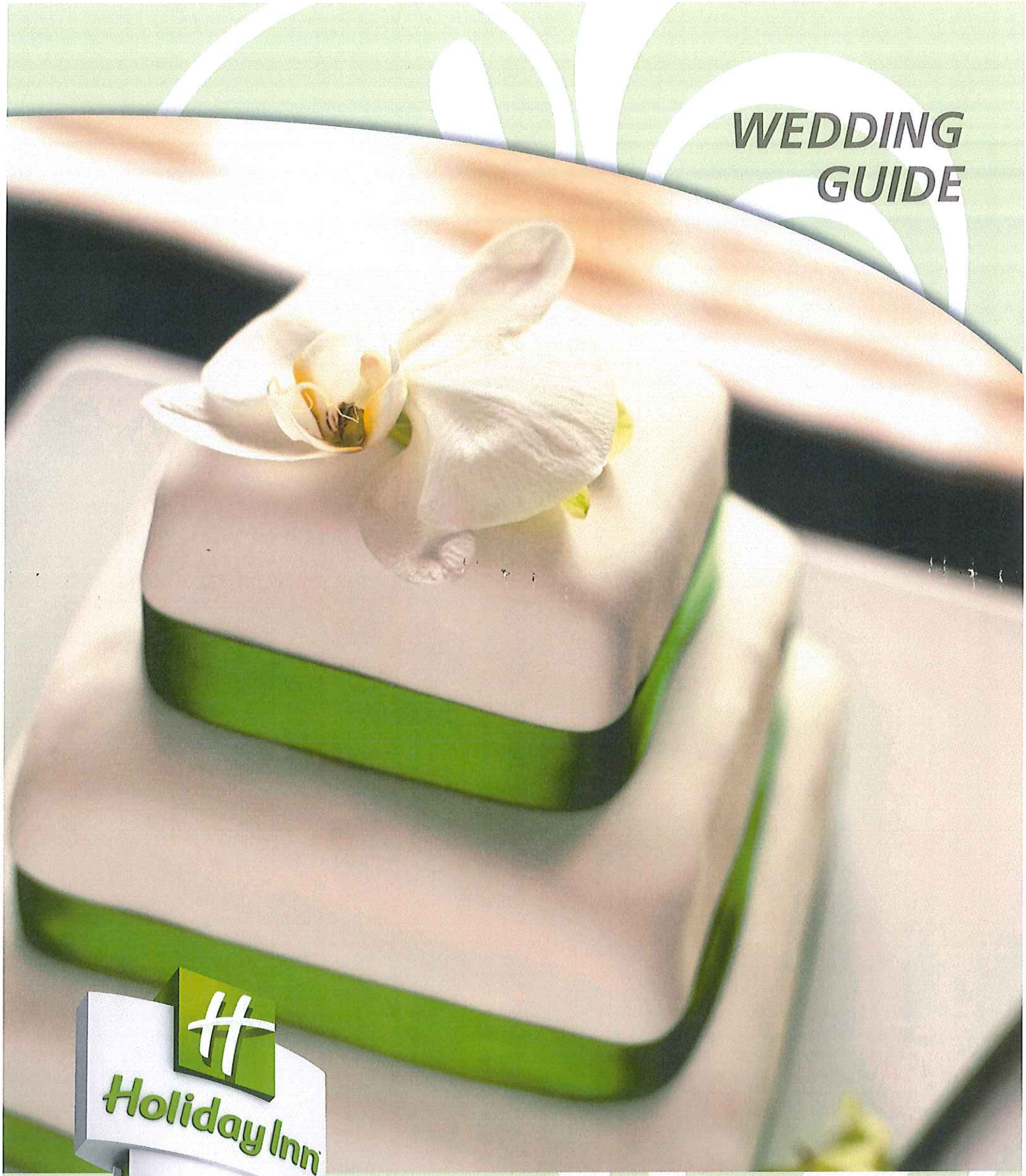
WEDDING GUIDE



HOLIDAY INN & SUITES - DES MOINES NORTHWEST

4800 Merle Hay Road | Des Moines, IA 50322

515-278-4755 | www.DesMoineslowaEvents.com

WELCOME

Dear Guest,

You have dreamed of this day your whole life. A beautiful couple and the reception of a lifetime. We are ready to turn your dreams into reality. From your wedding reception, and rehearsal dinner, to your bridal luncheon and gift opening—at Holiday Inn & Suites we know how important these special moments are, and we know how to make them rewarding and memorable.

Please take a moment to look over our wedding guide. You'll find plenty of choices, complemented by our knowledgeable and attentive catering professionals who are committed to creating a successful event for you and your guests. If you have any questions, please do not hesitate to contact me. Thanks for making us a part of your plans!

Thomas P Bruno,

General Manager, CHA, CRME

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AT A GLANCE

Our Event Space

Holiday Inn & Suites - Des Moines Northwest, is the perfect location, for wedding ceremonies, wedding receptions, bridal showers, rehearsal dinners and gift openings. Our knowledgeable catering specialists make it easy to plan your wedding events the way you have always envisioned! We offer a variety of event spaces including our 4,500 sq. ft. Heartland Ballroom that can seat up to 400 guests.

Complimentary Services

- Professional planning assistance from our catering sales team, including custom menus and to-scale diagrams of event.
- Invitations to seasonal group tastings by our Executive Chef.
- Banquet Room setup and cleanup.
- Dance Floor and table/chairs for DJ.
- Head Table for Bridal Party on risers with microphone for toasts and announcements.
- Use of white tablecloths and skirting on all tables for the following: Bridal Party, Cake, Gifts, Guestbook, & Buffets.
- Cake Service, including the cutting and service of your wedding cake.
- Bar service from trained professionals. We are properly licensed & insured for your protection and ours.
- Use of table decorations: hurricane lamps, taper candles, votives, mirror tiles and glass bowls.
- White Linen Tablecloths & Napkins
- Complimentary Suite for newlywed couple with breakfast for two.
- Group Guestrooms at special rates.
- IHG Rewards Points for your Honeymoon or future travels.

Meeting Room	Reception *Max capacity*
Heartland Ballroom	400
Salon A & B North	240
Salon B South & C	240
Salon A, B, or C	140
Bennigan's Meeting Room	100
Bennigan's East or West	50
Wisconsin Room	100
Colorado Room	50
Michigan Room	50
Nebraska Room	50
Kansas Room	50
Illinois Room	50
Missouri Room	50
Minnesota Room	100
Indiana Room	50
Iowa Board Room & Lounge	25

Wedding Event Space and Capacity

Heartland Ballroom
Our 4,500 square foot ballroom is a great venue for your wedding reception for up to 400 guests.

Bennigan's Meeting Room
Host events from 20 to 80 at reception or round table seating. Families love this casual atmosphere for rehearsal dinners. Our full banquet menu and a limited Bennigan's menu are available.

Minnesota or Wisconsin Rooms
Located in our newly renovated Lower Level Conference Center, these rooms are ideal for hosted receptions or rehearsal dinners for up to 80 guests.

Iowa Boardroom & Lounge
A Boardroom with annex lounge is an excellent location for Meet and Greets or to prepare your Bridal Party. Space features LCD HDTV and large table with executive seating.

Nebraska, Colorado, Michigan, Kansas, Illinois, Missouri, or Indiana Rooms
These rooms are great for intimate gift openings or bridal luncheons.

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DINNER BUFFET PACKAGES

Our dinner buffets are designed to provide a selection that will please a variety of tastes. Minimum 50 guests.
All dinner buffets are served with an assortment of fresh baked breads and rolls with butter, regular and decaffeinated coffee, iced and hot tea, lemonade, and milk.

Two Entrée Buffet / *27.50*
Includes selection of 2 entrees, Chef's selection of vegetable, two starches, and four salads.

Three Entée Buffet / *29.50*
Includes selection of 3 entrees, Chef's selection of vegetable, two starches, and four salads.

Children's Entree Selections
The following price discounts apply to your selection of the adult dinner buffets.

Ages 5 and Under / Free
Ages 6 - 11 / 50% of adult entree
Ages 12 and older / Priced as an adult

Chef's Carving Stations
Add the following hand-carved presentations to any of the above dinner buffet options. Carved entrees count as one entrée selection. Prime rib as an entrée selection requires an additional charge. The following carving fees are in addition to the above dinner buffet pricing:

Roast Turkey / *3.00*
Whole roasted turkey breast, carved and offered with a cranberry chutney.

Slow Roasted Inside Round of Beef / *3.00*
Slow roasted to perfection, offered with maple bourbon demi-glaze and creamy horseradish.

Pineapple & Honey-Glazed Ham / *3.00*
Honey cured ham favorite, offered with our very own jalapeno cherry sauce.

Pork Loin / *3.00*
Roasted and offered with a creamy Dijon sauce.

Prime Rib of Beef / *4.75*
Herb-rubbed prime rib, served with creamy horseradish and au jus.

Entrée Selections

Eye of Round Beef *- Sliced roasted eye round of beef, topped with a delicate cabernet sauce with mushroom or maple bourbon demi-glaze.*

London Broil *- Flash grilled and slow roasted, sliced London broil topped with cabernet mushroom sauce or peppercorn cream sauce.*

Classic Pot Roast *- Choice beef, slow roasted with carrots, onion, celery, potatoes and gravy.*

Marinated Sirloins *- Sirloin steak marinated in choice of whiskey glaze or served de Burgo with butter, Italian herbs & garlic.*

Asiago Chicken Pasta *- Grilled breast of chicken sautéed in Asiago Alfredo cream sauce and sundried tomato pesto. Served over a bed of pasta.*

Chicken Breast Supreme *- Chicken breast topped with our own supreme sauce.*

Champagne Chicken *- Lightly breaded and topped with champagne tarragon cream sauce and sliced mushrooms.*

Chicken Picatta *- Sauteed chicken breast with white wine finished in a delicate caper sauce.*

Chicken Cordon Bleu *- Tender chicken breast stuffed with smoked ham melted with whole baby Swiss cheese, baked and served over a bed of rice pilaf and topped with sauce béarnaise.*

Chicken Scampi *- Grilled and tossed in lemon butter white wine sauce.*

Herb Crusted Salmon *- Fresh Atlantic salmon seasoned and topped with roasted pecans and glazed with citrus cranberry Beurre Blanc sauce*

Salad Selections

Tossed Baby Greens with Assorted Dressings and Toppings
Fresh Fruit & Melon Salad
Caesar Salad
Old Fashioned Potato Salad
Cottage Cheese
Three Bean Salad
Marinated Cucumber & Tomato
Spring Vegetable Salad
Pasta Salad
Antipasto Salad
Vegetable & Relish Tray
Cous Cous Salad

Starch Selections

Roasted New Potatoes
Garlic Mashed Potatoes
Wild Rice Blend
Rice Pilaf
Baked Mac & Cheese
Radiatorie Alfredo
Au Gratin Potatoes
Twice Baked Potato en Casserole

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PLATED DINNER SELECTIONS

All plated dinners include house salad with assorted dressings, fresh seasonal vegetables, starch selection, rolls with butter, regular and decaffeinated coffee, tea, and milk.

BEEF & PORK

Roasted Prime Rib of Beef
12 oz. / *32.95* **14 oz.** / *34.95*
Generous portion of prime rib, slow roasted and served with creamy horseradish and au jus. Minimum of 15 required.

Grilled Filet Mignon
10 oz. / *36.00* **12 oz.** / *39.00*
A steak lover's favorite! A tenderloin filet bacon wrapped and served with our Maple Bourbon Demi.

Seasoned New York Strip Steak / *30.00*
Thick and juicy 10 ounce New York Strip hand rubbed with herbs, salt and seasoning, served with Demiglaze.

Grilled Iowa Pork Chop / *27.50*
Fresh 14 ounce Iowa chop marinated in a fruit glaze. Served with cornbread stuffing.

London Broil / *27.00*
Flash grilled and slow roasted, sliced London broil topped with a cabernet mushroom sauce.

VEGETARIAN

Vegetable Stack / *21.95*
Portobello mushroom, roasted red peppers, sliced zucchini and fresh mozzarella topped with marinara and baked.

Pasta Primavera / *19.00*
Bowtie pasta tossed with snow peas, carrots, celery and broccoli in a light Parmesan cream sauce served with shredded Asiago. Add sliced grilled chicken breast for an additional $1.50.

SEAFOOD & POULTRY

Grilled Salmon / *27.50*
Fresh Atlantic salmon seasoned and grilled.

Champagne Chicken / *23.95*
Lightly breaded chicken breast topped with champagne tarragon cream sauce and sliced mushrooms.

Stuffed Chicken Breast Cordon Bleu / *25.00*
Tender chicken breast stuffed with smoked ham melted with whole baby Swiss cheese, baked and served over a bed of rice pilaf and topped with sauce béarnaise.

Chicken Scampi / *23.00*
Grilled chicken over linguine tossed in lemon butter white wine sauce. Garnished with garlic toast and Asiago cheese.

DUOS

Duet Medley / *35.00*
A designer duet featuring your choice of two entrees from the list below paired with appropriate starch and vegetable:

Medallion of Petite Tenderloin Filet
Grilled Salmon
Grilled Skewer of Shrimp
Medallion of Pork Tenderloin Chasseur
Mini Portobello Stack
Six Ounce Sirloin of Beef
Grilled Pork Chop
Chicken Breast Supreme

CHILDREN'S MEAL SELECTIONS

The following price discounts apply to your pre-selected adult plated dinners.

Ages 5 and Under / Free
Ages 6 - 11 / 50% of adult entree
Ages 12 and older / Priced as an adult

Breaded Chicken Fingers / *10.00*
Served with honey mustard dipping sauce, french fries and applesauce.

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REHEARSAL DINNER PACKAGES

PLATED DINNERS

All plated dinners include house salad with assorted dressings, fresh seasonal vegetables, starch selection, rolls with butter, regular and decaffeinated coffee, tea, milk, and dessert. Priced per guest.

Sirloin de Burgo / *26.50*
A Des Moines tradition! Six ounce sirloin steak grilled and sautéed in butter, Italian herbs and roasted garlic.

London Broil / *27.00*
Flash grilled and slow roasted. Served under a cherry walnut demi-glaze.

Mushroom Chicken Marsala / *23.00*
Tender, boneless breast of chicken sautéed and topped with our chef's own mushroom sauce served with baby red potatoes.

Canneloni / *23.00*
Pork, beef and veal stuffed into tubular pasta and covered with marinara and béchamel sauce topped with Parmesan and mozzarella cheeses.

Traditional Four-Cheese Lasagna / *23.00*
Layers of seasoned ground beef and cheese baked inside this traditional favorite. Served with garlic bread and vegetable medley.

BUFFET SELECTIONS

Buffets are served with coffee, decaffeinated, tea, iced tea, milk and lemonade. Served with dessert. Priced per guest. Minimum guarantee of 30 guests.

Taste of Italy
2 Entrée / *27.50* **3 Entrée** / *29.50*
Includes Caesar salad, pasta salad, marinated vegetable salad, fresh seasonal vegetables and fresh baked garlic bread.

Baked Cheese Ravioli with Marinara Sauce
Chicken Parmesan
Baked Cavatelli
Chicken Picatta
Stuffed Canneloni
Traditional or Meatless Lasagna
Tri-colored Tortellini with Alfredo Sauce

Western Roundup / *27.00*
Includes shaved BBQ pork, fried chicken, baked beans, coleslaw, potato salad, relish tray, scalloped corn casserole, corn bread, assorted breads and rolls.

Dessert Selections
Vanilla Ice Cream with sauce
Sherbet
Homemade Fruit Cobbler with Ice Cream
Assorted Fruit Pies
Chocolate or German Chocolate Cake
New York Cheesecake
**Additional selections may be available seasonally or upon request.*

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HORS D'OEUVRES

HOT SELECTIONS
Quantities as individually specified.

Bacon Wrapped Water Chestnuts *(100 pcs) / 96.00*

BBQ Meatballs *(80 pcs) / 90.00*

Fried Mozzarella with Marinara *(90 pcs) / 95.00*

Mini Quiche *(60 pcs) / 115.00*
Lorraine, garden vegetable, Florentine, and Monterey Jack.

Chicken Strips *(70 pcs) / 99.00*
Almond corn flake encrusted, served with assorted dipping sauces.

Crab Stuffed Mushrooms *(70 pcs) / 95.00*

Chicken Teriyaki Kabobs *(50 pcs) / 136.00*

Peppered Beef Tenderloin Brochettes *(50 pcs) / 148.00*

Boneless Chicken Wings *(75 pcs) / 101.00*
Served with celery and bleu cheese dip

Fried Ravioli with Marinara Sauce *(75 pcs) / 91.00*

Breaded Mushrooms *(90 pcs) / 85.00*

Cream Cheese Jalapeño Poppers *(100 pcs) / 95.00*
Served with chipotle ranch dipping sauce

Chicken Santa Fe Egg Rolls *(50 pcs) / 95.00*
Served with Pineapple Cream Cheese Salsa

Creamy Spinach Artichoke Dip *(60 pcs) / 80.00*
Served with crostinis.

Teriyaki Beef Satays *(50pcs) / 145.00*

Little Smokies in BBQ Sauce *(100 pcs) / 86.00*

COLD SELECTIONS
Quantities as individually specified.

Vegetable Crudites with Pepper Ranch Dip */ 95.00*
Designed to serve 50 guests.

Fresh Fruit Display with Yogurt Dip */ 125.00*
Designed to serve 50 guests.

Tropical Fruit Tree with Crème Fraiche */ 225.00*
Designed to serve 100 guests. Display is six feet tall.

Cheese & Crackers Display */ 125.00*
Designed to serve 50 guests.

Turkey Pinwheels *(50 pcs) / 85.00*
Stuffed with spinach and cream cheese.

Veggie Pinwheels *(50 pcs) / 85.00*
Stuffed with green onions and cream cheese.

Silver Dollar Sandwiches *(50 pcs) / 100.00*
Baked ham and smoked turkey.

Chocolate Dipped Strawberries *(50 pcs) / 101.00*

Jumbo Cocktail Shrimp *(50 pcs) / 150.00*
Served with tangy cocktail sauce and lemons.

Cucumber Dill Canapes *(50 pcs) / 70.00*

Deviled Eggs *(50 pcs) / 70.00*

Cream Puff Sandwiches *(50 pcs) / 100.00*
Tuna or chicken.

Smoked Salmon *(50pcs) / 135.00*
Served with dilled cream cheese on mini bagel.

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LATE NIGHT SNACKS & DESSERT ENHANCEMENTS

LATE NIGHT SNACKS

Artisan Sandwiches *(50 pcs) / $100.00*
Silver dollar sandwiches, with ham, roast beef and turkey

Turkey Pinwheels / *$85.00 per 50 pieces*
Tortillas stuffed with spinach and cream cheese.

Bakers Dozen / *$19.95 per dozen*
Fresh baked chocolate chip, oatmeal raisin cookies, peanut butter cookies or brownies.

Popcorn / *$2.00 per person*
Fresh popped popcorn- popcorn machine in room!

Punch fountain / *$23.00 per gallon*
Tropical fruit punch in waterfall fountain

Chips & Dip / *TBD*
Choose your choice of chips and accompanying dip selections.

CHOOSE YOUR CHIP

Potato Chips / *$7.95 per pound*
Tortilla Chips / *$6.95 per pound*
Pretzels / *$8.95 per pound*
Flat Bread / *$8.95 per pound*

CHOOSE YOUR DIP

French Onion Dip / *$8.95 per quart*
Ranch Dip / *$8.95 per quart*
Queso Dip / *$9.95 per quart*
Spinach Artichoke Dip / *$14.95 per quart*
Salsa / *$8.95 per quart*
Guacamole Dip / *$15.95 per quart*
Hummus / *$12.95 per quart*

DESSERT ENHANCEMENTS

Vanilla Ice Cream / *2.50 per person*
Ice Cream scooped onto each plate of wedding cake as it is being served.

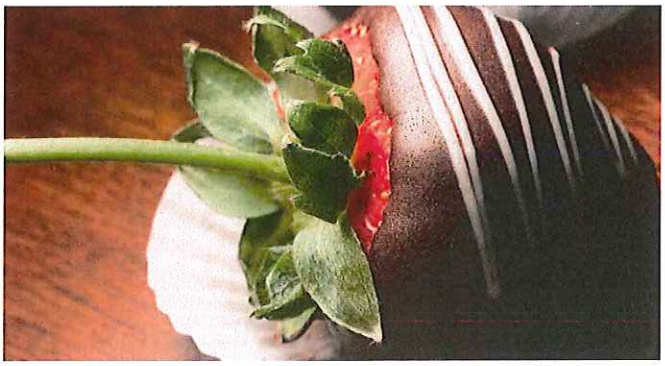
Chocolate Dipped Strawberries / *2.25 each*
Artfully decorated strawberries dressing in white and dark chocolate.

Mixed Nuts / *15.00 per pound*
One pound serves approximately 60.

Bananas Foster / *5.75 per person*
Bananas caramelized to perfection with brown sugar, butter, and brandy. Served over vanilla ice cream

Cherries Jubilee / *6.00 per person*
Fresh cherries with orange zest flambéed with brandy and served over vanilla ice cream

Coffee Cordials / *6.00 per person*
After dinner delights! We present coffee service with the appropriate toppings and your choice of Bailey's Irish Créme, Amaretto, or Kahlua



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COCKTAIL & BAR SERVICE

HOSTED RECEPTION

Call Brands / *4.50*
Stoli, Bombay Sapphire, Captain Morgan, Joe Cuervo, J.B. and Jack Daniels.

Premium Brands / *5.50*
ABSOLUT, Tanqueray, Bacardi, 1800 Reposado, Dewars and Crown Royal.

House Wine / *4.50*
Copper Ridge Chardonnay, White Zinfandel, Cabernet Sauvignon and Merlot.

Domestic Bottled Beer / *4.25*
Budweiser, Bud Light, Miller Light, Coors Light and Michelob Ultra.

Imported Bottled Beer / *4.75*
Corona, Heineken, Sam Adams, Amstel Light and New Castle

Keg Beer - Domestic / *300.00*
Bud Light, Budweiser, Miller Lite, Coors, Coors Light

Keg Beer - Import / *market*

CASH BAR

Hotel provides the following drinks, priced per person. A $30 per hour charge for each bar will be applied to all banquet bars. For every $100 in bar sales, $30 of this fee will be waived. Prices include Iowa sales tax.

Call Brands / *4.75*

Premium Brands / *5.50*

House Wine / *5.00*

Domestic Bottled Beer / *4.50*

Imported Bottled Beer / *5.00*

Soft Drinks / *1.50*

NON-ALCOHOLIC

Canned Soda / *2.50 each*

Fruit Punch / *25.00 gallon*

Champagne Punch / *36.00 gallon*

HOUSE WINE - BOTTLE

Bottles are 750ml unless otherwise noted.

Copper Ridge Chardonnay / *23.00*

Copper Ridge White Zinfandel / *23.00*

Cabernet Sauvignon / *23.00*

Copper Ridge Merlot / *23.00*

CHAMPAGNE - BOTTLE

Bottles are 750ml unless otherwise noted.

Frexinet / *22.00*

Ast Spumante-Mondoro / *23.00*

CHAMPAGNE FOUNTAIN

Includes 15 bottles of champagne

Fountain Display / *340.00*

HOSPITALITY SUITE

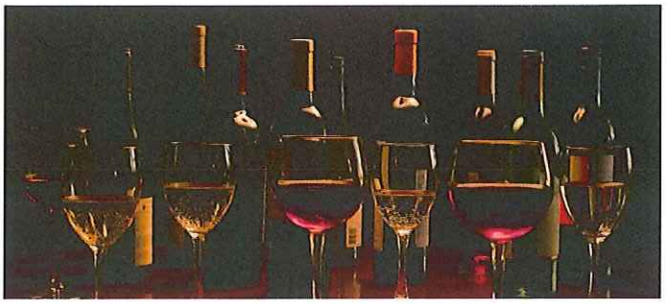
Our catering sales team can assist you in planning a reception in one of our spacious guestroom suites.

Bar Package / *40.00*
Disposable tumblers, cocktail napkins, lemon rinds, orange, celery, maraschinos, bitters and cubed ice. Serves up to 50 drinks.

Cubed Ice 10 lb / *5.00*

Cubed Ice 20 lb / *10.00*

Cubed Ice unlimited / *40.00 day*



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WEDDING ENHANCEMENTS

Enhancements

Decoration Party
Full Ballroom / *$800* **Half of Ballroom** / *$400*
Reserve access to the Heartland Ballroom from sunrise on your wedding day. Allow time to decorate with Friends and enjoy your choice of a Deluxe Continental Breakfast or Deli Luncheon for up to 20 Guests.

Chair Covers
White silk / *$1.50* **Custom colors** / *market*
Wrap banquet chairs in white silk or your choice of colors. Chair covers add a touch of elegance and enhance your wedding photos. Covers do not include sashes.

Lighting Package
Head Table & Cake Table / *$250*
Lighting package includes tulle and lights behind your Bridal table and on decorative lattice behind the cake table.

Video Presentations
Projector & Screen Package / *$250*
LCD Projector, large projection screen and audio patch into our house sound system will help you share the photo story of your lives and your engagement!

Gift Opening Brunch
Brunch & Gift Opening / *13.00 per guest*
Enjoy a private banquet room and the Sunrise Morning Breakfast Buffet while you reminisce and open gifts. A great farewell tradition! Buffet includes the following: fresh fruit display and breakfast potatoes, selection of fresh scrambled eggs or croissant egg casserole, choice of two meats (smokehouse bacon, sausage or ham), choice of biscuits and gravy or French toast, baskets of fresh assorted bagels, muffins and pastries, assorted bottle juices, regular and decaffeinated coffee, and milk.

WEDDING DREAM PACKAGES

Reception Packages

Diamond Wedding Service / *1,950.00*
(Package valued at $3,600)

Private Tasting Dinner for up to 8 Guests with our Executive Chef
Rehearsal Dinner banquet room with no meeting rental.
Champagne Toast for Bridal Party at Head Table
White Glove Service
Two Bridal Party Attendants throughout Your Wedding Reception
Lighted Tulle Backdrop for Head Table & Cake Table
LCD Projector with House Audio & Projection Screen for video Presentations (requires client laptop)
Private Room for Gift Opening the following morning with Sunrise Breakfast Buffet for up to 40 Guests.
Presidential King Suite on the night of your wedding. Additional nights before or after at a discounted rate.
Bride's Survival Kit: Dry snacks, Chocolates, Energy Bars, Silver Dollar Sandwiches and bottled sodas & water. Delivered to your Bridesmaid Suite.
Four (4) Junior King or Extended Stay Suites at a special rate.
Triple IHG Rewards Points—9 points per every dollar spent on group contracted charges.

Gold Wedding Service / *950.00*
(Package valued at $1,900)

Private Tasting Dinner for up to 6 Guests with our Executive Chef
Champagne Toast for Bridal Party at Head Table
White Glove Service
One Bridal Party Attendants throughout Your Wedding Reception
Lighted Tulle Backdrop for Head Table & Cake Table
Private Room for Gift Opening the following morning with Continental Breakfast for up to 40 Guests. Includes assorted pastries, fresh fruit display with dip, orange juice, regular and decaffeinated coffee, tea or milk.
Presidential King Suite on the night of your wedding. Additional nights before or after at a discounted rate.
Bride's Survival Kit: Dry snacks, Chocolates, Energy Bars, Silver Dollar Sandwiches and bottled sodas & water. Delivered to your Bridesmaid Suite.
Two (2) Junior King or Extended Stay Suites at a special rate.
Double IHG Rewards Points—6 points per every dollar spent on group contracted charges.

Silver Wedding Service / *450.00*
(Package valued at $950)

Private Tasting Dinner for up to 6 Guests with our Executive Chef
Champagne Toast for Bridal Party at Head Table
White Glove Service
Lighted Tulle Backdrop for Head Table & Cake Table
Private Room for Gift Opening the following morning with coffee service for up to 40 Guests. Includes regular and decaffeinated coffee and hot tea.
Parlor King Suite on the night of your wedding. Additional nights before or after at a discounted rate.
Double IHG Rewards Points—6 points per every dollar spent on group contracted charges.

Ceremony Package

Platinum Wedding Service / *550.00*
(Package valued at $1,450)

Private Ceremony Room for up to 100 guests.
Parlor King Suite on the night of your wedding. Additional nights before or after at a discounted rate.
Four (4) Junior King Suites at a special rate.
Double IHG Rewards Points—6 points per every dollar spent on group contracted charges.

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GUEST ACCOMMODATIONS

GUESTROOMS & ROOM BLOCKS

The Holiday Inn & Suites offers 198 guestrooms and suites to accommodate nearly any wedding party.

Executive King Room
Features a King bed, workstation and LCD HDTV.

Standard Double Queen Room
Features two Queen beds, workstation and TV.

Handicapped Accessible Guest Rooms
Executive King and Family Suites with accessible features. Two rooms feature roll-in showers.

Junior or Extended Suite
Features a separate King bedroom and a living parlor with microwave/compact refrigerator/sink, sofa-sleeper and table for two. Extended Suite features kitchenette!

Family King Suite
Features a separate King bedroom and parlor with microwave/compact refrigerator/sink, sofa-sleeper and table for four.

Family Suite
Features a separate King bedroom with a parlor in the style of the Family King Suite, with the added convenience of a spacious closet and vanity.

Presidential King Suite
One-of-a-kind Suite features King bedroom and spacious parlor with a wrap-around bar and full-size refrigerator & microwave. Two sofas and entertainment center. Great for hosting groups of up to 40.

MAKING RESERVATIONS

Our Group Sales Team will work with you to determine your particular needs for overnight accommodations. The Hotel will reserve these rooms at special rates in your group block. Reservations can be made until the reservations deadline, usually 3 weeks prior to arrival. After this date your group rooms and special rates would be based on availability. Guests can make their reservations via any of the following ways:

Mail or Email
Send a guest rooming list to your group sales coordinator with names, arrivals and departures. We'll take it from there.

Call The Hotel
Call us at 515-278-4755 or 800-HOLIDAY and request the group block by name. Our Worldwide Reservations are open 24 Hours.

Visit Our Website
Visit www.holidayinn.com/desmoinesia. Enter your 3-letter group code at the lower left corner of the screen to access your group rates.

Share Links
Post an online link to your Wedding Page, electronic invitation or Facebook. Your group sales coordinator can send you this link with your group agreement.

COMPLIMENTARY GUEST ROOM AMENITIES

- Wireless high-speed internet access
- Direct TV with movie channels and ESPN/News
- Phones with dataport and free Local/800 calling
- Confidential voicemail and wake-up calls
- Keurig coffee machine and mini refrigerator/freezer
- Hair dryer, iron and ironing board
- Express check-out available

FREQUENTLY ASKED QUESTIONS

What is the cost of using the Heartland Ballroom for my wedding?
We require a minimum of $7,500 to be spent on hosted food & beverage. This amount would not include our 23% taxable service charge or 6% state sales tax. If the amount of the hosted food & beverage falls below the minimum then the difference would be billable as room rental. For example, $7,000 in hosted food & beverage would result in a $500 room rental plus service charge and tax.*

How much is the deposit?
We require a $750 non-refundable deposit when you sign the contract. Six months prior to the function date 50% of the estimated charges will be due. Full payment is then due 72 hours prior to your event with final guaranteed guest count.

What if some of my guests have dietary restrictions?
We ask that you notify us 72 hours prior to the event. Our chef will provide an alternate menu of comparable culinary value. Special dietary menus are priced as a regular adult entrée. The hotel may need to contact some guests in advance to assist them with extensive dietary needs.

Can I offer more than one plated dinner entrée option?
Yes, you may select up to three different plated entrées to be served at your wedding dinner. If you choose to do this, the selection requires that the Hotel receive the final guaranteed count of each entrée 72 hours prior to event. In addition the Hotel or the Host would provide color-coded placecards to indicate which entrée each Guest has selected.

What is the "final guaranteed guest count"?
We ask for a final guaranteed guest count to be reported to us no less than 72 business hours prior to your event. The number of children for each age group must be received with the final guaranteed as well. This is the minimum number of guests that we will charge you for. The Hotel will prepare for 5%, or no more than 25 guests, above this count in the event that additional guests arrive. The Hotel will bill for additional guests.

Hotel Service Charge & Tax
A taxable service charge of 23% and 6% state sales tax will be added to your final banquet bill. Guestrooms rates do not include tax of 12%, which includes a 7% local tax and 5% state sales tax.

What is the cancellation policy? *If the contracted group cancels this event, the initial advance deposit or payment guarantee will be retained or used by hotel to apply the following cancellation penalty fee schedule. If event cancelled:*
FROM DATE OF AUTHORIZATION TO 180 DAYS PRIOR TO ARRIVAL = $750.00 DEPOSIT IS FORFEITED.

FROM 179 DAYS TO 72 HOURS = THE PREPAYMENT AMOUNT (EQUAL TO 50% OF ESTIMATED CHARGES) WILL BE FORFEITED.

FROM 72 HOURS TO ARRIVAL = THE TOTAL PREPAID AMOUNT WILL BE FORFEITED.

Are there guidelines for entertainment or decorations?
Musical entertainment is the responsibility of the host. Receptions end at 12 midnight unless otherwise agreed upon with the catering manager. Please consult with your catering coordinator regarding your choice of decorations. Items that damage wall coverings or ceiling tiles, or items such as confetti, may incur an additional clean-up fee.

Coordination of Deliveries
Your catering manager will work with you and your DJ, entertainment, florist, cake decorator and others to coordinate available times for deliveries. The Hotel does not guarantee that deliveries may be made outside of the contracted times/dates of your event and will not assume liability or responsibility for final delivery of items.

Lost or Stolen Items
The Hotel does not accept responsibility for lost of stolen items before, during or after your event. We recommend that wedding gifts be monitored and stored in a guestroom or other secure location.

Who can I contact to learn more?
Please contact our Group Sales Team:
DesMoinesNorth@kinseth.com
Group Sales Office: 515-727-0401

PREFERRED VENDORS

DJS & ENTERTAINMENT

A Special Event DJ | *(515) 971-5482* | *www.aspecialeventdj.com*

BCP Weddings | *(515) 986-3300* | *www.bcpwedding.com*

FLORAL

Doherty's Flowers | *(515) 288-6557* | *www.dohertysflowers.com*

The English Rose | *(515) 419-6566* | *www.theenglishrosedsm.com*

Boesen the Florist | *(515) 274-4761* | *www.boesen.com*

DÉCOR & RENTALS

Bella Flora | *(515) 554-6964* | *www.bellafloraeventdesign.com*

White Willow Events | *(515) 650-3393* | *www.whitewilloweventsia.com*

Something Chic | *(515) 556-0835* | *www.somethingchicfloral.com*

Beyond Elegance | *(877) 353-4623* | *www.beyondelegance.com*

PHOTOGRAPHY & VIDEOGRAPHY

Brenna Norman Photography | *(515) 720-6481* | *www.brennanorman.com*

ZTS Photo | *(515) 480-9382* | *www.ztsblog.com*

Munoz Productions | *(515) 251-7797* | *www.munozproductions.com*

DPD Productions | *www.dpd-productions.com*

BAKERIES

Scratch Cupcakery | *(515) 518-8962* | *www.scratchcupcakery.com*

Crème Cupcake + Dessert | *(515) 288-1050* | *www.cremecupcake.com*

Glorious Desserts | *(515) 279-4944 • www.gloriousdesserts.com*