

BREAKFAST BUFFETS AND BREAKS

BREAKFAST BUFFETS

All breakfast buffets include fresh premium roast coffee and chilled juices.

BUSINESS BREAKFAST BUFFET - Wisconsin cheesy scrambled eggs, bacon, breakfast potatoes, fresh assorted fruits and berries and sweet breakfast breads \$14

SIGNATURE PANCAKE BREAKFAST BUFFET - Pancakes (choose one from buttermilk, blueberry, or chocolate chip), Wisconsin cheesy scrambled eggs, breakfast potatoes, fresh assorted fruits and berries, bacon and sausage \$16

LAKEVIEW BUFFET - Cinnamon sugar French toast, Wisconsin cheesy scrambled eggs, bacon, sausage, breakfast potatoes, fresh assorted fruits and berries, and sweet breakfast breads \$16

Add any additional items for \$2 per person, per item. Plated breakfasts upon request. At DeRosa Banquet Co., we can customize any buffet to your liking and we try to accommodate all special requests.

MORNING BREAKS

THE HERITAGE - Fresh brewed premium coffee, chilled juices, flavored teas, assorted breakfast breads, fresh assorted fruits and berries, croissants, English muffins, bagels with cream cheese \$10

THE STATE LINE - Fresh brewed premium coffee, chilled juices, flavored teas, individual cereals, flavored yogurts, and granola bars \$9

BUILD YOUR OWN YOGURT PARFAIT - Fresh brewed premium coffee, chilled juices, flavored teas, vanilla yogurt, fresh assorted fruits and berries, dried fruits and nuts, crunchy granola, fresh whipped topping, and oatmeal \$10

Prices are per person, unless otherwise stated, and are subject to 20% taxable service charge and local sales tax.

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AFTERNOON BREAKS/ALA CART

AFTERNOON BREAKS

SOUTHWEST FIESTA - Taco dip, warm seasoned tortilla chips, roasted salsa and fresh guacamole \$5

COUCH POTATO - Kettle chips with dip, popcorn, and pretzels \$4

COOKIE MONSTER - Gourmet cookies, dessert bars, brownies, and fresh brewed premium coffee \$6

BALL PARK - Popcorn, roasted peanuts, warm mini pretzels with cheese, and mini corn dogs \$7

HEALTH NUT - Trail mix, fresh vegetables with dip, and hummus with pita chips \$8

SUNDAE BAR BUFFET - Hand scooped premium ice cream with choice of toasted pecans, strawberry, hot fudge, and caramel sauce, with whipped cream and cherries \$6

BEVERAGES

Premium Roast Coffee & Hot Tea Station (regular or decaf) with flavored creamers (*gallon*) \$18

Soft Drinks / Bottled Water (*can/bottle*) \$3.5

Juices (Orange, Cranberry, Grapefruit, Lemonade or Apple) (*carafe*) \$14

Iced Tea (*carafe*) \$6

Milk (*carafe*) \$12

Sparkling Water \$5

Afternoon Breaks/Ala Cart continued on back.

Prices are per person, unless otherwise stated, and are subject to 20% taxable service charge and local sales tax.

AFTERNOON BREAKS/ALA CART

AFTERNOON BREAKS/ALA CART

SWEETS

Assorted Mini Muffins (<i>dozen</i>)	\$10
Assorted Breakfast Breads (<i>dozen</i>)	\$10
Assorted Cake Donuts (<i>dozen</i>)	\$12
Assorted Danishes (<i>dozen</i>)	\$12
Bagels with Cream Cheese (<i>dozen</i>)	\$14
Gourmet Cookies (<i>dozen</i>)	\$12
Dessert Bars (<i>dozen</i>)	\$12
Brownies (<i>dozen</i>)	\$14
Candy Bars (<i>dozen</i>)	\$14
Granola Bars (<i>dozen</i>)	\$9
Flavored Yogurts (<i>dozen</i>)	\$14
Kringle (<i>dozen</i>)	\$14
Croissants (<i>dozen</i>)	\$14

SNACKS

Assorted Hard Candy (<i>pound</i>)	\$8
Mixed Nuts (<i>pound</i>)	\$8
Trail Mix (<i>pound</i>)	\$8
Popcorn (<i>pound</i>)	\$4
Pretzels (<i>pound</i>)	\$4
Warm Tortilla Chips with Fresh Salsa (<i>pound</i>)	\$5
Assorted Bags of Kettle Chips (<i>dozen</i>)	\$9

Prices are per person, unless otherwise stated, and are subject to 20% taxable service charge and local sales tax.

AFTERNOON BREAKS/ALA CART

PLATED LUNCHES (AVAILABLE UNTIL 4PM)

NEED A SPECIAL REQUEST, OUR CHEF IS AVAILABLE
TO HELP WITH ACCOMMODATIONS.

SANDWICHES

Select a maximum of three plated choices for your event. All plated lunches include fresh fruit, seasonal deli salad, or kettle potato chips. Soup or garden salad may be added to any choice for an additional \$2 per person.

OVEN ROASTED TURKEY ON FRESH BAKED CROISSANT - Sliced oven roasted turkey breast topped with smoked bacon, fresh avocado, tomato, baby spinach, and roasted red pepper aioli. Served on a fresh baked croissant \$16

BISTRO ROAST BEEF - Thinly sliced juicy roast beef topped with provolone cheese, horseradish aioli, arugula, and tomatoes.
Served on a fresh onion roll \$16

STACKED HONEY HAM AND WISCONSIN SWISS - Shaved honey ham, Wisconsin Swiss cheese, honey mustard sauce, shredded romaine lettuce, and tomatoes. Served on pretzel roll \$16

CHICKEN OR TUNA SALAD ON FRESH BAKED CROISSANT - Your choice of Albacore tuna salad or chicken breast salad topped with butter lettuce and tomatoes. Served on a fresh baked croissant \$16

SANDWICHES (CONTINUED)

CHAR-GRILLED PORTABELLA ON SUN-DRIED TOMATO FOCCACIA - Marinated char-grilled portabella, fire roasted red bell peppers, fresh avocado, spinach, and artichoke spread. Served on a sun-dried tomato \$17

ROASTED VEGETABLE WRAP - Marinated and oven roasted veggies wrapped in a flour tortilla with sun-dried tomato pesto aioli, spinach, and provolone cheese \$16

Plated Lunches continued on back.

Prices are per person, unless otherwise stated, and are subject to 20% taxable service charge and local sales tax.

PLATED LUNCHES

SALADS

SOUTHWEST SALAD - Black bean corn relish, fire roasted peppers and onions, cheddar jack cheese, black olives, tomato relish, fresh avocado, and pineapple salsa atop crisp romaine lettuce with chipotle ranch dressing \$12

CITRUS AVOCADO SALAD - \$13

CAESAR SALAD - Crisp romaine lettuce, cherry tomatoes, red onions, seasoned croutons, shredded parmesan cheese and house made Caesar dressing \$12

STRAWBERRY PECAN SALAD - Fresh sliced strawberries, candied pecans, feta cheese, over fresh baby spinach with strawberry balsamic vinaigrette dressing \$16

Add Chicken: \$3

Add Shrimp \$5

Prices are per person, unless otherwise stated, and are subject to
20% taxable service charge and local sales tax. .

THEMED BUFFETS

A minimum requirement of 20 people.

All lunch buffets include iced tea. Lunch is available until 4 pm.

All dinner buffets include soup, premium coffee station, iced tea, and milk.

Petite Dessert tray available upon request for \$2 per person.

TASTE OF ITALY BUFFET - Chicken parmigiana, cheese ravioli tossed in a pesto Alfredo with fresh tomatoes, onions, garlic, and grilled Italian sausage topped with bell peppers and onions. Accompanied with a seasonal vegetable medley, fresh salad, and warm bread. Add Italian wedding soup for \$2 per person. Lunch \$18/ Dinner \$26

SOUTH OF THE BORDER FAJITA BUFFET - Grilled chicken breast and tender steak with all the toppings. Served with chicken tortilla crunches, Spanish rice, black beans, and Southwest salad. Add tortilla soup for \$2 per person. Lunch \$18/ Dinner \$26

MEDITERRANEAN BUFFET - Baked chicken stuffed with spinach, caramelized red onions, tomatoes, herb and feta cheeses topped with a sauce, baked Greek tilapia, oven roasted herb potatoes, Mediterranean vegetable blend, and fresh Greek salad. Add minestrone for \$2 per person. Lunch \$18/ Dinner \$26

ARTISAN SANDWICH & SOUP BUFFET - Fresh cold cut platter of assorted deli meats and Wisconsin cheeses, assorted breads, fresh condiments, and Artisan spreads. Served with chef's house made soup, strawberry poppy seed salad, and kettle chips. - (In a hurry? Our chef can assemble an assortment of sandwiches for you) Lunch only \$18

TAILGATE BUFFET - Choose two sandwiches (char-grilled cheeseburgers, seasoned chicken breasts, beer brats, or BBQ pulled pork), chef choice deli salads, sweet corn, warm bean salad and kettle chips. Add roasted tomato soup for \$2 per person. Lunch \$18/ Dinner \$26

WISCONSIN BARBECUE BUFFET - Barbecue chicken, barbecue ribs, warm bean salad, seasonal corn, coleslaw, wild berry granola salad with vanilla blueberry vinaigrette, and corn bread. Add Wisconsin beer cheese soup for \$2 per person. Lunch \$18/ Dinner \$26

Themed Buffets continued on back .

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COMBINATION BUFFET

Served with warm rolls and butter. *(lunch) \$22, (dinner) \$26*

STARTERS (choose one)

Fresh Garden Salad with Two Dressings

Caesar Salad

Assorted Cheeses with Fresh Fruits
and Berries

Chef's Choice Soup

Coleslaw

Garden Vegetables with Dip

ENTREES (choose two)

Chicken Breast
with Chardonnay Sauce

Oven Roasted Pork Loin
with Wild Berry Glaze

Oven Roasted Herb Chicken Breast

Glazed Ham with Citrus Chutney

Roasted Turkey Breast with
Cranberry Chutney

Baked Greek Tilapia

Sliced Roast Beef *with Gravy*

Tenderloin Beef Tips

VEGETABLES (choose one)

Seasonal Garden Medley

Brown Buttered Carrots

Ratatouille

Steamed Broccoli with Herb Butter

Green Bean Almondine

Brussel Sprouts with Bacon

Roasted Broccoli & Cauliflower

Honey Garlic Snap Peas

SIDES (choose two)

Parsley Red Potatoes

Loaded Whipped Potatoes

Wild Rice Medley

Pasta Marinara

Garlic Mashed Potatoes

Spaetzles (Black Pepper & Asiago)

Cheesy Pasta

Truffle Parmesan Mashed Potatoes

Candied Whipped Sweet Potatoes

At De Rosa Catering, we can customize any buffet to your liking and we try to accommodate all special requests. Buffets are not all you can eat and a firm count is required for all buffets. The booking party will be charged for the full contracted amount of people or the actual amount of people, whichever is greater. Prices are per person, unless otherwise stated, and are subject to 20% taxable service charge and local sales tax. Children 10 and under will receive 50% off their total price, and children three and under are free.

*Prices are per person, unless otherwise stated, and are subject to
20% taxable service charge and local sales tax.*

THEMED BUFFETS

HOR D'OEURVES

HORS D'OEURVES SERVICE

(a minimum requirement of 25 people)

BUFFET STYLE \$10 (PER PERSON) - Assorted cheeses, crackers, vegetables with dip, fresh seasonal fruit and melons.

BUTLER STYLE \$10 (PER PERSON) - Bacon wrapped water chestnuts, meatballs, and bruschetta with tray service.

CUSTOM TRIO \$10 (PER PERSON) - Customize your package by choosing three of your favorites below with tray service or buffet style.

MINI CRAB CAKES - House Remoulade \$4

CRAB RANGOONS - Crab and cheese stuffed wontons fried golden brown \$3

ASSORTED COLD CANAPÉS - Choice of chicken salad cups, zesty shrimp crackers, or smoked salmon cucumbers with lemon dill cream cheese \$2

RUMAKI - Bacon wrapped water chestnuts \$2

MEATBALLS - Baked meatballs tossed with your choice of Swedish, Italian, or Barbeque sauce \$2

CHICKEN FINGER CRUNCH - Fresh chicken tenderloins double breaded and fried golden brown \$2

ANTIPASTO SKEWERS - Salami, fresh mozzarella cheese, pepperoncini peppers, and cherry tomatoes with a balsamic glaze \$3

LOADED POTATO CUPS - Potato cups filled with bacon, cheese, and scallions \$2

STUFFED MUSHROOMS - Large mushrooms stuffed with your choice of crab, chorizo sausage, or roasted garlic and blue cheese \$4

MINI BISTRO SANDWICHES - Staked ham and turkey, tomatoes, baby spinach, red onion, and pesto mayonnaise \$4

GULF SHRIMP COCKTAIL - Jumbo Gulf shrimp served with fresh lemon and Creole cocktail sauce \$4

BRUSCHETTA - Baked pesto crostini topped with tomato relish, shaved parmesan cheese, and balsamic glaze \$2

FRESH FRUIT AND CHEESE SKEWERS - Assorted cheeses skewered with fresh strawberries and grapes \$3

Continued on back .

HOR D'OEURVES

HOR D'OEURVES

ASSORTED TRAYS AND DIPS

(a minimum requirement of 25 people)

BAKED ARTICHOKE DIP - Artichoke hearts blended with cream cheese, parmesan cheese, sour cream, garlic and a touch of with jalapeño. Served with herb boule bread for dipping \$3

ANTIPASTO TRAY - Fresh mozzarella, sliced Italian cheeses, marinated artichokes, roasted red peppers, sliced Italian meats, marinated olives, and Artisan breads \$6

SMOKED WHOLE SALMON PLATTER (serves 20) - Smoked salmon with diced egg, red onion, capers, carrots, tomatoes, cucumbers, and fresh lemon wedges. Served with assorted gourmet crackers \$4

FRESH ASSORTED FRUITS AND BERRIES - Fresh fruits, melons, and berries \$3

FRESH GARDEN VEGETABLE PLATTER WITH DIP - Fresh assorted vegetables with dip \$3

WISCONSIN CHEESE, SAUSAGE, & CRACKER TRAY - Chef's choice of assorted Wisconsin cheeses, summer sausage, and assorted gourmet crackers \$3

CHEF CARVED MEAT STATION

(a minimum requirement of 25 people)

WHOLE TENDERLOIN FILET - Served with assorted gourmet spreads and silver dollar rolls \$20

SLOW ROASTED PRIME RIB - Served with horseradish sauce and au jus \$18

HONEY GLAZED HAM - Served with assorted spreads and pretzel rolls \$12

OVEN ROASTED TURKEY BREAST - Served with assorted spreads and silver dollar rolls \$14

MARINATED PORK TENDERLOIN - Served with assorted chutneys and silver dollar rolls \$16

Chef carved meat stations are created only to enhance, not as a standalone meat. Our chef is able to accommodate special requests.

Prices are per person, unless otherwise stated, and are subject to 20% taxable service charge and local sales tax.

HOR D'OEURVES

DINNER ENTREES

Entrées include house salad, warm rolls, choice of one vegetable, one side, coffee, iced tea, and milk.

BEEF

Add sautéed mushrooms and caramelized onions to any steak for an additional \$2

TENDERLOIN FILET – Hand cut barrel filet broiled to perfection \$40
(Topped with gorgonzola and balsamic glaze, add \$2 -OR- Bacon wrapped, add \$2)

DELMONICO - Grilled premium boneless ribeye steak \$38

NEW YORK STRIP – Char grilled premium cut New York strip steak \$35

PRIME RIB – Slow roasted seasoned prime rib \$38

SIRLOIN STEAK – Center cut steak, char-grilled to perfection topped with a red wine demi reduction \$32

TENDERLOIN BEEF TIPS – Tender beef simmered in a wild mushroom sauce \$30

BURGUNDY BRAISED BEEF SHORT RIBS – Tender short ribs in a rich red wine reduction \$27

CHICKEN

Fresh premium Airline Chicken Breast prepared in the following styles

HERB ROASTED – Marinated and oven roasted seasoned chicken breast \$26

MARSALA – Topped with red wine and fresh mushroom sauce \$26

CHARDONNAY – Rich creamy sauce with a hint of chardonnay \$26

CHICKEN (Continued)

Fresh premium Airline Chicken Breast prepared in the following styles

PARMESAN – Breaded and baked with Italian seasoning and parmesan cheese.
Topped with marinara sauce \$26

OSCAR – Topped with crab meat, shaved asparagus, and hollandaise sauce \$30

STUFFED – Premium chicken breast stuffed with a Wisconsin brat and sauerkraut topped with a whole grain mustard cream sauce \$28

PORK

STUFFED PORK – Pork loin filled with a savory wild mushroom and herb stuffing \$25

FRENCH CUT PORK CHOP – Fresh hand cut pork chop, char-grilled with smoky dry rub \$26

Dinner Entrees continued on back.

DINNER ENTREES

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Entrées include house salad, warm rolls, choice of one vegetable, one side, coffee, iced tea, and milk.

SEAFOOD

CRAB TOPPED TILAPIA – Baked with crab stuffing and topped with hollandaise sauce \$25

FRESH SALMON FILET – Salmon filet char-grilled and baked. Hickory or citrus style \$35

SEAFOOD MEDLEY PASTA – Gulf shrimp, langostino, and scallops in brandy cream sauce tossed with fettuccini \$30

Multiple entrées subjected to an additional charge.

Chef will accommodate special requests.

VEGETARIAN

RATATOUILLE PASTA – Rigatoni pasta tossed with a classic combination of eggplant, zucchini, and yellow squash with fresh mozzarella, fresh basil, and a San Marzano tomato sauce \$20

GRILLED CAULIFLOWER STEAK – Tamarin glaze, jicama sweet pepper slaw \$22

ITALIAN CHEESE RAVIOLI – Tender cheese stuffed ravioli with a Pesto Alfredo sauce and topped with fresh tomato relish and Artisan cheese, served with choice of vegetable \$20

CHILDREN

(10 and under)

CHICKEN TENDERS – Served with fries and fresh fruit \$8

Prices are per person, unless otherwise stated, and are subject to 20% taxable service charge and local sales tax. Multiple entrees subjected to an additional charge.

DINNER ENTREES

DESSERTS

INDIVIDUAL DESSERTS \$5

- | | |
|---------------------------|-------------------------|
| Fresh Baked Apple Cobbler | Tiramisu |
| Assorted Gourmet Cupcakes | Decadent Chocolate Cake |
| New York Cheesecake | Carrot Cake |
| Strawberry Cream Puff | |

ASSORTED PETITE DESSERT TRAYS

- \$2 Per person
- 25 Person Minimum
- 25 piece Chocolate Covered Long Stemmed Strawberries \$100

DESSERT TABLE \$5.75

- | | |
|----------------------|------------------------------|
| Assorted Petit Fours | Assorted Bistro Dessert Bars |
| Mini Cream Puffs | Gourmet Cookies |
| Mini Cheesecakes | Decadent Brownies |
| Mini Éclairs | |

SUNDAE BAR BUFFET – Hand scooped premium ice cream with choice of toasted pecans, strawberry, hot fudge, and caramel toppings, with fresh whip cream and cherries \$6

LATE NIGHT PACKAGES

(prices per person except pizza and sub sandwiches, minimum of 25 people)

NACHO GRANDE BAR - Seasoned corn tortilla chips, nacho cheese sauce, seasoned beef or chicken, lettuce, tomato relish, black olives, jalapenos, sour cream, and salsa \$6

TACO DIP - Seasoned cream cheese topped with crisp lettuce, cheddar jack cheese, tomato relish, olives and fresh cilantro. Served with warm seasoned corn tortilla chips \$5

BURGER SLIDERS - Served with cheese, grilled onions, and pickles \$6

SPECIALTY PIZZAS - 16 inch house made crust each with your choice of traditional toppings (cheese, sausage, pepperoni, mushroom, and onion) request \$18

FOOT LONG SUB SANDWICHES - A variety of deli meats, assorted cheeses, with lettuce, tomatoes, and mayonnaise \$11

Any item listed on the Hor D'Oeuvres page can be purchased as a late night snack.

Prices are per person, unless otherwise stated, and are subject to 20% taxable service charge and local sales tax.

DESSERTS & LATE NIGHT

DESSERTS & LATE NIGHT

BAR PACKAGES & BEVERAGES

WINE LIST

HOUSE WINES

Moscato (Canyon Road)	\$25
White Zinfandel	\$25
Pinot (Canyon Road)	\$25
Chardonnay (Canyon Road)	\$25
Merlot (Canyon Road)	\$25
Cabernet Sauvignon (Canyon Road)	\$25

PREMIUM WHITE WINES

JJ Muller Riesling, Germany	\$33
White Hansen New Zealand	\$33
Kendal Jackson Chardonnay, California	\$34

PREMIUM RED WINES

Pinot Noir, California	\$33
Louis Martini Cabernet Sauvignon, California	\$34

SPARKLING WINES

Prosecco	\$30
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Non-alcoholic champagne and wines available upon request.

ADDITIONAL BEVERAGES

Champagne Toast (bottle, one bottle serves 8 guests)	\$20
Wine with dinner (bottle, four to five glasses per bottle)	\$25
Domestic (Half Barrel)	\$225
Premium (Import Half Barrel)	\$275
Champagne Punch (gallon)	\$40
Fruit Punch (gallon)	\$30
Unlimited Soda (per person, for the evening)	\$4

Individual drink prices available upon request.

RECEPTION BY THE HOUR

PLATINUM

First Hour - \$14 per person

Each Additional Hour - \$7 per person

Includes selected top-shelf liquors, house wines, domestic beer and soft drinks

GOLD

First Hour - \$12 per person

Each Additional Hour - \$6 per person

Includes selected call brand liquors, house wines, domestic beer and soft drinks

SILVER

First Hour - \$10 per person

Each Additional Hour - \$5 per person

Includes house wines, domestic beer and soft drinks

BAR SET-UP FEE

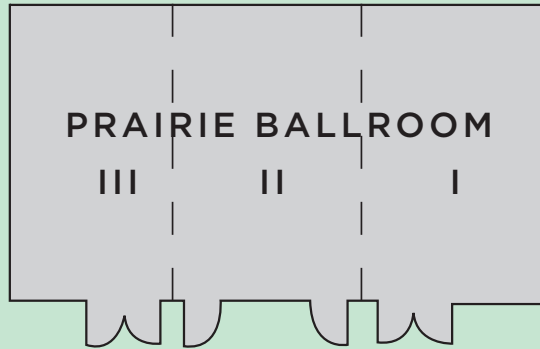
\$60 per bar (groups of 100 or more require two bars)

We will accommodate other host bar/cash bar arrangements, please inquire.

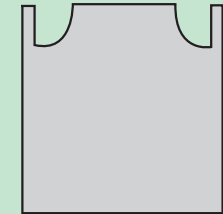
BAR PACKAGES & BEVERAGES

BANQUET ROOM INFORMATION

11800 108th St. • Pleasant Prairie, WI 53158
 P: (262) 857-3377 F: (262) 857-3383



DES
PLAINES
BOARD
ROOM



SOUTHPORT
MEETING
ROOM

Meeting Room	Dimensions WxL	Square Footage	Theater	Class- room	Reception	Banquet	U-Shaped
I, II, III (EACH)	75x48 25x48	3,606 1,200	450 150	150 50	500 170	280 70	30
Southport Board Room	25x25	625	30	25	40	40	20
Lakeview Conference Room	40x25	1,000	80	30	100	60	30
Des Plaines Board Room	12x25	300	Conference Only-		12		

AUDIO VISUAL EQUIPMENT AVAILABLE AT RENTAL RATES

Easel w/ Flipchart 30
 Screen 30
 Podium 50
 Microphones 75
 LCD Projector 75

•Staging, dance areas, band/DJ and audio visual equipment may reduce the capacity of each room.

BANQUET ROOM INFORMATION

Maximum capacity per round table is 10 (except where noted). The Double Tree Hotel by Hilton has established seating capacity for each room. Staging, dance areas and audio/visual equipment may reduce the capacity of each room. At maximum capacity, a band will not be able to set up until after dinner and some of the tables may need to be removed to provide for a larger dance floor area. The following banquet rooms are available 18 months in advance. A waiting list is available.

PRAIRIE BALLROOM I

Seating capacity (round tables):

Sit-down dinner

70 people

PRAIRIE BALLROOM II

Seating capacity (round tables):

70 people

PRAIRIE BALLROOM III

Seating capacity (round tables):

70 people

PRAIRIE BALLROOM I & II & III

Seating capacity (round tables):

240-280 people

**Minimum requirements may be required during peak seasons*

RENTAL RATES:

Staging (Backdrop & Riser)	\$200
Dance Floor	\$300

DES PLAINES

MEETING ROOM

Seating capacity (Conference Only):

12 people

LAKEVIEW MEETING ROOM

Seating capacity (round tables):

60 people

SOUTHPORT BOARD ROOM

Seating capacity: (round dinner tables)

40 people

**Minimum requirements may be required during peak seasons.*

INFORMATION

You may tour the banquet facilities Monday through Friday between 10 a.m. and 3 p.m. An appointment is not necessary but encouraged; however, if you are unable to see the rooms on business days, please call the DeRosa Banquet Company to arrange an appointment. If you have any questions, please do not hesitate to contact the Catering and Banquet Director (262) 857-5175.

PAYMENT SCHEDULE

The room deposit is required at the time of booking in order to guarantee your banquet room reservation. Please ask for pricing. The total estimated food and beverage bill is required 30 business days in advance of the function. The balance of the bill, including food, beverage, tax and gratuity must be paid 5 business days in advance of the function. All payments are to be made to the Banquet Director by check (local or cashier's) or major credit card. A major credit card number must also be left with the Banquet Director to cover any additional costs incurred.

REFUND POLICY

A full refund will be granted to the booking party only if the Double Tree Hotel by Hilton is able to re-book the facility at the required room minimum. If the room is re-booked, a refund will be granted after the date of the function. If the hotel is unable to re-book the room, no refund will be granted. Deposits are not transferable to alternate dates, unless the room has been re-booked.

BANQUET EQUIPMENT

The Double Tree Hotel By Hilton will set up the banquet room with the following, at no additional cost:

1. Linen tablecloths and napkins.
2. Skirted head table, gift table and cake table.
3. China and silver flatware for table settings.
4. Skirted buffet table(s), if needed.
5. Roundtable seating.

**Ask about items which are included in our wedding packages.*

BANQUET ROOM INFORMATION

BANQUET POLICY

1. Signed contracts are required to hold any space. Required deposits must be returned with contract to avoid the release of reserved space.
2. Three weeks prior to your banquet, please inform our Banquet Department of the following: room setup details, estimated number of attendees, your choice of entrée and any other specifics relating to your function.
3. The Double Tree Hotel by Hilton must be notified at least 72 hours after signing a contract of any special services (i.e., electrical connections, plumbing, staging, special lighting). You will be charged for special services according to the Double Tree Hotel by Hilton rate schedule.
4. A taxable 20% service charge and applicable state and local sales tax will automatically be added to your statement for all food and beverages.
5. A firm, guaranteed attendee count will be the responsibility of the booking party and is to be given to the Banquet Department five business days prior to the event. If the Banquet Department does not receive the attendee count within this allotted time, the booking party will be charged for the full person count listed on the contract or the actual number of persons attending, whichever is greater. Please notify the Catering Department as soon as possible if your attendee count increases.
6. The Double Tree Hotel by Hilton a DeRosa Banquet Company cannot be responsible for service to more than five percent (5%) over the final guaranteed attendee count.
7. Prices listed on menus are subject to change without notice. Firm food prices can be quoted in writing 60 days prior to the event, if requested.
8. Please choose one entrée only. Requests for two or more entrée selections will be handled on an individual basis and are subject to an additional \$1.00 per entrée per person cost. If two or more selections are needed, please contact the Banquet Manager for minimum requirements.
9. Please note that the Double Tree Hotel by Hilton prohibits the serving of any food or beverage on the premises which is not purchased from the DeRosa Banquet Co., with the exception of celebration cakes.
10. The Double Tree Hotel by Hilton reserves the right to assign the facility most suited to the size and type of function being held. Room assignments can only be assured by strict adherence to minimum guarantees.
11. Music arrangements are made by the booking party. Music may only be played until 12:30 a.m. Banquet rooms must be cleared by 1:00 a.m.
12. Groups requesting tax exemption must submit a copy of their Wisconsin tax exempt certificate at the time of the contract signing.
13. The contracting party or parties will be responsible for any stolen items and/or damage to equipment and/or facility during the entire time a room is occupied for the function.
14. No signs are allowed on the guest room levels, elevators, main lobby areas, or building exterior. Signs outside meeting rooms should be professionally printed and free-standing or on an easel. Nothing may be screwed, pinned, tacked, or applied with adhesive to any decor, wall, or ceiling. Additional decorations and/or promotional decorations must be approved by the Banquet Manager before being placed in the banquet or meeting rooms.
15. Double Tree Hotel by Hilton requests that no confetti or glitter of any type be brought into the banquet/meeting rooms. A minimum \$100.00 housekeeping charge will be added to the final billing if confetti or glitter is used.

BANQUET POLICY

BANQUET POLICY

16. Double Tree Hotel by Hilton will not assume or accept any responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during, or following the scheduled event.

The contracted booking party is responsible for the conduct of all persons in attendance and for any damages occurred upon the hotel or its guests by individuals associated with or representing the group. Double Tree Hotel by Hilton reserves the right to inspect and regulate all private meetings, banquets and receptions in accordance with hotel policy and established laws.

17. Packages sent to the hotel for booking party's event should be delivered to the hotel no more than three business days prior to the function. All packages should be labeled as follows:

Company Name

of Function

Date of Function

On-Site Contact Person's Name

c/o Kenosha Double Tree Hotel by Hilton

11800 108th St.

Pleasant Prairie, WI 53158

ATTN: Banquet Director

All packages received will be delivered to booking party's function room at a previously agreed-upon time. Packages in excess of normal storage facility capabilities may be subject to drayage and storage fees.

Any exceptions to the above general policy must be negotiated before signing this contract.

Our professional staff is always available to assist you with your banquet and/or meeting needs.

Thank you for considering the Double Tree Hotel by Hilton for your event. We look forward to working with you.

Food and beverage carry-ins or carry-outs are not permitted.

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