BANQUET MENU
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 up to 2,000 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.

Anyone that plans an event at The Meadows Events Center has access to the 168-room hotel and extensive casino. The award-winning Prairie Meadows Hotel offers contemporary rooms, impeccable service, and generous amenities that include a saltwater pool, fitness center, business center, airport shuttle, 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:
515.967.1000 | 800.325.9015
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

**EARLY START $12**
- Assortment of freshly baked low-fat mini muffins
- Assortment of breakfast pastries
- Orange juice
- Seattle’s Best™ regular and decaffeinated coffee
- Tazo™ hot teas

**DELUXE EARLY START $14**
- Assortment of freshly baked low-fat mini muffins
- Assortment of breakfast pastries
- Fresh cut seasonal fruit
- Orange juice
- Seattle’s Best™ regular and decaffeinated coffee
- Tazo™ hot teas

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

**GROUP I $4 per addition**
- Assorted low-fat yogurt with granola
- Fresh cut seasonal fruit
- Granola bars
- Cinnamon rolls
- Pecan sticky buns

**GROUP II $5 per addition**
- Oatmeal with brown sugar, raisins, and milk
- Assorted individual cereals with milk
- Buttermilk biscuits and gravy
- Plain and flavored Greek yogurt with granola
- Bagels with cream cheese

**GROUP III $7 per addition**
- 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, Seattle's Best™ regular and decaffeinated coffee, and Tazo™ hot teas

THE MEADOWS $14
Scrambled eggs topped with colby jack cheese, served with two strips of bacon, two sausage links, and herb roasted potatoes O’Brien

BREAKFAST SANDWICH $15
Scrambled 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

FRESH FRITTATA $16
Individual roasted vegetable frittata topped with colby jack cheese, served with herb roasted potatoes O’Brien

ELITE PLATED STEAK & EGGS BREAKFAST $22
Grilled 4oz. petite filet mignon served medium with scrambled eggs and herb roasted potatoes O’Brien
BREAKFAST BUFFETS

STARTING GATE BUFFET $19
- Egg bake – choice of ham or sausage
- Fresh cut seasonal fruit
- Breakfast breads
- Orange Juice
- Seattle’s Best™ regular and decaffeinated coffee
- Tazo™ hot teas

THE DELUXE BUFFET $22
- Fresh cut seasonal fruit
- Country-style scrambled eggs
- Breakfast potatoes
- Choice of bacon or sausage
- Pastries, muffins, and bagels
- Butter and cream cheese
- Orange juice
- Seattle’s Best™ regular and decaffeinated coffee
- Tazo™ hot teas

THE GRAND BUFFET $25
- Fresh cut seasonal fruit
- Scrambled eggs with colby jack cheese
- Cheesy potato casserole
- Bacon and sausage
- French toast with praline sauce
- Pastries, muffins, and bagels
- Butter and cream cheese
- Orange juice
- Seattle’s Best™ regular and decaffeinated coffee
- Tazo™ hot teas

All menu pricing subject to 6% sales tax and 21% service charge. Pricing subject to change.
BREACKFAST À LA CARTE ITEMS

BY THE DOZEN $27
• Individual low-fat yogurts
• Assortment of breakfast pastries
• Fresh bagels with spreads
• Cinnamon rolls
• Granola bars
• Whole fresh fruit
• Assorted donuts

BY THE DOZEN $28
• Assorted Greek yogurts
• Assortment of freshly baked low-fat mini muffins
• Pecan sticky buns
• Yogurt granola parfait
BREA KS

Beverages

Specialty Breaks

Snacks À La Carte
BEVERAGES

BASED ON CONSUMPTION $28 per gallon
• Lemonade
• Orange juice
• Iced tea

BASED ON CONSUMPTION $36 per gallon
• Seattle’s Best™ regular and decaffeinated coffee
• Tazo™ hot teas

BASED ON CONSUMPTION $3 each
• Assorted Coca-Cola® soft drinks
• Milk
• Chocolate milk
• Lemonade
• Bottled water
• Powerade®

BASED ON CONSUMPTION $5 each
• Red Bull®
• Sugarfree Red Bull®
• Gold Peak® iced tea (sweet & unsweetened)
SPECIALTY BREAKS

HEALTH BREAK $14 per person
- Fresh cut seasonal fruit and berries
- Assorted low-fat Greek yogurt with granola
- Granola bars and mixed nuts

RACE TRACK BREAK $15 per person
- Mini corndogs with assorted condiments
- Warm pretzel rods with cheese sauce
- Fun size candy bars
- Tortilla chips and salsa

MEDITERRANEAN BREAK $16 per person
- Vegetable crudité platter with ranch dip
- Antipasto display with assorted marinated olives, balsamic mushrooms, and roasted artichokes

SNACK BREAK $10 per person
- Pita chips with hummus
- Individual bags of plain and BBQ potato chips
- Nacho Cheese Doritos®
- Chex Mix™
- Trail mix

ARTISAN CHEESE BREAK $13 per person
- Vegetable crudités and artisan cheese displayed with crostini, crackers, fruits, and spiced apple chutney

COOKIE JAR BREAK $11 per person
- Chocolate chip, sugar, oatmeal raisin, peanut butter, and white chocolate macadamia nut cookies
- Milk (in lieu of water and soda)
- Chocolate milk (in lieu of water and soda)
- German chocolate and double fudge brownies

SOUTH OF THE BORDER BREAK $11 per person
- Tortilla chips with salsa roja, pico de gallo, guacamole, and queso dip

POPCORN BREAK $8 per person
- 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 $27 per dozen
- Individual yogurts with granola $28 per dozen
- Granola bars $27 per dozen
- Deluxe mixed nuts $28 per pound
- Chex Mix™ $18 per pound
- Assorted individual bags of chips $24 per dozen
- Assortment of cookies and brownies $24 per dozen
- Assorted dessert bars $28 per dozen
- Full size candy bars $30 per dozen
- Blue Bunny ice cream bars $48 per dozen
- Domestic cheese display $6 per person
- Vegetable crudités platter with dip $4 per person
LUNCH

- Cold Plated Luncheon
- Hot Plated Luncheon
- Light Lunch Buffets
- Lunch Buffets
- Vegetarian
- Grab & Go Boxed Lunches
COLD PLATED LUNCHEON

CAESAR SALAD $16
Seasoned grilled chicken breast, Parmesan cheese, tomatoes, red onions, and garlic croutons on a bed of fresh romaine with Caesar dressing
Substitute grilled shrimp for $3 or salmon for $4 per salad

SANTA FE SALAD $17
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 for $3 or salmon for $4 per salad

SPINACH BERRY SALAD $22
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 for $4 per salad

VEGETABLE WRAP $16
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 $18
Chilled, pesto-marinated chicken breast served on a ciabatta roll with lettuce, tomatoes, grilled onions, provolone cheese and topped with red pepper pesto mayonnaise, served with a side salad and ranch dressing

PECAN CHICKEN SALAD SANDWICH $17
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 $18
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 for $3 per wrap

CLUB CROISSANT $19
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 Seattle's Best™ regular and decaffeinated coffee and iced tea service.

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 upgrade per person.

All menu pricing subject to 6% sales tax and 21% service charge. Pricing subject to change.
# HOT PLATED LUNCHEON

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td><strong>GRILLED RIBEYE</strong> $24</td>
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<tr>
<td>Grilled ribeye steak served open-faced on Texas toast and topped with caramelized onions and creamy horseradish sauce</td>
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<tr>
<td><strong>BEEF BOURGUIGNON</strong> $22</td>
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<tr>
<td>Seared beef tips served with sautéed mushrooms and baby red potatoes with root vegetables</td>
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<tr>
<td><strong>CHICKEN SCALOPPINI</strong> $21</td>
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<tr>
<td>Seared chicken breast with garlic lemon artichoke sauce served on a bed of linguini</td>
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<tr>
<td><strong>CHICKEN MARSALA</strong> $22</td>
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<tr>
<td>Seared chicken breast topped with shallots, garlic, and fresh mushrooms in a creamy Marsala wine sauce</td>
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<tr>
<td><strong>BOURBON CHICKEN</strong> $22</td>
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<tr>
<td>Lightly seasoned chicken breast topped with a creamy bourbon sauce</td>
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<tr>
<td><strong>ASIAGO CHICKEN</strong> $22</td>
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<tr>
<td>Tender chicken breast sautéed with spinach and smothered in a delicious Asiago cheese cream sauce.</td>
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<tr>
<td><strong>HERB ROASTED PORK LOIN</strong> $22</td>
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<tr>
<td>Slow-roasted pork loin topped with choice of rich Italian herb Parmesan cream sauce or apple chutney</td>
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<tr>
<td><strong>BLACKENED SALMON</strong> $24</td>
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<tr>
<td>Seared salmon topped with tropical fruit salsa</td>
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<tr>
<td><strong>MEATLOAF WITH MUSHROOM RAGOUT</strong> $22</td>
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<tr>
<td>Thick slice of meatloaf topped with a creamy mushroom ragout</td>
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</tbody>
</table>

* Denotes Gluten-Free Entrée  
** Does not include vegetables or starch listed below

Served with house salad, chef choice seasonal vegetables and starch, assorted freshly baked artisan breads, Seattle’s Best™ 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 $20
- Assorted artisan breads with butter
- House salad with ranch dressing
- California salad with raspberry dressing
- Sliced grilled chicken
- Chef’s choice soup with crackers
- Assorted freshly baked cookies

BAKED POTATO BAR $23
- 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
- Two Wrap Selections $22
- Three Wrap Selections $23
- Four Wrap Selections $24
- 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 Seattle’s Best™ 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 $2 upgrade per person.
LUNCH BUFFETS

MEADOWS BBQ BUFFET $27
- House salad with ranch dressing
- Slow roasted BBQ beef brisket with buns
- Pulled pork
- Grilled BBQ chicken
- Coleslaw
- Choice of macaroni & cheese or cheesy potato casserole
- Chef's choice vegetable
- Freshly baked artisan breads & corn bread muffins

PRAIRIE LUNCH $23
- 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

ASIAN LUNCH BUFFET $24
- Asian salad with sesame dressing
- Mongolian beef with mushrooms
- Orange chicken with pineapple and peppers
- Asian vegetable medley
- Fried and steamed rice
- Vegetable egg roll and crab rangoon

TAILGATERS’ BUFFET $22
- 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, chopped onions, and relish

ITALIAN PASTA BUFFET $22
- 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 for a $2 upgrade per person.

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 Seattle’s Best™ regular and decaffeinated coffee and iced tea, and assorted freshly baked cookies.

All menu pricing subject to 6% sales tax and 21% service charge. Pricing subject to change.
VEGETARIAN

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

ASIAN TOFU* (VEGAN)
Blackened tofu with fresh vegetables in a light plum sauce on a bed of Asian rice with a mélange of fresh vegetables

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

Vegetarian menu pricing is the same as our standard menu pricing.

Served with house salad, chef choice seasonal vegetable and starch, assorted freshly baked artisan breads, Seattle’s Best™ regular and decaffeinated coffee, and iced tea.
GRAB & GO BOXED LUNCHES

One Sandwich Selection $21
Two Sandwich Selections $22
Three Sandwich Selections $23

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 $2 upcharge per sandwich
• 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 choice pasta salad or potato salad, freshly baked cookie, plastic cutlery pack, and condiments.
DINNER

Plated Dinners

Plated Dinner Duets

Meadows Premier Dinner Buffet

Plated Vegetarian Dinners
PLATED DINNERS

**CHICKEN MARSALA $28**
Seared chicken breast with shallots, garlic, and fresh mushrooms in a creamy Marsala wine sauce

**PROSCIUTTO STUFFED CHICKEN**$29
Seared chicken breast stuffed with prosciutto and fontina cheese served on a bed of wild rice pilaf with a white wine herb Parmesan cream sauce

**BAKED ATLANTIC SALMON $33**
Seasoned Atlantic salmon topped with tropical fruit salsa

**FILET OF BEEF $37**
Herb rubbed beef tenderloin with brandy shallot demi-glace

**ITALIAN STUFFED PORK LOIN $32**
Pork loin stuffed with Italian sausage and fresh herbs, topped with a white wine herb Parmesan cream sauce

**SAVORY APPLE CHUTNEY PORK LOIN $30**
Pork loin stuffed with apple and topped with a fresh chutney

**NEW YORK STRIP $34**
Seasoned and grilled to perfection New York Strip topped with three mushroom ragout

**CHILEAN SEA BASS $35**
Fresh Chilean sea bass with lemon beurre blanc

**TUSCAN CHICKEN $28**
Seared chicken breast topped with a Mediterranean salsa

**Does not include vegetables or starch listed below**

Served with a house salad, freshly baked artisan breads, chef’s choice seasonal vegetables and starch, Seattle’s Best™ 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

PROSCIUTTO AND FONTINA STUFFED
CHICKEN BREAST AND BLACKENED SALMON $39
Chicken breast stuffed with prosciutto and fontina cheese, served with a white wine herb Parmesan cream sauce accompanied by a blackened salmon fillet

CHICKEN MARSALA AND SLICED BEEF TENDERLOIN
WITH THREE MUSHROOM RAGOUT $42
Seared chicken breast with Marsala mushroom sauce accompanied by sliced beef tenderloin topped with a three mushroom ragout

SLICED BEEF TENDERLOIN AND SEARED SCALLOPS
WITH LOBSTER SAUCE $44
Sliced herb roasted beef tenderloin accompanied by seared sea scallops with a lobster butter sauce

ITALIAN STUFFED PORK LOIN AND SLICED BEEF TENDERLOIN $42
Italian stuffed pork loin and sliced herb roasted beef tenderloin, served with a white wine herb Parmesan sauce

Served with house salad, freshly baked artisan breads, chef’s choice seasonal vegetables and starch, Seattle’s Best™ 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.
MEADOWS PREMIER
DINNER BUFFET

DINNER BUFFET $38 per person
• House 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

SUBSTITUTE $5 upgrade per person for each option
• 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

ASIAN TOFU* (VEGAN)
Blackened tofu with fresh vegetables in a light plum sauce on a bed of Asian rice with a mélange of fresh vegetables

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.

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
Soups & Plated Appetizers
Desserts
SALAD UPGRADES

SANTA FE SALAD $2 per person
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 $2 per person
Mixed greens with red onions, grape tomatoes, banana peppers, queen green olives, and feta cheese, served with balsamic vinaigrette

BABY SPINACH CALIFORNIA SALAD $2 per person
Baby spinach topped with sliced fresh seasonal berries, mandarin oranges, and Cajun almonds, served with light vinaigrette

CAESAR SALAD $2 per person
Parmesan cheese, tomatoes, red onions, and garlic croutons on a bed of fresh romaine with Caesar dressing

BROCCOLI AND BLUE CHEESE SALAD $2 per person
Mixed greens with broccoli, toasted cashews, tomatoes, and red onions served with a miso blue cheese dressing
SOUPS & PLATED APPETIZERS

SOUP $6 per person
- Iowa Corn Chowder
- Broccoli & Cheese
- Tomato Bisque
- Chicken Tortilla
- Vegetable Beef Barley
- Vegetarian Minestrone
- Chicken Noodle
- Cream of Mushroom
- Beer Cheese

PLATED APPETIZERS
- Fried Ravioli $7 per person
- Thai Spring Roll $8 per person
- Mediterranean Antipasto Stack $9 per person
- Mushroom Vol Au Vent $10 per person
- Ceviche $11 per person
- Lobster Corn Fritter $12 per person
- Bacon Wrapped Sea Scallops $12 per person
- Shrimp Cocktail $12 per person
- Coconut Shrimp $12 per person
- Crab Cake $12 per person
DESSERTS

NEW YORK CHEESECAKE $7
Traditional cheesecake topped with chocolate or raspberry sauce

CHOCOLATE CHEESECAKE $7
Chocolate cheesecake topped with strawberry sauce

DULCE DE LECHE CHEESECAKE $6
Traditional cheesecake infused and topped with Dulce de Leche sauce

MINI DESSERT PLATE $7
Chef's choice of three mini desserts

TIRAMISU $7
Layers of ladyfingers dipped in rum-infused coffee with cream cheese mousse

SLICE OF PIE $4
Choice of blueberry, cherry, apple, or pecan

SEASONAL MOUSSE TART $4
Light and fluffy French vanilla mousse with fresh seasonal berries in a flaky tart shell

CHEF’S SWEET CREATION CUPCAKES $6
CHOICE OF:
• Red velvet cupcake with cream cheese frosting
• Dulce de leche cupcake with sweet buttercream frosting and candied pecans
• Lemon delight cupcake filled with lemon curd
• Chocolate fantasy cupcake filled with chocolate ganache, topped with chocolate mousse
• Carrot cake with cream cheese frosting

BROWNIE CHOCOLATE MOUSSE PARFAIT $6
Light and fluffy chocolate mousse and brownie bites layered in a double old-fashioned cup, topped with seasonal fresh berries

FRENCH VANILLA MOUSSE $5
Creamy mousse with fresh berries and mint

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RECEPTION

Cold Hors d’oeuvres
Sushi
Hot Hors d’oeuvres
Display Hors d’oeuvres
Hors d’oeuvre Stations
Pizza
COLD HORS D’OEUVRES

BRIE PHYLLO PURSES* $25
Baked brie with a variety of fillings wrapped in a flaky phyllo purse

PROSCIUTTO WRAPPED ASPARAGUS $27
Fresh asparagus brushed with balsamic vinegar and wrapped in aged prosciutto

SUN-DRIED TOMATO CROSTINI $27
Crisp crostini topped with mascarpone and sundried tomato jam

ALMOND STUFFED BACON WRAPPED DATES* $20
Sweet dates stuffed with a smoky almond and wrapped in bacon

PEPPER CRUSTED BEEF TENDERLOIN CROSTINI* $25
Roasted beef tenderloin with fresh red pepper pesto and cream cheese topped with onion confit

SEAFOOD SALAD CUCUMBER ROUNDS* $17
Fresh cucumber round topped with seafood salad

JUMBO SHRIMP* $38
Served with zesty cocktail sauce and lemon

Priced by the dozen (three dozen per item minimum)
*Denotes hors d’oeuvres available to be butler passed
Butler fee: $150 based on one hour of service
SUSHI

SUSHI BY THE ROLL
(Approximately 7 pieces per roll)

CALIFORNIA ROLL $18
Crab, avocado, and cucumber

HAWAIIAN ROLL $17
Seasonal fruit, cucumber, cream cheese, and scallions

VEGETABLE ROLL $16
Cucumber, avocado, red pepper, asparagus, and scallions

Priced by the dozen (three dozen per item minimum)
HOT HORS D’OEUVRES

BEEF WELLINGTON* $41
Lightly seasoned filet of beef wrapped in puff pastry and baked golden brown

COCONUT SHRIMP* $40
Succulent shrimp with a crunchy coconut coating, served with piña colada dipping sauce

BACON WRAPPED SCALLOPS* $37
Plump, white scallops wrapped in strips of smoky bacon, served with seafood sauce

SPINACH SPANAKOPITA* $25
Spinach pie made with layers of phyllo and filled with seasoned spinach, onions, and cream cheese

CRAB RANGOON* $19
Crispy wontons stuffed with seasoned crab and cream cheese, served with sweet chili sauce

ITALIAN MEATBALLS $15 per dozen
Our Italian meatballs served with your choice of marinara or white wine herb Parmesan sauce

*Denotes hors d’oeuvres available to be butler passed
HOT HORS D’OEUVRES

MEDITERRANEAN STUFFED MUSHROOMS $24
Earthy mushrooms stuffed with spinach and artichokes

VEGETABLE EGGROLLS* $20
Wontons stuffed with finely chopped vegetables then fried golden brown, served with sweet & sour sauce

BREADED MOZZARELLA CHEESE STICKS $19
Coated in our homestyle breading, fried to perfection, and served with marinara sauce

HOMESTYLE CHICKEN STRIPS $18
Strips of all white meat chicken breast coated in our homestyle breading, fried golden brown, served with BBQ and ranch dipping sauces

CHICKEN WINGS $16
Your choice of sweet BBQ or spicy wings served with blue cheese and ranch dipping sauces

ITALIAN STUFFED MUSHROOMS $24
Earthy mushrooms stuffed with fresh herbs, Italian sausage, and Parmesan cheese

CRAB CAKES $37
Succulent crab mixed with finely chopped vegetables and served with remoulade

ITALIAN BREADS $15
Assorted Italian breads, served with marinara dipping sauce

*Denotes hors d’oeuvres available to be butler passed

Butler fee: $150 based on one hour of service

Priced by the dozen (three dozen per item minimum)
DISPLAY HORS D’OEUVRES

POTATO CHIPS WITH RANCH DIP $4 per person
Potato chips with ranch dip

HUMMUS WITH PITA CHIPS $4 per person
Hummus with warm pita chips

TORTILLA CHIPS WITH SALSA $4 per person
Tortilla chips with traditional and black bean salsa

ASIAN CHICKEN CRISPS $300
Diced chicken, cucumber, avocado, and scallions tossed in a citrus-sesame soy sauce, served with crispy wontons

VEGETABLE CRUDITÉS $225
Colorful display of fresh vegetables served with ranch dip

SEASONAL FRESH FRUIT DISPLAY $225
Display of seasonal fresh cut fruit served with dipping sauce

SPINACH AND ARTICHOKE DIP $275
Creamy spinach and artichoke dip served with warm pita chips

TOMATO BASIL BRUSCHETTA $250
Tomatoes, herbs, olive oil, and mozzarella cheese on a crisp crostini

BBQ COCKTAIL SMOKIES $250
Cocktail smokies in a rich BBQ sauce

ITALIAN MEATBALLS $300
Our Italian meatballs served with your choice of marinara or white wine herb Parmesan sauce
DISPLAY HORS D’OEUVRES

CHICKEN DE BURGO BITES $275
Seared seasoned chicken in a rich, creamy white de Burgo sauce

MEDITERRANEAN DELIGHT $325
Olive medley with roasted artichokes, pepperoncini, balsamic mushrooms, and assorted Mediterranean snacks

CHIPOTLE CHILI LIME POACHED SHRIMP CEVICHE $325
Chipotle lime shrimp with avocado salsa and crispy tortilla chips

DOMESTIC CHEESE DISPLAY $325
Selection of domestic cheeses served with gourmet crackers

SEAFOOD AND ARTICHOKE DIP $300
Creamy seafood and artichoke dip served with warm pita chips

BEEF DE BURGO BITES $400
Seared beef tenderloin in a rich, creamy white de Burgo sauce

GOURMET CHEESE DISPLAY $375
Domestic and imported cheese display with gourmet spreads, crackers, breads, and crostini garnished with fresh cut seasonal fruit

MEDITERRANEAN ANTIPASTO DISPLAY WITH SALMON AND TOMATO BASIL SHOOTERS $450
A colorful assortment of grilled, roasted, and marinated vegetables, olive medley, marinated cheeses, balsamic mushrooms, aged meats, hummus with pita chips, bruschetta, and salmon display with tomato basil shooters

Priced per person or per display
Each display serves approximately 50 people
HORS D’OEUVRE ACTION STATIONS

PASTA STATION $15 per person
- Fusilli with tomato basil sauce topped with tomatoes and fresh basil
- Penne pasta with Alfredo sauce, mushrooms, and garlic
- Italian meatballs and grilled chicken strips
- Assorted breads and Caesar salad
- Station includes Parmesan cheese and Italian breadsticks

QUESADILLA STATION $13 per person
- Four cheese quesadilla
- Chicken and cheese quesadilla
- Served with sour cream, guacamole, and salsa
- House salad

THAI STATION $15 per person
- Drunken noodles – rice noodles stir fried with Thai spices, fresh mint, snow peas, carrots, and choice of chicken or beef
- Beef and chicken satay — marinated beef and chicken in a mixture of Thai spices and coconut juice, served on bamboo sticks with satay sauce
- Coconut shrimp with piña colada dipping sauce
- Crab rangoon
- Steamed and fried rice
- Station includes hot mustard, chili oil, soy sauce, and sweet & sour sauce

ASIAN STATION $15 per person
- 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
HORS D’OEUVRE ACTION STATIONS

MEATLOAF CARVING STATION $17 per person
• Meatloaf with apple smoked bacon and mushroom ragout
• Served with garlic mashed potatoes

STEAK DIANE STATION $19 per person
• Thinly sliced filet mignon sautéed in butter, then flambéed and basted in a rich cognac sauce
• Served with duchess potatoes

STEAK TIPS MARSALA STATION $18 per person
• Sirloin steak tips sautéed with Portobello mushrooms and shallots in our rich creamy Marsala sauce topped with steak onions
• Served with garlic mashed potatoes

MACARONI & CHEESE STATION $13 per person
• 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
• Station includes house salad, Italian breadsticks, marinara, and parmesan cheese

SLIDERS AND MINI HOT DOGS STATION $15 per person
• 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 $12 per person
• Assortment of miniature desserts including:
  - Cheesecakes
  - Mousse cups
  - Cookies
  - Cupcakes
• Served with coffee and tea

All menu pricing subject to 6% sales tax and 21% service charge. Pricing subject to change.
PIZZA

COMBINATION $19

VEGETABLE $17

SAUSAGE & PEPPERONI $17

SAUSAGE $16

PEPPERONI $16

CHEESE $15

14” pizza yields 8 slices. Cost is priced per whole pizza.

Discuss quantity of pizzas that can be produced freshly with your event coordinator.
BEVERAGES

Cash Bar

Hosted Bar
CASH BAR

Your price is based on consumption

SPIRITS $7
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, Disaronno

WINE $7 per glass, $28 per bottle
Sycamore Lane
Cabernet, Chardonnay, Merlot, Pinot Grigio, Pinot Noir, White Zinfandel

DOMESTIC BEER $6
Bud Light, Budweiser, Busch Light, Coors Light, Michelob Ultra, Miller Lite, O’Doul’s (nonalcoholic)

ALUMINUM BOTTLED BEER $7
Bud Light, Budweiser, Busch Light, Coors Light, Michelob Ultra, Miller Lite, O’Doul’s (nonalcoholic)

PREMIUM BEER $7
Corona Extra, Heineken, New Belgium Fat Tire, local craft

NONALCOHOLIC $3
Coca-Cola, Diet Coke, Sprite, Mello Yellow, bottled water, canned juices

RED BULL $5
Bar setup fee per bar | $100
Bar sales less than $350 will incur an additional $100 fee

All menu pricing subject to 6% sales tax and 21% service charge. Pricing subject to change.
HOSTED BAR

Your price is based on consumption

SPIRITS $6.50
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, Disaronno

WINE $6 per glass
Sycamore Lane
Cabernet, Chardonnay, Merlot, Pinot Grigio, Pinot Noir, White Zinfandel

DOMESTIC BEER $5
Bud Light, Budweiser, Busch Light, Coors Light, Michelob Ultra, Miller Lite, O’Doul’s (nonalcoholic)

PREMIUM BEER $6
Corona Extra, Heineken, New Belgium Fat Tire, local craft

NONALCOHOLIC $3
Coca-Cola, Diet Coke, Sprite, Mello Yellow, bottled water, canned juices

RED BULL $5
Bar setup fee per bar | $100
Bar sales less than $350 will incur an additional $100 fee
TECHNOLOGY

Ballroom Packages
Meeting Room Packages
À La Carte Equipment & Services
BALLROOM PACKAGES

BISHOP BALLROOM

One built-in drop down screen and projector $425
Two built-in drop down screens and projectors $850
Three built-in drop down screens and projectors $1,275
Four built-in drop down screens and projectors $1,700
Five built-in drop down screens and projectors $2,125

Bishop Ballroom contains Titan 20,000 Lumen 1080p HD projectors with 14’ drop down screens. Bishop A and B each contain two (2) built-in screens and projectors, while Bishop C contains one (1).

SKINNER BALLROOM

One built-in drop down screen and projector $425
Two built-in drop down screens and projectors $850
Three built-in drop down screens and projectors $1,275
Four built-in drop down screens and projectors $1,700
Five built-in drop down screens and projectors $2,125

Skinner Ballroom contains Eiki 8,000 Lumen 1080p LCD projectors. Skinner A contains two (2) built-in projectors and 11’6” x 6’6” screens. Skinner B contains two (2) built-in projectors and 9’6” x 5’ screens and C contains one (1) built-in projector and 9’6” x 5’ screen.

Our trained audio visual professionals will assist you with the initial set up for your event. All audio/visual packages assume client operation. If A/V needs are intricate, an A/V tech will be made available to you for $60 per hour. A 14-day advance notice with a four hour minimum is required.

EVENT PACKAGES INCLUDE:
- Computer interface with video and audio inputs
- Choice of wireless handheld or lavalier microphone(s)
- In-room ceiling speakers
- Satellite music (choose from more than 30 channels)
- One lectern
MEETING ROOM PACKAGES

MEETING ROOM PACKAGES $200
Altoona, Grandquist, Polk County, and Sales* conference rooms will have access to the following:
• 75” LCD monitor
• Computer interface with video and audio inputs

*Sales conference room has a built-in PC and a 60” LCD monitor for your use.

All AV packages include computer interface with HDMI or VGA video inputs and audio input.

Our trained audio visual professionals will assist you with the initial set up for your event.
All audio/visual packages assume client operation. If A/V needs are intricate, an A/V tech will be made available to you for $60 per hour. A 14-day advance notice with a four-hour minimum is required.
### À LA CARTE EQUIPMENT & SERVICES

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-channel Mixing Board</td>
<td>$100</td>
</tr>
<tr>
<td>10'x10' Cradle Screen</td>
<td>$150</td>
</tr>
<tr>
<td>16-channel Mixing Board</td>
<td>$175</td>
</tr>
<tr>
<td>43&quot; Confidence Monitor with Stand</td>
<td>$200</td>
</tr>
<tr>
<td>60&quot; Fast Fold Screen</td>
<td>$50</td>
</tr>
<tr>
<td>Additional Speaker</td>
<td>$50</td>
</tr>
<tr>
<td>AV Cart</td>
<td>$25</td>
</tr>
<tr>
<td>AV Technician Fee (2 hr min)</td>
<td>$60/hr</td>
</tr>
<tr>
<td>Blu-ray Player</td>
<td>$75</td>
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<tr>
<td>Camera Operator (4 hr min)</td>
<td>$80/hr</td>
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<tr>
<td>CD/DVD Player</td>
<td>$25</td>
</tr>
<tr>
<td>Contour 8' table cover</td>
<td>$3</td>
</tr>
<tr>
<td>Dance Floor 20'x20'</td>
<td>$350</td>
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<tr>
<td>Dance Floor Additional Section 4'x4'</td>
<td>$20</td>
</tr>
<tr>
<td>Extension Cords</td>
<td>$10</td>
</tr>
<tr>
<td>Flip Chart with Paper and Markers</td>
<td>$40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Wired Internet Connection</td>
<td>$30</td>
</tr>
<tr>
<td>HDMI Computer Monitor Cable</td>
<td>$10</td>
</tr>
<tr>
<td>HDMI Distribution Amp</td>
<td>$50</td>
</tr>
<tr>
<td>House Sound Patch Fee</td>
<td>$35</td>
</tr>
<tr>
<td>iPod Connection</td>
<td>$20</td>
</tr>
<tr>
<td>Laptop Computer</td>
<td>$250</td>
</tr>
<tr>
<td>Lectern</td>
<td>$10</td>
</tr>
<tr>
<td>Lectern Microphone</td>
<td>$40</td>
</tr>
<tr>
<td>Lighting Technician (4 hr min)</td>
<td>$80/hr</td>
</tr>
<tr>
<td>Mic Stand</td>
<td>$10</td>
</tr>
<tr>
<td>Polycom Phone</td>
<td>$75</td>
</tr>
<tr>
<td>Polycotton Napkin (variety of colors available)</td>
<td>$2</td>
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<tr>
<td>Portable Projector</td>
<td>$250</td>
</tr>
<tr>
<td>Portable Sound System</td>
<td>$150</td>
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<tr>
<td>Portable White Board with Markers</td>
<td>$35</td>
</tr>
<tr>
<td>Power Strip</td>
<td>$10</td>
</tr>
</tbody>
</table>

*21-day notice needed to guarantee equipment and services

All menu pricing subject to 6% sales tax and 21% service charge. Pricing subject to change.
## À LA CARTE EQUIPMENT & SERVICES

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Powerpoint Presenter with Laser Pointer</td>
<td>$30</td>
</tr>
<tr>
<td>Resident Computer</td>
<td>$250</td>
</tr>
<tr>
<td>Resident Projector with Screen</td>
<td>$425</td>
</tr>
<tr>
<td>Risers 6’x8’ or 4’x8’</td>
<td>$50</td>
</tr>
<tr>
<td>Satellite Music</td>
<td>$25</td>
</tr>
<tr>
<td>Sony Broadcast Camera*</td>
<td>$300</td>
</tr>
<tr>
<td>Stage Lighting Package</td>
<td>$250</td>
</tr>
<tr>
<td>Stage Spot Lights</td>
<td>$100</td>
</tr>
<tr>
<td>Tall or Boom Mic Stand</td>
<td>$10</td>
</tr>
<tr>
<td>Teleconferencing</td>
<td>$125</td>
</tr>
<tr>
<td>Telephone Line with Phone</td>
<td>$30</td>
</tr>
<tr>
<td>Teleprompter (operator required)</td>
<td>$100</td>
</tr>
<tr>
<td>Tricaster Production Switcher* (operator needed)</td>
<td>$350</td>
</tr>
<tr>
<td>Tripod Easel</td>
<td>$10</td>
</tr>
<tr>
<td>Uplights</td>
<td>$50</td>
</tr>
<tr>
<td>VCR</td>
<td>$25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>VGA Computer Monitor Cable</td>
<td>$10</td>
</tr>
<tr>
<td>VGA Distribution Amp</td>
<td>$50</td>
</tr>
<tr>
<td>Video Switcher</td>
<td>$50</td>
</tr>
<tr>
<td>Wired Microphone</td>
<td>$35</td>
</tr>
<tr>
<td>Wireless Countryman</td>
<td>$75</td>
</tr>
<tr>
<td>Wireless Handheld Microphone</td>
<td>$75</td>
</tr>
<tr>
<td>Wireless Lav</td>
<td>$75</td>
</tr>
<tr>
<td>XLR Audio Cable</td>
<td>$10</td>
</tr>
</tbody>
</table>

*21-day notice needed to guarantee equipment and services
PROFESSIONAL SERVICES

ENTERTAINMENT BOOKING
Thinking about having live entertainment at your event? Let our Entertainment Coordinator provide you with options that fit your style and budget. Our staff will ensure you receive quality entertainment at a fair price.

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 The Meadows’ 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, backline instruments, and amplifiers.

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.
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. We also offer complimentary valet and shuttle services. Our valet service is available 24 hours on weekends and 8am – midnight on weekdays. Shuttle hours are 4pm - 2am on Fridays and Saturdays.
SEVERE WEATHER EVACUATION PLANS & POLICIES

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

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

FRONT DESK STAFF
Staff and guests will proceed to the bar/lounge area.

CAFÉ AT THE MEADOWS
Staff will stay and assist guests as needed.

GUEST ROOMS
Guests and employees will be moved to the guest room hallways or the inner stairwells.

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

<table>
<thead>
<tr>
<th>Group Name:</th>
<th>Group Profile:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post as:</td>
<td><strong>Who are the attendees?</strong></td>
</tr>
<tr>
<td>Dates:</td>
<td><strong>What is their profession?</strong></td>
</tr>
<tr>
<td>Main Contact/Event Planner:</td>
<td><strong>What is the focus of the convention?</strong></td>
</tr>
<tr>
<td>Cell Phone Number:</td>
<td><strong>What is the general age range of attendees?</strong></td>
</tr>
<tr>
<td>Payment Method:</td>
<td><strong>Anything else that might help the hotel staff better serve</strong></td>
</tr>
<tr>
<td>Billing address (If Direct Bill):</td>
<td><strong>the particular needs of your guests?</strong></td>
</tr>
<tr>
<td>Total In-House Guests:</td>
<td><strong>Overflow Hotels: If room blocks have been secured at other hotels, please complete this section.</strong></td>
</tr>
<tr>
<td>Exhibitors:</td>
<td><strong>Hotel:</strong></td>
</tr>
<tr>
<td>Drive-in/Local:</td>
<td><strong>Hotel:</strong></td>
</tr>
<tr>
<td>Transportation/Shuttle Requests:</td>
<td><strong>Would your group be interested in slot or table games promotions?</strong></td>
</tr>
</tbody>
</table>

The Meadows Events & Conference Center

**GROUP RÉSUMÉ**

| Welcome | Directions | Hotel & Casino Map | Events Center Map | Group Résumé | Severe Weather / Fire Evacuation | Food & Beverage Sampling | Miscellaneous Information | Mail / Shipping / Package Inspection | Dock Information & Equipment Usage | Banquet Event Orders | Network / Internet / Telephone | Insurance & Safety Regulations | Decoration & Signage | Vehicle Display & Parking | Move In / Move Out | Exhibit Information |
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. 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 was a licensed Iowa Native Winery and the tasting was 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.*
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
 Guarantees are required for all catered food and beverage events. Final attendance must be confirmed seven (7) 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.
The Meadows Events & Conference Center

GENERAL INFORMATION

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. You must make all special dietary requests 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 21% service charge and 6% 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.
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 US. 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 and designated hotel rooms in the Hotel. Smoking of cigarettes or electronic cigarettes will not be allowed in the following areas: outdoor public space, The Meadows, Level 4 including the Prairie Rose Room, north turf side dining, terrace seating area, Pavilion, Track Apron, and Hospitality Tent.

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 event function and at event conclusion. Any removal of these items by Prairie Meadows’ personnel will incur a charge.
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.
Our receiving & distribution (R&D) area is on the northeast side of the building (see map on page 59).

- 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. 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, Casino main or south entrances, 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.
LOADING DOCK & EQUIPMENT USAGE
LOADING DOCK & EQUIPMENT USAGE

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 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.
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.

CORKAGE
Clients hosting an event will be permitted to provide their own wine to guests as long as the following requirements are met:
• The wine was provided by a private individual who purchased it from an Iowa licensed retailer. A copy of the receipt documenting the purchase must accompany the wine.
• The wine was provided by an Iowa retail beer or wine permittee.
• Organization provides Prairie Meadows written documentation stating that the product was acquired as stated above.
• Wine must be served exclusively by Prairie Meadows’ staff.
• Prairie Meadows will receive and store the wine one (1) day prior to the event. All unused, unopened wine must be removed from the property the following day.
• Wine brought into our facility will be subject to an applicable corkage fee.
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 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.
INSURANCE & SAFETY REGULATIONS

INSURANCE
Prairie Meadows may require you to 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 the Casino 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.
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, 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 the 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 of a printed nature 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 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 customizable plotter signs for your use. These will be charged on your banquet check at $10 per plotter sign. Please see your Event Coordinator for more information.
VEHICLES & 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 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 the 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 valet and parking lot shuttle services. Our valet service at the main Casino entrance is available 24 hours on weekends and 8am – midnight on weekdays. Parking lot shuttle hours are 4pm - 2am on Fridays and Saturdays.
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 $50 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 Supervisor. 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.
The Meadows Events & Conference Center

EXHIBIT INFORMATION

PACKAGE 1* - $60
- Up to 10’ x 10’ of 8’ tall black pipe & drape
- 8’ table with cloth & skirt and two chairs
- Wastebasket
- 110-volt electric – power strip and extension cord
- Sign
- Maintenance, set-up, tear-down and clean-up

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 $15* 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.

*One-time fee only for booths up to 3 days. Forklift additional.

PACKAGE 2* - $25
- 8’ table with cloth & skirt and two chairs
- Wastebasket
- 110-volt electric – power strip and extension cord
- Maintenance, set-up, tear-down and clean-up

A LA CARTE
- 110-volt electric – power strip and extension cord
  $15* per outlet

- Table (8’ cloth & skirted with 2 chairs)
  $15* per table

All menu pricing subject to 6% sales tax and 21% service charge. Pricing subject to change.