



General Information Terms and Conditions

Menu Selection

Menu selection is required **THREE WEEKS** prior to the event date. All events that are booked less than **THREE WEEKS** before the event date will require menu selections and set-up arrangements at the time of booking. On split menu events, the hotel will not provide a 5% oversight. The dollar amount of the higher priced item will be standard for all entrees.

Menu Prices

Menu prices cannot be guaranteed until sixty (60) days prior to the event date. The menu prices herein are subject to a proportionate increase to meet increased cost of food, beverages and other increases in present commodity prices, labor costs, taxes, etc.

Guarantees

It is imperative that the catering office be notified of the exact number of guests attending no later than 10:00 A.M. **THREE BUSINESS DAYS** before the event date. This is the amount for which you will be charged, even if fewer guests are served. We will, however set-up and prepare 5% above the guaranteed amount. The guarantee may be increased (within reason) after the original guarantee is given and may be subject to a price increase. If the meal guarantee is increased on-site an additional 50% charge will be added. Increased counts may result in menu substitutions. If the catering office receives no guarantee, the original expected attendance figure given to us when booking the event will be the guarantee.

Labor Charges

1. For meal functions with less than 20 guests, a labor charge of \$50.00 will be assessed.
2. All prices quoted are based on normal service time. If your function is scheduled to begin at a particular time and is delayed, the hotel reserves the right to add on appropriate charges to cover extra expenses.
3. The hotel reserves the right to charge an additional fee (on the event date) for changing the room set-up after the room has been prepared per specifications on the BEO.

Service Charges and Sales Taxes

All menu prices, room rental and audio-visual charges are subject to applicable Minnesota State Tax, (current rate on food is 7.625% and beverage is 10.125 %) and taxable 20 % service charge.

Food and Beverage

1. We do not allow any food or beverage items to be brought on our property for consumption in any public meeting space.
2. On all functions where a bartender is requested, a charge of \$100.00 per bartender will be implemented until revenues of \$350.00 per bartender are reached.
3. Consumption of alcoholic beverages is restricted to persons of legal age as determined by the State of Minnesota. The hotel reserves the right to verify the age and/or the identification of any individual.
4. The hotel reserves the right to refuse service of alcoholic beverages at the discretion of the hotel staff.
5. Client must agree to conduct the function in an orderly manner and to comply with applicable laws, regulations and hotel rules. Client assumes all responsibility for the conduct of all persons in attendance, as well as any damages done to hotel property.

Function Rooms

1. The hotel reserves the right to substitute an alternative function room should the projected attendance fall below original estimates.
2. The hotel requests notification ninety (90) days prior to your event if the following will be used: DJ's, bands, singing, cheering, etc. The hotel reserves the right to control volume on all such functions.

Audio Visual

Audio/Visual equipment is available through our in house provider Swank Audio Visual. A Swank representative will quote prices and make arrangements.

Coat Check

The Sales and Catering Department can arrange for either a host paid coat check at a charge of \$200.00 per attendant or on a cash basis at \$2.00 per coat.

Payment

Payment shall be made in advance of function unless credit has been established to the satisfaction of the hotel. The hotel does not bill any social functions (i.e. weddings, proms, fashion shows, political functions, reunions and trade shows). Payment of all social or non-company-sponsored events must be received THREE BUSINESS DAYS prior to your event. Payment must be in the form of a cashier's check, cash or credit card.

Security

Security will be required for all social functions. The hotel will arrange for security and bill security charges to the group. Prevailing rates will apply.

Packages

Any materials shipped to the hotel may not arrive earlier than two (2) days prior to your event, and must be removed from the hotel premises within two (2) days after your event. All materials must bear the name of the group, and be addressed to the "ON SITE GROUP CONTACT NAME" with date of event. Shipping charges must be pre-arranged and paid for by the company. The hotel does not accept packages on a "COD" basis. The hotel does not bill shipping charges to the master account. A receiving fee of \$20.00 per box and/or \$100.00 per pallet will be assessed.

Liability

The hotel will not be responsible for any materials or equipment left in the hotel before, during or following the event.

Guest Check / Banquet Event Orders

As function sponsor, by signing the Banquet Event Orders and Guest Checks for food, beverage, rental or services rendered, you are acknowledging that there is no dispute over such services, and the sponsor is fully responsible for payment of the total amount due.

Cancellation Clause

The Group agrees that should they cancel this commitment, the actual damages would be difficult to determine. The cancellation schedule in your Booking Contract Agreement would prevail. The Hotel agrees that after receipt of such amounts it will not seek additional damages.

Crowne Plated Dinners

All Dinner Entrees served with Fresh Seasonal Vegetables, Crowne Bakery Basket, Choice of Dessert and Starbucks Coffee, Decaffeinated Coffee and Tazo Teas

All Dinners include your choice of

Gazpacho Salad

*Mixed Greens with Tomatoes,
Cucumbers, Pepperoncini,
Kalamata Olives, Red Onions,
fresh Mozzarella Cheese
Sun-dried Tomato Vinaigrette*

Classic Crowne Salad

*Baby Greens with Pear,
Dried Cranberries, Red Onions
Cajun Pecans, Bleu Cheese
Pear Fig Vinaigrette*

Spinach Salad

*Baby Spinach topped with sliced Mushrooms, Red Onions, sliced Eggs,
Black Olives, crumbled Bacon
Warm Bacon Dressing*

Filet Mignon

*Classic eight-ounce char-broiled Filet
with Cippolini Onion and
Button Mushroom Reduction
Twice Baked Potato
\$45.95*

Pork Medallions

*Twin Herb Pork Medallions seared with
crushed Pistachio Crust
Apple Cider Reduction
Pineapple Sweet Potato Hash
\$29.95*

Tuscan Chicken Roulade

*Roasted Skin on Chicken Breast with Artichoke, Mushroom, Sun-dried Tomato filling
on Pesto Champagne Cream
Tri-colored Tortellini
\$30.95*

Vegetable Kabobs

*Roasted Vegetable and Tofu Kabobs
five blend Rice Timbale
\$28.95*

Grilled New York Strip Steak

*Spicy grilled Sirloin
Shiitake Mushroom
and Sweet Onion Compote
Herbed Soufflé Potatoes
\$36.95*

Seared Sea Bass

*Seared Sea Bass on
Tropical Fruit and Crab Salsa
Vegetable Paella
\$33.95*

Crispy Dijon Chicken

*Herb Breaded Chicken Breast with Cajun Dijon Cream
Garlic and Rosemary Roasted Red Potatoes
\$29.95*

Smoked Prime Rib

*Garlic and Pepper Crusted Prime Rib of Beef Merlot Demi Glaze
Sour Cream and Horseradish Mashed Potatoes
\$39.95*

Salmon Filet

*Baked Salmon Filet
Topped with Bruchetta Compote
Spaghetti Puttanesca
\$33.95*

Grilled Sirloin Steak

*Eight Ounce Sirloin Steak
Shiraz Glaze and Gorgonzola Cheese
Cheese Perogies
\$33.95*

Tuscan Chicken and Pepper Seared Sirloin

*Seared Sirloin Steak and bone-in Chicken breast
with Tuscan Sauce
Caramelized Onion Whipped Potatoes.
\$40.95*

Surf and Turf

*Seared petite Tenderloin
paired with Crab filled Prawns
Thermador Sauce
Wild Rice Pancakes
\$43.95*

***Charbroiled Filet of Beef and
Mediterranean Salmon Fillet***

*Filet Mignon and Baked Atlantic
Salmon Fillet
topped with Bruchetta compote
Lemon Chive Spaghettini
\$42.95*

Crowne Dinner Dessert Selections

Included in Dinner entrée pricing - please select one

Triple Berry Tart

*Tart filled with sweetened Cream
Cheese and Raspberry puree
topped with Fresh Seasonal Berries
Garnished with Berry Sauce*

Tiramisu

*Espresso soaked Genoise layered with
Mascarpone Cheese, flavored with
Rum Liqueur, Coffee Beans and
Chocolate Sauce*

Turtle Cheese Cake

*New York Style Cheesecake
filled with creamy Chocolate and
Caramel topped with chopped Nuts*

Key Lime

*Key Lime Chiffon in Graham Cracker
crust served with Whipped Cream and
Lime Sauce*

Caramel Apple Pie

*Sliced Granny Smith Apples laced with Cinnamon and Brown Sugar
and finished with a generous dollop of Whipped Cream and Caramel*

Specialty Dinner Desserts

\$5.25 per person

Nutcracker Tart

*Shortbread shell filled with Pecans,
Walnuts, Cashews and Kentucky
Bourbon with Chocolate Ganache,
topped Whipped Cream, Caramel and
Chocolate Sauce*

Tropical Fruit Trifle

*Angel Food Cake with Pineapple,
Mango and Papaya layered Pastry
Cream topped with Whipped Cream
and toasted Coconut.*

Trio of Mini Desserts

*Grand Marnier Profiterole, Pecan
Tartlet and seasonal Fruit Tart
on a Chocolate painted plate*

Crème Brulee

*Mocha and Vanilla Bean flavored
Crème Brulee with a caramelized Sugar
topping and accented with Chocolate
pieces and Sauces.*

Lava Cake

*Rich Chocolate Genoise filled with Chocolate Ganache Lava
garnished with whipped Cream and Berries*

Crowne Dinner Buffets
(Minimum of 25 people for buffets)

*All Dinner Buffets served with Starbucks Coffee, Decaffeinated Coffee and Tazo Teas
Seasonal Fresh Vegetables and Crowne Bakery Selection*

Crowne Dinner Buffet

*Soup of the Day
Gazpacho Salad
Chilled German Potato Salad
Asian Duck Slaw
Fresh Fruit Display*

*Pistachio Crusted Pork Loin
Grilled Tuscan Chicken Breast
Sliced Sirloin with Shiitake Sweet Onion Compote
Cheese Perogies with Scallions
Caramelized Onion Mashed Potatoes
Seasonal Vegetables*

Rustic Bread Assortment

Home Style Miniature Desserts
\$37.95

RIVERFRONT BUFFET

*Fresh Fruit Display
Pear Fig Salad
Seafood Louis Pasta
Broccoli Salad
Caprese Salad*

*Sliced Tenderloin Merlot with a Demi-Glaze
Salmon Fillet topped with Bruschetta
Tropical Chicken breast*

*Wild Rice Latkes
Spaghetti Puttanesca
Butternut Squash Risotto
Fresh Seasonal Vegetable
Rustic Bread Assortment
International Miniature Dessert Display*
\$44.95

Crowne Reception Hors d'oeuvres

Cold Hors d'oeuvres

Tier Three - \$110.00 per fifty pieces

*Deviled Eggs with Caviar
Salami Coronets with Olives
Roasted Turkey and Red Pepper
Pinwheels
Sundried Tomato Boursin Cheese
Artichokes
Bruschetta on Crostini with Basil*

Tier Two- \$140.00 per fifty pieces`

*Chicken and Cashew in Phyllo cup
Caribbean Roast Pork with
Chili Peach Salsa
Smoked Salmon on Cucumber with
Relish
Herring on Crostini with
Sweet Mustard
Nicoise Salad Spinach Roll with
Ranch Dressing*

Tier One- \$170.00 per fifty pieces

*Honey Seared Duck with Mango Salsa
California Rolls, Seafood and Vegetarian
Beef Tenderloin on Wild Rice Crostini with fried Leeks and Horseradish
Shrimp Cocktail on Coquille with Lemon and Scallion Aioli
Miniature Gyros on Pita Chips with Tzatziki Sauce*

Hot Hors d'oeuvres

Tier Three - \$110.00 per fifty pieces

*Pork Pot Stickers with Teriyaki
Fish Nuggets with Rémooulade Sauce
Miniature Sausage Calzone with
Red Sauce
Burritos with Chipotle Mayonnaise
Toasted Five Cheese Ravioli with
Country Fried Chicken Wings*

Tier Two - \$130.00 per fifty pieces

*Chicken Quesadilla with Salsa
Mini Hamburger with Condiments
Hawaiian Chicken Skewers
Crab Cakes with Wasabi Cream
Beef Empanadas with Chive
Sour Cream
Phyllo wrapped Asparagus with
Tomato*

Tier One - \$160.00 per fifty pieces

*Peking Duck Roll-Mango Sauce
Churrasco Chimichurri Skewer
Risotto Gorgonzola Croquettes
Shrimp Tempura with Sweet Chili sauce
Spicy Artichoke Phyllo Roll with Peppercorn dip
Jamaican baby back Pork Ribs*

All Hors D'oeuvres served buffet style.

Butler passed Hors D'oeuvres for an additional \$100.00

Crowne Reception Displays- Priced per 50 persons

Imported and Domestic Cheese

*Imported and Domestic Cheeses
Garnished with fresh Fruit
\$225.00*

Fresh Fruit and Berries

*Seasonal Fruit display
served with Yogurt dip
\$195.00*

Roasted Marinated Vegetable Display

A variety of roasted and marinated Vegetables served with Crackers \$225.00

Assorted California Rolls

*Chef prepared California Rolls with Shrimp, Crab and Vegetable
\$250.00*

Pates and Terrines

*Classic Pates and Terrines
served with Crostini's and Lavosh
\$300.00*

Seasonal Crudités with Dips

*Fresh Seasonal Vegetables with Tzatziki
and Chipotle dips
\$200.00*

Antipasto Platter

*Assorted marinated Vegetables, sliced
Meats Imported and Domestic Cheeses,
Olives, Pepperoncini, Tomatoes with
Breads and Lavosh
\$300.00*

Middle Eastern Display

*The perfect combination of Tabouli,
Baba Ghanoush, and Hummus, served
with Pita Crisps
\$200.00*

Bruschetta and Tepanade Bar

*House-made Tomato Basil Bruchetta and Black Olive Tepanade with
Crostinis and Lavosh
\$195.00*

Trio of Smoked Fish Display

*Smoked Whitefish, Trout and Salmon displayed with chopped Eggs, minced Onions,
served with Crostinis and Lavosh
\$325.00*

***Smoked Salmon with Bagels and
Condiments***

*Smoked Salmon sliced thin, served with
condiments, miniature Bagels and
Cream Cheese
\$300.00*

Poached Salmon

*Whole twelve pound fresh caught and
decorated Salmon
\$325.00*

Iced Seafood Boat

*Shrimp, Crab Claws, Oysters
A display of what the ocean has to offer,
served with appropriate condiments
\$500.00*

Crowne Reception Enhancements

Hotel service charges and local sales tax will be added to your check.
Saint Paul Meeting Center – 11 East Kellogg Boulevard – St. Paul, MN 55101 – 651-292-1900
July, 2009

Chef's Sandwich Station

\$7.95 per person with your choice of:

Ham, Pork Loin, Top Round of Beef, Turkey, roasted Chicken served with Crowne Bakery Rolls, Honey Mustard, Bistro Sauce and Chipotle Mayonnaise

Chef's Pasta or Grill Station

\$8.95 per person with your choice of:

**Cheese Tortellini, tossed with fresh Garlic, Alfredo and Marinara Sauces
*Fajita Bar with Seared Beef or Chicken, Peppers, Onions and Cheeses, Salsa, Sour Cream and warm Tortillas
Seafood Jambalaya

**Stir Fry of Beef, Chicken or Shrimp with Fresh Vegetables and a Savory Ginger Soy Glaze
Hot Panini Sandwich grilled to order with your choice of Ham, Turkey or Roast Beef and assorted Vegetables and Cheeses

Select one more of the above for an additional \$6.95 per person

Chef's Carving Station

\$9.95 per person with your choice of:

** Roasted Pork Steamship with Spicy Mustard and Sweet and Sour Sauce
Dark Rye and Wild Rice Rolls
* Whole sides of Salmon chopped Egg, minced Red Onion, Capers and Herbed Cream Cheese Crackers and Lavosh*

** Tenderloin of Beef with assorted Sauces and Crostinis
* Whole Prime Rib with creamy Horseradish Sourdough and Pumpernickel Rolls*

Each additional item \$7.95 per person

All Chef attended Stations incur a fee of \$100.00 per Chef

Crowne Dessert Experience

Gourmet Coffee Stations – \$6.95 per person

Starbucks Gourmet Coffees, assorted flavored Syrups, Chocolate Shavings, Chocolate dipped spoons and sticks. Whipped Cream, Sugars and Orange Zests

Crowne Chocolate Fountain - \$13.95 per person

Pound Cake, Strawberries, Cantaloupe, Grapes, Pineapple, Marshmallows, Butter Cookies, Cherries, Apricot, Rice Crispy Bars, Gummy Bears, Biscotti, Pretzels and Potato Chips

Crowne Banquet Wine List

Crowne Plaza St. Paul Riverfront is pleased to offer a wide range of wines to meet every occasion. There is something to meet every need. Wine enhances the flavors of the food and the mood of the occasion.

Tier 1 - \$22.00

Choose from

*Canyon Road White Zinfandel
Canyon Road Sauvignon Blanc
Canyon Road Chardonnay
Canyon Road Merlot
Canyon Road Cabernet Sauvignon*

Tier 2- \$26.00

Choose from

*Kenwood Sauvignon Blanc
Kenwood Pinot Rose'
Kenwood Chardonnay
Kenwood Pinot Gris
Kenwood Merlot
Kenwood Cabernet Sauvignon*

Fairhills Organic Fair-Trade - \$34.00

Choose from

*Cabernet Sauvignon
Malbec
Chardonnay*

“Off the Beaten Path”

The following wines have been carefully chosen by our staff to offer the finest varietal expression of the grape and to compliment the flavors of our fine cuisine.

Choose from

*McWilliams Shiraz - \$32.00
Alamos Malbec/Torrentes - \$24.00
Martin Codax Temp/Albarino - \$32.00
MacMurray Pinot Gris - \$40.00*

Kenwood Yalupa

Sparkling Wine - \$22.00 per bottle

**Crowne Beverage Requirements
For Standard Bar Service**

Product	Standard	Premium
Vodka	Smirnoff	Absolut
Gin	Beefeater	Tanqueray
Tequila	Cuervo Gold	Cuervo Gold
Rum	Ron Rico	Bacardi
Bourbon	Jim Beam	Jim Beam Black
Canadian	Windsor	Seagram's VO
Scotch	Dewar's Scotch	Glenfiddich
Brandy	E and J	Christian Brothers
Vermouth	Martini & Rossi	Martini & Rossi
		Specialty Items
		Courvoisier VSOP
		Glenlivet

Bar Pricing

	Host	Cash Bar
Standard Brands.....	\$4.00	\$5.00
Premium Brands.....	\$5.00	\$6.00
Specialty Brands.....	\$6.00	\$7.00
Domestic Beer.....	\$3.50	\$4.50
Imported Beer.....	\$4.00	\$5.00
House Wine.....	\$4.00	\$5.00
Soft Drinks.....	\$1.50	\$2.00
Juices.....	\$1.50	\$2.00

**Non-Alcoholic Beer and Wine also available at the Bar.
Cash Bar Prices include Liquor Taxes.*

Additional Tax and Service Charges will be added to host pricing.

Punch Suggestions

(Served per gallon)

Mimosa Punch.....	\$50.00
Champagne Punch.....	\$50.00
Fruit Punch.....	\$35.00

Fee of \$100.00 per bartender is waived if \$350.00 in revenue is achieved per bartender.