



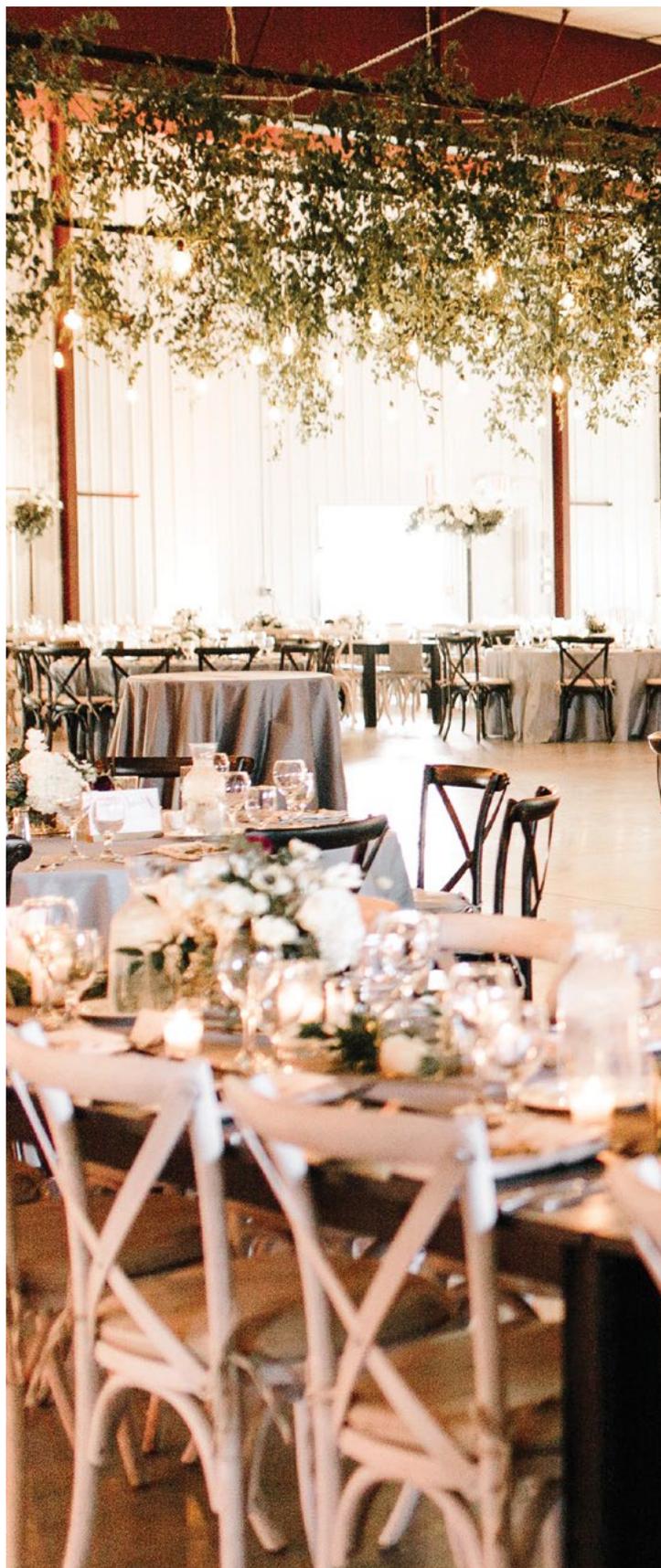
# Wedding Guide

#willmarconferencecenter

# Welcome

Congratulations on your engagement and upcoming wedding! What an exciting time for you and your families to plan one of the most anticipated events of your lives. Here at the Willmar Conference Center, it is our goal to help you create the wedding day that you have dreamed of.

We pride ourselves in planning spectacular weddings on any budget. We aspire to provide you with the highest level of service that will exceed your expectations. Our pledge to you is service personalized to your needs, leaving no details unattended.



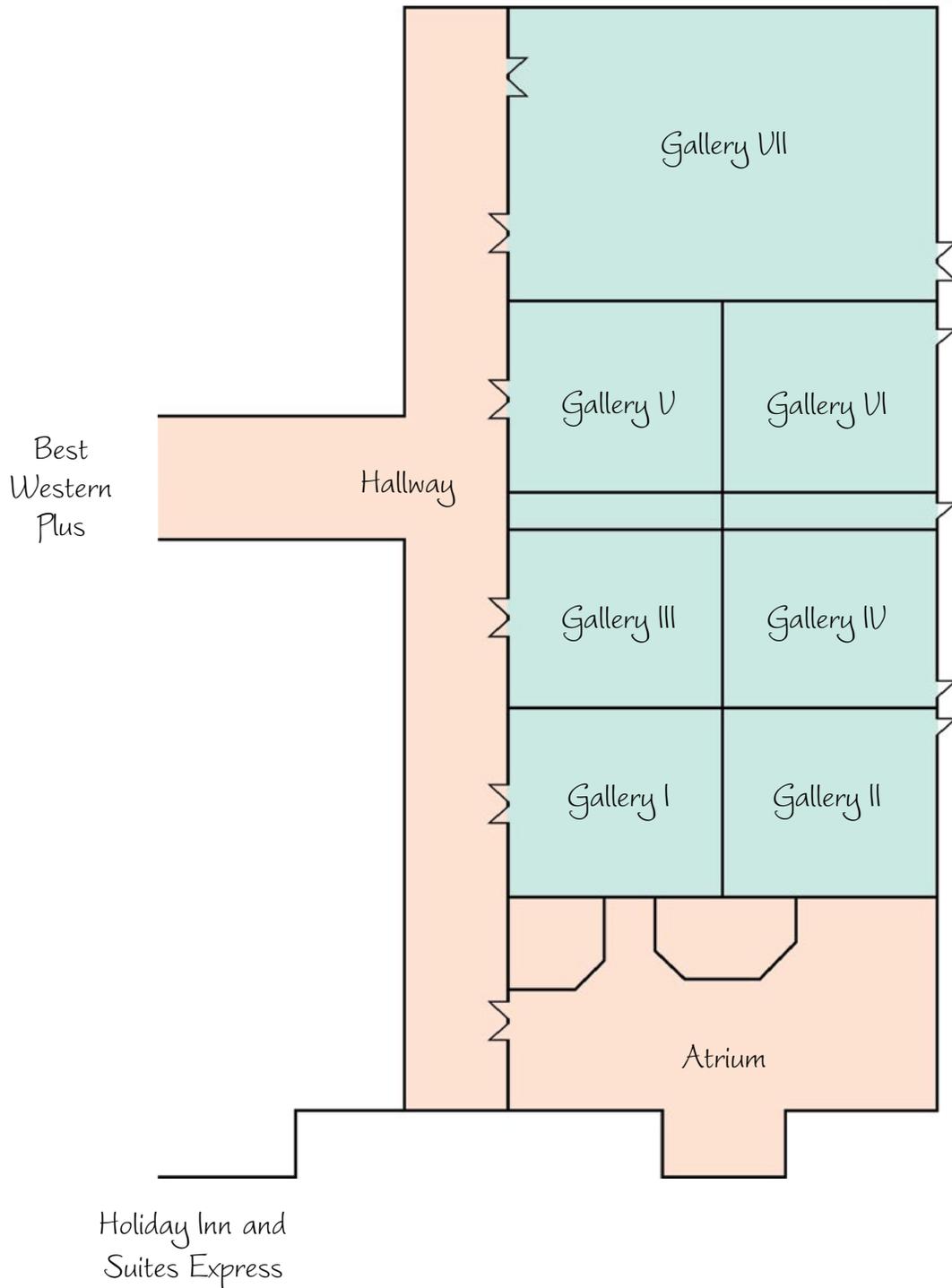


# Room Rental

|        |  |   |
|--------|--|---|
| rooms: | Gallery 1-4: \$800<br>up to 325 people | Gallery 5-7: \$800<br>up to 350 people      |
|        | Gallery 7: \$500<br>up to 200 people   | Gallery 1-6: \$1,300<br>up to 450 people    |
|        |  | Grand Ballroom: \$2,300<br>up to 750 people |
|        |  |   |

|           |                 |                                       |
|-----------|-----------------|---------------------------------------|
| includes: | Tables + Chairs | Napkins (12 colors to select from)    |
|           | Dance Floor     | Table Linens (white, ivory, or black) |
|           | Screen          | Head Table on Riser                   |
|           | LCD Projector   | Wireless Internet                     |
|           | Microphone      |                                       |

# Room Rental



# Lodging

We have two great options for you and your guests to stay at while celebrating your special day. The Best Western Plus is conveniently attached to the Willmar Conference Center and the Holiday Inn Express and Suites is just a few steps away.

Rejuvenate at the pool, relax in the hot tub, or enjoy the peace and quiet of the spacious, comfortable guest rooms. With a variety of room options and amenities, it's your perfect home away from home.



# Lodging



## amenities

- + Green Mill Restaurant with award winning pizza and full menu available
- + Ruff's Wings and Sports Bar with delicious wings, burgers, and more
- + Beautifully appointed guest rooms, including pool side rooms with patio doors to the pool
- Children's pool
- Large swimming pool
- Hot tub
- Free high speed internet in all rooms and public areas
- Business Center with internet and printer access
- 24 hour fitness center
- Adjoining rooms available
- Complimentary hot breakfast
- » Spacious suites available

- + Available at Best Western Plus
- » Available at Holiday Inn Express & Suites
- Available at both Best Western Plus and Holiday Inn Express & Suites

# Cold Hors D'oeuvres

Each order serves approximately 25 people.

|   |  |
|---|--|
| pickle wraps<br>50 pieces                                 | Ham and Cream Cheese - \$50  |
| potato chip and dip<br>display                            | Assorted Chips - \$55  |
| spinach dip   | Served with Fresh Baked Bread - \$60   |
| bruschetta display<br>50 pieces                           | Classic Tomato Basil recipe served with Rustic Garlic Rounds - \$65                              |
| fresh vegetable crudité<br>and dip display                | Served with Ranch Dip - \$70   |
| cheese platter and<br>gourmet cracker<br>display          | Pepper Jack, Colby, and Swiss Cheese served with Assorted Gourmet Crackers - \$75                |
| caprese skewers<br>50 pieces                              | Roma Tomato, Fresh Mozzarella Cheese, Fresh Basil, Balsamic Vinegar, and Virgin Olive Oil - \$70 |
| seasonal fresh cut fruit<br>display                       | Assortment of Seasonal Fresh Fruit - \$75  |
| ice chilled jumbo shrimp<br>cocktail display              | Served with Fresh Lemon and Cocktail Sauce - \$80  |
| meat and cheese<br>platter and gourmet<br>cracker display | Assorted Meats with Domestic Cheese - \$80   |
| roast beef crostinis<br>display<br>35 pieces              | Topped with Herbed Cream Cheese, Roast Beef, Horseradish, and Chives - \$85                      |

# Hot Hors D'oeuvres

Each order serves approximately 25 people.

|   |   |
|---|---|
| bacon wrapped scallops<br>50 pieces                           | Seared Sea Scallops wrapped in Applewood Bacon - \$130  |
| mini sliders<br>50 pieces                                     | Your Choice of Beef, Pork, or Chicken Served with American or Swiss Cheese - \$90   |
| chicken wings bone-in or<br>boneless<br>100 pieces            | BBQ, Buffalo, Cayenne Pepper, or Sweet Bourbon - \$120  |
| baked spinach and<br>artichoke dip                            | Served with Fresh Bread and Assorted Crackers - \$80  |
| meatballs<br>50 pieces  | BBQ or Swedish - \$80   |
| chicken skewer<br>50 pieces                                   | Baked in a Spicy Teriyaki Glaze or Peanut Sauce - \$80  |
| deep fried mini egg rolls<br>50 pieces                        | Pork and Vegetable with Oriental Sauce - \$70   |
| mushroom caps<br>50 pieces                                    | Stuffed with Crab and Cream Cheese - \$90   |
| classic one topping pizza<br>serves approximately<br>5 people | Great for a late night snack! Thin Crust Hand Tossed Pizza topped with choice of one topping (Pepperoni, Italian Sausage, Canadian Bacon, or Cheese) - \$15 |

# Signature Buffet Stations

Minimum of 25 people. Available for Two Hours

italian pizza buffet  
under 100 guests

Your Choice of Three Single Topping Pizzas with Caesar Salad and Fresh Bread and Herb Butter. Choice between one of the following Pastas: Lasagna, Spaghetti with Meat Sauce, Fettuccine Alfredo with Chicken, or Wild Mushroom and Chicken Campanelle  
\$16

italian pasta bar

Linguine, Penne, and Trottolo Pasta with Toppings including Olives, Broccoli, Onion, Chicken, Italian Sausage, Bruschetta, Mushrooms, and Pesto. Sauces include Marinara and Garlic Cream. Served with Caesar Salad and Fresh Bread and Herb Butter - \$16

fajita bar

Marinated Beef and Grilled Chicken, Shredded Cheese, Fresh Guacamole, Shredded Lettuce, Pico de Gallo, Bell Peppers, Flour Tortilla Shells, and Tri Colored Tortilla Chips - \$16

burger bar

Hamburgers, Brats or Old Style Hot Dogs, Bun, Condiments, Potato Salad, Coleslaw, Baked Beans, Chips, Sliced Cheese, Onions, Tomatoes, Pickles, and Lettuce - \$16

# Dinner Buffets

One entrée selection - \$19. Two entrée selections - \$22.

Minimum of 25 people. Make it a cut above with carved prime rib for additional \$7 per person.



## salad selections choose one

Caesar Salad

House Salad

Mango Kale Salad

Strawberry Feta Salad

Chef Specialty Salad

## entrée selections

BBQ Pork Ribs

Roast Sirloin with Gravy

Honey Glazed Teardrop Ham

Roast Pork Loin with Mushroom White Wine Demi Sauce

Roast Turkey with Sage and Sausage Dressing with Gravy

Sautéed Chicken Breast (Choice of Rosemary, Champagne Cream or Marsala Sauce)

## vegetable selections choose one

Green Bean Almandine

Seasonal Vegetables

California Blend (Broccoli, Cauliflower and Carrots)

Rosemary Roasted Fresh Vegetables (Chef's Selection)

## starch selections choose one

Whole Baby Red New Potatoes

Garlic or Traditional Mashed Potatoes

Wild Rice Blend

Rosemary Roasted Quartered Red Potatoes

# Plated Dinner Entrées

All entrées are served with choice of salad, fresh bread and herb butter, fresh vegetable, starch, and coffee station.

## salad selections

choose one

caesar salad

Crisp Romaine Lettuce and Fresh Parmesan tossed with Caesar Dressing. Topped with more Fresh Parmesan Cheese and Fresh Baked Croutons

house salad

Iceberg and Romaine Lettuce, Tomatoes, Cucumbers, Cabbage, and Carrots topped with Fresh Baked Croutons and tossed with our Ranch Dressing

mango kale salad

Kale Blend, Mangos, Craisins, Bleu Cheese Crumbles, and Roasted Pecans with Balsamic Glaze

feta strawberry salad

Strawberries, Feta Cheese, Toasted Almonds, and Romaine Lettuce with a Poppyseed Dressing

chef's specialty salad

A blend of Romaine and Spring Mix Lettuce topped with Red Onions, Green Olives, Tomatoes, Fresh Parmesan Cheese, and Fresh Baked Croutons. Served with Oregano Vinaigrette

## vegetable selections

choose one

Seasonal Vegetables

Green Bean Almondine

Rosemary Roasted Fresh Vegetables (Chef's Selection)

California Blend (Broccoli, Cauliflower, and Carrots)

## starch selections

choose one

Garlic or Traditional Mashed Potatoes

Rosemary Roasted Quartered Red Potatoes

Wild Rice Blend

Whole Red New Potatoes

# Plated Dinner Entrées

All entrées are served with choice of salad, fresh bread and herb butter, fresh vegetable, starch and coffee station.

|                                       |  |
|---------------------------------------|--|
| steak and chicken                     | 7oz. Sirloin with Sweet Bourbon Sauce and a Sautéed Chicken Breast served with Marsala Sauce - \$25  |
| prime rib of beef                     | Slow Roasted served with Rosemary Au Jus - \$25  |
| choice top sirloin                    | Charbroiled Choice Beef with Sweet Bourbon Sauce - \$23  |
| honey peppered salmon                 | Fresh Salmon Fillet - \$20   |
| canadian walleye                      | Broiled or Batter Dipped Pan Fried Fresh Walleye served with Garlic Mayo - \$20  |
| bacon wrapped pork tenderloin         | Choice Pork Tenderloin wrapped with Applewood Smoked Bacon \$20  |
| montreal pork chop                    | 7oz. Boneless, Bacon-Wrapped Pork Chop grilled with Montreal Seasoning served with a Mushroom White Wine Demi Sauce - \$20                             |
| stuffed basil and herb chicken breast | Stuffed Chicken Breast with Fresh Basil and Cream Cheese. Served on Wild Rice, topped with Sautéed Red Onion, Mushrooms, and Garlic Cream Sauce - \$18 |
| sautéed chicken breast                | Chicken Breast Topped with choice of Rosemary, Champagne Cream, or Marsala Sauce - \$18  |
| tender beef roast                     | Tender, Slow Roasted Pot Roast sliced and served with Bordelaise Sauce - \$18  |
| turkey stuffed style                  | Turkey Tenderloin stuffed with Wild Rice and Mushroom Dressing, topped with Rosemary Mushroom Sauce - \$18   |
| chicken kiev                          | Chicken Breast stuffed with Butter and Chives then topped with a Cream Cheese Sauce and served with Wild Rice - \$18                                   |
| deep dish or vegetable lasagna        | Layers of our Famous Three Cheese and Italian Meat Lasagna - \$17  |
| kid's meal                            | Chicken Strips, Applesauce Cup and choice of French Fries or Mashed Potatoes - \$9   |

# Specialty Displays

All prices are per person unless noted otherwise.

|                    |  |
|--------------------|--|
| gourmet coffee bar | Regular or Decaf Coffee served with Whipped Cream, Flavored Syrup, Chocolate Flakes, Cinnamon, and Raw Sugar - \$26 per gallon |
| hot chocolate bar  | Served with Marshmallows, Whipped Cream, Peppermint Sticks, Chocolate Chips, White Chocolate, and Caramel - \$24 per gallon    |
| popcorn bar        | Buttered, Caramel, Kettle Corn, White Cheddar, or Cheddar Flavors - \$11 per pound   |
| s'mores mix        | Cinnamon Toast Crunch Cereal with Fluffy Mini Marshmallows and Milk Chocolate Chips - \$12 per pound                           |

# Desserts

All prices are per person unless noted otherwise.



|  |   |                           |                |
|--|---|---------------------------|----------------|
| dessert buffet                               | Includes Strawberry and Turtle Cheesecakes with assorted Cakes and Tortes - \$5   |                           |                |
| build your own sundae<br>served at a station | Served with Chocolate sauce, Strawberry sauce, Caramel, Chopped Nuts, and Whipped Cream - \$5   |                           |                |
| white chocolate<br>raspberry cream cake      | Three layers of Sponge Cake filled with a Raspberry Preserve and Freshly Whipped Cream - \$4  |                           |                |
| apple crisp with<br>whipped topping          | Sweet Spiced Apples tossed in a Lightly Browned, Buttery Crumb Topping - \$4  |                           |                |
| chocolate tiger cake                         | White Cake centered between two layers of Rich Dark and White Chocolate Butter Cream and Majestic Chocolate Cake - \$4                                    |                           |                |
| carrot cake drizzled<br>with caramel sauce   | A double layer of flavorful Spice Cake with Carrots, Raisins, and Walnuts. Topped with Cream Cheese Frosting and drizzled with a Rich Caramel Sauce - \$4 |                           |                |
| mini pie buffet                              | Blueberry, Apple, Peach, Cherry, and Pumpkin - \$4  |                           |                |
| cheesecake                                   | Turtle or New York Cheesecake with Strawberry or Raspberry Sauce \$4  |                           |                |
| chocolate fountain                           | Angel Food Cake   | Fresh Baked Sugar Cookies | Marshmallows   |
| three dipping items<br>\$3.25                | Pretzel Rods  | Fresh Pineapple Chunks    | Krispie Treats |
| four dipping items<br>\$4.25                 | Apple Wedges  | Fresh Strawberries        | Bananas        |

# Sheet Cake

single layer  
choose cake + icing

Half sheet cake (48 pieces)  
\$70

Full sheet cake (96 pieces)  
\$125

double layer  
choose cake, icing +  
compote

Half sheet cake (48 pieces)  
\$82

Full sheet cake (96 pieces)  
\$150

cake flavors

Devil's Food

Chocolate

Yellow

White

Carrot

Lemon

Cherry

Mock Angel Food

icing flavors

Chocolate icing

Vanilla icing

Whipped Cream icing

compote flavors

Strawberry compote

Cherry compote

Raspberry compote

Lemon compote

# Beverages



\*There is a \$150 set up fee for all off-site bars.

\*Drink tickets for your guests are available at \$6 per ticket. Excludes top shelf liquor.

\*Unlimited Soda for your guests is available at \$1.50 per person when a bar is requested.

\*There is a \$13 per bottle corking fee on all bottled wines and a \$23 per box corking fee on all boxed wine.

\*There is a \$75 wine pour charge.

|  |  |  |
|--|--|--|
|  | domestic<br>\$350  | imported + premium<br>\$450  |
| keg beer<br>16 gallon 1/2 Barrel.<br>Serves approx. 150 glasses                  | Budweiser<br>Bud Light<br>Coors Lite<br>Miller Lite<br>Michelob Golden Draft Light | Blue Moon (Belgium)<br>New Castle Brown Ale (England)<br>Michelob Amber Bock<br>Leinekugel's Honey Weiss<br>Summit Extra Pale Ale<br>Samuel Adam's |
| house wine<br>\$6 per glass<br>\$29 per bottle<br>1.5 Liter is approx. 8 glasses | White Zinfandel<br>Merlot  | Chardonnay<br>Cabernet   |
| champagne  | Non-alcoholic - \$20 per bottle  | Champagne - \$29 per bottle  |

# A La Carte

Brownies (dozen) - \$30

Fresh Caramel and Cinnamon Rolls (dozen) - \$24

Fresh-Glazed Donuts (dozen) - \$24

Fresh-Baked Cookies (dozen) - \$22

## bakery items

Assorted Muffins (dozen) - \$22

Assorted Cake Donuts (dozen) - \$20

Assorted Dannon Yogurt (each) - \$3

Greek Yogurts (each) - \$4

Assorted Granola Bars (each) - \$2

Large Cheese, Pepperoni, Sausage, or Canadian Bacon Pizza  
\$15

## late night snacks

Ham + Turkey Cocktail Buns (50 pieces) - \$70

Salty Snack Tray (Chex mix, Popcorn, and Pretzels)  
\$11 per pound

# A La Carte



Coffee (per gallon) - \$23

Orange Juice (per gallon) - \$24

Hot Tea (per packet) - \$1.75

Assorted Canned Sodas/Bottled Water  
(Pepsi products, price per can/bottle) - \$2.25

## beverages

Apple Cider (per gallon) - \$24

Hot Chocolate (per gallon) - \$24

Lemonade (per gallon) - \$24

Fruit Punch-Citrus/Red Fruit (per gallon) - \$24

Iced Tea (per gallon) - \$24

# Conference Center Policies

**parking:** Please inform all of your guests to park in the south Willmar Campus Conference Center parking lot. This will enable your guests to find your event with ease.

**menu selections & guarantees:** Final menu selection and set up requirements must be made at least **ten business days** prior to your function. We require an attendance number guarantee for all functions at least **ten business days** prior to the event. Due to the license restrictions, remaining banquet food stays with the Willmar Conference Center and is used at the discretion of Kitchen Management.

**alcohol:** Minnesota State Liquor Laws will be strictly enforced. No alcohol will be served to anyone under the legal age of 21 and we reserve the right to card as needed. We also reserve the right to refuse alcohol to underage or intoxicated persons. No one is allowed to bring in their own alcoholic beverages to the Willmar Conference Center unless prior approval has been given for specific items. We will confiscate alcoholic beverages as necessary.

**contracts:** A signed copy of the contract outlining meeting room space, catering needs, and equipment requests must be returned to the catering department within **five business days** of receiving deposit in order to guarantee the space. This contract will be updated closer to the actual date of the event with pricing and other details.

**linens:** The Willmar Conference Center provides white, ivory, or black tablecloths. Linen napkins are available in 12 Colors.

# Conference Center Policies



## decorations:

Guests are welcome to bring in their own decorations as the Willmar Conference Center does not have any available. Glitter and confetti are not allowed in the banquet facilities due to the difficulty of cleaning it up. Nails, tacks, tape, push pins, etcetera may not be used in decorating the walls of any room. The Willmar Conference Center is not responsible for items left the day after the function. The Willmar Conference Center is happy to tear down after your event for a \$300 fee.

## cake handling:

If you would like the Willmar Conference Center staff to handle your wedding cake there will be a \$100 cake handling charge. We will provide plates, forks, and napkins with this service.

## meal sampling:

We do offer meal samplings for all our wedding groups. Our wedding planner will contact you to set up your meal sampling. You may select up to three menu items, excluding Prime Rib (an additional charge applies), for your meal sampling. You may include up to six people for your sampling.

## pricing:

All prices are subject to change and do not include gratuity or tax. All prices on food are subject to a 7.375% State Sales Tax and an 20% gratuity. All prices on host alcoholic beverages are subject to a 9.875% State Sales Tax and an 20% gratuity. The gratuity is the property of the Willmar Conference Center and is dispersed at the discretion of the management. Additional gratuity for staff members of banquet events is not needed.

## payment:

We ask that all final payments are completed **ten business days** prior to your event taking place. In order to hold a date, a \$1,000 non-refundable deposit is required.







# W•C•C

*Willmar Conference Center*

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[willmarconferencecenter.com](http://willmarconferencecenter.com)

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