



Minervas catering & events


Arrowwood
RESORT & CONFERENCE CENTER
by CLUBHOUSE*

GENERAL INFORMATION

TERMS & CONDITIONS

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.

The Catering Department requires a signed Catering Contract at the time of the booking to secure space. Upon review of your event requirements, Banquet Event Orders will be sent to confirm all final arrangements and prices. These Banquet Event Orders will need to be signed and returned prior to your event and will serve as part of your agreement.

An 18% service charge will be added to the totals of all food and beverage items provided. Tax at the applicable rate will be added to the final bill, including, but not limited to, service charge, food, beverage, room rental, audio visual and decorations.

Cancellation by the customer less than 30 days prior to the event shall result in payment of full room rental costs. The room must be vacated by 12:00 a.m. and last call for alcohol is 11:45 p.m.

ROOM ASSIGNMENTS & LIABILITY

We reserve the right to reassign meeting rooms. Early access to meeting rooms is based on availability and the Catering Department's discretion.

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.

Posters or directional signage may not be located in the hotel lobby or in the hotel without prior approval. Banners may be hung with approval from Catering Department. Any damage or additional cleaning costs incurred by the property will be added to the final bill. Please do not use staples, nails or tacks.

AUDIO VISUAL

Audio visual equipment and services can be ordered through our Catering Department. We ask the requests be made at least two days prior to the event.

Clients may store their audio visual equipment overnight in our meeting rooms based on availability, but the Catering Department will not assume any responsibility for damages or loss of merchandise for items left in banquet rooms.

The Catering Staff is trained to work with our standard equipment and does not have a specialist on site. If your group requires any special technical set up needs, it is the group's responsibility to make arrangements for this.

MENU SELECTION & GUARANTEE

Menu selections are required at least FOUR weeks prior to the date of the function.

For the various departments to prepare properly for your event, it is important the Catering Department receive your final attendance number FOUR business days prior to the date of your event. This will be considered your minimum guarantee, and not subject to reduction. Food preparations will be provided 5% above your final attendance number.

BANQUET SERVICE

Upon request, extra servers/bartenders, above and beyond our standard are available at an additional fee.

PRICE INCREASES

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.



GENERAL INFORMATION

TERMS & CONDITIONS

BILLING & PAYMENT

For corporate events, a direct bill account will be utilized, unless prior arrangements have been made. At the conclusion of the event, a total combined invoice for all food and beverage functions will be sent to the group contact and full payment is required within 30 days of the event.

For social events, full payment is required FOUR business days prior to the event, along with a valid credit card to be used for any future charges that may exceed the previous payment.

Tax will be added to all charges unless the proper tax exempt paperwork 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.

OUTSIDE FOOD & BEVERAGE

To ensure the safety of our guests and to comply with local health regulations, food and beverage of any kind (except specialty cakes) will not be permitted within meeting and banquet rooms by the guests. Local health standards, also prevents food prepared by the property, that remains uneaten after a function, be taken out of the banquet facility.

In the event you (the meeting planner) or any of your attendees bring in any outside food or beverage service, it will be removed from the premises.

SHIPMENTS OF PACKAGES & PARCELS

It is always best to confirm that you will be shipping items to our property to insure that we have adequate space to store them. There is no loading dock available for large crates or pallets of materials. We suggest you make 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 your event. The event name, date of function, contacts name, and the catering contacts name should be included on all packages to insure proper delivery.

OUTDOOR EVENTS

When planning an outdoor event we suggest you reserve additional indoor space in the event of bad weather as the resort does not reserve any additional space.

The Catering Department reserves the right to make the decision to move any outdoor event inside in inclement weather, or based on impending inclement weather predicted by the National Weather Service.

Events will be moved inside due to wind, rain, or the forecast of rain.

The contact may choose to move an event indoor at their discretion five hours prior to the start of the event, if indoor space was not previously reserved the location of the event will be based on availability and subject to additional room rental.

ENTERTAINMENT

We encourage entertainment. If loudness from bands, entertainment or public address systems disturbs any other guests, or becomes a problem, our property reserves the right to ask the patron or entertainment leader to reduce the loudness or preform without amplification.

DAMAGE & LOSS

The Arrowwood Resort & Conference Center/Minervas Restaurant & Bar are not responsible for items lost, stolen or damaged in any area of the resort including the parking lot areas. If valuable items must be left in any banquet area it is recommended that security be retained at the groups' expense. All guest items returned will be kept in lost and found located at the front desk no more than 30 days after the event.



BREAKFAST

Plated Breakfast

Served with chilled orange juice and fresh brewed coffee.

Croissant Sandwich

Two scrambled eggs with sliced ham and American cheese on a flaky croissant, served with breakfast potatoes and fresh fruit.

\$8.75/person

Biscuits & Gravy

Made from scratch biscuits smothered in sausage gravy, served with breakfast potatoes and bacon or sausage.

\$9.50/person

Minervas Day Break

Fresh scrambled eggs, bacon or sausage, breakfast potatoes, cinnamon French toast and maple syrup.

\$9/person

The Fresh Start

Spinach, cheese and ham quiche, served with fresh seasonal fruit and honey vanilla yogurt.

\$8.50/person

Breakfast Buffets

Served with orange juice and fresh brewed coffee.

30 person minimum. Plated service available for an additional \$2 per person.

Classic Breakfast Buffet

Fresh scrambled eggs, bacon or sausage, breakfast potatoes and assorted muffins.

\$10.50/person

Country Breakfast Buffet

Fresh scrambled eggs with cheese, bacon or sausage, with assorted rolls and donuts.

\$10.75/person

University Avenue Breakfast Buffet

Fresh scrambled eggs with sautéed peppers and onions, breakfast potatoes, seasonal fresh fruit and assorted pastries.

\$10/person

Minervas Omelet Station

Made to order classic omelet with ham, bacon, tomatoes, mushrooms, peppers, onions, spinach and shredded cheese, with breakfast potatoes and assorted muffins.

\$13/person



BEVERAGES, SNACKS & MORE

Morning Breaks

Boardroom Break

*Seasonal fresh fruit, individual yogurts,
crumbled granola and muffins.*

\$7.50/person

Continental Break

*Assorted coffee cakes and Danishes,
with seasonal fresh fruit.*

\$6.50/person

The Fresh Break

*Seasonal fresh fruit, chilled orange juice
and fresh brewed coffee.*

\$5/person

Afternoon Breaks

Sweet & Savory Break

*Assorted gourmet cookies, fresh popcorn
and mixed nuts.*

\$6/person

The Lighter Side Break

*Fresh seasonal fruit, veggie platter with
herb dip and assorted granola bars.*

\$6/person

The Baker's Break

Assorted gourmet cookies, bars and chocolate brownies.

\$6/person

Beverages

Fresh Brewed Coffee \$22/gallon
(Regular or Decaf)

Lemonade or Iced Tea \$19/gallon

Assorted Bottled Water or Soda \$2/each

Apple, Cranberry or Orange Juice
\$16/half gallon

Snacks

Assorted Individual Yogurts \$2/each

Individual Bags of Chips \$2/each

Fresh Popped Popcorn \$20 (Serves 10)

Whole Fruit \$2/each

Snack Mix \$22 (Serves 10)

Cajun Snack Mix \$25 (Serves 10)

From The Bakery

Glazed Donuts \$30/dozen

Assorted Muffins \$21/dozen

Caramel or Cinnamon Rolls \$36/dozen

Danishes \$24/dozen

Assorted Dessert Bars \$30/dozen

Assorted Gourmet Cookies \$20/dozen



PLATED LUNCH ENTRÉES

Served with fresh brewed coffee and iced tea.
ADD side salad to any Plated Lunch Entrée for an additional \$2.

Roasted Pork Loin with Apple Jack Daniels Sauce

*Served with chef's choice of
starch, seasonal vegetable,
French bread and butter.*

\$11/person

Pan Seared Chicken Breast with Bruschetta Cream Sauce

*Served with chef's choice of
starch, seasonal vegetable,
French bread and butter.*

\$11/person

Roast Beef Jardinière with Savory Red Wine Sauce

*Served with garlic mashed
potatoes, seasonal vegetable,
French bread and butter.*

\$12/person

Pecan Crusted Salmon with Maple Butter

*Served with garlic mashed
potatoes, seasonal vegetable,
French bread and butter.*

\$13.50/person

Pulled BBQ Sandwich

*Tender, slow smoked pork shoulder
tossed with bold BBQ sauce on a
brioche bun, served with house chips.*

\$9.50/person

Turkey Bacado

*Sliced turkey breast, fresh avocado,
applewood bacon, Monterey Jack
cheese, lettuce and tomato on
wheatberry bread, served
with fresh fruit.*

\$10.50/person

Chicken Caesar Salad

*Fresh chopped romaine, herb chicken
breast, croutons, red onions, fresh
parmesan cheese, toasted almonds
and creamy Romano dressing, served
with French bread and butter.*

\$11.50/person

Steak & Asparagus Salad

*Mixed salad greens, seared steak tips,
asparagus, Roma tomatoes, red onions
and parmesan bleu cheese vinaigrette.*

\$13/person

Box Lunch

An assortment of sandwiches on fresh baked buns, each served
with an assorted individual bag of potato chips, gourmet cookie,
can of soda or bottled water. \$11/person

Smoked Ham & Cheddar

Turkey Breast & Swiss

Roast Beef & Cheddar



LUNCH BUFFETS

Specialty Buffets

Served with fresh brewed coffee and iced tea.

Deli Buffet

Sliced roast beef, turkey and ham, sliced American and Swiss cheeses, chef's choice of one deli salad, potato chips, lettuce, onion, tomato and pickles, with assorted condiments and breads.

\$11/person

Taco Bar Buffet

Grilled fajita chicken, seasoned ground beef, corn and flour tortilla shells, Spanish rice, black beans, shredded cheese, lettuce, tomato, onions and jalapeños, served with house fried chips, salsa and sour cream.

\$11.50/person

Build Your Own Burger Buffet

Grilled hamburgers, American and Swiss cheeses, lettuce, tomato, onion, pickles, assorted condiments and fresh buns, served with coleslaw and potato chips.

\$12/person

Entrée Buffets

Served with house garden salad with assorted dressings, chef's choice of potato, seasonal vegetable, house bread with butter, fresh brewed coffee and iced tea.

Roast Beef Jardinière

with Savory Red Wine Sauce

Roasted Pork Loin

*with Apple Jack Daniels Sauce
OR Mushroom Demi*

Gourmet Mac & Cheese

*Three Cheese Blend with
Cavatappi Pasta*

Pan Seared Chicken Breast

*with Marsala Sauce OR
Bruschetta Cream Sauce*

Western Angus Meatloaf

*with Tomato Glaze &
Burgundy Au Jus*

Baked Ham

with Honey Glaze

One Entrée \$12.50

Two Entrées \$14.50



PLATED DINNER ENTRÉES

Served with house garden salad with assorted dressings, chef's choice of potato, seasonal vegetable, house bread with butter, fresh brewed coffee and iced tea.

Champagne Chicken

Airline chicken breast with champagne Beurre Blanc.

\$18/person

Roast Beef Jardinière

Savory roast beef, slow cooked, tender and delicious, with savory red wine sauce.

\$18.75/person

Citrus Walleye

Broiled Canadian walleye with citrus cream sauce and tomato relish garnish.

\$22/person

Stuffed Manicotti

(Vegetarian)

Three cheese stuffed manicotti topped with marinara and Alfredo sauce.

\$19/person

Bourbon Glazed Pork Loin

Slow roasted, sliced Iowa pork loin glazed with bourbon cider reduction.

\$18/person

Herb Salmon

Herb seasoned salmon fillet with pesto cream sauce.

\$20/person

Montreal Pork Chop

Bacon wrapped Iowa pork chop with mushroom demi sauce.

\$19/person

Boursin Stuffed Tomato

(Vegetarian)

Red tomato stuffed with spinach and Boursin cheese, crusted with panko breading.

\$17/person



8oz Top Sirloin

Hand cut, chargrilled to medium.

\$19/person



We proudly serve the Certified Angus Beef® brand for all steaks. Abundantly flavorful. Incredibly tender. Naturally juicy. That's the Certified Angus Beef® brand - Angus beef at its best®.

Steak Add Ons

- Mushroom Whiskey Sauce \$3
- Charred Onion & Marsala Sauce \$3
- Three Shrimp Scampi \$6



DINNER BUFFETS

Specialty Buffets

Served with fresh brewed coffee and iced tea.

Iowa Homestyle Buffet

Garden salad with assorted dressings, potato salad, oven roasted bone- in herb chicken, garlic mashed potatoes with gravy, buttered corn with chives and warm biscuits with butter.

\$17.50/person

Italian Buffet

Minervas house Italian salad with creamy Romano dressing, chicken manicotti topped with marinara and cheese, meat lasagna, fresh garlic toast and steamed Sicilian vegetable blend.

\$20/person

Grilling Out Buffet

Seasonal fresh fruit, potato salad, baked beans, potato chips, sliced American and Swiss cheeses, lettuce, tomato, onions, pickles, mustard, mayo and ketchup. Choice of TWO of the following, all served with fresh buns:

*Beef Hamburgers / Grilled Chicken Breasts
Hot Dogs / Bratwursts with Sauerkraut*

\$16.50/person

Down Home Picnic Buffet

Garden salad with ranch dressing, potato salad, crispy fried chicken, pulled BBQ pork, buttered corn and fresh cornbread with whipped honey butter.

\$18.50/person

Entrée Buffets

Served with house garden salad with assorted dressings, chef's choice of potato, seasonal vegetable, house bread with butter, fresh brewed coffee and iced tea.

Roast Beef Jardinière

with Savory Red Wine Sauce

Roasted Pork Loin

*with Apple Jack Daniels Sauce
OR Mushroom Demi*

Western Angus Meatloaf

with Tomato Glaze & Burgundy Au Jus

Honey Pepper Salmon (ADD \$4.50)

with Béarnaise Sauce

Pan Seared Chicken Breast

*with Marsala Sauce OR
Bruschetta Cream Sauce*

Baked Ham

with Honey Glaze

Gourmet Mac & Cheese

*Three Cheese Blend
with Cavatappi Pasta*

Roasted Tri-Tip Steak (ADD \$2.50)

with Red Wine Demi & Horseradish Crème

Two Entrées \$19.50 Three Entrées \$23

From the Carving Board

Carved at your Buffet Table by our Culinary Staff.

Prime Rib (ADD \$8/person)



HORS D'OEUVRES

Hot Appetizers

(Per 50 Pieces)

Boneless Chicken Bites	\$100
<i>Boneless chicken bites with celery and ranch dressing, choice of: Honey BBQ OR Buffalo sauce.</i>	
Crispy Firecracker Chicken Skewers	\$90
<i>Crispy chicken glazed with firecracker sauce, with scallions and carrots.</i>	
Sausage Stuffed Mushrooms	\$100
<i>Sausage stuffed mushroom caps, with red pepper coulis.</i>	
Cocktail Franks	\$30
<i>With bold BBQ sauce.</i>	
Meatballs	\$75
<i>Choice of: Bourbon Glazed OR Swedish.</i>	
Crab Cakes	\$150
<i>Mini crab cakes with lemon aioli.</i>	
Coconut Shrimp	\$150
<i>Jumbo shrimp coated in coconut rum batter, with orange marmalade.</i>	
Pot Stickers	\$100
<i>Asian pork filled fried dumplings, served with sweet chili sauce.</i>	

Cold Appetizers

(Per 50 Pieces)

Deviled Eggs	\$75
<i>Chef prepared country fresh eggs, dusted with paprika.</i>	
Flatbread Pinwheels	\$50
<i>Lavosh flatbread filled with whipped cream cheese and vegetables, served with roasted red pepper dip.</i>	
Caprese Skewers	\$100
<i>Fresh mozzarella, grape tomatoes, fresh basil and balsamic reduction.</i>	
Shrimp Cocktail	\$140
<i>Jumbo shrimp served with fresh lemon and tangy cocktail sauce.</i>	
Chicken Salad Vol Au Vent	\$125
<i>Chicken breast and almond stuffed puff pastry.</i>	
Sweet Swine Skewers	\$100
<i>Honey cured ham and grilled pineapple skewers, garnished with toasted almonds.</i>	



GRAND DISPLAYS

The Market Platter

An assortment of cubed domestic cheeses, salami and ham, served with a variety of crackers.

\$135 (Serves 25)

Cheese Display

An assortment of domestic cheeses, served with a variety of crackers.

Medium (Serves 25) \$90

Large (Serves 50) \$180

Crudité Display

A colorful combination of crisp seasonal vegetables with herb dipping sauce.

Medium (Serves 25) \$65

Large (Serves 50) \$130

Fresh Fruit Display

An assortment of seasonal fresh fruit.

Medium (Serves 25) \$75

Large (Serves 50) \$150

Spinach & Artichoke Dip

Warm spinach & artichoke dip, served with crostini and French bread.

\$70 (Serves 25)

Bruschetta Station

Traditional bruschetta mix with fresh mozzarella, basil and roasted garlic, served with French bread.

\$90 (Serves 25)

Hummus Platter

House made garlic hummus, served with a variety of vegetables and pita chips.

\$150 (Serves 50)

Nine Layer Taco Dip

Chilled taco dip, served with house fried tortilla chips.

\$150 (Serves 50)



DESSERTS

Chocolate Ganache Cake

Rich caked filled with creamy chocolate ganache, topped with raspberry sauce.

\$5.50/piece

Cookies & Cream Pie

Chocolate cookie crust filled with whipped vanilla mousse, garnished with cookie crumbles.

\$5/piece

Chocolate Covered Strawberries

Large, fresh strawberries hand dipped in rich chocolate and white chocolate drizzle.

\$85 per 50 pieces

Raspberry & White Chocolate Cake

Light cake layered with white chocolate frosting and raspberry filling.

\$4.75/piece

Cheesecake

Vanilla bean cheesecake with strawberry topping.

\$5/piece

Grandma's Carrot Cake

Sweet layered walnut carrot cake drizzled with vanilla sauce.

\$4.50/piece

Apple Pie

Flaky crust filled with Fuji apples, garnished with caramel sauce.

\$4/piece

ADD vanilla ice cream.

\$5/piece



BAR SERVICE & EQUIPMENT

Bar Service

*Host bars are subject to service charge and sales tax. Cash bars are inclusive of sales tax only.
A \$25/hour bartender fee will be added to all bars with revenue less than \$200.*

Price Per Drink

House Brands	\$3.50
Call Brands	\$4
Premium Brands	\$5
Domestic Beer	\$3.75
Premium Beer	\$4.50
Non-Alcoholic Beer	\$3.75
Wine Coolers/Malt Beverages	\$4.50
Signature Wines By The Glass	\$5 & Up
Signatures Wines By The Bottle	\$22 & Up
Fountain Soda	\$2

Keg Beer, Punch & Champagne

Keg Domestic Beer (16 gallon)	\$325
Champagne (per bottle)	\$23
Non-Alcoholic Champagne (per bottle)	\$15

Host Fountain Soda Package

Based on Your Guaranteed Numbers.

100 People or Less	\$75
101-250 People	\$100
251 People or More	\$125



Audio & Visual Equipment Rental

All equipment is available on a first come, first serve basis.

LCD Projector	\$100
Projection Screen (5.5 x 7')	\$10
Projection Screen (7.5 x 10')	\$25
Projection Screen (10 x 14')	\$100
Extension Cord/Power Strip	\$5

AV Table
(Complimentary)

Flipchart Stand \$25
*with pad of paper
& markers.*

**Whiteboard, Markers
& Eraser** \$15

Easel \$5

**Small Note Pad
& Pens** \$2

Lavaliere/Lapel Microphone	\$25
Wireless/Handheld Microphone	\$15
Standard Wired Microphone	\$10
Speaker Phone	\$50
<i>(plus any charges)</i>	
Vendor Package	\$20
<i>(1-6' table, 2 chairs & white tablecloth draping)</i>	
Additional White Tablecloths	\$5
Additional White or Colored Napkins	.50¢
Display/Gift Tables	
<i>(Complimentary)</i>	
Podium	\$10
Table Top Podium	\$5
Stage or Platform (6x8')	\$25
Dance Floor (36x36')	\$100
<i>Additional 3x3' sections available for \$5 each.</i>	



MEETING ROOM DIMENSIONS



Offering over 30,000 square feet of flexible meeting space featuring ten separate rooms, where successful meetings and events come together. From conventions to sales meetings, from company retreats to special occasions, events are more successful at Arrowwood Resort & Conference Center.

Where
Successful Meetings
Come Together!



1405 Highway 71 (PO BOX 499) - Okoboji, Iowa 51355
Phone: (712) 332-2161 - Fax: (712) 332-7727 - Toll Free: (800) 727-4561
www.arrowwood-okoboji.com

Meeting Room Capacities

Room Name	Sq. Ft.	Social	Rounds	Theater	Classroom	U-Shape	Conference
Augusta	835	40	48	75	40	20	30
Bay Hill	2,665	300	160	250	100	35	60
Brooks	775	40	40	50	30	20	24
Observation Deck	1,938	150	104	140	60	25	48
Pebble Beach	1,775	200	112	160	75	40	42
North & South	884	100	50	80	30	20	24
St. Andrews	3,000	400	250	400	175	80	6
North	1,440	150	72	130	70	40	36
South	1,560	150	72	130	80	40	36
Wimbledon: Lobby	1,512	100	n/a	n/a	n/a	n/a	n/a
Reception Area	1,836	150	n/a	n/a	n/a	n/a	n/a
Event Hall	10,961	500	500	500	350	n/a	n/a

» 100 deluxe guestrooms

» 144 additional guestrooms at Bridges Bay Resort

» Ten separate meeting and event rooms accommodating groups from 4 to 500

» The Great Room Hospitality Space (1800 sq. ft. guestroom includes conference table, wet bar, and large private sun deck)

» Wireless Internet access throughout the resort
» On-site professional meeting and event planners

» On-site Minervas restaurant and lounge

Sundeck

Private outdoor seating
up to 200 guests overlooking
Brooks National Golf Course

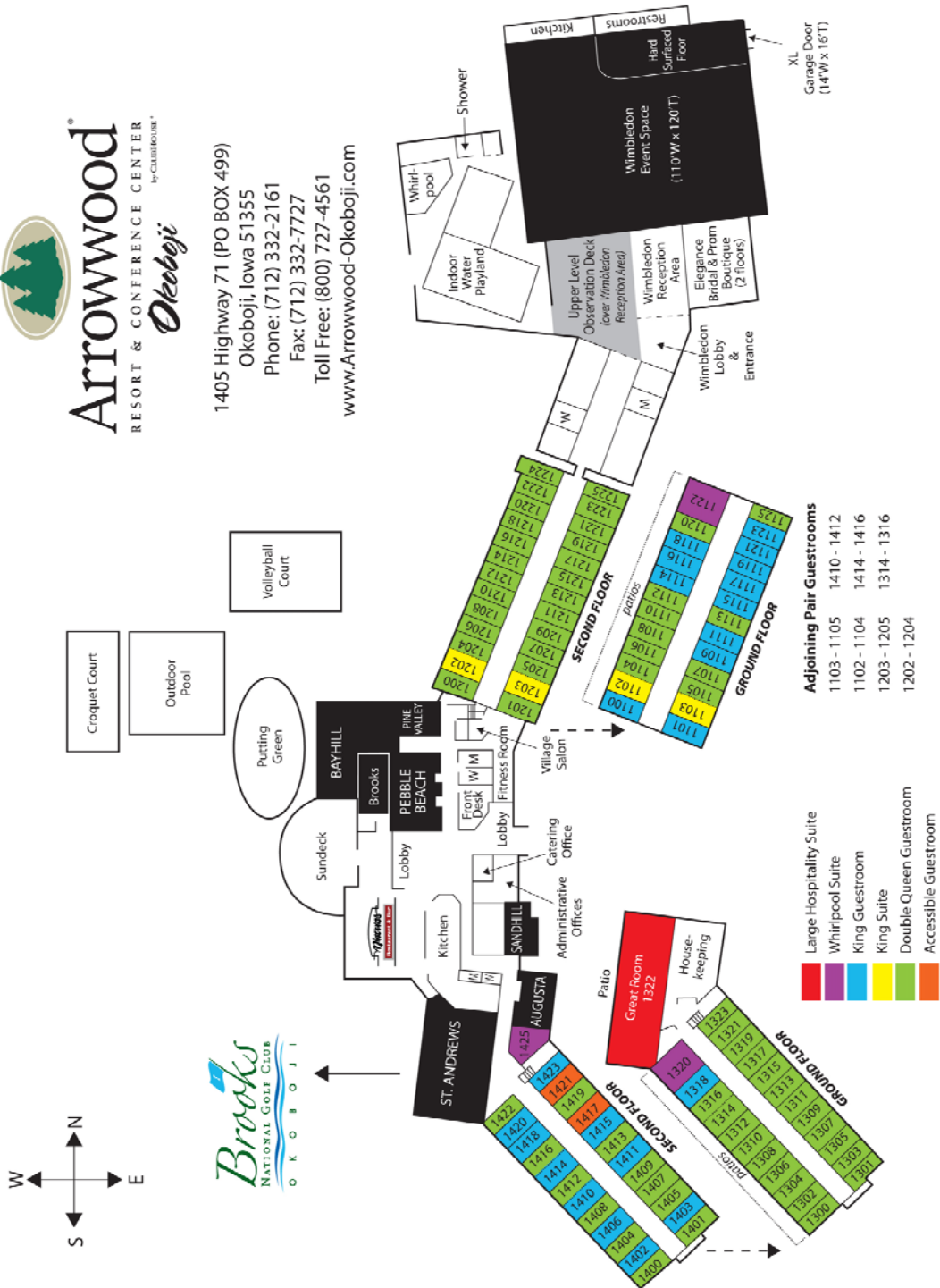
Sand Hill Boardroom features a large conference table and high back leather chairs. Maximum of 16.



PROPERTY LAYOUT



1405 Highway 71 (PO BOX 499)
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SIMPLE OR GRAND!

Start Planning Your Event Today!

Please contact the Minervas Catering & Events Department today for more information.

Minervas Catering & Events

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Okoboji, IA 51355
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Whether you are planning a fairy tale wedding, a moderate luncheon or a full day corporate meeting, we will listen to all of your needs, and lead you through every step to assure a successful event.

Minervas Catering & Events will work with you in planning every detail, from memorable meals, assuring the meeting room is set to achieve the dynamics and objectives you desire, and provide for or support all your audio-visual needs.

