

## Congratulations on your upcoming wedding!

When you book your reception with us,  
we provide the following complimentary:

- Champagne or sparkling cider toast for all your guests
- Private menu tasting with up to three entrée choices
- One-bedroom suite for the wedding couple, the evening of your reception with a bottle of chilled champagne
- Breakfast for the wedding couple, the morning after the reception
- Eiffel Tower vase with fresh flowers & 3 votives on round mirror
- Cake cutting service
- Dance floor and skirted D.J. table
- Skirted head table on stage for your wedding party
- Hand held microphone for toasts
- White tablecloths
- Napkin colors: white, black, red, royal blue, navy blue, forest green, dusty rose, soft mustard-gold, & cream
- White skirted cake table, guest book table, gift table, place card table
- Elegant ballrooms set to your specifications
- Catering Managers with years of experience to assist with every planning detail
- A private meeting with your Banquet Manager a few days prior to your reception.  
This Manager is with you at the time of your reception to oversee all requests
- The finest, most experienced serving staff in Des Moines
- Room for gift opening, the day after reception upon request and based upon availability

### Additional considerations:

- Additional tealight votives \$.50 each
- Silver, gold or red charger plates \$2.00 each
- White, black or ivory chair covers \$3.00 each
- Ivory satin stripe or white satin stripe chair covers \$3.50 each
- Sashes for chair cover in a variety of colors \$2.00 each
- Floor length tablecloths in white, black or ivory \$15.00 each
- Table runners in a variety of colors \$5.50 each
- Tall tables with martini glass tie in ivory, black or champagne satin \$20.00 each
- Video Package: LCD Projector, VCR or DVD player and Screen \$195.00
- Children's Meal \$11.95 per child, 12 years and younger
- Upgrade to the honeymoon suite with a heart-shaped Jacuzzi tub for an additional charge, inquire with your Catering Manager

## **Evening Reception Options**

Each room has a minimum that must be spent in a combination of food & hosted beverage purchases in order to reserve that specific ballroom.

Once the minimum is met, there is no meeting room rental

Evening receptions are scheduled based on space availability and  
Are reserved for a maximum of six hours & no later than 12am end-time

### Grand Ballroom—Seats up to 300 people

|                  |   |
|------------------|---|
| Saturday         | \$7,500.00 food & hosted beverage minimum |
| Friday or Sunday | \$5,000.00 food & hosted beverage minimum |

### State Ballroom—Seats up to 200 people

|                  |   |
|------------------|---|
| Saturday         | \$4,000.00 food & hosted beverage minimum |
| Friday or Sunday | \$2,500.00 food & hosted beverage minimum |

### Wedgwood Room—Seats up to 70 people    \$2,000.00 food & hosted beverage minimum

22 % taxable service charge and 6 % Iowa sales tax are added to all prices.  
Service charge & tax does not count towards the food & beverage  
minimum required, it is added to the total bill

## **Daytime Reception Options**

Daytime receptions are scheduled from 9am – 2pm.  
Lunch & Brunch menus available upon request

|                       |   |
|-----------------------|---|
| <u>Grand Ballroom</u> | \$5,000.00 food & hosted beverage minimum |
| <u>State Ballroom</u> | \$2,500.00 food & hosted beverage minimum |
| <u>Wedgwood Room</u>  | \$2,000.00 food & hosted beverage minimum |

22 % taxable service charge and 6 % Iowa sales tax are added to all prices.  
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minimum required, it is added to the total bill

# Wedding Reception Guidelines

## Food & Beverage Selections

The accompanying menus are suggestions for your consideration. If there is something you want and it is not on our menu, please let your Catering Manager know and we will create something special for you. Due to internal health regulations and food safety concerns, you may not take leftover food.

## Deposits and Payments

A non-refundable deposit of \$1,000.00 is due with the returned signed contract. Additional payments will be due depending on the amount of time between the booking date and date of your reception. Full payment for all estimated food and beverage is due 8 days prior to your event.

## Minimum Attendance Guarantee

To ensure availability of all food and beverage items on your menu order, we require your final attendance guarantee three business days prior to your reception. The guarantee may not be lowered once submitted.

## Sleeping Room Blocks

Our regular rates start at \$139.00 single and \$149.00 for two adults. We are pleased to offer your guests discounted rates starting at \$109.00 plus tax. Rates are based upon availability and only apply with a signed contract.

## Bar Arrangements

We offer a variety of host and cash bar options to fit your budget. A \$75.00 per bar, bartender fee will be waived with \$400.00 of revenue, per bar. All guests must show proof of identification with a valid picture driver's license prior to receiving alcohol. All liquor, beer and wine consumed and/or sold on the premises must be purchased from and served by the hotel. One hour minimum & six hour maximum allowed. Hours must be consecutive.

## Rehearsal Dinners & Bridal Showers

Raccoon River Brewing Company is located next door to the hotel for your rehearsal dinner or bridal shower. There are several areas that can be reserved including their private dining room called The River Room which accommodates up to 45 people.

Your Catering Manager can handle all the details for your next event at Raccoon River Brewing Company.

Django is a comfortable, brasserie-style restaurant offering everything you love about French cuisine without the attitude. Located on the 1st floor of the hotel, the restaurant offers a number of private and semi-private spaces perfect for every type of event. Private banquet rooms are available for groups with up to 60 seated guests. Contact a manager for more details 515.288.0268

Hotel Fort Des Moines has several smaller private rooms for an intimate catered celebration. Menus are available upon request.

## Duet Entrees

Create your own duet with two selections from the following

All duet dinners include chef's selection of fresh vegetables and starch,  
bread basket with butter, and choice of coffee, tea or milk

\$31.95 per person

### **Select Soup or Salad:**

#### **Cup of Soup**

Select one: Broccoli cheese, vegetable,  
chicken with black beans,  
cream of broccoli, steak & vegetables or  
French onion soup

#### **Caesar Salad**

Romaine lettuce, parmesan cheese,  
croutons and served with  
Caesar dressing

#### **Mixed Baby Greens**

A mixture of fresh baby greens,  
served with raspberry vinaigrette  
& ranch dressing

### Select Two Entrees:

-4 ounce Bacon Wrapped Pork Tenderloin Medallion with a demi-glace-

-4 ounce Beef Filet with a Mushroom demi-glace-

-Chicken breast with Twin Mustard Sauce-

-Broiled 4 ounce Salmon with Cucumber Dill Sauce-

-Shrimp Skewer with Lemon-Garlic Herb Butter-

-Grilled 5 ounce Sirloin topped with Sautéed Onions & Mushrooms-

-Half Rack of Barbecue Ribs-

-Sicilian Chicken-Breast of chicken with melted provolone  
cheese topped with a rich sauce of sun-dried tomatoes,  
scallions, bacon & Italian sausage-

**22% taxable service charge & sales tax will be added to all prices**

# Dinner Buffet

\$50.00 set up charge when fewer than 50 guests

\$37.95 per person

## Select Two Salad Options:

Cucumber & Tomato Salad  
New Potato & Snap Peas Salad  
Waldorf Salad  
American Pea Salad  
German Potato Salad  
Mixed Fruit Salad  
Country Potato Salad  
Carrot & Raisin Salad  
Marinated Beets with Snap Peas  
Tomato Fennel Pasta Salad

And choice of Salad bar:

Mixed greens, assorted  
toppings & dressings

or

Caesar salad bar  
with tomatoes, shredded Parmesan,  
Caesar dressing and croutons

## Select Three Entrees:

Charlotte Barbecue Pork Loin garnished  
with red slaw  
Chicken breast with Twin Mustard Sauce  
Vegetarian Lasagne  
Orange Roughy Romesco  
Italian Sausage with peppers & onions  
Chicken Cordon Bleu with herb beurre blanc  
Chicken Parmesan Alfredo  
Tomato Fennel London Broil with  
Roasted pepper cream  
Bacon Wrapped Sirloin Medallions with  
roasted shallot demi-glace  
Pineapple & Sweetcorn Chicken  
Whiskey Honey Pork Chop  
Roma Pesto Salmon  
Chardonnay Chicken  
Tri-tip with Burgundy Mushroom Sauce

## Select Two Starch Options:

Au gratin potatoes  
Escalloped potatoes  
Garlic mashed potatoes  
Harvest rice pilaf  
Mashed sweet potatoes  
Golden twice baked potatoes  
Yellow jacket rice  
Penne Alfredo with mushrooms  
and sun dried tomatoes  
Bowtie marinara

## Select Two Vegetable Options:

Rosemary butter sugar snap peas  
Curried cauliflower with red peppers  
California blend  
Green beans Amandine  
Sautéed zucchini & yellow squash with red peppers  
Broccoli with cheese sauce  
Escalloped corn

## Buffet includes:

Fresh baked bread and butter  
Choice of coffee, tea or milk

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# Dinner Entrees

All plated dinners include chef's selection of fresh vegetables and starch, bread basket with butter, and choice of coffee, tea or milk.  
If two or more entrees are selected, entrée identification place cards are required.  
Children's menus are available up on request.

## **Select Soup or Salad:**

### **Caesar Salad**

Romaine lettuce, parmesan cheese, croutons and served with Caesar dressing

### **Cup of Soup**

Select one: Broccoli cheese, vegetable, chicken with black beans, cream of broccoli, steak & vegetables or French onion soup

### **Mixed Baby Greens**

A mixture of fresh baby greens, served with raspberry vinaigrette & ranch dressing

## Entrees

**Pork Tenderloin**- 8 oz. Bacon wrapped pork tenderloin with a demi-glacé \$28.95 per person

**Chicken Milano**- Breast of chicken stuffed with wild mushrooms & topped with gorgonzola sauce and toasted pine nuts \$26.95 per person

**Wild Mushroom Filet Mignon**- 8 oz. broiled choice filet served with a rich wild mushroom demi-glacé \$36.95 per person or select a 6 oz. cut \$33.95 per person

**Sicilian Chicken**- Breast of chicken with melted provolone cheese topped with a rich sauce of sun-dried tomatoes, scallions, bacon and Italian sausage \$26.95 per person

**Prosciutto Wrapped Halibut**- Fresh basil pesto, roma tomato and halibut blanketed with Prosciutto di Parma \$28.95 per person

**Sirloin Steak**- 10 oz. Steak topped with grilled onions & mushrooms \$28.95 per person

**Prime Rib**- 12 oz. Slow roasted, served with horseradish sauce \$30.95 per person or select an 8 oz. cut \$28.95 per person

**Chardonnay Chicken**- Charbroiled breast of chicken served in a chardonnay sauce with a sweet red onion confit \$26.95 per person

**Vegetarian-Spinach Lasagne**- Lasagne with peppers, sautéed mushrooms, spinach leaves, Alfredo sauce & mozzarella \$26.95 per person (minimum of 18 guests)

**Vegetarian-Grilled Eggplant Capri**- Sliced & grilled eggplant, baby spinach, a dash of crushed red chilies, Fresh mozzarella, and topped with marinara sauce \$26.95 per person (maximum of 25 guests)

**Vegan-Sweet Potato Napoleon**- Layers of sweet potato, zucchini, yellow squash, Roma tomatoes, fresh basil leaves, onions & mushrooms with olive oil and herbs on a bed of vegetable rice,

# Hors d'oeuvres

Prices are per 50 pieces

## Hot

- Coconut lobster tail strips in a sweet coconut breading...\$ 250.00
- Shrimp mousse on lemongrass...\$ 200.00
- Beef tenderloin, mushrooms & sherry in a puff pastry...\$175.00
- Peking duck roll with orange marmalade sauce...\$ 175.00
- Feta cheese & sun-dried tomatoes in phyllo...\$ 150.00
- Kalamata and artichoke tart...\$ 150.00
- Adobe chicken beggar's purse—chicken, sausage, cheese, vegetables & spices wrapped in phyllo...\$ 150.00
- Artichoke heart beignet...\$ 150.00
- Open-face mini Reuben sandwiches...\$ 140.00
- Carne asada quesadillas with salsa and sour cream...\$ 125.00
- Oven-baked mushroom caps filled with crabmeat...\$ 125.00
- Oven-baked mushroom caps filled with cheese & spinach...\$ 125.00
- Miniature brie wrapped in puff pastry, served on warm raspberry coulis...\$ 125.00
- Chicken strips with honey mustard sauce & barbeque sauces...\$ 125.00
- Asian egg rolls (contains peanuts) with sweet & sour sauce and hot mustard...\$ 115.00
- Santa Fe chicken spring rolls with sour cream & salsa...\$ 115.00
- Chicken drumettes—please select Buffalo style, Thai style or barbecue...\$ 115.00
- Crab Rangoon with sweet & sour sauce and hot mustard...\$ 115.00
- Jalapeno Poppers with ranch dipping sauce...\$ 115.00
- Meatballs—please select barbecue, Swedish or Italian style...\$ 115.00
- Mozzarella cheese sticks with marinara dipping sauce...\$ 115.00
- Pot stickers with teriyaki ginger sauce...\$ 115.00
- Cocktail franks in barbeque sauce...\$ 100.00

### Our Recommendations:

Appetizer Before Luncheon: 3-5 Pieces Per Person

Appetizer Before Dinner: 6-9 Pieces Per Person

Appetizer As Meal: 10-15 Pieces Per Person

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# Specialty Trays

Minimum order of 25 people per tray

**Assorted Cheeses** Attractive display of domestic cheeses with assorted crackers...\$ 4.25 per person  
Include summer sausage, hard salami, pepperoni and beef sausage...\$ 5.00 per person

**Fresh Vegetable Tray** Served with peppercorn ranch and creamy roasted garlic dips...\$ 3.95 per person  
Include grilled vegetables and pita chips...\$ 4.45 per person

**Antipasto Tray** Prosciutto, kalamata olives, caponata salad, feta cheese, roasted marinated peppers,  
Shrimp salad, marinated Artichoke hearts, pita and ciabatta breads...\$ 5.00 per person

**Fresh Fruit Tray** Served with honey-vanilla yogurt dip...\$ 3.95 per person

**Layered Nachos** Refried beans, seasoned meat, cheese, tomatoes, onions, sour cream, and sliced black  
olive, served with tortilla chips and salsa...\$ 3.95 per person

**Hot Artichoke & Asiago Cheese Dip** Served with toasted garlic beer bread &  
crudités for dipping...\$ 3.50 per person

**Fruit Fondue** Skewered fresh fruit with chocolate fondue, honey yogurt dip, whipped topping, cubes of  
pound cake...\$8.50 per person

Add one of the following to the Chocolate Fondue: Grand Marnier, Kirsch, Bailey's Irish Cream or  
Frangelico \$1.00 per person additional

## Carving Station

Servings listed are hors d'oeuvres portions. Price includes chef carving in room for one hour.  
Additional hours will be charged at \$35.00 per hour.

**Honey Glazed Bone-in Ham** (50-55 servings) Includes grain mustard,  
Mayonnaise, horseradish sauce and assorted miniature rolls \$250.00

**Inside Round of Beef** (50-60 servings) Includes horseradish sauce,  
Dijon mustard, Mayonnaise and assorted miniature rolls \$300.00

**Steamship Round of Beef** (135-140 servings) Includes horseradish sauce,  
Dijon mustard, Mayonnaise and assorted miniature rolls \$575.00

**Roasted Loin of Pork** (25-30 servings) Includes honey mustard,  
Apple-chutney sauce and assorted miniature rolls \$225.00

**Roasted Prime Rib of Beef** (30-35 servings) Includes horseradish sauce,  
Dijon mustard, Au Jus and assorted miniature rolls Market Price

**Fresh Roasted Turkey Breast** (40-45 servings) Includes cranberry mayonnaise,  
honey-mustard sauce and assorted miniature rolls \$240.00

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# Hors d'oeuvres

Prices are per 50 pieces

## **Cold**

Oysters on the half shell with lemons, cocktail & mignonette sauces...\$197.50

Jumbo Shrimp with cocktail sauce & lemon wedges...\$ 180.00

Assorted canapés- Boursin cheese, smoked turkey, asparagus & prosciutto, ham cornet, salmon rose, brie cheese wedge, shrimp canapé, scallop medallion, blue cheese pastry & smoked duck...\$175.00

Shrimp Ceviche Shooters-Latin relish of shrimp, tomatoes, onions, cilantro and lime juice...\$ 175.00

Petite tea sandwiches-Assortment of egg salad, chicken salad, ham salad & tuna salad on white, rye & whole wheat breads \$ 157.50

Antipasto kabob-vegetables, cheese, tortelloni & ham on a skewer...\$ 150.00

Italian Sausage Bread-house baked baguette filled with Graziano Brothers Italian sausage & sun-dried tomatoes-One baguette is cut into 12-1 inch slices...\$36.00 per baguette

Vegetable sushi with wasabi & soy dipping sauce...\$ 150.00

Assorted sandwiches-turkey, roast beef and ham with cheese on silver dollar buns served with condiments...\$ 125.00

Smoked salmon on rye bread with dill cream garnish...\$ 150.00

Bruschetta Margherita-tomato-basil relish & fresh mozzarella on garlic toasted baguettes...\$ 125.00

Curried chicken salad on pumpkin bread with toasted coconut...\$ 125.00

Southwestern Pinwheels with roast beef, leaf lettuce and seasoned cream cheese on a tortilla, rolled and served sliced...\$ 125.00

Oven roasted Roma tomatoes filled with boursin cheese...\$ 125.00

Cucumber slice with roast beef, wasabi aioli & pickled ginger...\$ 125.00

Roasted red potato with dill cream and a garnish of caviar...\$125.00

Turkey Pinwheels with sliced deli turkey, cream cheese and leaf lettuce on a tortilla, rolled and served sliced...\$ 125.00

## **Dry Snacks**

Assorted dips-fresh guacamole, French onion dip, ranch dip, salsa & warm chili con queso served with corn chips, tri-colored tortilla & potato chips...\$ 4.95 per person

Tortilla chips with salsa...\$ 2.50 per person

Gardetto's snack mix...\$ 1.75 per person

Popcorn or Pretzels...\$ 1.50 per person

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# Bar Service

A \$75.00 per bar, bartender fee will be waived with \$400.00 of revenue, per bar

## Option 1: Host Bar- Prices Charged Per Drink

The amount charged is based on actual number of drinks served.

|                        |        |
|------------------------|--------|
| Call Brands            | \$4.75 |
| Premium Brands         | \$5.75 |
| Domestic Bottle Beer   | \$4.00 |
| Imported Bottle Beer   | \$4.75 |
| Wine by Robert Mondavi | \$5.75 |
| Soft Drinks            | \$1.75 |
| Bottled Waters         | \$2.00 |

(One hour minimum & six hour maximum allowed. Hours must be consecutive)

## Option 2: Host Bar- Charged Per Hour

The amount charged is on a per person basis & is based on the food function guarantee or guaranteed attendance, whichever is greater.

|                |  |
|----------------|--|
| Call Brands    | \$12.00 for the First Hour<br>\$8.00 for the 2nd Hour and Each Additional Hour beyond  |
| Premium Brands | \$14.00 for the First Hour<br>\$10.00 for the 2nd Hour and Each Additional Hour beyond |

(One hour minimum & six hour maximum allowed. Hours must be consecutive)

In addition to the level of liquors you select, the bars are stocked with red and white wine, soft drinks, chilled bottled beers, bottled water, and mixers.

## Option 3: Cash Bar- Charged Per Drink

Guests purchase all their own drinks individually.  
Cash bars will include a combination of call & premium brands.  
The prices will be inclusive of current state sales tax.

## Option 4: Combination of Cash Bar with Hosted Beverages

Please ask your catering representative about a combination of hosted beverage items (i.e.. Keg beer, wine & sodas) on a cash bar.

**Call Brands:** Smirnoff Vodka, Bacardi Rum, J & B Scotch, Jim Beam Bourbon, Cuervo Tequila, Beefeater Gin, Jack Daniels, Captain Morgan, Canadian Club, Peachtree Schnapps

**Premium Brands:** Absolut Vodka, Cuervo Tequila, Tanqueray Gin, Dewar's Scotch, Johnny Walker Red Scotch, Baileys Irish Cream, Kahlua

-If there is specific type of liquor you would like added to your bar, please speak with your catering representative. Additional charges may apply-

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# Premium Wine Selections

Wines are listed in order from light to full-bodied  
Additional selections are available upon request

## White Wines

St. Gabriel Riesling  
\$30.00 bottle

Ecco Domani Pinot Grigio  
\$30.00 bottle

St. Supery Sauvignon Blanc  
\$35.00 bottle

Kendall-Jackson  
Chardonnay  
\$35.00 bottle

## Red Wines

Mirassou Pinot Noir  
\$30.00 bottle

Blackstone Merlot  
\$35.00 bottle

McWilliams Hanwood Shiraz  
\$30.00 bottle

Trincherro  
Cabernet Sauvignon  
\$35.00 bottle

Rancho Zabaco Heritage Vines  
Zinfandel  
\$30.00 bottle

## House Selections

Chardonnay, Merlot, Cabernet Sauvignon by Robert Mondavi  
Fetzer White Zinfandel  
\$24.00 bottle

## Sparkling Wines

Korbel Brut  
Gloria Ferrar Blanc de Noir  
Martini & Rossi Asti Spumante  
\$30.00 bottle

## Specialty Beverages

|   |                    |
|---|--------------------|
| Fruit Punch, Iced Tea or Lemonade               | \$27.00 per gallon |
| Coffee or Hot tea-per gallon                    | \$30.00 per gallon |
| Champagne Punch                                 | \$33.00 per gallon |
| Keg of Domestic Beer (16 gallon)                | \$260.00 per keg   |
| Keg of Raccoon River Microbrew Beer (16 gallon) | \$260.00 per keg   |

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# Audio Visual Equipment

This is a list of our most requested equipment. If there is something you need and it is not listed below, please contact your catering representative

## Screens, Computers & TV Monitors

Six Foot Screen or Eight Foot Screen \$60.00  
7.5' x 10' Frame Screen-Front Projection \$75.00  
9' x 12' Frame Screen-Front Projection \$95.00  
Skirting for bottom of 7.5' x 10' or 9' x 12' screen \$65.00  
27" TV Monitor on skirted cart \$95.00  
25" TV Monitor & VCR or with a DVD Player \$135.00  
Laptop Computer \$175.00  
Speakers for laptop computer \$30.00  
Computer Hub with 8 ports \$35.00

## Audio Equipment

DVD or CD Player \$75.00  
Boom-box (CD/Cassette AM/FM) \$65.00  
Upright Piano \$95.00 or Baby Grand Piano \$195.00  
Polycom Speaker Phone & in-house phone line \$95.00  
Polycom Speaker Phone & direct dial phone line \$150.00  
Phone Calls are charged accordingly  
Mult/Press Pool Box \$125.00

## Microphones

Wired Handheld Microphone \$55.00  
Wireless Microphone (Lavalier or Handheld) \$95.00  
Self-contained Table-top Podium with Microphone & Speaker \$70.00  
6 Channel Mixer (For multiple microphones in one room) \$50.00

## Projectors

XGA (800 Lumen) LCD Data/Video Projector \$165.00  
XGA (1400 Lumen) LCD Data Projector \$200.00  
XGA (2200 Lumen) LCD Data Projector \$275.00  
XGA (3000 Lumen) LCD Data/Video Projector \$350.00  
Standard Overhead Projector \$65.00  
High Intensity Overhead Projector \$95.00

## Miscellaneous Equipment

Projector Cart \$40.00  
Tripod Sign Easel \$20.00  
Laser Pointer \$20.00  
Table-top Podium \$55.00 or Floor Podium \$60.00  
Extension Cord or Power Strips \$20.00  
Flipchart Stand with Paper & Markers \$45.00  
Flipchart Stand, No Paper or Markers \$25.00  
4' x 6' Whiteboard with Eraser & Markers \$65.00  
Draped & Skirted 6' or 8' Display Table \$40.00

## Technical Labor Fees

Please check with your catering representative for current rates

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