



Hungry Bear Banquet & Conference Center
2300 24th Street NW
Bemidji, MN 56601

To:



FEATURING

New City Ballroom

THE NEW STANDARD OF EXCELLENCE

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Room Rental

- All events require a \$500.00 non-refundable deposit to secure event date which will go toward your total balance.
- All rooms include: set up and clean up of the room, tables, chairs, linen table cloths and napkins, wait staff, glassware, silverware and plate ware.

Decorations

- You may bring in candles for a centerpiece as long as they are in a container that will catch wax.
- Confetti and glitter are NOT permitted.
- No nails or tacks may be used.
- There will be an additional fee for any damages and extra clean up that may be necessary.

Payment & Cancellation

- Final payment is due the day before the event (unless other arrangements have been made with management).
- All food and beverage prices are subjected to a 7.38% city of Bemidji & MN State Tax and an 18% service charge.
- Party will be charged for the confirmed number of guests

Liability & Damages

- Hungry Bear Banquet & Conference Center as well as New City Ballroom shall not assume any responsibility for the loss of any personal items placed in our facility prior to, during or following your event.
- The event host is liable for any damages to HBBCC properties during your event.
- Security is required for all wedding receptions and will be billed separately to the customer.

Event Guidelines

Food & Beverage Policy

- All food & beverage must be supplied, prepared and consumed on the premises of Hungry Bear Banquet & Conference Center (HBBCC)
- Guests may not bring in any food or beverage with the exception of specialty cakes provided by a licensed bakery for a wedding, birthday, anniversary or other special occasion approved by management.
- It is required due to the license and insurance restrictions that HBBCC cut and serve your cake. There will be a \$0.50 charge per person for cake cutting and service by HBBCC staff.
- Guests may not remove any food or beverage from the premises.

Liquor Policy

- All state laws pertaining to the drinking age will be enforced and ID's are required when asked for.
- Wedding parties are not excluded from having their ID's checked.
- Our food and beverage staffs reserve the right to refuse service to anyone.
- All beverages must be purchased from HBBCC.

Menu Selections & Guarantees

- Menu selections are due 30 days in advance.
- A guaranteed guest count is due 72 hours in advance.
- Once we receive your guarantee, your number cannot be decreased but may be increased.
- The guaranteed number of guests is what you will be charged even if fewer guests attend.
- A charge will be applied for any additional meals served above the guaranteed number of guests.
- Prices for food and beverages are not guaranteed until 60 days before your event due to fluctuations in the market.

Room Rental

**No date is secure without a signed contract and a \$500.00 non-refundable down payment.*

Room rental rates are as follows:

New City Ballroom (seats 400)	\$1,500.00 + Tax
Break Out rooms (seat 125)	\$600.00 + Tax
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Hungry Bear (seats approx. 225)	\$1,000.00 + Tax
½ facility (seats approx. 100)	\$500.00 + Tax
Private (seats 50)	\$250.00 + Tax
Executive Board Room	\$100.00 + Tax

Miscellaneous Rental

Overhead Projector
Floor Screen
TV/VCR/DVD
Flip Chart
Dry Erase Board
Wireless Lapel Microphone
Staging 4'x4' Section
Chair Covers (without sash)
Mirror Center Piece
Candle & Holder

Breakfast

Coffee	\$ 25/gallon
Juice	\$ 9/pitcher
Sweet Rolls/Danish	\$ 16/dozen
Homemade Muffins	\$ 16/dozen
Fresh Fruit	\$ 2.95 /each
Tea	\$ 2.00/each

Breakfast Buffet (30 person Minimum)

Scrambled Eggs, Bacon or sausage, Breakfast Potatoes, Muffins or Bagels
\$ 9.95/each

Chef's choice Egg Bake, Breakfast Potatoes, homemade Muffins
\$ 9.95/each

**All menus are just a suggestion, we are able to accommodate other menu ideas.*

Lunch

Entrée Menu

Roast Beef
Baked or Fried Chicken
Carved Ham
Lasagna
Penne with Sauce
Chicken Stir Fry

(1) Entrée Price \$ 10.95/each (2) Entrée Price \$ 12.95/each

Build your own Sandwich and Soup- Slice Deli meats and cheeses with fresh baked breads
\$ 8.95/each

Soup choices:

Chicken Wild Rice, Chicken Noodle, Beer Cheese,
Clam Chowder, Vegetable Beef Barley

**All menus are just a suggestion, we are able to accommodate other menu ideas.*

Dinner

Backyard BBQ Buffet

Burgers, Brats, Chicken Breast & Buns, Baked Beans, Potato Salad, Cole Slaw and all the fixings.

\$ 11.95/each

Old Fashioned Buffet

(Choice of two, 30 person min)

Roast Round of Beef

Turkey

Baked or Fried Chicken

Carved Ham

Spaghetti Bolognese

Lasagna

\$ 14.95/each

Northern Minnesota Buffet

(Choice of two, 30 person min)

Walleye (deep fried or Crusted)

Chicken Breast with Sauce

Ribs

Pork Tenderloin

Salmon with Lemon Dill sauce

Prime Rib (add \$5.00/person)

\$ 16.95/each

Entrees include:

Garden Salad

Chef's Choice Vegetable

Potato Choice:

Baked, Au Gratin, Parsley Buttered, Mashed with Gravy

Rolls

Coffee

Hors D'oeuvres

(Prices per 50 pieces)

BBQ Smokies	\$ 45
Chicken Drumsticks/ Boneless Wings	\$ 45
Potstickers	\$ 60
Meatballs with asst sauces	\$ 60
Deviled Eggs	\$ 60
Shrimp Cocktail	Market Price
Homemade Chips and Salsa	\$ 25
Caprese	\$ 40
Spinach Dip with Chips	\$ 40
Vegetable Pizza	\$ 50
Assorted Meat & Cheese with Crackers	\$ 55
Fresh Fruit Boat	\$ 55
Brushetta	\$ 55
Silver Dollar Sandwiches	\$ 55
Assorted vegetable tray with Dip	\$ 65
Smoked Salmon	Market Price
Pretzels	\$ 7.50/pound
Gardettos	\$ 7.50/pound
Mixed Nuts	\$ 14.00/pound

Snacks

Assorted bagels and flavored cream cheese	\$ 24/dozen
Assorted muffins and pastries	\$ 18/dozen
Assorted fresh baked cookies	\$ 12/dozen
Rice Crispy bars	\$ 16/dozen
Fudge brownies	\$ 16/dozen
Assorted dessert bars	\$ 16/dozen
Coffee	\$ 25/gallon
Chilled Juices	\$ 9/gallon
Canned soft drinks	\$ 2/each
Bottled water	\$ 2/each
Fruit punch	\$ 16/gallon

Packages

Executive Service

Pre-Meeting: Assorted chilled juices, fresh pastries, muffins, and bagels served with assorted cream cheeses and butter

Mid-Morning: Sliced fresh fruit and granola bars

Afternoon: Assorted cookies, dessert bars and brownies

\$13/per person

Platinum Service

Pre-Meeting: Fresh fruit, pastries, muffins, and bagels served with assorted cream cheeses and butter and chilled juices

Mid-Morning: Mixed nuts, jumbo cookies, granola bars

Afternoon: Assorted cheese and cracker tray, dessert bars, and fudge brownies.

\$15/per person

Table Service Entrées

Chicken Breast with a Chardonnay Cream Sauce	\$ 14.95/each
Chicken Minnesota	\$ 15.95/each
Roasted Pork Medallions	\$ 15.95/each
Top Sirloin	\$ 15.95/each
Salmon with Lemon Dill Sauce	\$ 16.95/each
Walleye (Broiled, Deep Fried, Parmesan)	\$ 18.95/each
BBQ Ribs	\$ 18.95/each
Prime Rib Aus Jus	\$ 21.95/each

Entrees include:

Garden Salad

Chef's Choice Vegetable

Potato Choice:

Baked, Au Gratin, Parsley Buttered, Mashed with Gravy

Rolls

Coffee