

DOWNTOWN KOKOMO  
CONFERENCE CENTER

# CATERING MENU



# Indulge in culinary excellence

*Creating a memorable experience goes beyond the menu. It's about crafting a culinary journey that delights and surprises. Our catering team works with you to design a menu that complements your event, offering flavors that leave a lasting impression.*



*Whether you're hosting a casual gathering or an elegant gala, our talented chefs deliver custom menus with the highest quality ingredients and expert preparation.*

*From mouthwatering hors d'oeuvres to elegant plated dinners, our catering services bring the perfect touch of sophistication to any event. Paired with impeccable service from our attentive staff, every bite is sure to be savored.*

*We invite you to explore the following menus for inspiration and ideas. Once you've had a chance to browse, connect with our team to begin planning a menu tailored to your event. Together, we'll create a dining experience that's as unforgettable as the occasion itself.*

## DIETARY CLASSIFICATIONS:

Please notify your event planner of any dietary needs when finalizing your menu selection. Some modifications may incur an additional charge.

 Vegetarian

 Vegan

 Gluten-free

 \* Can be made vegetarian with modification

 \* Can be made gluten-free with modification

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# BREAKFAST

Accompanied by freshly brewed coffee, assortment of hot teas, chilled orange juice, and iced/hot water station. Prices listed per person unless noted otherwise.

## PLATED BREAKFAST

Service time is limited to one and a half hours.  
Minimum 20 guests.

### MORNING ESSENTIALS 🌿

Fresh seasonal fruit, Greek yogurt with granola, freshly baked muffin, and deli-style bagel (plain or everything) served with a choice of cream cheese (plain, garden vegetable, or strawberry).

### KOKOMO SUNRISE

Fluffy scrambled eggs, seasoned breakfast potatoes, choice of pork or turkey sausage or crisp bacon, and fresh seasonal fruit.

### BRIOCHE FRENCH TOAST 🌿\*

Thick-cut brioche French toast with warm maple syrup, seasoned breakfast potatoes, choice of pork or turkey sausage or crisp bacon, and fresh seasonal fresh fruit.

## BUFFET BREAKFAST

Service time is limited to one and a half hours.  
Minimum 30 guests.

### LIGHT & BRIGHT BUFFET 🌿

Greek yogurt and oatmeal bar with granola, fresh and dried fruit, brown sugar, and nut toppings; and freshly baked muffins.

### SUPERIOR STREET BUFFET

Scrambled eggs, seasoned breakfast potatoes, choice of two meats (pork sausage, turkey sausage, or bacon), choice of biscuits with sausage gravy or brioche French toast bake, fresh seasonal fruit, and freshly baked muffins.

### OMELETTE STATION 🌿\*

(Minimum 30 guests, maximum 100 guests.)

Made-to-order eggs with guest's choice of cheddar and Swiss cheese, bacon, ham, sausage, mushrooms, onions, bell peppers, spinach, and tomatoes. Add on to any breakfast buffet for additional charge.



# BREAKFAST

## À LA CARTE & ENHANCEMENTS

(Minimum 15 guests, prices are for one item or per person unless otherwise noted)

### WHOLE FRUIT 🌿🍌

(APPLE, BANANA, ORANGE)

### KIND BAR 🌿🍌

### BISCUIT & SAUSAGE GRAVY

#### BACON

#### PORK SAUSAGE

#### TURKEY SAUSAGE

### SCRAMBLED EGGS

### FRESHLY BAKED MUFFINS

(BLUEBERRY, BANANA NUT, OR BROWN SUGAR)

### BAGEL & CREAM CHEESE

(PLAIN OR EVERYTHING)

### GREEK YOGURT & GRANOLA 🌿

### OATMEAL WITH TOPPINGS 🌿

### BOXED CEREAL WITH MILK

### BREAKFAST SANDWICH

- BACON, EGG & CHEESE, BISCUIT
- HAM, EGG & CHEESE, BISCUIT
- EGG & CHEESE, BISCUIT 🌿

## BEVERAGE BARS

(Minimum 30 guests. Attendant required.  
Service time is limited to one and a half hours.)

### MIMOSA BAR

ASSORTED JUICE, SPARKLING WINE, GARNISHES

### BLOODY MARY BAR

VODKA, BLOODY MARY MIX, GARNISHES



# BREAKS

30 guest minimum required for all station options. Service time up to one hour. Prices listed per person unless noted otherwise.

## HEALTH KICK 🌱

Vanilla Yogurt, Granola and Fresh Fruit Toppings

## MAKE YOUR OWN TRAIL 🌱🌿\*

Assorted Nuts, Dried Fruits, Raisins, Cranberries, Chocolate Covered Candy, Granola, and Pretzels

## SWEET & SALTY 🌱

Potato Chips, House Trail Mix, Caramel Popcorn, and Chocolate Chip Cookies

## CHIPS & DIPS 🌱

Tortilla and Potato Chips, Salsa, Fresh Guacamole, and French Onion Dip

## STATE FAIR

Mini Corn Dogs (With Mustard & Ketchup), Soft Pretzel Bites (With Cheese & Mustard), Funnel Cake Bites (With Powdered Sugar & Chocolate Dipping Sauce)

## TACO BAR 🌱\*

Flour Tortilla, Carne Asada (Beef) or Black Beans, Shredded Cheese, Sliced Jalapenos, Lettuce, Sour Cream, Pico de Gallo (Onion & Tomatoes), Fresh Lime Wedges

## À LA CARTE SNACK SELECTION

(SERVED BY THE DOZEN)

**ASSORTED BAGS OF KETTLE CHIPS OR PRETZELS**

**ASSORTED BAGS OF SKINNY POPCORN**

**KIND BARS** 🌱🌿

**COOKIE TRAY**

**BROWNIE TRAY**

**WHOLE FRUIT BASKET** 🌱🌿  
(APPLES, BANANAS, ORANGES)

**FRESHLY BAKED MUFFINS**  
(BLUEBERRY, BANANA NUT, OR BROWN SUGAR)

# HORS D'OEUVRES

## SERVED COLD

**CAPRESE SKEWERS WITH  
BALSAMIC DRIZZLE**

**WHIPPED GOAT CHEESE BRUSCHETTA**

**FALAFEL BITES WITH TAHINI**

**SMOKED SALMON CUCUMBER  
BITES WITH DILL CREAM**

**SHRIMP COCKTAIL SHOOTER  
WITH CLASSIC COCKTAIL SAUCE**

**BLACKENED BEEF CROSTINI  
WITH MANGO CHUTNEY**

Service is based on one hour. A minimum of 50 pieces per selection is required. Items may be offered stationary or butler-passed (additional \$50 per 100 guests).

## SERVED HOT



## VEGETARIAN & VEGAN SELECTIONS

**GOLDEN MACARONI CROQUETTES**

**SPINACH & ARTICHOKE  
STUFFED MUSHROOMS**

**CRISPY VEGETABLE SPRING  
ROLLS WITH SWEET CHILI SAUCE**

**SMOKED GOUDA GRILLED CHEESE  
& TOMATO BISQUE SHOOTER**





## HORS D'OEUVRES SERVED HOT CONT'D

Service is based on one hour. A minimum of 50 pieces per selection is required. Items may be offered stationary or butler-passed (additional \$50 per 100 guests).

### **POULTRY & PORK SPECIALTIES**

#### **MINI CHICKEN & WAFFLE BITES**

**BUFFALO CHICKEN  
EGG ROLLS WITH BLEU  
CHEESE AIOLI OR RANCH**

#### **NASHVILLE HOT CHICKEN SLIDER WITH PICKLES**

**PORK TAQUITO  
ROULADE WITH  
HONEY LIME CHIPOTLE**

#### **BARBECUE PORK QUESADILLA BITES**



## BEEF FAVORITES

**BOURBON GLAZED MEATBALLS**

**SHORT RIB TACO WITH CILANTRO LIME CREMA**

**SESAME GINGER STEAK SKEWERS WITH PEANUT SAUCE**

**MINI ANGUS BURGER WITH AGED CHEDDAR & PICKLE**

## SEAFOOD SPECIALTIES

**COCONUT-CRUSTED SHRIMP WITH CITRUS GLAZE**

**TEMPURA SHRIMP WITH SWEET CHILI SAUCE**

**CRAB RANGOON WITH SWEET & SOUR SAUCE**

**CRAB CAKES WITH SPICY REMOULADE**

## ENHANCEMENT DISPLAYS

(Per Person, 30 Guest Minimum)

**FRESH SEASONAL FRUIT WITH YOGURT DIP** 🍓🍌

**VEGETABLE CRUDITÉ WITH RANCH & HUMMUS**

**PITA CHIPS & DIPS**

Served with Creamy Spinach Artichoke Dip and Buffalo Chicken Dip

**MEDITERRANEAN PLATTER**

Hummus, Olives, Caponata, Feta Salad, Pita Chips

**CHARCUTERIE BOARD**

Assorted Meats, Olives, Crackers & Peppers

**HORS D'OEUVRE STATIONS**

Service time is limited to one hour. Minimum 50 Guests. Selections include two pieces per guest, per chosen item:

Selection of 2, 3 or 4 items. Selections may include a combination of cold and hot hors d'oeuvres. For variety, stations are limited to one beef and one seafood selection.

Premium items (Mini Angus Burgers and Crab Cakes) may be combined with a supplemental charge.



LUNCH

## PLATED LUNCH

Each entrée is accompanied by chef's seasonal vegetables, one side selection, a house salad with choice of ranch or balsamic vinaigrette, and your choice of dessert. Includes iced tea and water. Regular coffee service available for an additional charge. Select up to two entrée choices. Lunch service is based on one and a half hours. Minimum 20 guests. Must conclude by 2 p.m.

### EGGPLANT PARMESAN 🌿

Breaded eggplant layered with marinara and mozzarella, served over a bed of pasta.

### PENNE PRIMAVERA 🌿

Penne tossed with seasonal vegetables, garlic, and olive oil in a light tomato or white wine sauce.

### HERB-GRILLED CHICKEN BREAST

Tender chicken breast grilled with fresh herbs and finished with a light lemon butter sauce.

### CHICKEN ALFREDO

Grilled chicken breast over fettuccine tossed in creamy Alfredo sauce.

### ROASTED PORK LOIN

Slow-roasted pork loin finished with a savory bourbon glaze

### HONEY GARLIC GLAZED SALMON

Grilled salmon brushed with a sweet and savory honey garlic glaze, finished with sesame seeds.

### BEEF TIPS WITH MUSHROOM GRAVY

Tender beef tips simmered in a rich mushroom demi-glaze.

### PEPPER STEAK

Sautéed beef strips with bell peppers, onions, and a savory brown sauce over steamed rice.



### SIDES

Garlic Mashed Potatoes 🍷 | Brown Butter Glazed Sweet Potatoes 🍷 | Au Gratin Potatoes | Wild Rice Pilaf 🍷 | Macaroni & Cheese | Creamy Potato Salad

### DESSERTS

Fresh Seasonal Fruit Cup 🍷🍷 | Chocolate Brownie Kokomo Strawberry Shortcake | Carrot Cake with Cream Cheese Icing | Salted Caramel Cheesecake | Flourless Chocolate Cake with Raspberry Sauce 🍷🍷

# LUNCH BUFFET

Accompanied by water and iced tea. Service time is limited to one and a half hours. Minimum 30 guests. Regular coffee service available for an additional \$1 per person.

## HEALTHY MARKET BUFFET

**Salad:** Spinach & Strawberry Salad with Balsamic Vinaigrette

**Entrées:** Grilled Lemon-Herb Chicken | Quinoa & Roasted Vegetable Pilaf 🌱🥗

**Starch:** Wild Rice Pilaf

**Vegetable:** Steamed Broccoli & Carrots

**Dessert:** Seasonal Fruit Tart

## THE COOKOUT

**Salad:** Creamy Potato Salad

**Entrées:** BBQ Pulled Pork | Grilled BBQ Chicken

**Starch:** Classic Macaroni & Cheese

**Vegetable:** BBQ Baked Beans

**Dessert:** Kokomo Strawberry Shortcake

## ITALIAN TABLE

**Salad:** Caesar Salad with Garlic Croutons & Parmesan

**Entrées:** Chicken Parmesan with Marinara | Penne Primavera 🌿

**Starch:** Garlic Breadsticks

**Vegetable:** Roasted Zucchini & Peppers

**Dessert:** Tiramisu Shooter

## CLASSIC AMERICAN BUFFET

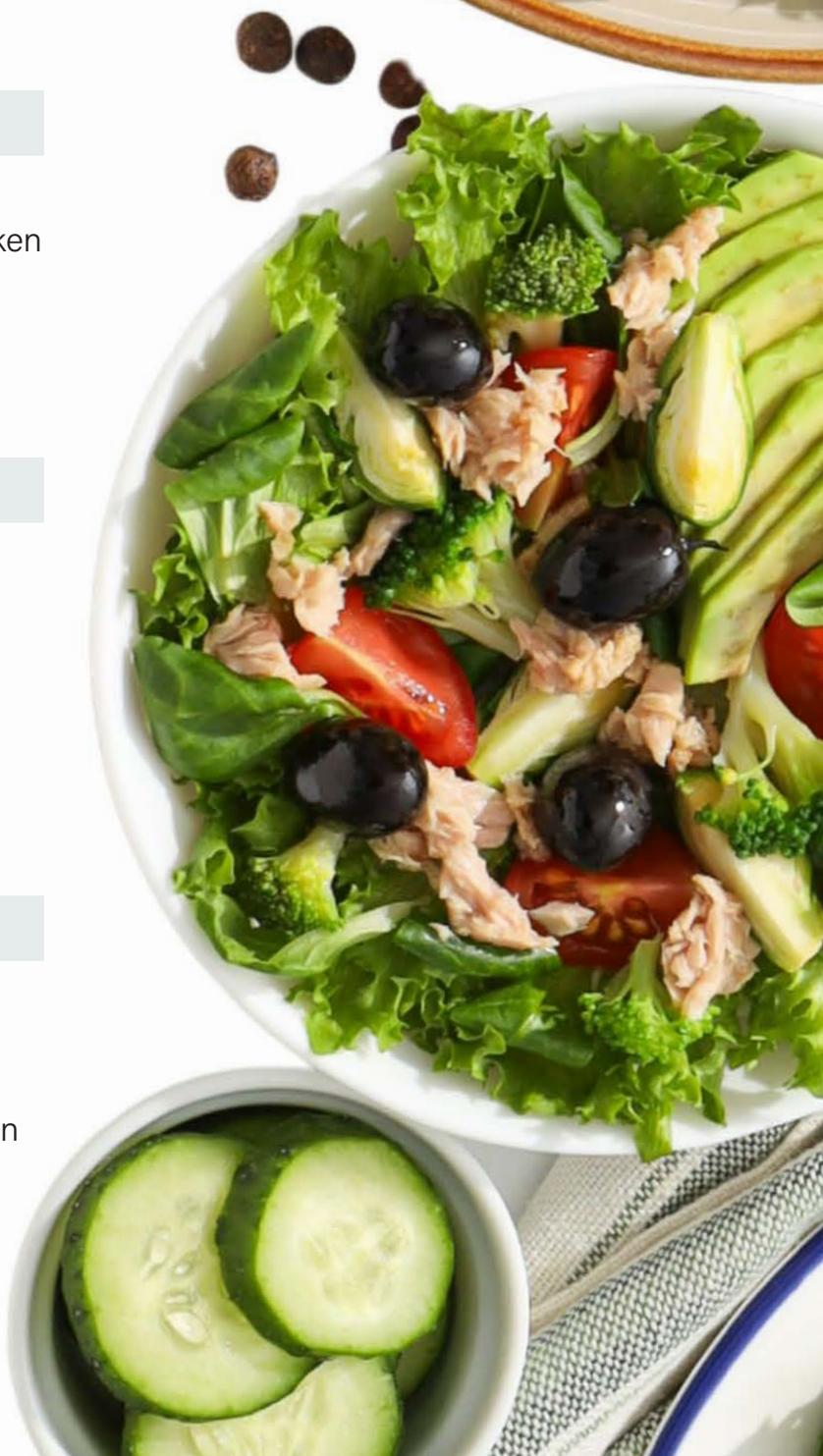
**Salad:** Garden Salad with Ranch & Balsamic Vinaigrette

**Entrées:** Herb-Grilled Chicken Breast with Lemon Butter Sauce | Slow-Roasted Pork Loin Finished with a Bourbon Glaze

**Starch:** Garlic Mashed Potatoes

**Vegetable:** Seasonal Vegetable Medley

**Dessert:** Chocolate Brownie





## SOUTHWEST FIESTA

**Salad:** Southwest Chopped Salad with Chipotle Ranch

**Entrées:** Build-Your-Own Fajitas (Chicken & Beef) with Sautéed Peppers & Onions, Flour Tortilla, Tomatoes, Lettuce, Sour Cream, Guacamole, and Shredded Cheese

**Starch:** Spanish Rice & Refried Beans

**Vegetable:** Elote-Style Corn

**Dessert:** Churros with Cinnamon Sugar & Chocolate Dipping Sauce

## ASIAN STIR-FRY BUFFET

**Salad:** Asian Slaw with Sesame-Ginger Dressing

**Entrées:** Teriyaki Chicken | Beef & Vegetable Stir Fry with Ginger Soy Sauce

**Starch:** Steamed Rice

**Vegetable:** Stir-Fried Vegetables

**Dessert:** Salted Caramel Cheesecake & Fortune Cookies

## CHEF'S COMFORT BUFFET

**Salad:** Garden Salad with Ranch & Balsamic Vinaigrette

**Entrées:** Honey Garlic Glazed Salmon | Beef Tips with Mushroom Gravy

**Starch:** Brown Butter Glazed Sweet Potatoes

**Vegetable:** Roasted Brussels Sprouts

**Dessert:** Carrot Cake with Cream Cheese Icing

# PLATED SALADS & HANDHELDS

Accompanied by iced tea, water, and chocolate chip cookies. Regular coffee service, side soup, garden salad, or seasonal fruit available for an additional charge. Select up to two entrée choices. Lunch service is based on one and a half hours. Minimum 20 guests. All plated lunches must conclude by 2 p.m.

## GRILLED CHEESE & TOMATO BISQUE 🌿

Buttery sourdough bread layered with melted cheddar and provolone, grilled until golden brown and crisp. Served alongside a bowl of our creamy tomato basil bisque and a fresh garden side salad with house vinaigrette.

## CLASSIC CAESAR SALAD 🌿

Fresh romaine blend lightly dressed in our house-made Caesar dressing, finished with garlic-herb croutons, grape tomatoes and shaved Parmesan. Add grilled chicken or salmon for a hearty entrée option. Served with brioche rolls and butter.

## COBB SALAD

Crisp mixed greens topped with grilled chicken, applewood-smoked bacon, hard-boiled egg, tomatoes, avocado, and blue cheese crumbles. Served with your choice of dressing. Served with brioche rolls and butter.

## TURKEY CLUB SANDWICH OR WRAP

Oven-roasted turkey breast layered with crisp applewood-smoked bacon, fresh lettuce, vine-ripened tomato, and mayonnaise on toasted multigrain bread or warm flour tortilla. Served with a side of house-made kettle chips and a pickle spear.

## GRILLED CHICKEN PESTO SANDWICH

Tender grilled chicken breast layered with provolone cheese, vine-ripened tomato, and fresh basil pesto on toasted ciabatta bread. Served with a side of house-made kettle chips and a pickle spear.

### DRESSING OPTIONS

Balsamic Vinaigrette | Ranch | Caesar | French Italian | Blue Cheese

# BOXED LUNCHES

All boxed lunches include kettle chips, whole fruit, a cookie, condiments, and an 8 oz. bottled water. Minimum of 20 guests. You may select up to two entrée choices at no additional cost.

## VEGGIE CAPRESE 🌿

Fresh mozzarella, tomato, basil, and balsamic glaze on toasted ciabatta bread.

## CLASSIC TURKEY CLUB

Sliced roasted turkey, lettuce, tomato, and cheddar cheese on multigrain bread.

## CHICKEN CAESAR WRAP

Grilled chicken breast, romaine lettuce, Parmesan, and creamy Caesar dressing in a flour tortilla.

## CHICKEN SALAD

House-made chicken salad with apples, grapes and celery, served on toasted ciabatta bread.

## HAM & SWISS

Honey-glazed ham and Swiss cheese layered on toasted ciabatta bread.



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# DINNER

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# PLATED DINNER

Each entrée is accompanied by chef's seasonal vegetables, one side selection, a house salad with choice of ranch or balsamic vinaigrette, warm dinner rolls with butter, and dessert. Includes iced tea and water.

Regular coffee service available for an additional cost. Select up to two entrée choices.

Dinner service is based on one and a half hours.

Minimum 20 guests.

## VEGETABLE NAPOLEON 🌿

Layers of grilled eggplant, zucchini, peppers, and portobello mushroom with tomato coulis.

## SPINACH & RICOTTA STUFFED SHELLS 🌿

Jumbo pasta shells filled with spinach and ricotta, baked in marinara and topped with mozzarella.

## HERB-CRUSTED CHICKEN MARSALA

Tender chicken breast sautéed and finished with a mushroom marsala wine sauce.

## STUFFED CHICKEN FLORENTINE

Chicken breast filled with spinach, garlic, and ricotta, topped with roasted red pepper cream sauce

## APPLE CIDER-GLAZED PORK TENDERLOIN

Oven-roasted pork tenderloin finished with a sweet and savory apple cider reduction.

## GARLIC BUTTER SALMON

Pan-seared salmon topped with roasted garlic butter.

## BOURBON-GLAZED SALMON

Grilled Atlantic salmon brushed with a bourbon brown sugar glaze, finished with garlic and soy.

## CABERNET BRAISED SHORT RIBS

Slow-braised beef short ribs in a rich cabernet demi-glace.

## BEEF TENDERLOIN MEDALLIONS

Seared medallions of beef tenderloin topped with a savory mushroom demi-glace.

## SIDES

Garlic Mashed Potatoes 🌿

Brown Butter Glazed Sweet Potatoes 🌿

Au Gratin Potatoes

Wild Rice Pilaf 🌿

Macaroni & Cheese

Creamy Potato Salad

## DESSERTS

Fresh Seasonal Fruit Cup 🌿🌿

Chocolate Brownie

Kokomo Strawberry Shortcake

Carrot Cake with Cream Cheese Icing

Salted Caramel Cheesecake

Flourless Chocolate Cake 🌿🌿  
with Raspberry Sauce





# DINNER BUFFET

Each entrée is accompanied by chef's seasonal vegetables, one side selection, a house salad with choice of ranch or balsamic vinaigrette, warm dinner rolls with butter, and dessert. Includes iced tea and water. Regular coffee service available for an additional \$1 per person. Select up to two entrée choices. Dinner service is based on one and a half hours. Minimum 30 guests.

## ENTRÉE SELECTIONS

(CHOOSE UP TO TWO)

Vegetable Napoleon | Spinach & Ricotta Stuffed Shells | Herb-Crusted Chicken Marsala | Stuffed Chicken Florentine | Apple Cider-Glazed Pork Tenderloin | Bourbon-Glazed Salmon | Garlic Butter Salmon | Cabernet Braised Short Ribs\* | Beef Tenderloin Medallions\*



## SIDE SELECTIONS

(CHOOSE ONE)

Garlic Mashed Potatoes 🍷 | Brown Butter Glazed Sweet Potatoes 🍷 | Au Gratin Potatoes Wild Rice Pilaf 🍷 | Macaroni & Cheese | Creamy Potato Salad



## VEGETABLES

Chef's seasonal vegetable selection

## DESSERT SELECTIONS

(CHOOSE UP TO TWO)

Fresh Seasonal Fruit Cup 🍓 🍌 | Chocolate Brownie | Kokomo Strawberry Shortcake Carrot Cake with Cream Cheese Icing Salted Caramel Cheesecake | Flourless Chocolate Cake with Raspberry Sauce 🍓 🍌

\* Additional Cost Based on Market Price





## DINNER FOOD STATIONS

Includes iced tea and water. Regular coffee service available for an additional \$1 per person. Stations are designed for a minimum of 30 guests. Service time is limited to one and half hours. Select three stations to create your custom menu or add a station to your Dinner Buffet.

### PASTA STATION

Served with garlic breadsticks

Penne with Marinara Sauces

Fettuccine Alfredo

**Add-ins:** Grilled Chicken, Italian Sausage, Seasonal Vegetables

### SLIDER STATION (CHOOSE TWO)

Mini sandwiches served on brioche rolls with kettle chips.

- BBQ Pulled Pork with Coleslaw
- Cheeseburger Slider with Pickles & Cheddar
- Grilled Chicken Slider with Basil Pesto Aioli

### TACO BAR

Build-your-own tacos with flour tortillas and crispy taco shells.

**Protein:** Seasoned Ground Beef, Grilled Chicken

**Toppings:** Shredded Lettuce, Diced Tomato, Sautéed Peppers & Onions, Cheddar Cheese, Sour Cream, Guacamole, Salsa

**Sides:** Spanish Rice and Refried Beans

### CARVING STATION

Chef Attendant Required. Served with Garlic Mashed Potatoes and Dinner Rolls.

**Select One:**

- Herb-Crusted Roast Turkey with Cranberry Relish & Pan Gravy
- Roasted Pork Loin with Apple Cider Glaze
- Whole Roasted Beef Tenderloin with Au Jus & Horseradish Cream

## CHILDREN'S DINNER

(Ages 12 and Under)

### CHICKEN TENDERS WITH FRIES

Golden-fried chicken strips served with French fries and ketchup. Fruit cup in lieu of salad. Includes a dessert option.

### MACARONI & CHEESE

Creamy baked macaroni and cheese topped with cheddar. Fruit cup in lieu of salad. Includes a dessert option.



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# DESSERTS

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## PLATED DESSERTS

20 Guest Minimum. Priced per person.

CHOCOLATE BROWNIE

KOKOMO STRAWBERRY SHORTCAKE

CARROT CAKE WITH CREAM CHEESE ICING

SALTED CARAMEL CHEESECAKE

FLOURLESS CHOCOLATE CAKE 🍫🍷  
WITH RASPBERRY SAUCE

## BUFFET/STATION ENHANCEMENTS

30 Guest Minimum. Priced per person.

DONUT WALL

GLAZED, CHOCOLATE ICED, SEASONAL

CHURRO BAR

WITH A VARIETY OF DIPPING SAUCES

## MINIATURES

50 Piece Minimum.

MINI CAKES IN A GLASS

(CHOCOLATE MOUSSE, VELVET CAKE,  
STRAWBERRY SHORTCAKE)

TIRAMISU SHOOTERS

BANANA PUDDING SHOOTER

MINI LEMONS BARS

RASPBERRY TARTS

FRENCH MACARONS

## MINI DESSERT BUNDLE PACKAGES

(50 Guest Minimum)

**Shooter options:** Tiramisu, Banana Pudding, Mini Cakes in a Glass (Chocolate Mousse, Strawberry Shortcake, or Velvet Cake)

**Miniature options:** Lemon Bars, Raspberry Tarts, French Macarons

### SWEET SAMPLER BUNDLE

Includes 3 mini desserts per guest.

### PETITE INDULGENCE BUNDLE

Includes 4 mini desserts per guest. Served on tiered displays or passed trays for elegant presentation.

### GRAND DESSERT FLIGHT

Includes 5 mini desserts per guest. Chef-curated assortment featuring all available shooter and miniature varieties for maximum variety.



The background is a high-quality photograph of a refreshing beverage. In the foreground, a clear glass is filled with a red liquid, ice cubes, and fresh raspberries. A sprig of green mint is perched on the rim. The glass is condensation-covered. Behind it, a pomegranate is partially open, showing its bright red seeds. To the right, a small stack of raspberries is visible. The entire scene is set against a dark, textured surface, possibly slate or stone. The word 'BEVERAGES' is centered over the image in a clean, white, sans-serif font, flanked by two horizontal lines.

# BEVERAGES

# À LA CARTE BEVERAGES

## BEVERAGES BY THE GALLON

FRESHLY BREWED CAFFEINATED COFFEE

FRESH BREWED DECAFFEINATED COFFEE

CHILLED ORANGE JUICE

HOT CHOCOLATE

FRESHLY BREWED ICED TEA

LEMONADE

FRUIT INFUSED WATER

(CUCUMBER MINT OR CITRUS BLEND)

WATER

## BEVERAGE PACKAGE

(Minimum 30 guests. Priced per Person and Includes Regular & Decaf Coffee, Hot Teas, Soft Drinks, and Ice Water Station.)

TWO HOURS OF SERVICE

FOUR HOURS OF SERVICE

EIGHT HOURS OF SERVICE

EACH ADDITIONAL HOUR

## PACKAGED BEVERAGES

Priced Individually

DASANI WATER

PERRIER SPARKLING WATER

ASSORTED COCA-COLA SOFT DRINKS

(COKE, DIET COKE, SPRITE, GINGER ALE)

ASSORTED MINUTE MAID JUICES

(ORANGE AND APPLE JUICE)

RED BULL ENERGY DRINK

LA COLOMBE COFFEE

ASSORTED POWERADE

GOLD PEAK ICED TEA



# BAR MENU

## SOFT DRINKS & WATER

Coke | Diet Coke | Sprite | Ginger Ale  
Bottled Water

## DOMESTIC BOTTLED BEERS

Bud Light | Budweiser | Coors Light  
Miller Lite | Yuengling Lager  
Michelob Ultra

## IMPORTED BOTTLED BEERS

Corona Extra | Heineken | Stella Artois

## SELTZERS

White Claw Hard Seltzer | Truly Hard Seltzer

## CRAFT BEERS

Sun King Brewing Sunlight Cream Ale |  
3 Floyds Brewing Zombie Dust Pale Ale

## NON-ALCOHOLIC BEERS

O'Doul's Non-Alcoholic Beer | Heineken 0.0

## HOUSE WINE BY GLASS

Pinot Noir | Cabernet | Chardonnay  
Pinot Grigio | Moscato

## HOUSE BAR SERVICE

Smirnoff Vodka | Beefeater Gin  
Bacardi Rum | Dewar's White Label Scotch  
Seagram's 7 Whiskey | Jim Beam Bourbon  
Jose Cuervo Gold Tequila | Peach Schnapps  
Malibu Rum

## PREMIUM BAR SERVICE

Tito's Vodka | Tanqueray Gin | Captain  
Morgan Spiced Rum | Jack Daniel's Whiskey  
Johnnie Walker Red Scotch | Bulleit Bourbon  
Patron Silver Tequila | Bailey's Irish Cream

## RAISE A GLASS

Korbel Brut | La Marca Prosecco  
Non-Alcoholic Sparkling Water

## SPECIALTY OFFERINGS

Signature Event Cocktails that are  
customizable with our Event Planners.

**Examples:**

**His & Hers:** "Blushing Bride" & "Groom's  
Old Fashioned"

**Corporate Tie-In:** Company-themed colors  
or ingredients to match brand identity

**Gala Exclusives:** Black Tie Martini

## SPECIALTY BARS

(Available Upon Request)

**Examples:**

Bourbon Bar | Mimosa Bar

Seasonal Cocktails



# BAR SERVICE POLICIES

## 1. BAR SET-UP & FEES

- **Set-Up Fee:** \$150 per bar for up to 4 hours of service.
- **Additional Time:** \$25 per bartender per hour.
- **Service Limit:** Maximum of 6 hours total bar service.
- **Minimum Sales:** \$350 per bar. If the minimum is not met, the client will be charged the difference.
- **Capacity:**
  - 1 bar per 100 guests is recommended.
  - Each bar services up to 150 guests.
  - For events over 600 guests, bars will close during dinner.

## 2. HOSTED & CASH BAR OPTIONS

- **Hosted Bar:** Charged by consumption at menu prices; billed to the client's final invoice.
- **Cash Bar:** Guests pay individually.
- **Compliance:** All bars follow state liquor laws; valid ID is required. Overserving is prohibited.

## 3. SECURITY REQUIREMENTS

- Bar service requires on-site security/police officers.
- **Minimum:** 2 officers; more may be required for larger events.
- **Cost:** Fees will be determined based on event details.
- Security is scheduled by Event Management.

## 4. BARWARE & SERVICE STANDARDS

- Glassware provided from cocktail hour until dinner service.
- After dinner service, disposables are used unless otherwise requested.
- Events over 500 guests use disposables for the entire event.

## 5. OPERATIONAL GUIDELINES

- No outside alcohol permitted; if found, it will be charged at current rates.
- Bars may be closed at management's discretion for safety or compliance.
- Bars close 30 minutes before the event ends unless arranged otherwise.
- Pricing subject to change due to market fluctuations or special requests.
- Quoted prices do not include gratuities. Any gratuity is at your discretion and sincerely appreciated by our team.



# CATERING GUIDELINES

## WELCOME & INTRODUCTION

Thank you for selecting the Kokomo Conference Center to host your event. Our culinary and banquet team takes great pride in delivering fresh, high-quality food and beverages with exceptional service. The following guidelines are designed to ensure smooth event execution, compliance with state/local regulations, and protection for both our clients and the conference center.

## EXCLUSIVE CATERING

- The Kokomo Conference Center is the exclusive provider of all food and beverage services.
- Outside food or beverage is strictly prohibited unless pre-approved in writing (e.g., wedding cakes from a licensed vendor).
- Due to state health codes, all food and beverage provided by the Kokomo Conference Center must be consumed on property and may not be removed after an event. Excess prepared food may be donated under controlled conditions to local agencies who feed the underprivileged.

## MENU SELECTION & GUARANTEES

- Initial Menu Selection: Due 60 days prior to the first event date.
- Final Menu Selection: Due 30 days prior to the first event date.
- Estimated Guest Count: Due 30 days prior to the first event date.
- Final Guarantee: A guaranteed number of attendees is required ten (10) business days prior to the event. The final guarantee is not subject to reduction.
- Final charges will be based on the greater of the final guarantee or actual attendance. Should attendance increase after the final guarantee is provided, a 20% surcharge may apply. While the banquet team will make every effort to accommodate additional guests, service is subject to product and staffing availability. The Kokomo Conference Center cannot be held responsible or liable for guests exceeding the guaranteed count.
- Special dietary meals (vegetarian, vegan, gluten-free, allergen-sensitive) can be accommodated if requested in advance. Some requests may incur additional fees.

## PRICING & SERVICE CHARGES

- All menu pricing is subject to change based on market conditions. Prices will be guaranteed 60 days prior to the event.
- A 22% service charge and 7% sales tax will be added to all food, beverage, and additional services.
- If your organization is tax-exempt, the Kokomo Conference Center requires a copy of your NP-1 (Indiana Nonprofit Sales Tax Exemption Certificate) to be provided prior to invoicing. Please refer to our Tax Exemption Policy below.
- Service charge is not a gratuity but covers operational expenses. Staff gratuities are not expected but may be offered at the client's discretion.
- Buffet service time is limited to 1.5 hours unless otherwise specified. Additional labor fees may apply for extended service.

## PAYMENT POLICY

- A signed Catering & Event Agreement is required to confirm services.
- A non-refundable deposit may be required at contract signing.
- Full payment is due no later than 10 business days prior to the event.
- Accepted payment methods: company check, cashier's check, credit card (Visa, MasterCard, AmEx, Discover).
- Any charges incurred during the event, including but not limited to additional meals, overtime labor, or special requests, will be billed to the client following the event. Payment for these charges is due within fifteen (15) days of the invoice date. A valid credit card authorization form or an approved direct billing account must be provided in advance to guarantee payment of any such charges.
- Outstanding balances not received within the fifteen (15) day period will be subject to a late payment charge of 1.5% per month (18% annually) or the maximum permitted by law, whichever is less. The Kokomo Conference Center reserves the right to charge the credit card on file for any unpaid balances after the due date.

## ALCOHOL SERVICE

- All alcohol must be purchased and served through Kokomo Conference Center.
- State of Indiana liquor laws apply: no outside alcohol permitted, and no service to underage or intoxicated guests.
- Alcohol service is limited to a maximum of six (6) consecutive hours and must end 30 minutes prior to event conclusion.
- Bar minimums may apply (e.g., \$500 per bar for up to 4 hours; additional fees for extended service).
- Security is required for events where alcohol is served, especially public functions.

## LABOR & ADDITIONAL FEES

- Standard meal pricing includes one and a half (1.5) hours of service for plated or buffet events. Breaks and hors d'oeuvres are one (1) hour of service. Unless otherwise noted.
- Overtime labor is billed at \$25 per server, per hour.
- Holiday labor rates will apply for events scheduled on observed holidays.
- Meeting breaks are priced for drop-off service.
- Bar setup fees: \$150 per bar for up to 4 hours; additional fees apply for extended service. There is a maximum 6 hour limit on bar service.

Please review our additional Bar Service Policies on Page 25 for further information.

## EVENT TIMING

- Food and beverage service must begin within 30 minutes of scheduled time to maintain quality.
- Extended service beyond contracted times may result in additional labor or food costs.
- The Kokomo Conference Center reserves the right to adjust menus and service methods based on guest count and timing to ensure compliance with health and safety standards.

## DECORATIONS, VENDORS & OUTSIDE ITEMS

- House linens and napkins are included with all meal services.
- Decorations must be pre-approved by Kokomo Conference Center management. Items may not be affixed to walls, ceilings, or fixtures without authorization.
- Candles are permitted only if enclosed in glass containers.

- Wedding cakes and specialty desserts may be brought in from a licensed bakery with prior approval. A cake-cutting fee of \$1.00 per guest will apply if served by Kokomo Conference Center staff.
- The Kokomo Conference Center is not responsible for lost, stolen, or damaged items brought in by clients, guests, or vendors.

## LIABILITY & COMPLIANCE

The Kokomo Conference Center reserves the right to:

- Refuse service of alcohol to underage or intoxicated guests.
- Terminate service at any time for non-compliance with guidelines or safety concerns.
- Substitute menu items if unforeseen supply issues arise (with notice to client).

Clients are responsible for ensuring their event complies with all applicable laws and regulations.

## TAX EXEMPTION POLICY

The Kokomo Conference Center is required to comply with all Indiana state and local tax regulations.

- Sales Tax – All food and beverage sales are subject to Indiana sales tax and applicable county food & beverage tax unless proper exemption documentation is received in advance.
- Required Documentation – Organizations claiming exemption must provide a valid NP-1 (Indiana Nonprofit Sales Tax Exemption Certificate) prior to invoicing. Certificates submitted after invoicing will not be accepted, and taxes charged cannot be refunded.
- It is the responsibility of the event organizer to provide all required exemption forms before invoicing. Without proper documentation, applicable state and local taxes will be applied to all charges.

## CLOSING STATEMENT

Our team is committed to making your event a success with exceptional food, professional service, and a seamless experience. These guidelines are in place to protect both you and the Kokomo Conference Center while ensuring memorable and successful events.