a bed of Asian rice

## VEGETABLE LASAGNA

Savory lasagna with a mélange of roasted vegetables in a tomato basil sauce, topped with Italian cheeses

*\*Denotes Gluten-Free Entrée*

*Vegetarian menu pricing is the same as our standard menu pricing when included with another entrée*

*Served with house salad, chef's choice seasonal vegetable and starch, assorted freshly baked artisan breads, Seattle's Best™ regular and decaffeinated coffee, and iced tea.*



# ACCOMPANIMENTS

Salad Upgrades  
Desserts







# SALAD UPGRADES

## **SANTA FE SALAD**

Black bean and corn pico de gallo tossed in a lime cilantro dressing and topped with crispy tortilla strips, served on a bed of fresh greens

## **GREEK SALAD**

Mixed greens with red onions, grape tomatoes, banana peppers, queen green olives, and feta cheese, served with balsamic vinaigrette

## **BABY SPINACH CALIFORNIA SALAD**

Baby spinach topped with sliced fresh seasonal berries, mandarin oranges, and Cajun almonds, served with light vinaigrette

## **CAESAR SALAD**

Parmesan cheese, tomatoes, red onions, and garlic croutons on a bed of fresh romaine with Caesar dressing



# DESSERTS

## NEW YORK CHEESECAKE

Traditional cheesecake topped with chocolate or raspberry sauce

## KENTUCKY BOURBON TART

Salted bourbon caramel with chocolate ganache in a tart shell

## TIRAMISU

Layers of ladyfingers dipped in rum-infused coffee with cream cheese mousse

## COCONUT CAKE

Delicious white cake layered with cream cheese and coconut frosting

## STRAWBERRY SHORTCAKE

Vanilla cake with fresh strawberry compote topped with whipped cream

## CARROT CAKE

Three layers of carrot cake sandwiched between cream cheese frosting topped with caramel sauce

## CHEF'S SWEET CREATION CUPCAKES

### CHOICE OF:

- **Red Velvet** with cream cheese frosting
- **Dulce de Leche** with sweet buttercream frosting and candied pecans
- **Lemon Delight** filled with lemon curd
- **Chocolate Fantasy** chocolate cake filled with chocolate ganache, topped with chocolate mousse
- **Carrot Cake** with cream cheese frosting
- **Chocolate Peanut Butter Dream** chocolate cake filled with peanut butter fluff, topped with chocolate peanut butter frosting



# BEVERAGES

Cash Bar  
Hosted Bar





# CASH BAR

*Price based on consumption*

## **SPIRITS**

Bombay Sapphire Gin, Bacardi Superior Rum, Malibu Coconut Rum, Captain Morgan Spiced Rum, Maker's Mark Bourbon, Jack Daniel's Whiskey, Crown Royal Canadian Whisky, Dewar's White Label Scotch, Jose Cuervo Especial Gold Tequila, Tito's Vodka

## **WINE**

### **Sycamore Lane**

Cabernet Sauvignon, Chardonnay, Pinot Grigio, Pinot Noir

## **DOMESTIC BEER**

Bud Light, Budweiser, Busch Light, Coors Light, Miller Lite, O'Doul's (nonalcoholic)

## **PREMIUM BEER**

Corona Extra, Heineken, Michelob Ultra, Rotating Craft Beer selection

## **NONALCOHOLIC**

Coca-Cola, Diet Coke, Sprite, Mello Yello, bottled water, canned juices

## **RED BULL**



# HOSTED BAR

*Price based on consumption*

## **SPIRITS**

Bombay Sapphire Gin, Bacardi Superior Rum, Malibu Coconut Rum, Captain Morgan Spiced Rum, Maker's Mark Bourbon, Jack Daniel's Whiskey, Crown Royal Canadian Whisky, Dewar's White Label Scotch, Jose Cuervo Especial Gold Tequila, Tito's Vodka

## **WINE**

### **Sycamore Lane**

Cabernet Sauvignon, Chardonnay, Pinot Grigio, Pinot Noir

## **DOMESTIC BEER**

Bud Light, Budweiser, Busch Light, Coors Light, Miller Lite, O'Doul's (nonalcoholic)

## **PREMIUM BEER**

Corona Extra, Heineken, Michelob Ultra, Rotating Craft Beer selection

## **NONALCOHOLIC**

Coca-Cola, Diet Coke, Sprite, Mello Yello, bottled water, canned juices

## **RED BULL**

*Bar setup fee per bar | \$150*

*Bar sales less than \$350 will incur an additional \$100 fee*



# TECHNOLOGY

## À La Carte Equipment & Services Professional Services



# À LA CARTE EQUIPMENT & SERVICES [next page](#)



## VIDEO

- Portable LCD Projector
- Seamless Video Switcher\*
- Production Video Switcher\*
- Video Camera\*
- HDMI Cable
- Computer Adapter

*\*Requires dedicated technician to operate*

## AUDIO

- Wireless Handheld Microphone
- Wireless Lavalier Microphone
- Dual Gooseneck Wired Lectern Microphone  
*(Only available in Bishop A)*
- In-room Teleconferencing  
*(Requires use of microphones)*
- In-room Speakers
- Lectern

## COMPUTER

- Laptop Computer
- laptop Audio Feed
- PowerPoint Slide Advancer

## CONNECTIVITY

- Polycom Conference Phone
- Wired Internet

## SCREENS

- 10' x 10' Table Top Cradle Screen (1:1)
- 78" x 58" Fast Fold Cradle Screen (4:3)
- 78" x 44" Fast Fold Cradle Screen (16:9)
- 64" x 45" Fast Fold Cradle Screen (4:3)
- 64" x 36" Fast Fold Cradle Screen (16:9)
- 42" Flat Panel TV Monitor with Stand\*\*

*\*\*Can be used as a confidence monitor*

# À LA CARTE EQUIPMENT & SERVICES [previous page](#)



## LIGHTING

- Custom Room Lighting
- Stage Wash
- Stage Spot Lights
- Full Stage Lighting Package

## LABOR

- Banner Hanging Fee
- Dedicated Technician (*4 hour minimum*)
  - Monday – Friday • 7am – 5pm
  - Monday – Friday after 5pm
  - Weekends

## ACCESSORIES

- Dance Floor (20" x 20")
- 6' x 8' Portable Risers
- 4' x 8' Portable Risers
- Post-It Flip Chart with Markers
- Small White Board with Markers
- Easel
- Power Strip
- Extension Cord
- AV Cart



# PROFESSIONAL SERVICES

## TELEVISION

Prairie Meadows' television department has the technology to turn any event into a quality television production. Through the use of our fully equipped television studio, we have the capability to record, broadcast, and create video graphics of your event.

## AUDIO

Let our talented entertainment staff assess your live audio and production needs. We have complete access to everything from concert audio sound systems to smaller club PA systems, including front of house mixing and monitor boards.

If you are interested in any of these services, please visit with your Sales or Event Coordinator to arrange an appointment with our entertainment or television staff. All professional services require a 21-day notice.

## DÉCOR

The following complimentary decor is available upon request: 90"x90" square black or white table linens, choice of black or white napkins, one mirror tile table centerpiece per table, and three battery-operated LED tealights with glass frosted votives per table. Additional decor is available for a fee.





# The Meadows Events & Conference Center

*The event team at Prairie Meadows strives for excellence in every event we manage. Here are some tools for you and your planning team to review.*



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# The Meadows Events & Conference Center

## DIRECTIONS



### From the West

Take I-80 east to exit 142. Turn right onto Hwy 6. Take Hwy 6 to Adventureland Dr. Turn left onto Adventureland Dr. Take Adventureland Dr. to Prairie Meadows Dr. Turn right onto Prairie Meadows Dr.

### From the East

Take I-80 west to exit 142. Turn left onto Hwy 6. Take Hwy 6 to Adventureland Dr. Turn left onto Adventureland Dr. Take Adventureland Dr. to Prairie Meadows Dr. Turn right onto Prairie Meadows Dr.

### From the North

From I-35, merge onto I-80 east via exit 137A toward Davenport. Travel four miles to exit 142. Turn right onto Hwy 6. Take Hwy 6 to Adventureland Dr. Turn left onto Adventureland Dr. Take Adventureland Dr. to Prairie Meadows Dr. Turn right onto Prairie Meadows Dr.

### From the South

From south of Des Moines on I-35, take exit 68 to merge onto Hwy 5 south. Travel on Hwy 5 for 23 miles. Take exit 83 toward Altoona. Turn right onto 8th St. SW. Take 8th St. SW for 1.6 miles. Turn left onto Prairie Meadows Dr.

### From the Airport

Exit the airport via Cowles Dr. Turn right onto Fleur Dr. Travel on Fleur Dr. for 2 miles. Take the entrance ramp for Hwy 5 south toward Knoxville. Travel on Hwy 5 for 16.5 miles. Take exit 83 toward Altoona. Turn right onto 8th St. SW. Take 8th St. SW for 1.6 miles. Turn left onto Prairie Meadows Dr.

### Parking

Parking is free at Prairie Meadows.

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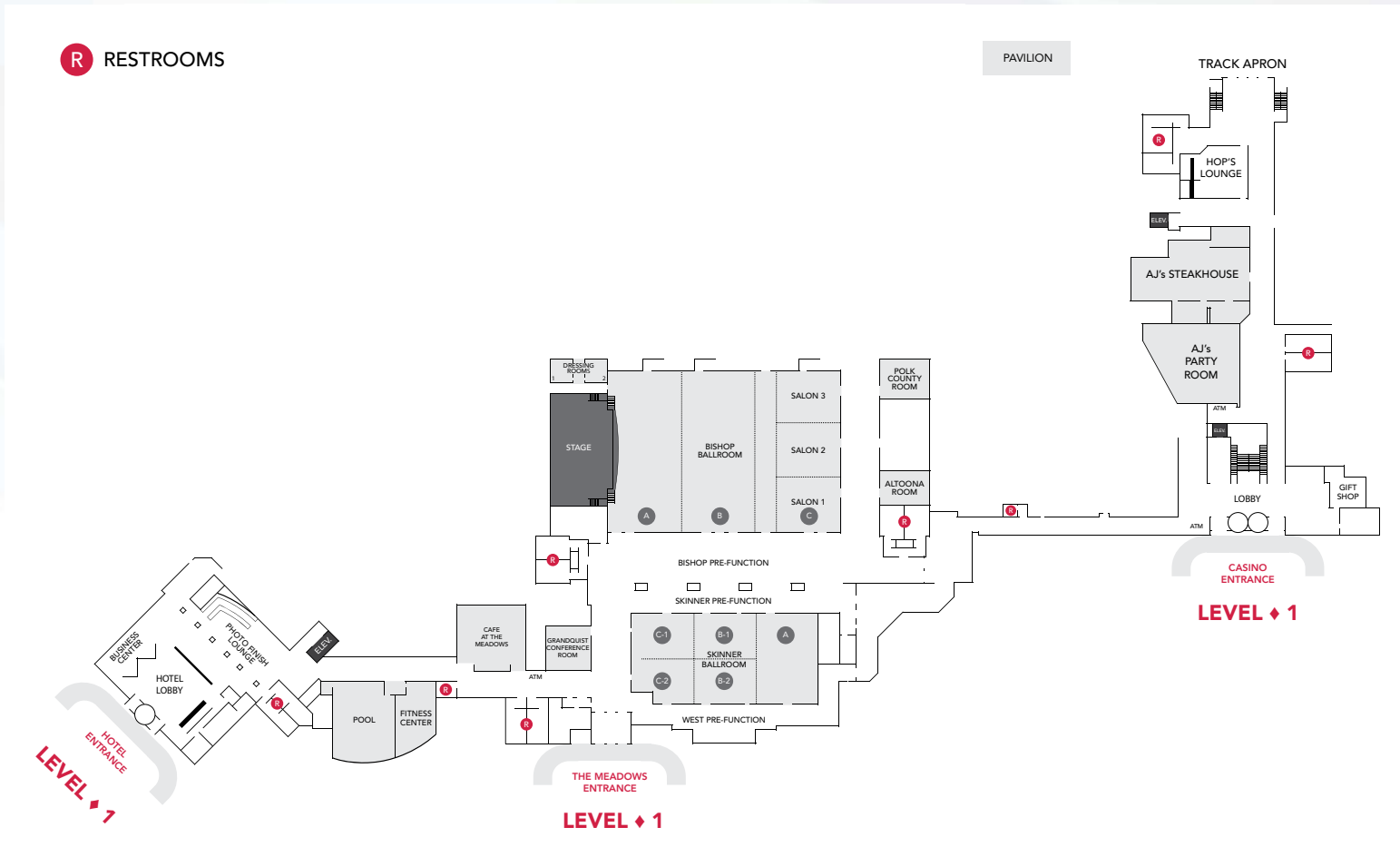
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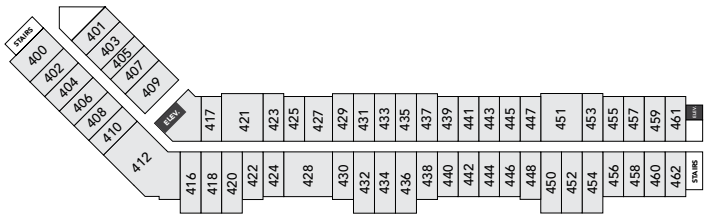
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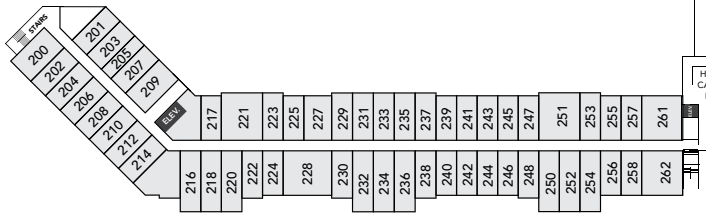
## HOTEL & CASINO MAP [previous page](#) / [next page](#)



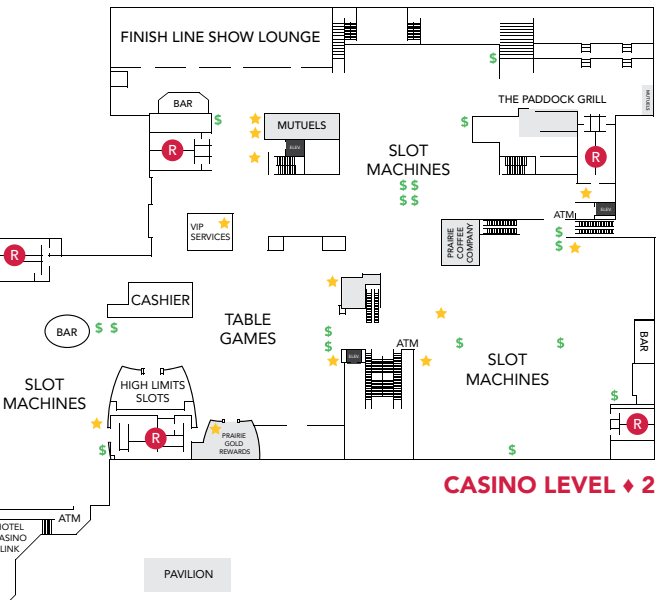
**HOTEL LEVEL 4**



**HOTEL LEVEL 3**



**HOTEL LEVEL 2**



**CASINO LEVEL 2**



- R RESTROOMS
- ★ KIOSK LOCATION
- \$ TICKET REDEMPTION KIOSK

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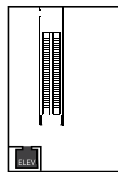


# The Meadows Events & Conference Center

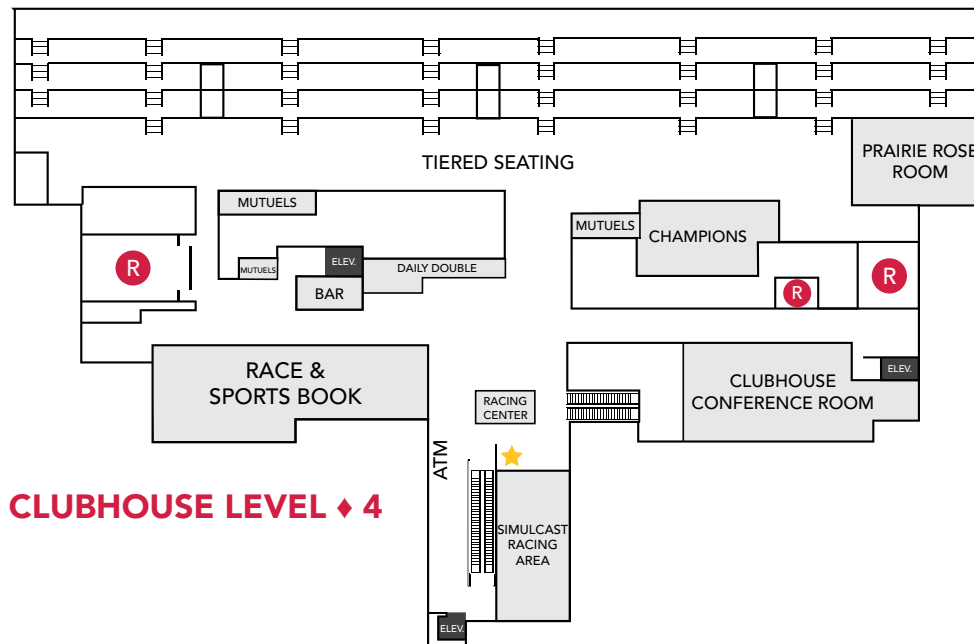
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-  RESTROOMS
-  KIOSK LOCATION

LEVEL  $\blacklozenge$  3



CLUBHOUSE LEVEL  $\blacklozenge$  4



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# The Meadows Events & Conference Center

## SEVERE WEATHER EVACUATION PLANS & POLICIES

### EVENTS CENTER

All guests and employees will be moved into Bishop and Skinner Ballrooms.

### POOL/FITNESS CENTER

All guests and employees will be moved into Café at the Meadows or the hotel bar/lounge area.

### FRONT DESK STAFF

Staff and guests will proceed to the hotel bar/lounge area.

### CAFÉ AT THE MEADOWS

Guests will remain in the Cafe. Staff will stay and assist guests as needed.

### GUEST ROOMS

Guests and employees will be directed to move to the hotel hallways or inner stairwells.

All guests and staff must remain in designated areas until notified it is safe to return.

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# The Meadows Events & Conference Center

## GROUP RÉSUMÉ

The résumé is the most important document that we put together for your meeting. It communicates your specific requirements to each department at Prairie Meadows. For your convenience, we have put the résumé into a questionnaire format. Please return the completed résumé to your Event Coordinator at least 30 days prior to your arrival date.

Group Name: \_\_\_\_\_ Group Profile: \_\_\_\_\_

Post As : \_\_\_\_\_ Who are the attendees? \_\_\_\_\_

Dates: \_\_\_\_\_ What is their profession? \_\_\_\_\_

Main Contact/Event Planner: \_\_\_\_\_ What is the focus of the event? \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ What is the general age range of attendees? \_\_\_\_\_

Payment Method:  Direct Bill  Credit Card  
 Check

Anything else that might help the hotel staff better serve the particular needs of your guests? \_\_\_\_\_

Billing Address (If Direct Bill): \_\_\_\_\_

Total number of guests attending: \_\_\_\_\_

Exhibitors: \_\_\_\_\_

Drive-in/Local: \_\_\_\_\_

Transportation/Shuttle Requests: \_\_\_\_\_

**Overflow Hotels** If room blocks have been secured at other hotels, please complete this section.

Hotel: \_\_\_\_\_

Hotel: \_\_\_\_\_

Would your group be interested in slot or table games promotions?  
\_\_\_\_\_

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# The Meadows Events & Conference Center



## FOOD & BEVERAGE TASTING

### ALCOHOLIC BEVERAGE SAMPLING

Wine, beer, and liquor tasting by outside vendors is allowed at Prairie Meadows with pre-approval and under the following conditions:

The tasting portion must be

- No more than two 1/2 oz. tastes of any brand of alcoholic liquor
- No more than two 1 oz. tastes of any brand of wine
- No more than two 2 oz. tastes of any brand of beer or high alcohol content beer
- No more than two 2 oz. tastes of a mixed drink or cocktail

The entity conducting the tasting may not sell, or conduct a transaction on Prairie Meadows' property for the purchase of the product sampled. (Please note the only time this IS allowed is if it is a licensed Iowa Native Winery and the tasting is in a public area.)

### COOKING & FOOD SAMPLING

Cooking food products in the meeting space is strictly prohibited. Warming appliances and chafers may be utilized. All appliances shall be listed by a national testing agency, i.e., Underwriters Laboratory. Client must inform The Meadows in advance of an event regarding the power requirements for each appliance in use to ensure even power distribution. Food and beverage samples must not be greater than 2 oz. and must be manufactured, processed, or distributed by the Client. For public health reasons, restrooms may not be used as Client clean-up areas. Securing of all necessary licenses, permits, and insurance is the responsibility of the Client.

*A fee will apply for the use of storage, kitchen, and prep areas.*

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### BARS

Beverages purchased within Prairie Meadows are not allowed to leave the Prairie Meadows facility. The service of alcoholic beverages to individuals under 21 years of age is prohibited by law. Proper identification will be required by anyone who appears to be under the age of 30. Any guest providing alcoholic beverages to minors at an event will be referred to security/law enforcement and may be subject to arrest and/or citation. Prairie Meadows reserves the right to decline alcohol service to an individual for any reason. Prairie Meadows will provide (1) one bartender and (1) bar for every 100 expected guests. Additional bars and bartenders may be added for every additional 50 guests (approximately). Bar and bartender fees apply for additional requested service beyond this standard. Bar service concludes at 11:45pm. We do not serve doubles or pour shots for any event. Guests may only use cash or credit cards to purchase drinks. Credit cards must be closed out at the time of the purchase; no credit card tabs may be ran. Prairie Meadows requires that all events with the service of alcohol include food service as determined by the Event Coordinator. We reserve the right to discontinue alcohol service for any event.

### EVENT DAY ADDITIONS

Any additional items that are not included in the Banquet Event Order must be approved and signed for by the Client. These items will be charged to the Client accordingly. Please note that we will do our best to accommodate event day additions. However, we cannot guarantee that specific menu items will be available. Same day food increases are subject to an additional charge.

### GUARANTEE COUNTS

Guarantee counts are required for all catered food and beverage events. Final attendance must be confirmed ten (10) business days in advance. If a guarantee number is not provided, the original expected number will be used for food preparation and billing. This number will be your guarantee and is not subject to reduction. However, increases in guarantees may be accepted up to 72 hours prior to the function, subject to product availability. Identical menu items are not guaranteed and substitutions may be required. Same day food increases are subject to an additional charge of 1.5 times the original menu price. Final billing will be based on your guarantee number or number of guests served should you exceed the guarantee number. We will set and prepare food for 3% over the guarantee.



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### **MENU SELECTIONS**

Menu selections are required four (4) weeks in advance. Our Event Coordinators can propose customized menus to meet your specific needs. All menu prices will be confirmed by your Event Coordinator. Prairie Meadows must provide all food and beverages for your event. No food or beverage of any kind will be permitted to be brought into the facility by the Client or any of the Client's guests. Due to various health issues, you may not remove event food or beverages from the facility. We will try to accommodate special dietary requests including but not limited to food, nut, and gluten allergies, and vegetarian/vegan options. All special dietary requests must be made four (4) weeks prior to the event. Consuming raw or under cooked meats, seafood, poultry, shellfish, or eggs may increase your risk of food-borne illnesses. Regarding the safety of these items, written information is available upon request. Prices subject to change.

### **SERVICE CHARGE & SALES TAX**

A 23% service charge and 7% sales tax will be applied to all food, beverage, and services at Prairie Meadows. Subject to change without notice.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

Prairie Meadows is sensitive to those with special needs, and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued there under. We also require our Clients to comply with all provisions of the ADA.

### **ANIMALS**

For the safety and comfort of all our visitors, animals are not permitted in Prairie Meadows except in conjunction with an exhibit, display, or performance approved in advance by Prairie Meadows. The Client is responsible for obtaining all appropriate permits and liability insurance. Guide, signal, or service dogs (as defined by Law) are allowed in The Meadows. All sanitary needs for animals are the responsibility of the Client. Additional charges may apply for sanitation preparations, clean up, or if sanitation needs are not met.

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### **CHARITY WINE & BEER AUCTION PERMIT**

Authorized nonprofit entities wishing to auction wine and/or beer in conjunction with their event at Prairie Meadows may do so, as long as a valid Charity Wine & Beer Permit issued by the Iowa Alcoholic Beverages Division is obtained and a copy provided to Prairie Meadows. It is the responsibility of the nonprofit entity to know and adhere to all of the regulations surrounding the permit. Alcoholic beverages awarded as gifts or prizes by an event may not be opened or consumed on Prairie Meadows' property. It is suggested that gifts/prizes be handed out as guests exit the facility.

### **EVENT FLOOR PLAN & CAPACITY**

Prairie Meadows requires prior approval of all Client-produced event floor plans. We will not approve floor plans that do not meet fire code regulations. The Meadows staff can assist you in creating a viable floor plan for your event. We will adhere to maximum occupancy levels as designated by the City of Altoona. Prairie Meadows reserves the right to restrict further attendance into these spaces in order to protect public safety.

### **SMOKING POLICY**

Per the Iowa Smoke Free Air Act, smoking and use of electronic cigarettes will only be allowed in the designated gaming areas on Casino Level 2. Smoking is prohibited in all other areas of Prairie Meadows including hotel rooms.

### **TRASH REMOVAL**

For events producing excessive trash, a trash removal fee will be charged to the Client. It is the Client's responsibility for removal of bulk trash, crates, lumber, pallets, and packing materials prior to the event and at event conclusion. Any removal of these items by Prairie Meadows' personnel will incur a charge.

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# The Meadows Events & Conference Center

## LOADING DOCK & EQUIPMENT USAGE [next page](#)

**Our receiving & distribution (R&D) area is on the northeast side of the building (see map on page 54).**

- Back up to Dock #4 (aka Sally Port), which is the garage door/dock closest to the entry door.
- Use the employee entrance, located by Dock #4, ring the bell at the far door to check in with security control.
  - Present your driver's license to security control to receive a temporary IRGC yellow badge\* and proximity card. The proximity card will give you access to employee areas of the facility.
  - Please be prepared to share the following information: name of the event, name of your Prairie Meadows' contact, and the areas of the facility you will be accessing.
- Once checked in, security or R&D staff will open the garage door for you.
- Back your vehicle inside the building. Security or R&D staff will shut the first garage door and open the interior door for unloading.
- If needed, obtain a cart from R&D staff. Carts are limited and may not be available at the time of your arrival. Be prepared to move your items without the use of a cart. Unload your vehicle and take your items to the room/area for your event. Depending on Sally Port usage, our staff may ask you to move your vehicle immediately after unloading, before taking items to the room.
- All vehicles need to be parked in our main lot. You must enter through any of our guest entrances – The Meadows Events Center, main Casino entrance, or Hotel. If you do not need to access employee areas after unloading, return your badges\* to security control to receive your driver's license.

*\*Badge must be worn and visible in secure areas. Guests are not allowed to gamble or drink alcohol while in possession of an IRGC temporary badge.*

**If you will arrive during a specific timeframe, please let your contact know and our staff will check the dock schedule. Generally, there are no scheduling issues, but we do have to be aware of other scheduled deliveries. A similar schedule will be needed for load out time.**



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### **LIFTS**

For the safety of employees and Clients, only trained and certified persons may operate forklifts. Services will be contracted for a minimum of one (1) hour at a rate of \$150 per hour. Utilization exceeding one (1) hour will be calculated and rounded up in .25 hour increments. This charge will appear on the Banquet Event Order (BEO) and final bill.

Scissor lifts may be utilized by the Client or Client's agent, at their own risk, after an orientation by a facility staff member and a waiver has been signed. Client will be responsible for any and all damages to equipment and facility. A \$450 rental fee will apply per day for client operated use. A \$60 per hour (4-hour minimum) will apply for a Prairie Meadows operator.

### **RIGGING**

For public safety reasons, Prairie Meadows Event Coordinators must receive prior approval for all rigging. The Meadows reserves the right to retain consultants at the Client's expense to review or verify rigging specifications. Nothing may be attached to any electrical or mechanical system. This includes ducts, electrical conduit or raceways, plumbing, acoustical baffles, and sprinkler pipes. Rigging may only be attached to structural members. All rigging in The Meadows shall be in accordance with all national, state, and local safety codes, including, but not limited to, OSHA and BOCA. A structural rigging point map can be provided by The Meadows.

### **STAFFING SERVICES**

Prairie Meadows requires the use of its employees to be paid for by the Client at the prevailing rate for the following categories: security officers, first aid/EMT, ticket sellers, ticket takers, ushers, valet, and other similar categories of personnel. Determination of the number of personnel and the hours worked by the various categories shall be at the discretion of The Meadows management team after consultation with the Client.

### **ELECTRICAL CHARGES**

Electrical needs exceeding existing 120 volt/20 amp wall plug service must be arranged in advance and will be charged accordingly. Additionally, installation and labor charges, and rental of necessary equipment will be assessed. All equipment must have UL listing. All power strips and extension cord charges will appear on the BEO at the conclusion of your event.

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# The Meadows Events & Conference Center

## BANQUET EVENT ORDERS

### BANQUET EVENT ORDER

We will provide a Banquet Event Order (BEO) outlining the details and pricing prior to your event. You will be asked to sign the Banquet Event Order, and agree to the charges prior to your event. Our printed menus are for general reference. We will be happy to propose customized menus to meet your specific needs. All prices listed are subject to change.

### DRINK TICKETS

For accountability and billing purposes, all drink tickets for hosted bar events must be printed and provided by Prairie Meadows. Events that wish to provide guests with pre-purchased drink tickets may do so through the Event Coordinator prior to the start of the event. All pre-purchased tickets will be charged to the function master account and cannot be redeemed for credit. It is recommended that conservative estimates are used for drink tickets. Additional tickets may be purchased through the Event Captain during the event. Soft drinks and bottled water will be charged at half of the ticket price.

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# The Meadows Events & Conference Center



## **NETWORK / INTERNET / TELEPHONE**

### **TELEPHONES AND INTERNET**

Telephone lines, phones, and hard-wired internet access are available. Long distance toll charges will be billed after the event. Wireless internet access is available free of charge in The Meadows Events Center area of the facility.

### **NETWORK AND INTERNET CONNECTIONS**

Client may not attach any hardware or software to any networking or internet access services provided by Prairie Meadows, or allow its attendees to do so, other than hardware and software approved by Prairie Meadows or end user equipment (such as laptops and mobile phones, but excluding routers or networking equipment) owned by attendees that agree to any applicable terms of use required to access the services. If the Client is permitted by Prairie Meadows Hotel to attach a router or other wireless networking equipment to Prairie Meadows' network, it shall not use a network identifier (i.e., a Service Set Identifier or SSID) that contains the Prairie Meadows name without approval from Prairie Meadows, or other name to which Prairie Meadows reasonably objects. Prairie Meadows may require Client or its attendees to remove any hardware or software from Prairie Meadows' network or otherwise prevent hardware or software from connecting to Prairie Meadows' network without notice and without refund.

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# The Meadows Events & Conference Center

## INSURANCE & SAFETY REGULATIONS

### INSURANCE

Prairie Meadows requires you provide a Certificate of Insurance (COI) as proof of insurance coverage naming Prairie Meadows as an additional insured. COI will be required for all events that have the following activities, but not limited to: animals, vehicles, open flame, cooking, food samples, kitchen use, entertainment with acts of danger, or exhibits. The certificate must contain the following language: "Prairie Meadows Racetrack and Casino, Inc., and Polk County Government, its Elected Officials, Employees Agents, and Assigns are additional insured on the general liability policy with regards to operation of the named insured. Waiver of subrogation in favor of additional insured on the worker's compensation policy".

### SAFETY & FIRE CODE REQUIREMENTS

The safety of all occupants of Prairie Meadows is of primary concern. The Meadows will not allow any activity or any condition we deem unsafe at our facility. Prairie Meadows' security personnel and local law enforcement routinely patrol leased event space. Pyrotechnics are prohibited. All activities must comply with local fire codes and may be subject to inspection by the Fire Marshal of the City of Altoona.

### COSTUMES/MASKS

Due to the nature of Prairie Meadows' daily operating business and security/surveillance policies, any person who intends to dress in costume or wear a mask in conjunction with a contracted event, must carry a valid government issued photo ID with them at all times. Guests dressed in costume wearing a mask or face paint are NOT allowed on Casino Levels 2 or 4 floor at any time.

### CAPACITIES

We will adhere to maximum occupancy levels as designated by the City of Altoona. Prairie Meadows reserves the right to restrict further attendance into these spaces in order to protect public safety.

### DAMAGES

Client is responsible for any damage done to the function room, complimentary decor items, or any other part of the facility by the Client, his/her guests, invitees, employees, independent contractors, or other agents under Client's control except normal wear and tear. Prairie Meadows' representatives and Client should inspect all rented space prior to event and at the conclusion to determine existing conditions. You will be informed of any damages after your event with a written report and photographs.



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# The Meadows Events & Conference Center

## DECORATION & SIGNAGE

### DECORATIONS

The method and location of decor installations must be approved in advance by Prairie Meadows' management. Arrangements for floral centerpieces, special props, and entertainment may be made through your Event Coordinator. All decorations must meet the approval of Prairie Meadows' management and be in accordance with the Altoona Fire Department rules and regulations.

Prairie Meadows will not permit the affixing of any items to the walls or ceilings of rooms. Any violation of the guidelines may result in additional fees being charged. The following is a list of guidelines:

- Candles or any apparatus with an open flame is prohibited.
- No one may tape, nail, tack, or otherwise fasten decorations of any kind to ceilings, doors, painted surfaces, columns, walls, or windows.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits, or lighting systems.
- All decorating materials must be constructed of flameproof material or be treated with an approved fire retardant solution.
- No one may use or distribute duct tape, adhesive-backed decals, or stickers anywhere on the premises.
- Glitter and confetti materials may not be used in any area of the building.
- If helium balloons become detached from a display, a labor cost to retrieve the balloons will be charged. Distribution of individual helium balloons in The Meadows is not allowed. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and be removed from public space before guests enter.
- The Client will be responsible for removal and clean up of any plants, hay, or similar materials used for decorating purposes.

### SIGNAGE, POSTERS, & BANNERS

All signage must be printed and meet the approval of Prairie Meadows' Event Coordinators. Banners, signs, pictures, notices, or advertisements may only be placed in locations, and by methods, approved in advance by The Meadows. No signage, banners, posters, playbills, or any other items can be taped, stapled, or affixed to any surface in the building. We require posters be mounted and displayed on easels and/or individual holders. Handwritten signs are prohibited. With advance notice and a minimum of 48 hours, our staff will hang one banner at no charge. Additional signage requests will incur a labor charge. At the conclusion of the event, all posted signage must be removed by the Client or Client's agent. Any materials left behind will be disposed of and the Client will be billed at the prevailing labor rates to remove. Prairie Meadows will supply plotter stands for your use. These will be charged to your banquet event order at \$10 per printed plotter sign. Please see your Event Coordinator for more information.



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## VEHICLE DISPLAY & PARKING

### VEHICLES AND MOTORIZED EQUIPMENT ON DISPLAY

Prior approval must be obtained from Prairie Meadows as some vehicles are not allowed within the facility. A Certificate of Insurance is required for all vehicle displays. Motor vehicles utilizing flammable fuels on display shall have no more than 1/5 tank or five (5) gallons of fuel in the tank, and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display must be given to the Banquet Captain and will be held for the duration of the event. Vehicles must be clean and dry, plastic must be placed underneath the vehicle to catch any possible leakage, and carpet pads must be placed under each tire/wheel. Prairie Meadows will lay plastic under the area for a fee of \$25 per hour plus material. Prairie Meadows does not allow any type of vehicle or motorized equipment with treads into the facility. Fees will be assessed if a Prairie Meadows staff member is required to move a vehicle at the conclusion of an event. Prairie Meadows is not held liable for damages that occur from a Prairie Meadows' staff member moving a vehicle. The Client/Vendor is responsible for any and all damages incurred by the vehicle.

### PARKING

Parking is free at Prairie Meadows. We also offer complimentary shuttle services in the parking lot. Shuttle hours vary, please check our website, [prairiameadows.com](http://prairiameadows.com), for the most up-to-date information.

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# The Meadows Events & Conference Center

## MAIL / SHIPPING / PACKAGE INSPECTION

If it is necessary for you to ship materials to Prairie Meadows, each item must be properly packed and marked with 1) the organization's name and contact, 2) date of the function, and 3) name of The Meadows contact. For your safety and security, cartons, packages, or other containers brought in or removed from Prairie Meadows by the Client, Client's guests, invitees, employees, and agents may be subject to inspection. Boxes, packages, and/or display materials will be accepted no earlier than three (3) days prior to the scheduled event date. The Meadows reserves the right to refuse packages which appear damaged and in any event, assumes no liability for the condition of the contents of such packages. Additionally, storage for items received prior to three (3) days and/or not removed following the conclusion of your event may be assessed storage fees. Returned shipping/packaging fees will apply. Prairie Meadows will not accept any responsibility for damage to or loss of any merchandise or articles left in the facility prior to, during, or following the Client's function.

Incoming packages and boxes to The Meadows are to be addressed as follows:

**Prairie Meadows**

**Ms. Jane Doe (Hotel Guest or Meeting Planner, Reservation #)**

**Function or Group Name & Date**

**The Meadows Contact (Event Coordinator)**

**1 Prairie Meadows Drive**

**Altoona, Iowa 50009**

Shipments of more than 10 boxes and any boxes heavier than 70 lbs. must receive prior approval from your Event Coordinator.

Handling and storage fees for large shipments will apply.

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## MOVE IN / MOVE OUT

Move in and move out times are between 6am and 12am (Midnight). The Event Coordinator must approve any exceptions to this time frame. Please note that move in/move out times may be subject to other event set up and traffic. A fee of \$60 per hour will be charged to Client for staff supervision during move in/move out.

Prior to move in, a Client representative and the Banquet Captain will walk the area for an official inspection.

At this time, cleanliness and state of repair will be noted, and any cleaning or repairs needed will be scheduled. This includes all areas the Client will be utilizing, e.g. parking lot, driveways, loading dock, service hallways, foyers, event space, etc.

At move out, a Client representative and the Banquet Captain will walk the areas utilized, both inside and out, for a final inspection.

Mutually agreed upon damages caused by the Client or their exposition/production company will be recorded and submitted to the Event Coordinator and Group Sales Manager. Repairs will be coordinated with Prairie Meadows facilities department. All labor and materials will be billed to the Client at cost. Full payment is required within thirty (30) days of billing date.

Client will be responsible for leaving all utilized areas of Prairie Meadows in the same condition as were noted at move in, less normal wear and tear.

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## EXHIBIT INFORMATION

### PACKAGE 1

- Up to 10' x 10' of 8' tall black pipe & drape
- 8' table with cloth & skirt and two chairs
- Wastebasket
- Access to one (1) 110-volt electric outlet
- Booth signage
- Maintenance, setup, teardown, and cleanup

### PACKAGE 2

- 8' table with cloth & skirt and two chairs
- Wastebasket
- Access to one (1) 110-volt electric outlet
- Maintenance, setup, teardown, and cleanup

### A LA CARTE

- 110-volt electric – power strip and extension cord
- Table (8' cloth & skirt with 2 chairs)

*All exhibit booths are charged per day.*

### OTHER

If Client is supplying their own pipe & drape, Client is responsible for all supplies – pipe & drape, signage, tables, chairs, wastebaskets, etc. Prairie Meadows will charge \$30 per booth for electric as well as the Exhibitor Liaison fee of \$60 per hour with 4 hour minimum. The Exhibitor Liaison will need to be present the entire time the Client or its representative is loading in, setting up, tearing down, etc.

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# THE MEADOWS

EVENTS & CONFERENCE CENTER

For more information, call 515.967.8550

[prairiameadows.com](http://prairiameadows.com) | 1 Prairie Meadows Dr. Altoona, IA 50009

