Best Western RAMKOTA HOTEL of Rapid City, South Dakota



CATERING & EVENTS



General Information

Terms & Conditions

Catering your event is our pleasure. The Convention Center has full banquet and meeting facilities and will prepare a full range of food & beverage services. Whether its coffee and juice, hot & cold hors d'oeuvres for a classic reception or a sumptuous banquet with all the trimmings; our highly versatile facility can play host to the most private of meetings, trade shows, conferences, weddings and major community events.

Our meeting / banquet space is tastefully appointed and can handle groups from 10 to 1,000 people.

A great deal of effort goes into coordinating a successful event, thus all the details must be completed and agreed upon in writing at least a minimum of two weeks in advance of the event.

UNDERSTANDING YOUR NEEDS:

In order to properly prepare for your event, we need to understand your needs. Be prepared to provide as many details about your event as possible, such as:

- * What is the name of your event?
- * How many people are attending?
- * What set up style do you require?
- * Do you require a custom floor plan?
- * What is the start time and finish time?
- * Do you require access to the room early for setup?
- * Do you require catering / bar service?
- * Do you have audio visual requirements?
- * What is your company name and address for invoicing purposes?

PLANNING ACCESS TO THE FACILITY:

If you need special access to the facility before and after your event (perhaps to decorate or move equipment in/out) we will need to know in advance. Typically for large events requiring extensive setup, extra accommodations need to be made so that there is a sufficient overlap between clients.

BANQUET ROOM LIABILITY:

We reserve the right to inspect and control all private functions, liability for damage to the premises will be charged to the representative making the actual arrangements at repair or replacement costs.

The Best Western Ramkota Hotel and Minervas Restaurant reserves the right to CANCEL any events booked at our property if we believe holding the event will jeopardize the safety of our guests or employees.

DAMAGE & LOSS:

The Best Western Ramkota Hotel and Conference Center / Minervas Restaurant & Bar are not responsible for items lost, stolen or damaged in any area of the hotel including parking lot areas. If valuable items must be left in any banquet area it is recommended that security be retained at the group's expense. All guests items returned will be kept in lost and found for a reasonable amount of time.

CONTRACT/DEPOSIT:

Minervas Banquet Department requires a signed Catering Agreement at the time of the booking to secure space. A more specific Banquet Event Order will be forwarded to confirm all final arrangements and prices. Banquet Event Orders will need to be signed and returned prior to your event and will serve as part of your final agreement.

SMOKING POLICY:

Smoking is not allowed in any part of the building.

ELECTRICAL:

With the growing demand for power, in order to comply with your electrical needs, it is possible a power drop may need to be added to an event. This service will be an additional cost.

OUTDOOR EVENTS:

Minervas Banquet Department reserves the right to make the decision to move any outdoor scheduled event inside in case of inclement weather, or based upon impending inclement weather predicted by the National Weather Service. Events will be moved in due to wind, rain or the forecast of rain. The decision to move in such event will need to be made five hours in advance of such event. If the client requests that both indoor and outdoor event space be held, additional fees will be assessed and applied according to party size and complexity of set-up.

CONVENTION CENTER I - 9 Meeting / Banquet Room options

ROOM NAME	ROOM SIZE	THEATRE	CLASSROOM	CONFERENCE	BANQUET ROUNDS	BANQUET LONG	8' X 10' EXHIBIT SPACE	HOLLOW SQUARE	U-SHAPED	CEILING HEIGHT	SQUARE FOOTAGE
Roosevelt	17' x 21'	N/A	N/A	10	N/A	N/A	N/A	N/A	N/A	8'	357
Jefferson	17' x 21'	N/A	N/A	10	N/A	N/A	N/A	N/A	N/A	8'	357
Lincoln	30' x 40'	125	56	40	56	84	N/A	40	35	9'	1,200
Washington	60' x 62'	350	175	60	175	225	N/A	65	60	11'5"	3,720
Badlands	20' x 37'	60	40	30	40	56	N/A	25	25	8'	740
Bear Butte	20' x 37'	60	40	30	40	56	N/A	25	25	8'	740
Black Elk Peak	20' x 37'	60	40	30	40	56	N/A	25	25	8'	740
Needles	20' x 37'	60	40	30	40	56	N/A	25	25	8'	740
Rushmore	110' x 120'	1,000	600	60	650	800	65	60	60	24'	12,750

CONVENTION CENTER II - has 6 individual meeting / banquet room options or one large option

ROOM NAME	ROOM SIZE	THEATRE	CLASSROOM	CONFERENCE	BANQUET ROUNDS	BANQUET LONG	8' X 10' EXHIBIT SPACE	HOLLOW SQUARE	U-SHAPED	CEILING HEIGHT	SQUARE FOOTAGE
Sylvan I	45' x 41'	150	100	35	100	130	9	50	40	13' 9"	1,845
Sylvan II	45' x 41'	150	100	35	100	130	9	50	40	13' 9"	1,845
Sheridan	45' x 82'	300	200	65	200	260	20	65	60	13' 9"	3690
Pactola	45' x 82'	300	200	65	200	260	20	65	60	13' 9"	3690
Legion I	45' x 41'	150	100	35	100	130	9	50	40	13' 9"	1,845
Legion II	45' x 41'	150	100	35	100	130	9	50	40	13' 9"	1,845
6 Rooms Combined	180' x 82'	1,200	800		1,000	1,250	85			13' 9"	14,760
Convention II Foyer							21				

MEETING/BANQUET ROOM - CAPACITIES/MEASUREMENTS

The above chart provides details as to the seating capacity & dimensions of Convention Center I & Convention Center II **The listed capacities are for maximum seating. For each additional table, head table, buffet table, exhibit table, seating capacities will be lessened.

DIRECT BILL / PAYMENT:

To pay by Direct Bill, arrangements need to be made 14 days prior to the arrival date. All requests are processed using a completed credit application and any other documentation that may be required. We reserve the right to accept or decline ANY direct billing request. If direct bill has not been established with Minervas Banquet Department, payment must be made 72 hours prior to the event in the form of money order, certified check, cashier check or valid credit card. **TAX EXEMPT STATUS:** Tax will be added to all charges unless the proper tax exempt paper work has been filled out and returned. If paying with a Tax Exempt credit card a copy of the front and back of the card should be provided for our records.

DEPOSITS/CANCELLATIONS:

Any deposit for a social event will be considered NON – REFUNDABLE. (This cancellation policy pertains only to functions booked through the Catering Department) ***Should it be necessary to cancel an event, the following policy concerning refunds will apply.**

Date of cancellation Revenue Due

90 days or more prior to your event, any non- refundable deposit 45- 90 days prior to the event, 25% of estimated revenue, plus taxes 15 – 45 days prior to the event, 50% of estimated revenue, plus taxes 14 days prior to your event or less, 100% of estimated revenue, plus taxes

CATERING:

Please be advised that Minervas is the exclusive caterer for Minervas Banquets & Events at The Best Western Ramkota Hotel & Conference Center. Anyone booking space is not allowed to bring in food or beverage from an outside source. Additionally, it is the policy of Minervas that no food or beverage will be packaged and taken after any event.

MENU SELECTION:

Menu selection and estimated attendance are required at least six weeks prior to the date of the function. All plated menus, which have a choice of more than one entrée will be charged to the highest entrée price selected. There is a 12 person minimum guarantee for all meals served in a private banquet room, with less than 12 guests, additional fees will be applied. All BUFFETS have a 35 person minimum, with less than 35, additional fees will apply.

PRICE INCREASE:

There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance. Alternatively, at our discretion, Minervas may in such event make reasonable substitutions in menus and you agree to accept said substitutions. Currently, all prices are subject to a 19% SERVICE CHARGE plus applicable taxes.

BANQUET SERVICE:

The time as specified on your final signed banquet event order for food service will be observed and if the client should delay service for more than ½ hour, without reasonable notice, will be assessed an additional server fee. Upon request, extra servers/ bartenders, above and beyond our standards are available at an additional fee.

GUARANTEE:

For the various departments to prepare properly for your event, it is important the Banquet Catering Office receive confirmed attendance by 12:00pm, 3 business days prior to the date of the event. This will be considered a guarantee, and not subject to reduction. Seating and food preparation will be provided for 3% above confirmed guaranteed attendance. If you were to exceed the 3% over, Minervas Banquet Department will not be able to ensure the timely manner of service and the quality of food could be compromised. *****Please expect that additional fees will be applied*****

ROOM RENTALS:

Room rental is based upon food & beverage order and how long the room is rented for.

LABOR CHARGES:

Should extensive meetings room setups or multiple changes to room setups on a daily basis be required, there will be additional fees applied to cover the cost of labor. Changes to room setups within a 24 hour period will be subject to a labor fee. A Bartender fee of \$100.00, per bar will be applied when Bar Service is requested at functions. An Attendant Fee of \$50.00 will be applied when Cocktail Service / Beer and Wine Stations is requested at functions. SECURITY: Additional fees will apply. **required for specific events**

AUDIO VISUAL EQUIPMENT:

Audio visual equipment and services can be ordered through the catering office. We ask the requests be made at least 2 days prior to the event. Ordering audio visual equipment the day of the event MAY RESULT IN ADDITIONAL CHARGES. If you choose to bring in your own audio visual equipment that can be provided by our property, a \$50.00 access fee per room utilized will be assessed. Minervas will not handle, transport, store or be responsible for audio/ visual equipment not rented through our catering department. All prices are subject to a 19% SERVICE CHARGE plus applicable taxes.

FOOD PURVEYORS:

All food purveyors will need to receive approval through the banquet and events department. Minervas Restaurant reserves the right to dispose or confiscate any products in violation. All food purveyors cooking or warming in their booth need to be equipped with a CLASS K fire extinguisher (wet foam fire extinguisher). Perfect Fry, Auto Fry, Griddles with Drip Pans have been approved and will be allowed.

SERVICE CHARGE / TAXES:

19 % service charge will be added to the totals of all food, beverage, audio visual, and décor items provided. Tax at the applicable rate will be added to service charge, food, beverage, room rental/ setup fees, audio visual, labor fees, and decorations provided.

MEETING/BANQUET ROOM SPACE:

We reserve the right to reassign meeting rooms, especially, not limited to, fluctuating attendance figures. There are many FIRE CODE regulations to follow and communicating your plans in advance will avoid disappointment.

No exhibitors and / or displays or room sets can block any fire pull stations or lighted exits. 10' aisles / walkways will need to be maintained at all times.

Meeting Room ~ Décor Policy

If you are planning to decorate, please ensure that your decorator(s) and/or organizing committee members receive this notice before they begin. Please advise us of your decorating plans / event set up to ensure there are no surprises at the last minute. If possible, we will provide access to the banquet room the morning of your event to begin decorating. Should you require entry into the facility prior to this, please make those arrangements with your event coordinator to discuss availability. **All decorations / rentals must be removed immediately following the event** (Minervas is not responsible for any lost, stolen or damaged decorations or rental items.)

PLEASE "DO NOT" USE ANY OF THE FOLLOWING:

• nails, screws, push pins, thumb tacks, staples on walls, ceiling or tables

- confetti, glitter or rice
- hay or straw bales
- SMOKE MACHINES
- SMALL AMOUNTS OF SAGE MAY BE USED FOR CEREMONIAL USE.

• opened flame candles are not permitted due to fire restrictions (If you are supplying your own candles, please put something under them to catch the drips. All candles MUST have hurricane lamps around them.)

• adhere anything to carpeted sliding air walls

PLEASE NOTE THE FOLLOWING:

1. Posters or directional signage may not be located in the Hotel Lobby or within the Hotel without prior approval.

2. We suggest to hang signage / banners, the use of sticky tac or mat tape (duct tape will not adhere to vinyl walls)

- 4. Labor charges will apply to functions if more than standard clean up is required at the close of the function.
- 5. Banners may be hung with approval from Minervas Catering Department.

6. The property does not allow the moving of heavy equipment in the function rooms, foyer areas without proper protection for the floors.

7. The property does not allow the locking / blocking of the fire exit doors.

8. FLAMMMABLE DÉCOR: As per Fire Restrictions, all flammable items for example: hanging materials and tree branch-

es, must be sprayed with a fire retardant product such as "Class Fire Retardant"

9. Any helium tank brought into the building must be secured upright on a dolly

**DAMAGES TO BANQUET SPACE RESULTING IN PROFESSIONAL SERVICES WILL BE CHARGED BACK TO THE PERSON SIGNING THE CONTRACT. **

NOISE/DISTURBANCES:

If loudness from orchestras, entertainment or public address system, disturb any other guests or become a problem, our property reserves the right to ask the patron or the 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.

SHIPMENT OF PACKAGES AND PARCELS:

It is always best to confirm that you will be shipping items to our property to ensure that we have adequate space to store them. There is no loading dock available for large crates or pallets of material. We suggest you have made arrangements for a pallet jack and means to off load the large parcels. Packages for meetings may be delivered to the property three business days prior to the date of the event. The event name, date of function, contacts name, and the Catering Contacts name should be included on all packages to insure proper delivery. A PER BOX CHARGE WILL BE ASSESSED FOR THE DELIVERY OF SHIPMENTS TO AND FROM A FUNCTION ROOM.

TRASH DISPOSAL:

It is the client's responsibility to break down all cardboard boxes. If you have large amounts of waste, dumpster fees may apply.

BOOK YOUR MEETING



(Minimum of 35 guests)

One Meeting Room Suitable for Number of Expected Guests LCD Projector & Screen Package to Include: Equipment Table, Extension Cord, & Power Strip Flipchart Stand with Pad of Paper & Markers Wireless High Speed Internet Podium with Wireless Microphone Note Pads, Pens & Hard Candies All Day Beverage Service Continental Breakfast (Fresh Fruit & Assorted Pastries) Afternoon Break (Garden Harvest Display & Cookies)

\$30.95/person

Executive Meeting Room Per Day Package

(Minimum of 35 guests)

One Meeting Room Suitable for Number of Expected Guests LCD Projector & Screen Package to Include: Equipment Table, Extension Cord, & Power Strip Flipchart Stand with Pad of Paper & Markers Wireless High Speed Internet Podium with Wireless Microphone Note Pads, Pens & Hard Candies All Day Beverage Service Continental Breakfast (Fresh Fruit & Assorted Pastries) Plated Luncheon or Lunch Buffet (\$14.00 Value) Afternoon Break (Garden Harvest Display, Brownies & Cookies)

\$39.95/person

BREAKS

Minimum of 12 is required for each break.



The CEO Continental

An array of muffins, pastries and English Muffins, served with butter and preserves, fresh seasonal fruit, a selection bottled juices, coffee and herbal teas \$11/person

Minervas Morning Break

Fresh seasonal fruit, assorted pastries, variety of coffee cakes, along with a selection of bottled juices, coffee and herbal teas \$10/person

The California Starter

Vanilla yogurt served with granola and fresh fruit dipping items, assorted cereals, chilled milk and a selection of bottled juices, coffee and herbal teas \$9.50/person

Presidential Continental

Mini muffins, whole fruit, breakfast pastries, assorted cold cereals, chilled milk, selection of sparkling beverages and coffee \$9/person

Coffee Break Assorted bottles juices, coffee, fancy donuts and rolls \$7.50/person



The Bakers Break

Assorted gourmet bars, fresh baked cookies, chocolate brownies, coffee & chilled soft drinks \$7.50/person

Sweet & Salty Break

Potato chips with French Onion dip, tortilla chips with salsa, Chex snack mix, fresh baked lemon bars and chilled soft drinks \$8/person

The Lighter Side

Fresh seasonal fruit, vegetable platter with gourmet dip, assorted granola bars and chilled bottled water \$8/person

Beverages, Snacks, & More

Beverages

Fresh Brewed Coffee (Regular or Decaf) \$25/gallon Flavored Herbal Teas \$1.50/tea bag Chilled Juices \$12/carafe Bottled Juices \$3/bottle Soft Drinks (Regular and Diet) \$2/can Bottled Water \$2/bottle Flavored Sparkling Beverage \$2/can Iced Tea / Lemonade / Fruit Punch \$24/gallon

All Day Beverage Service

Freshly Brewed Coffee (Reg & Decaf), Herbal Teas, Ice Tea, Soft Drinks & Flavored Sparkling Beverages \$10.00/person

HALF DAY \$6.00/person

From The Bakery

(Each item per dozen, except where noted) Additional costs will apply to individually plated items.

Assorted Bagels \$36 Served with cream cheese Assorted Strudel \$36 Assorted Muffins \$36 Warm Caramel Rolls \$36/per 18 Assorted Fancy Rolls & Donuts \$36 Fresh Baked Cookies \$26 Chocolate Fudge Brownies \$30 Fresh Baked Lemon Bars \$30 Assorted Coffee Cakes \$32 Chocolate Covered Rice Krispie Treats \$28

Snack Stations

(Serves 50 guests)

Chex Snack Mix \$90 Gardettos Mix \$90 Pretzels \$65 Ruffles Potato Chips & French Onion Dip \$80 Tortilla Chips & Hot Cheese Dip \$90 Tortilla Chips & Salsa \$80

Snacks Ala Carte

Granola Bars \$1.75 each Individually Flavored Yogurts \$2.50 each Whole Fruit \$2.50 each

BREAKFAST



Served with orange juice, coffee and assorted herbal teas. Minimum of 12 is required for each plated breakfast entree.

The Minervas Breakfast

Fresh scrambled eggs, with your choice of: bacon, sausage, OR Canadian bacon, breakfast potatoes, and warm croissant, served with preserves and butter \$11/person

Minervas Day Break

Fresh scrambled eggs, bacon OR sausage, Cinnamon French Toast & Maple Syrup \$11/person

Biscuits & Sausage Gravy Served with Scrambled Eggs \$9/person



Served with orange juice, coffee and assorted herbal teas. Fewer than 35 guests, add \$2/person.

The Dakota Breakfast Buffet

Fresh Seasonal Fruit, Scrambled Eggs, Cheese & Salsa, Crisp Bacon, Country Sausage, Breakfast Potatoes, Toaster Station OR Breakfast Pastries

\$12/person

ADD: Buttermilk Biscuits & Gravy +\$2/person ADD: Oatmeal & Cold Cereal Station +\$2/person

The Sunrise Buffet

Fresh Seasonal Fruit, Scrambled Eggs with Sautéed Onions & Peppers, Cheese & Salsa, Hardwood Smoked Ham, Breakfast Potatoes and Toaster Station OR Breakfast Pastries \$11/person

Wrangler Buffet

Scrambled Eggs, Sausage Patties, Breakfast Potatoes, Pancakes with Butter & Maple Syrup \$10/person

Groups Over 50 Guests - Toaster Station Not Available

SANDWICHES

Deli Fresh Sandwiches

Served with assorted chips, pickles, deli salad. Beverage service to include ice tea & water at the guest tables; coffee service upon request. Add a house salad with ranch dressing to any plated lunch for \$3 All plated menus, which have a choice of more than one entrée will be charged to the highest entrée price selected. **Minimum of 12 is required for each deli fresh sandwich**.

Classic Deli Sandwich

 Whole grain wheat bread filled with your choice of :
Shaved Ham and Swiss Cheese with baby arugula, tomato and honey mustard aioli.
Roast Turkey and Provolone with baby arugula, tomato and basil pesto aioli.
Creamy Chicken Salad with lettuce and tomato. \$12/person

California Club

(VEGETARIAN OPTION) A buttery fresh croissant filled with lettuce, tomato, cucumber, alfalfa sprouts, avocado, aged cheddar cheese with classic garlic aioli.

\$11/person

Cheeseburger Deluxe

Half pound hand pressed, topped with aged cheddar cheese, lettuce, tomato and red onion, served on a fresh bun.

\$12/person

Raspberry Turkey Sandwich

Provolone, sprouts, applewood smoked bacon, cucumbers, tomato, raspberry preserves, dijonaisse, wheat berry bread.

\$12/person

Southwest Chicken Sandwich

Fajita seasoned grilled chicken breast, lettuce, tomato, avocado, monterey cheese, southwest aioli.

\$12/person

BBQ Pork Loin Sandwich

Tender, slow roasted pork loin served with blackberry BBQ.

\$11/person

French Dip Roast beef, swiss, artisan french bread with au jus. \$14/person ADD: Mushrooms & Onions +\$1/person

Boxed Lunch

Includes: bag of chips, can of soda, cookie & whole fruit, napkin, flatware & all appropriate condiments (mayo and mustard) \$12.50/person

Roast Beef & Cheddar

Whole grain wheat bread filled with Roast Beef & Cheddar Baby arugula, tomato and basil pepper aioli

Shaved Ham & Swiss Cheese

Whole grain wheat bread filled with Shaved Ham & Swiss Baby arugula, tomato and honey mustard aioli

Turkey Wrap

Sliced Turkey Breast with Crisp Bacon, Roasted Red Peppers, Swiss, Lettuce & Tomato served in a sun dried tomato tortilla w/ pesto aioli

Hot Plated Lunches

Served with chef's selection of seasonal vegetable & rolls with butter. Beverage service to include ice tea & water at the guest tables; coffee service upon request. Add a house salad with ranch dressing to any plated lunch for \$3 All plated menus, which have a choice of more than one entrée will be charged to the highest entrée price selected. **Minimum of 12 is required for each hot plated lunch entrée.**

Entrees

Herb Roasted Pork Loin

Herb encrusted pork loin, slow roasted and served with butter brown potatoes. Available sauces of your choice:

Blackberry BBQ Tuscan Au Jus or Mushroom Marsala.

\$12/person

Margherita Tilapia Tomato, capers, fresh herbs, cumin, with a margherita beurre blanc. Served

with spanish rice.

\$14/person

Burgundy Beef Tips

Tender beef tips with mushrooms and onions, simmered in demi sauce and served with mashed potatoes.

\$14/person

Honey Almond Chicken

Grilled chicken breast, Crimini mushrooms, honey cream sauce, toasted almonds and penne pasta.

\$12/person

Baked Chicken

Chicken breast, lightly seasoned and served with mashed potatoes. Available sauces of your choice:

Marsala Florentine Champagne Spicy Sun Dried Tomato Romano

\$13.50/person

BBQ Meatloaf

House ground beef, sautéed peppers and onions and bold BBQ sauce, served with Asiago mashed potatoes.

\$13/person

Top Sirloin 6oz Aged choice cut of top sirloin, charbroiled with shallot bourbon cream sauce, served with butter brown potatoes.

\$16/person

Rosa Primavera Manicotti

(VEGETARIAN OPTION) Three cheese stuffed manicotti topped with Marinara and Alfredo sauces, with fire roasted vegetables.

\$12/person

We understand that some guests may have certain dietary needs (gluten free, vegetarian, vegan, dairy, etc); we ask that you confirm any special meals/needs with your Catering Representative three days prior to any event.

LUNCH BUFFETS

Beverage service to include ice tea & water at the guest tables; coffee service upon request. Fewer than 35 guests, add \$2/person.

Deli Bar Buffet

Sliced ham, roast beef, smoked turkey, American, Swiss and cheddar cheeses, lettuce, tomato, red onions and pickles, assorted breads, chef's soup of the day, potato chips and chef's choice of one deli salad.

\$13.50/person

The Black Hills Buffet

Garden salad with ranch dressing, crispy fried chicken, potato salad, Dixie coleslaw, campfire baked beans, buttered corn and sweet dinner roll \$13.25/person

Philly Cheese Buffet

Build your own Philly sandwich ~ beef and chicken with peppers and onions, assorted chips, pickles and garden salad with ranch dressing. \$13.25/person

South of the Border Buffet

Tortilla chips with warm nacho cheese sauce and jalapeños, soft shell taco bar with seasoned ground beef, shredded lettuce, tomato, onion, sour cream, cheese and salsa, chicken enchilada casserole served with classic Espanola sauce, Spanish rice and refried beans. \$13/person

Italian Buffet

Classic Italian salad with house vinaigrette, chicken broccoli penne pasta in garlic cream sauce, meat lasagna topped with herbs and parmesan cheese, garlic toast with marinara dipping sauce and steamed Sicilian vegetable blend. \$13.25/person



Create your own Super Sub Buffet; Choose TWO from the selections listed below: Served with potato chips, pickles & chef's choice of one deli salad. \$12.50/person

Ham & Provolone

Shaved ham, provolone cheese, baby arugula, tomato and apricot mustard.

Smoked Turkey & Swiss

Sliced turkey and Swiss, baby arugula, tomato and honey mustard aioli.

Italian Club

Sliced Italian salami, pepperoni, ham and provolone cheese, lettuce, tomato and vinegar and oil.

HOT LUNCH BUFFETS

Served with house salad and three dressings, chef's choice of potato, seasonal vegetable & rolls with butter. Beverage service to include ice tea & water at the guest tables; coffee served upon request. Fewer than 35 guests, add \$2/person.



Roast Pork Loin with Tuscan Au Jus OR Blackberry BBQ Sauce

Chicken Breast with Spicy Romano Cream & Sun Dried Tomato Sauce OR Marsala Crimini Mushroom Sauce

Yankee Pot Roast with Savory Gravy

Roast Turkey with Cranberry Stuffing & Pan Gravy

Honey Pepper Salmon with Sauce Béarnaise

Western Angus Meatloaf with Tomato Glaze & Burgundy Au Jus (Substitute Buffalo Meatloaf for \$3/person)

Vegetable Stir Fry with Basmati Rice

One Entree \$15

Two Entrees \$17



Plated Dinner Entrees

Served with garden salad with ranch dressing, chef's choice of seasonal vegetable & assorted rolls with butter. Beverage service to include carafes of coffee at the guest tables. Substitute Minervas house italian salad, add \$1/person. All plated menus, which have a choice of more than one entrée will be charged to the highest entrée price selected.

Minimum of 12 is required for each plated dinner entree.

Pork Filet Mignon

Bacon wrapped pork chop with spiked cider reduction, with roasted potatoes.

\$21/person

Breast of Chicken

Available sauces of your choice:

Marsala

Sautéed with mushroom marsala sauce, with asiago mashed potatoes.

Florentine

Sautéed and topped with creamed spinach, sun dried tomatoes, with roasted fingerling potatoes.

Champagne

Grilled with crimini mushroom champagne béchamel sauce, with garlic mashed potatoes.

Mornay Seared and topped with sauce mornay, with garlic mashed potatoes.

\$20/person

Hunter's Ribeye Hand cut, Montreal seasoned, charbroiled ribeye, burgundy au jus, grilled onion, with red skin Au Gratin potatoes. 90z - \$27 120z - \$30

Prime Rib of Beef 10oz

Herb encrusted, slow roasted prime rib, burgundy au jus, loaded mashed potatoes \$29/person **Honey Pepper Salmon**

Salmon fillet with Sauce Béarnaise, with asiago mashed potatoes. \$23/person

Surf & Turf 6oz top sirloin topped with sautéed shrimp and Sauce Béarnaise, with baked potato. \$28/person

Steak & Chicken

6oz top sirloin and a seared chicken breast with mushroom Marsala demi sauce, with red skin Au Gratin potatoes. \$27/person

Rosa Primavera Manicotti

(VEGETARIAN OPTION) Three cheese stuffed manicotti topped with marinara and Alfredo sauces, with fire roasted vegetables. \$20/person

Top Sirloin 8oz

Aged choice cut of top sirloin, charbroiled with mushroom Bourbon cream sauce, with asiago mashed potatoes. \$23/person

Margherita Tilapia

Tomato, capers, fresh herbs, cumin, with a margherita beurre blanc. Served with spanish rice. \$20/person

We understand that some guests may have certain dietary needs (gluten free, vegetarian, vegan, dairy, etc); we ask that you confirm any special meals/needs with your Catering Representative three days prior to any event.

DINNER BUFFETS

Served with garden salad and three dressings, deli salad, chef's choice of potato, seasonal vegetable, rolls with butter. Beverage service to include carafes of coffee at the guests table. Fewer than 35 guests, add \$2/person.



(CHOICE OF TWO OR THREE)

Roast Pork Loin with Tuscan Au Jus OR Blackberry BBQ Sauce

Chicken Breast with Spicy Romano Cream & Sun Dried Tomato Sauce OR Marsala Crimini Mushroom Sauce

Yankee Pot Roast with Savory Gravy

Honey Pepper Salmon with Sauce Béarnaise

Roast Turkey with Cranberry Stuffing & Pan Gravy

Margherita Tilapia Tomato, capers, fresh herbs, cumin, with a margherita beurre blanc.

Burgundy Beef Tips with Mushrooms & Onion Demi

Western Angus Meatloaf with Tomato Glaze & Burgundy Au Jus (Substitute Buffalo Meatloaf for \$4/person)

Vegetable Stir Fry with Basmati Rice

Two Entrees \$24

Three Entrees \$28

From the Carving Board

Carved at your Buffet Table by our Culinary Staff. Roast Beef (add \$6/person) Prime Rib (add \$10/person)

To Sweeten Your Evening

ADD: Assorted Layer Cake Desserts +\$4/person



THEMED BUFFETS

Beverage service to include carafes of coffee at the guests table. Minimum of 35 guests for each of the themed buffets. Fewer than 35 guests, add \$2/person.

Black Hills Dinner Buffet

Garden Salad with Three Dressings Crispy Fried Chicken Mashed Potatoes with Chicken Gravy Camp Fire Baked Beans Buttered Corn Sweet Dinner Rolls with Butter Assorted Cookies

\$21/per person

ADD BBQ Ribs +\$8/person

Wild West Cookout

WEATHER PERMITTING 35 GUEST MINIMUM

All Beef Angus Hamburgers & Brats Garden Salad with Three Dressings Wagon Trail Potatoes with Onions & Peppers Campfire Baked Beans Buttered Sweet Corn Platter of Brownie Triangles Iced Tea or Lemonade

\$22/person

Italian Dinner Buffet

Classic Italian Salad with House Vinaigrette Cheese Manicotti with Traditional Marinara, Chicken Breast with Spicy Romano and Sun Dried Tomato Sauce Meat Lasagna Garlic Toast with Marinara Dipping Sauce Steamed Sicilian Vegetable Blend Tiramisu

\$25/person

Chefs Table Dinner Buffet

Caesar Salad Caprese Display Cedar Plank Salmon Chef Carved Prime Rib Smoked Gouda Mashed Potatoes Wild Rice Pilaf Bourbon Bacon Green Beans Cobbler and Ice Cream

\$44/per person



HORS D'OEUVRES



Chicken Wings
Boneless Chicken Bites
choice of: Honey BBQ OR Buffalo sauce.
Beef Meatballs\$175
Choice of: Bourbon Glazed OR Honey BBQ sauce.
Orange Thai Chicken Skewers
Chicken skewers glazed with an orange Thai sweet chili sauce
garnished with scallions and carrots.
Mushroom Caps
Roasted with sausage, spinach, fresh garlic and jack cheese.
Pot Stickers\$195
Asian pork filled fried dumplings (like an eggroll, but BETTER!),
served with Szechuan dipping sauce and sweet chili.
Triple Sausage Bites
Kielbasa, Andouille and Polish rope sausages, charbroiled, then bias cut and tossed with western pepper and caramelized onion BBQ sauce.



Chocolate Covered Strawberries
Silver Dollar Sandwiches
Assorted fresh cocktail rolls: roast beef, turkey and ham mini sandwiches, with mayo and mustard.
Tuscan Canapé
Focaccia toast points, garlic butter, blue cheese crumbles and
capicola (spicy Italian ham).
Deviled Eggs
Chef prepared country fresh eggs, dusted with paprika.
Southwest Chicken Pin Wheels
Spiced cream cheese, chicken, scallion, cheddar jack cheese.
Stuffed new Potatoes\$150
Herb cream cheese stuffed potatoes topped with cheddar cheese, bacon, and scallions.

Grand Displays

Garden Harvest Display

Array of fresh field vegetables, served with dip. Small (25 people) \$75 Medium (50 people) \$150 Large (100 people) \$300

Cheese & Crackers

Imported and domestic cheeses, served with hearty crackers. Small (25 people) \$100 Medium (50 people) \$200 Large (100 people) \$400

Meat & Cheese Platter

Fresh assorted cheeses with Italian salami, capicola, hardwood smoked ham and turkey, served with crackers and fresh breads. Small (25 people) \$125 Medium (50 people) \$250 Large (100 people) \$500

Spinach & Artichoke Display

Creamy spinach and artichoke dip baked with cheese and served with French bread and tortilla chips. \$165 (serves 50 people)

Fresh Fruit

Assortment of fresh seasonal fruit. Small (25 people) \$75 Medium (50 people) \$150 Large (100 people) \$300

Ten Layer Taco Dip

Black bean sofrito, salsa, sour cream, cheddar, lettuce, tomato, black olive, jalapeño, guacamole, served with crisp tortilla chips \$150 (serves 50 people)

Caprese Platter

Fresh mozzarella, tomatoes, basil, balsamic onions, olive oil and pesto served with fresh bread. \$175 (serves 50 people)

Iced Cocktail Shrimp Display Chilled jumbo shrimp served with tangy cocktail sauce.

\$300 (100 pieces)

Hummus Platter

Chef's choice of fresh made hummus, served with fresh vegetables and warm pita chips \$75 (serves 25) \$150 (serves 50) \$300 (serves 100)



DESSERTS

(Prices Based Per Each) Minimum of 12 is required for each dessert.

New York Cheesecake Classic New York cheesecake with fruit topping. \$5

Double Chocolate Cake Rich, sweet and bitter chocolate layered cake with fresh whipped cream. \$4.75

Raspberry & White Chocolate Cake

Light cake layered with white chocolate frosting and raspberry filling. \$4.50

Chocolate Mousse Parfaits

Smooth chocolate mousse with whipped cream and chocolate shavings. \$4.50 Key Lime Pie

A smooth & creamy pie, with a taste of genuine key limes, resting on a graham cracker crust. \$4.50

Grandma's Carrot Cake Sweet layered walnut carrot cake drizzled with our vanilla sauce.

\$4.75

Triple Chocolate Tiger Cake Layer upon layer of white and dark chocolate butter cream.

\$4.50

Table Platters

Cream puffs, chocolate covered strawberries, salted caramel brownies, caramel apple bars \$32

Cobbler & Tee Cream Station

(Minimum 35 guests) Caramel apple cobbler with vanilla bean ice cream \$6/person

BAR SERVICE

Price Per Drink

Call Brands	\$5.50
Domestic Beer	\$3.75
Import/Craft Beer	\$5.50
Non-Alcoholic Beer	•
House Wines	
Soft Drinks	

Premium, Top Shelf & Cordials available by request, prices to be determined. If bars are hosted, the prices will be subject to a 19% service charge and applicable taxes.

Keg Beer, Punch & Champagne

Keg Domestic Beer	\$300
Keg Import/Craft	
Minervas House Wines (per bottle)	\$22
Fruit Punch (per gallon)	\$24
Champagne Punch (per gallon)	\$35
House Champagne Toast (per bottle)	\$22
Sparkling Cider	\$22

Other Bar Services

Wine

Bottled wine is available upon request – ask to see our extensive wine list. Also, to enhance your guests dining pleasure, we offer wine cart services or a beer & wine attended station, please ask for details.

Bar Service

Drink tickets are available, please ask for details. Cocktail service is available for small groups, hosted or on a cash basis.

Bar Policy

A \$100 bartender fee is applicable to cash and hosted bars. A \$50 attendant fee is applicable to beer & wine stations. A bartender is required for all host and cash bars. All applicable state laws will apply.

EQUIPMENT RENTAL

The following equipment is available on a first-come, first serve basis.

Stage or Platform \$45 (8 x 12 stage) Additional 4x8 sections of stage will be at a cost of \$10, plus tax.

Dance Floor \$150 (24x24) Studio Upright Piano \$100

Power Drop Information \$250 per box We have a total of 5 boxes Each box has 6 –110,20 amp outlets (GFI Protected) Ground Fault Each Box has 1-220 30 amp outlet Each box will pull only a total of 50 amps

Wireless Internet Complimentary High Speed Internet available in all meeting rooms. Dedicated Line for Internet Additional fees will apply. Requires 3 day lead time.

Screen Set-Up to Include: Screen, power strip, extension cord, equipment table. In-Room Screen \$25 8x8 Screen \$30 9x12 Screen \$75

LCD Projector \$175 Extension Cord \$10 Power Strip \$10 Wireless Presenter with Laser Pointer \$15 Laser Pointer \$10 Audio Cable \$20 Powered Speakers \$25 Speaker Phone Setup \$65 Flat Screen TV 32-inch \$65 DVD Player \$20 CD Player \$20

Standard Microphone

(Limit 1 per meeting room) Additional mics are available at a \$25 per mic. More than 4 mics per room will require a mixer box at an additional charge.

Wireless Lavaliere Microphone \$65 Hand-Held Microphone \$65 Large Mixer \$65 Small Mixer \$20

Flipchart Stand with Post Its, Paper & Markers \$45 Flipchart Stand \$7 Easel Stand \$5 Whiteboard, Markers & Eraser \$10 Note Pads & Pens \$1.25 Note Pads \$.75 Pens \$.50

Security, If Applicable \$18/hour Coat Check Services Additional charge Hooking Up Credit Card Machines Additional charge One Banner Suspended Complimentary Additional banners \$5 each.

Extra Packages

Pipe & Drape Packages

Package #1

\$25 1 - 8 x 10' Booth 1 - 8' Table with Two Chairs White Table Cloth **Package #2** \$32.50

1 - 8 x 10' Booth 1 - 8' Table with Skirting & Two Chairs White Table Cloth

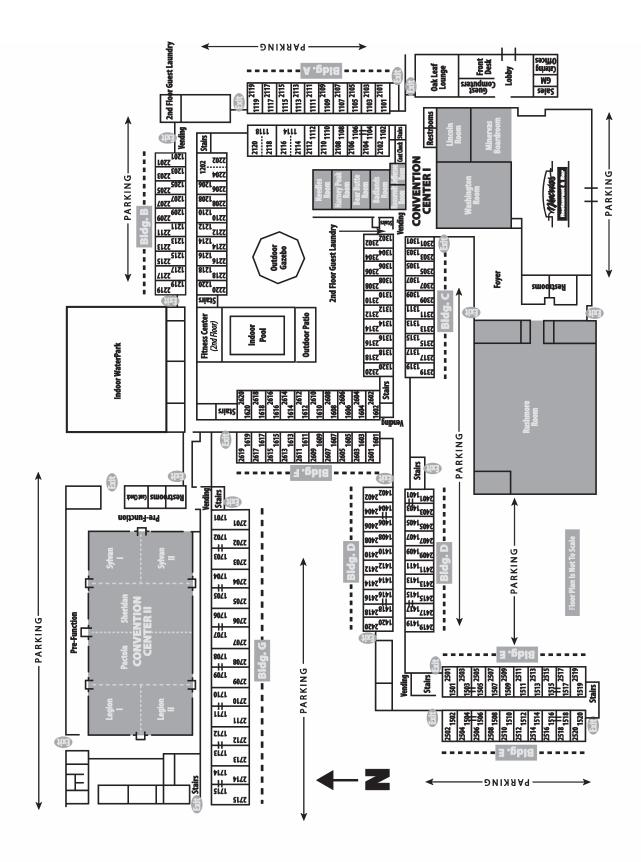
Pipe & Drape Per Running Foot \$2.50

Vendor Display Packages

Package #1 \$12 1 - 8' Table with Two Chairs White Table Cloth Package #2 \$18 1 - 8' Table with Skirting & Two Chairs White Table Cloth Skirting Per Table \$7.50

The above costs are charged on a daily basis, plus 19% service charge and applicable tax rate. If additional equipment is ordered, the Banquet & Events Department can make arrangements to order off property, subject to an extra service fee.

PROPERTY LAYOUT





Best Western **RAMKOTA HOTEL** of Rapid City, South Dakota

Start Planning Your Event Today!

Please contact Minervas Catering & Events today for more information.

Penny Escott, Director of Catering 605-737-5643 • pescott@ramkotarc.com

Kelly Russell, Catering Sales Manager 605-343-5319 • krussell@minervas.net

AJ Dyk, Reservation Specialist 605-791-5723 • minervas@ramkotarc.com

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