

*YOUR  
WEDDING DAY  
AT THE  
HURON EVENT CENTER*



Huron Event Center  
100 4<sup>th</sup> Street SW • Huron, SD 57350  
605-352-3204  
[www.huronsd.com](http://www.huronsd.com)

## ***Congratulations on Your Engagement!***

*As you plan your guest list, your wardrobe, and all the other details of this joyous event, let the Huron Event Center staff assist you in planning an unforgettable wedding reception.*

*Whether it's an intimate family gathering or a large social event, every reception will enjoy the same impeccable service and creative menu planning. Our catering professionals are versed in the subtleties of wedding etiquette, leaving no detail overlooked.*

### *Your Wedding Package includes:*

- *Serving Trays for Mints*
- *Serving Bowls for Nuts*
- *Punch Bowl and Ladle or Punch Fountain upon Availability*
- *Beverage Napkins*
- *Complete Set-up of Room with Tables, Chairs, White Tablecloths*
- *Standard Centerpieces and Mirror Tiles*
  - *Gold Candles* • *Mosaic Candle* • *Red Hurricane Candle*
- *Skirting for All Appropriate Tables (Ivory)*
- *China, Flatware, Glassware*
- *Linen Tablecloths – your choice of colors:*
  - *White* • *Ivory* • *Burgundy* • *Forest Green* • *Burgundy* • *Beige*
  - *Black (extra charge)*
  - *Floor Length White Table clothes (extra charge)*
- *Linen Napkins in a Variety of Colors for Dinner Service*
  - *White* • *Ivory* • *Burgundy* • *Forest Green*
  - *Black* • *Brown* • *Red* • *Navy*
  - *Additional colors are available at extra charge*
  - *Additional napkin fold options at extra charge*
- *PA System*
- *Staging for Head Table*
- *Dance Floor (extra charge for dance floor in middle of room)*

### *Additional Rental Items & Services:*

- *Cake Serving Service* \$50.00
- *Chocolate Fondue, price dependent on selection*
- *Tri-Fold Lattis* \$25.00 each
- *Charger Plates* \$.25 per plate
  - *Silver* • *Gold* • *Red*
- *Chair Covers* \$1.75 per chair (you install)
  - *Black* • *Ivory* • *White* \$2.75 per chair (HEC install)
- *Colored Bows - \$1.00 each*
- *Served Head Table - \$2.50 per person*
- *Popcorn & Candy Station Clean Up Fee - \$100.00*
- *Dance Floor set up in middle ballroom - \$100.00*

## *Wedding Buffet Presentations*

### *Buffet*

*Cocktail Sandwiches*

*Choice of Ham – Beef or Turkey (2 per person)*

*Choice of 2 Salads:*

*Homestyle Potato Salad, Creamy Coleslaw, Cookies & Cream Salad,  
Italian Pasta Salad, Macaroni & Pea Salad, Summer Fresh Pasta Salad,  
Macaroni Salad, or Tossed Salad with Assorted Dressings*

*Market Fresh Vegetable Display with Ranch Dip*

*Fresh Fruit Display served with Yogurt Dipping Sauce – Add'l \$1.25 per person*

*Kettle Potato Chips & Dip*

*Coffee, Decaf or Tea and Fruit Punch*

*\$12.95 per person*

### *Buffet*

*BBQ Pork Loin Sandwiches or Pulled Pork BBQ Sandwiches (2 per person)*

*Choice of 1 Salad: Homestyle Potato Salad, Creamy Coleslaw,  
Summer Fresh Pasta Salad, Macaroni Salad, Italian Pasta Salad,  
Macaroni & Pea Salad, Cookies & Cream Salad*

*Additional Salad - \$1.00 per person*

*Baked Beans Pickle Spears BBQ Sauce Kettle Potato Chips  
Coffee, Decaf or Tea and Fruit Punch*

*\$13.95 per person*

*All prices subject to applicable taxes and 18% gratuity.*

## *Wedding Buffet Presentations*

### *Dinner Buffet*

*Includes your selection of two Salads,  
Vegetable, Potato, Fresh Baked Dinner Rolls,  
Coffee, Decaf or Tea and Fruit Punch.*

### *Salads*

*(Select two salads)*

*Creamy Coleslaw, Home-style Potato Salad, Italian Pasta Salad, Pasta Salad,  
Pea Salad, Cookies & Cream Salad, or Tossed Salad with Assorted Dressings,  
Cucumber Salad (seasonal)  
Seasonal Mixed Fruit \$1.50 additional*

### *Choice of Vegetable*

*Green Beans Almondine, Glazed Carrots, Buttered Corn or Vegetable Medley*

### *Choice of Potato*

*Mashed Potatoes with Gravy, Baked Potato,  
Au gratin, Scalloped or Parsley Buttered Potatoes*

### *Dinner Buffet Entrées*

*Your Choice of One Entree \$ 14.95/adult - \$8.50/children  
Your Choice of Two Entrees \$16.95/adult - \$10.00/children  
Your Choice of Three Entrees \$19.95/adult - \$12.00/children*

*Roasted Pork Loin with Mushroom Marsala Sauce*

*Oven Roasted Chicken*

*Roasted Turkey with Stuffing and Gravy*

*Roasted Round of Beef*

*Chicken Marsala with Mushroom Sauce*

*Chicken Divan topped with Broccoli Cream Sauce*

*Sauteed Smothered Beef Tips*

*Lemon Chicken*

*Lasagna*

*Raspberry Glazed Chicken Breast*

*Chef Carved Prime Rib of Beef with Au Jus – \$24.95*

*Additional Entrée – additional \$2.00 per person*

*All prices subject to applicable taxes and 18% gratuity.*

## *Plated Dinners*

*All Silver Plated Dinners are served with wedding house salad bowl, potato, and vegetable. Fresh Baked Dinner Roll, Coffee, and Fruit Punch are included.*

*(There will be a \$1.50 per plate charge for plated dinners when serving more than one entrée choice)*

### *Beef Pot Roast*

*Tender oven roasted beef served with AuJus \$15.95*

### *Roasted Turkey & Dressing*

*Oven roasted turkey served with dressing and pan gravy.  
\$15.95*

### *Lemon Chicken*

*Sauteed chicken breasts with lemon cream sauce. \$14.95*

### *Boneless Stuffed Pork Chop*

*Stuffed boneless pork chop with stuffing and pork pan sauce.  
\$16.95*

### *Bacon Wrapped Fillet*

*Hand cut 7oz broiled to medium and served with peppercorn sauce. \$18.95*

### *Roasted Prime Rib of Beef*

*USDA Prime choice beef.  
Carefully slow roasted to a tender & juicy medium.  
Topped with a delicious AuJus.  
\$23.95*

### *Ribeye Steak*

*10oz Ribeye steak hand cut and broiled to medium.  
Served with choice of herb butter or sautéed mushrooms.  
\$20.95*

### *Lasagna Bolognese*

*Made fresh daily, a delicious combination of beef and Italian sausage mixed with creamy ricotta and mozzarella cheese. Finished with a hearty red sauce and Parmesan cheese.  
Served with a garlic bread stick.  
Served with NO potato or vegetable.  
\$15.95*

*Chicken Florentine*

*Chicken Breast stuffed with spinach and cheese.  
Baked and topped with a white mornay sauce. \$15.95*

*Chicken Divan*

*Chicken breast topped with broccoli cream sauce  
\$15.95*

*Roasted Pork Loin*

*Oven roasted pork loin with marsala mushroom gravy. \$15.95*

*Raspberry Glazed Chicken Breast*

*Broiled chicken breast baked in a raspberry vinaigrette balsamic sauce.  
\$15.95*

*Chicken Marsala*

*Sauteed chicken breast with mushroom marsala sauce \$15.95*

***SALAD::***

*Wedding House Salad – mixed salad greens, grated mozzarella cheese, pepperoni, tomato wedges, black olives, cucumber slice, and salami. Served with vingarette dressing. This salad is served family style.*

***POTATO CHOICES:***

*Parsley Buttered Potato  
Mashed Potato with Gravy  
Baked Potato  
Augratin Potato  
Scalloped Potato*

***VEGETABLE CHOICES:***

*Green Beans Almondine  
Glazed Carrots  
Buttered Corn  
Vegetable Medley*

*All prices subject to applicable taxes and 18% gratuity*

## ***Hors D'oeuvre Buffet Presentations***

### ***Chilled Hors D'oeuvres***

<i>Deviled Eggs (2 per person)</i>	<i>\$1.50 per person</i>
<i>Silver Dollar Sandwiches (Ham, Beef or Turkey)</i>	<i>\$1.50 each</i>
<i>Assorted Deluxe Cold Capapes (2 per person)</i>	<i>\$2.75 per person</i>
<i>Chilled Jumbo Shrimp with Cocktail Sauce (2 per person)</i>	<i>\$5.75 per person</i>
<i>Assorted Cheese &amp; Crackers</i>	<i>\$2.50 per person</i>
<i>Assorted Meat Cheese &amp; Crackers</i>	<i>\$3.75 per person</i>
<i>Fresh Fruit Display served with Yogurt Dipping Sauce</i>	<i>\$3.00 per person</i>
<i>Potato Chips, Pretzels &amp; Dip</i>	<i>\$2.00 per person</i>
<i>Fresh Vegetables served with Creamy Dill Dip</i>	<i>\$2.75 per person</i>
<i>Spicy Crab Brochettes (2 per person)</i>	<i>\$3.25 per person</i>

### ***Hot Hors D'oeuvres***

<i>Barbequed Cocktail Franks (3 per person)</i>	<i>\$2.00 per person</i>
<i>Swedish or Meatballs (3 per person)</i>	<i>\$2.25 per person</i>
<i>Teriyaki or Buffalo Chicken Wings(2 per person)</i>	<i>\$3.00 per person</i>
<i>Spinach Artichoke with Dip &amp; Toast Points</i>	<i>\$3.25 per person</i>
<i>Taco Plate</i>	<i>\$1.75 each</i>

*All prices subject to applicable taxes and 18% gratuity*

## **Desserts**

### *Buffet Dessert Selections*

#### *Assorted Bistro Cakes*

*Lemon Layer • Tiramisu • Red Velvet*  
*\$4.25 per person*

#### *New York Style Cheesecake with assorted toppings*

*Strawberry • Cherry • Chocolate • Caramel*  
*\$4.25 per person*

*Texas Brownies - \$2.25 per person*

*Apple Crisp - \$2.50*

#### *Assorted Fruit Pies*

*Apple • Cherry • Peach • Strawberry • Rhubarb • Pumpkin*  
*\$3.50 per person*

*Assorted Bars - \$2.50 per person*

#### **Chocolate Fondue Full Package**

*Strawberries (3 per person)*

*Pineapple (4 per person)*

*Cream Puffs • Graham Crackers • Marshmallows • Pretzels*  
*\$7.95 per person*

#### **Chocolate Fondue Light Package**

*Strawberries (3 per person)*

*Graham Crackers • Marshmallows • Pretzel*  
*\$5.95 per person*

#### **Chocolate Fondue with Strawberries**

*Strawberries (3 per person)*

*\$4.95 per person*

#### **Chocolate Fondue with Strawberries**

*Strawberries (5 per person)*

*\$5.95 per person Available in Season Only*



## *Cocktails Wine & Beer*

### ***Beverages***

<i>Freshly Brewed Coffee, Decaf or Hot Tea (per gallon)</i>	<i>\$14.00</i>
<i>Fruit Punch, Lemonade or Iced Tea (per gallon)</i>	<i>\$14.00</i>

### ***Bar Policy***

*A \$100.00 Bartender Fee is Applicable to Cash and Host Bars with Sales Less Than \$250.00*

*A Bartender is required for All Host and Cash Bars*

*All Applicable State Laws Will Apply*

*Cash Bar Prices are Inclusive of a 7% Sales Tax Only*

*Host Bars are Subject to Sales Tax and Service Charge*

### ***Keg Beer and Champagne***

<i>Keg Domestic Beer (16 gallon)</i>	<i>\$220.00</i>
<i>Keg Import/Micro</i>	<i>\$195.00 &amp; up</i>
<i>(One keg of beer is permitted per 250 guests per reception)</i>	

<i>House Champagne Toast (per bottle)</i>	<i>\$20.00</i>
<i>Non-Alcoholic Champagne (per bottle)</i>	<i>\$15.00</i>

*Prices subject to applicable taxes and 18% gratuity*

*Listed prices subject to change*

### ***Wine***

*Bottled Wine is Available upon Request – Ask to See Our Extensive Wine List*

# *Huron Event Center*

## *Catering & Banquet Policies*

### **Guarantees & Charges**

#### **Deposit Required**

To confirm a wedding reception, a **\$250.00 (set up & teardown) non-refundable deposit is required**. If the event **must** be canceled, a deposit could be credited towards, re-booking the event. This is at the sole discretion of the Event Center. The Event Center does not bill any social function and ninety-five percent (95%) of the total estimated charges are due into the catering department two days prior to the scheduled event, with the remaining balance due at the conclusion of the event.

#### **Giving Us A Guarantee**

To insure excellent service and ample food preparation, we ask that you provide an approximate number to our Catering Department three weeks prior to the event. A firm guaranteed number of guests is required no later than two business days (96 hours) prior to the event. Please keep in mind this number may be increased, but many not be decreased. If we do not receive a firm guarantee 96 hours in advance, then the approximate number will automatically become your guarantee. Function, which occurs on Monday and Tuesday, require notification of the guarantee by the proceeding Thursday and Friday respectively. The Huron Event Center will be prepared to serve 5% over your guarantee. You are required to pay 100% of your guarantee, or the actual number of guests served, whichever is greater. If the number of guests actually attending falls short of the guaranteed number, billing will reflect charges for food, service and tax based upon the guaranteed number of guests. Should your actual attendance exceed the guaranteed number, every effort will be made to properly serve your guests. However, we may not be able to serve the same menu.

#### **Menu Selection and Pricing**

Your menu selection should be submitted to our Catering Department three weeks prior to the event. Due to health and safety concerns, all food and beverage items served must be supplied by the Huron Event Center and consumed on the premises. Food and beverage items may not be removed from the premises due to license restrictions. With the exception of cake, nuts and mints, no outside food, alcoholic or non-alcoholic beverage is allowed in the banquet area. These policies are dictated by food safety and licensing laws. Banquet prices are subject to change due to fluctuating food costs. Therefore, we are unable to guarantee prices for more than 90 days prior to the event. All food, beverages and services are subject to an 18% gratuity charge and state and local sales taxes added to all totals. Tax exempt organizations should provide the Catering Department with their tax exempt number 96 hours prior to the event.

### **Beverage Policies**

The Huron Event Center requires that the Event Center's servers and bartenders dispense all beverages. The Huron Event Center alcoholic beverage license requires the Event Center to (1) request proper identification (photo "ID") of anyone of questionable ages and refuse service to any person either under age, or unable to produce proper identification and (2) refuse alcoholic beverage service to any person who, in the Event Center's judgment appears "obviously" intoxicated. We will provide a bartender for every 250 guests. Additional bars are available upon request at an additional fee of \$100.00 per bar. Each bar requires a minimum of \$250 revenue earned or a \$100.00 set-up fee will be applied. If the host is purchasing keg beer, certain restrictions apply. One keg per 250 guests is allowed during the social hour. No keg will be tapped after the dance begins. Security will be required when the host is providing complimentary liquor. All liquor, beer or wine consumed in the Huron Event Center areas must be supplied by the Huron Event Center and liquor service must end in accordance with state liquor laws.

### **Smoking Policy**

Smoking is not permitted within the Huron Event Center or within twenty-five feet (25') of any entrance to the Convention Center.

### **Cancellation of Definite Booking**

A cancellation fee will be applied for any event that has been confirmed as definite, either by a confirmation letter or a signed contract. Any cancellations of **specific functions** must be confirmed directly with the Catering Department no later than 21 days prior to the event to avoid a cancellation fee of equivalent to 50% of the estimated lost revenue. Canceling the event in its entirety is subject to a percentage of contracted food, beverage, and event room revenue for the duration of the event. An act of God, declared war, natural disasters, civil disturbance or 'advised no travel' inclement weather will enable either party to cancel this agreement without prejudice. All cancellations must be made with the Director of Catering.

## ***Damages and Responsibilities***

### **Security**

We have no insurance for and are not responsible for any loss or damage to your property. The Center/Hotel are unable to assume any responsibility for the damage, loss or theft or any merchandise or articles left on the property prior to, during, or following an event. However, we will make every effort to assist you. In our sole judgment, if security guards are required in order to maintain adequate security measures in light of the size and/or nature of your function, security guards will be hired and charged to the given party for the event for an hourly fee. The total costs for security guards must be paid for in advance along with other event charges.

### **Please Help Avoid Damage**

*The Event Center does not allow taping, tacking, or attaching posters, flyers, or any other materials to walls or doors without prior consent from the Center.* Our Banquet Manager will assist you upon arrival as to the use of banners, poster, and other items, which need ceiling or wall attachment. Any unusual cleaning or damage to the physical property (i.e. stains on the carpet, damage to walls, doors, etc.) including move-in and move-out will be ultimately be the responsibility of the event or convention. The charges will be determined by the extent of damages, based on the replacement costs. An inspection of the area can be arranged with the Catering Department prior to the move-in and following the move-out.

### **Right to Inspect and Control**

The Event Center reserves the right to inspect and control all private parties, dinners, meetings, and any other event being held on the premises. If the loudness from orchestras, entertainment or public address system disturb any other guests or becomes a problem, our property reserves the right to ask the patron or band leader to lessen the loudness, and if necessary, to perform without amplification. It is requested that your entertainment program be reviewed with the Catering Department prior to contracting for entertainment.

### **Miscellaneous**

#### **Space Requirements and Meeting Room Assignments**

The center reserves the right to determine the proper amount of space needed for your event based on your proposed agenda. Further, we are unable to guarantee any specific meeting room(s) by name, as this is subject to change based on the needs of our clients. If set-up changes are requested once your event has been arranged as specified on the catering contract, a minimum of \$50 charge will be posted to your account.

#### **Meeting and Banquet Time Schedules**

Guests will be admitted to the event rooms and expected to depart at the times stated by the Catering Department. For best results, the starting and ending times should closely follow the times you have given to our staff. Advance notice of scheduling changes are greatly appreciated, however, the Center cannot be responsible if last minute alterations conflict with another group.

#### **Decorations**

We have several table centerpiece options available from which you may choose. Cut floral decorations, centerpieces, ice carvings and other scenery and props may be coordinated through the Catering Department. There is a \$100.00 clean up fee assessed if confetti, potpourri, rice, popcorn, candy, etc... that are used for decorating. If using candles we request that you use dripless candles or place them in or place something under them to insure wax does not drip on to table cloth or carpet.

#### **Dance/DJ/Music Service**

The Event Center does not allow any type of smoke machines during the reception or dance. There is a \$250.00 fee assessed if there is a smoke machine. There is a \$100.00 fee to set up the dance floor in the middle of the reception hall.

*We trust the foregoing policies have served to explain the basic requirements of the Catering Department and we will assist you in the planning stages of your event. Of course, specific details will be discussed and established prior to your event to meet your satisfaction. To better serve you, we ask that you schedule and appointment. Every effort will be made by the entire staff and management of the Huron Event Center to offer your group a highly satisfactory and enjoyable event.*