Congratulations on your Engagement

Hotel Ottumwa is honored to be part of your special day

The Hotel Ottumwa has been hosting wedding receptions for over three decades. We realize the importance of your wedding and want to take the stress out of the planning process. The Hotel Ottumwa Sales and Catering Department will assist you in all of your wedding needs, including your rehearsal dinner, wedding reception, gift opening, and even room accommodations for your guests.

Complimentary Services

- ♥ *Event Coordinator to assist with every detail of your reception*
- ♥ *Skirted head table, gift and guest book tables*
- ♥ *A professional serving Staff*
- ♥ *Microphone for toasts and announcements*
- ♥ *Cake cutting service by our Staff*
- ♥ *List of Disc Jockey, Bakers and Florist*
- ♥ *Collection and overnight storage of your special decorations*

A deposit is required to confirm a date for your wedding reception. After the deposit has been paid, that date and time will no longer be made available for any other function. Should you need to cancel or change the date, the deposit will be refunded if and when the date is rebooked.

The total estimated charges are to be paid in full 10 days prior to the reception.

We would be happy for you to have your Wedding ceremony performed at the hotel up to 175 people for only $2.00 per guest set-up fee.

Holiday rates may apply for certain holidays.

Hotel Ottumwa ~ 107 E. Second St. Lori Schulte ~ (641) 682-8051

Hors d' oeuvres

Cold Selections

Priced per 50 pieces

Cocktail Sandwiches $92.50
A variety of deli sliced ham, turkey, and roast beef on fresh rolls

Party Sandwiches $94.50
Ham and chicken salad on mini croissants

Mini Wraps $43.50
Sliced beef, turkey or ham, lettuce, tomato and mayonnaise layered on a tortilla, rolled and sliced

Ham Rollettes $41.95
Sliced ham with cream cheese, rolled with green onion and pickle

Deviled Eggs $35.00
Halved and filled with our own house recipe

Iced Shrimp $75.00
Jumbo shrimp served with cocktail sauce and lemon

Fresh Fruit Kabobs Market
Skewers loaded with a variety of seasonal fruit

Stuffed Cherry Tomatoes Market
Cherry tomatoes stuffed with homemade chicken and ham salad

Crackers $18.50
Assorted crisp crackers

Cucumber Rounds $42.50
Seasoned cream cheese on fresh cucumber

Anti Pasta Kabobs $75.00
Cubed cheese, pepperoni, olive and tortellini marinated in Italian dressing presented on a melon round

Italian Bruschetta $64.00
Chopped tomato seasoned with Italian herbs and spices served with pita chips.

Whole Smoked Salmon Market
Whole smoked salmon served with lemon dill sauce, thinly sliced cucumbers and crackers

Layered Shrimp Dip $43.50
Shrimp sauce and cocktail shrimp spread over cream cheese base with crackers (serves app 50)

Jumbo stuffed Olives $21.95
Your choice of jumbo olives stuffed with Gorgonzola, bleu cheese, almonds or clove of garlic

Gourmet Decorated Crackers $42.50
Crackers decorated with assorted cream cheese spreads and fresh garnish

Dry Snacks and Dips

Snack Mix (lb.) $8.00
Snack Pretzels (lb.) $4.50
Chips (lb.) $7.00
Potato, Corn, Tortilla
Peanuts (lb.) $7.50
Fancy Mixed Nuts (lb.) $18.00
Cheddar Fish Crackers(lb.) $4.99
Salsa (pint) $5.00
Ranch Dressing (pint) $5.00
Spinach Dip in bread bowl (pint) $37.50
Served with pita chips
Sour Cream Onion Dip (pint) $8.50

Trays

Trays serve approximately 50 guests

Anti Pasta Platter $79.99
Sliced salami and pepperoni with assorted peppers, pickles and olives

Fresh Vegetable Tray $70.00
An assortment of fresh cut vegetables served with ranch dressing

Cheese Tray $75.00
A variety of cubed cheeses

Cheeseball with Crackers $62.50

Fresh Fruit Tray Market
A variety of seasonal fresh fruit

Ham or Chicken Salad $72.50
Served in bread bowl and surrounded by rye bread squares

Prices are subject to change. Prices subject to 18% service charge and 7% sales tax. Please confirm selections and counts at least 7 days prior to the event. Hors d'oeuvres are served with disposable plates and cocktail napkins. Ask about upgrade to china service. Confetti, glitter and duct tape are not permitted. Please ask for decorating details.

Hors d'oeuvres

Hot Selection

Priced per 50 pieces

Rumaki $77.00
Seasoned chicken liver and crisp water chestnut wrapped in lean bacon and broiled

Beef & Duxelle En Croute $109.99
French puff pastry wrapped around beef tenderloin medallions with shitake and oyster mushroom cream duxelle

Egg Rolls $55.00
Pork and vegetable egg roll served with sweet and sour sauce

Spanakopita $78.00
A Greek combination of spinach, onion, cream cheese and feta cheese, wrapped in a phyllo pastry

Jim's Meatballs $52.50
Jim's own recipe with your choice of BBQ sauce, sweet and sour sauce or Swedish sauce

Cocktail Franks $29.50
Smoked cocktail franks served in sweet BBQ sauce

Chicken Wingettes $59.95
Hand breaded chicken wingettes

Teriyaki Wingettes $59.95
Marinated in teriyaki, course ground pepper, and fresh parsley then broiled

Pork Tortilla Wraps $60.00
Tortillas hand rolled with seasoned ground pork

Asparagus Wraps $70.00
Wrapped in phyllo with Asiago cheese

Stuffed Mushrooms $64.50
Large button mushrooms stuffed with crab meat and cream cheese

Brie Wheel with Fruit $67.50
Soft ripened brie cheese baked in phyllo pastry and garnished with seasonal fruit and crackers

Mini Chicken Cordon Bleu Bites $42.50
Served with Bleu cheese dip

Crab Ragoons $45.00
Served with sweet and sour sauce

Carving Station

Priced per pound
Minimum 75guests, 90 minute limit
Includes silver dollar buns, condiments and uniformed chef to carve meat

Smoked Pitt Ham	$12.75
Seasoned Roast Beef	$12.75
Roast Loin of Pork	$12.75
Oven Baked Turkey Breast	$14.25
Prime Rib of Beef	$18.95

Sweet Selection

Priced per 50 pieces

Vanilla Cream Puffs	$30.00
Greek Baklava	$54.95
Assorted Mini Cheesecake	$64.95
Chocolate Dipped Strawberries	Market
Mini Frosted Brownies	$22.50
Petit Fors	$39.95
Cookies - Assorted	$47.50
Assorted Dessert Bars	$49.95

Lemon, Seven Layer, Raspberry and Caramel Oatmeal

Mini Chocolate Napoleons	$34.95
Mini Iced Éclairs	$39.95

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Dinner Banquets

All plated dinners include choice of two accompaniments, dinner rolls with butter, garden salad with dressing, fresh brewed coffee, iced tea and hot tea

Beef

Beef Wellington * $23.95 per person
Tender filet mignon wrapped in flaky puff pastry

Prime Rib of Beef $19.95 per person

Swiss Steak $13.50 per person
Tenderized beef steak braised and smothered in rich mushroom gravy

Salisbury Steak $10.95 per person
Seasoned ground beef patty baked in a tomato sauce with fresh peppers and onions

Grilled Ribeye Steak $19.95 per person

Pork

Cranberry Glazed
Stuffed Pork Loin $14.75 per person

Roast Pork Loin $13.75 per person
Pork Tenderloin slow roasted to perfection

Grilled Ham Steak $12.95 per person
Garnished with Pineapple

Iowa Chop $15.75 per person
Thick cut, served over sage dressing

Seafood

Salmon Fillet $14.75 per person
Fillet of salmon, broiled with a citrus glaze

Trout Almandine $15.00 per person
6 oz. serving of farm raised rainbow trout

Broiled Cod $14.00 per person
Served with lemon caper sauce

Poultry

Italian Chicken $13.50 per person
Breast of chicken, marinated in Italian herb dressing, char grilled, and topped with bell pepper and onion

Oven Baked Turkey Breast $13.95 per person
Tender sliced breast turkey served over sage dressing with a light gravy

Teriyaki Chicken $13.50 per person
Served over coconut rice. (No potato option)

Chicken Cordon Bleu $13.50 per person

Almond Stuffed Chicken $13.50 per person
Chicken Thigh Stuffed with
Apples and Almonds

Chicken Parmesan $13.50 per person
Served with buttered herb pasta (no potato choice)

Chicken Piccata $13.75 per person
Marinated chicken breast with artichokes, capers and Prosciutto served in a lemon cream sauce

Accompaniments

Mashed Potatoes with Gravy
Baby Red Skin with Fresh Parsley Butter
Scalloped Potatoes
Baked Idaho Potatoes
Redskin Garlic Mashed Potatoes
Whipped Sweet Potatoes with Maple Butter
Au Gratin Potatoes
Tuscan Roasted Red Skin potatoes

Chef Cut Garden Blend
Green Beans Almondine
Sweet Baby Carrots in Butter
Corn O'Brien
Peas with Mushrooms in Herb Butter

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Dinner Buffets

Buffets are limited to groups of 30 or more. All buffets include entrée selection, one potato, two vegetables, fresh baked rolls, garden salad with variety of dressings, croutons, bacon bits, and cheese, fresh brewed coffee, iced or hot tea

One Entrée - $16.00 per person
Two Entrées - $18.00 per person
Three Entrées - $20.00 per person

Entrée Selections

*Grilled Italian Chicken Breast
*Chef Carved Smoked Pit Ham
*Seasoned Baked Chicken
*Chef Carved Round of Beef
*Broiled Cod with Lemon Caper Sauce
* Chicken Cordon Bleu
*Chicken Picatta
*Grilled Teriyaki Chicken Breast
*Chef Carved Roast Loin of Pork with Herbed Crust
*Swiss Steak with Mushroom Gravy
*Southern Fried Chicken (groups of 100 or less)
*Chef Carved Breast of Turkey
*Baked Honey Mustard Chicken Breast

Premiere Buffet

Slow Cooked Prime Rib of Beef - $19.95
Broiled Fillet of Salmon with Citrus Herb Butter - $15.50
Cranberry Glazed Stuffed Pork Lion - $15.50
Boursin Chicken - $16.50

Add one dinner buffet entrée to any premier selection - $2.00 additional per person

Potato Selections

Choice of One

Extra Potato add $.75

Mashed Potatoes with Gravy
Baby Red Skin with Fresh Parsley Butter
Scalloped Potatoes
Baked Idaho Potato
Redskin Garlic Mashed Potatoes
Whipped Sweet Potatoes with Maple Butter
Au Gratin Potatoes
Tuscan Roasted Red Potatoes

Vegetable Selections

Choice of Two

Extra Vegetable add $.75

Green Beans Almandine
Sweet Baby Carrots in Butter
Corn O'Brien
Peas with Mushrooms in Herb Butter
Chef Cut Garden Blend

Deli Buffet

Sliced ham, beef, and turkey with assorted sliced cheeses, condiments, fresh assorted rolls and croissants, tossed green salad, potato salad, cole slaw, potato chips, coffee, iced and hot tea
$15.00

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Bar Service

House Brands	$3.75
Call Brands	$3.75 - $6.00
Premium Brands	$7.00 - $8.00
Domestic Beer (can)	$3.25
Imported Beer	$4.00-6.00
Sutter Home Wine/glass *Chardonnay, White Zinfandel, Riesling Pinot Grigio,Cabernet Sauvignon, Pinot Noir, Merlot*	$6.00

Our complete wine list available upon request.

Domestic Keg Beer	$225.00
Bottle of Wine 750 ml	$22.00
1.5 Liter	$42.00
Champagne	$12.00
Non-Alcoholic Sparkling	$10.00
Corkage Fee (per bottle)	$12.00

Price will vary depending on size of bottle

We are required by law to abide by the Iowa Liquor Control Act. We reserve the right to honor stated rules and regulations. The legal age requirements will be monitored closely and adhered to with no exceptions. If a guest is drinking and is not of legal age they will be asked to leave the premises. We reserve the right to refuse service to any guests that has reached his/her drinking limit.

All beverages must be purchased from The Hotel Ottumwa. Champagne may be brought in, a corkage fee will apply. Corkage fee varies depending on the size of the bottle. Corkage fee includes the chilling, serving and champagne flutes.

Kegs cannot leave the banquet area; any partial kegs become the property of the Hotel at 12 midnight.

A cash or host bar can be set-up for your event. There is a $50.00 setup fee per bar needed.

A service charge of 18% and 7% sales tax will be added to wine, champagne and keg beer. A service charge of 18% will be added to all host bars.

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Events Policies

Thank you for your interest in celebrating your special event with The Hotel Ottumwa. Please review the following details that will help to answer your questions and guide you along the path to planning your event.

Rental Information

The Hotel Ottumwa offers banquet rooms that range in seating capacities up to 400 guests. The capacity may be less depending on size of tables used and desired room set-up. With the presence of larger tables the number of possible guests will be reduced. A room appropriately sized will be booked based on the number of guests expected. Larger rooms are available at an additional fee.

The room that you rent for your event is considered to be rented for the day of the event only. Your event must be finished by midnight, events going until 1am will be charged an additional $100.00 which will be assessed to your total bill. Room rents may be discounted or waived if a buffet or sit-down meal is served for a minimum of 100 guests. Ask you coordinator if your group applies. Wedding ceremonies performed at the hotel will incur a $2.00 per person guest set-up fee. We also have staging for ceremonies and head tables available for $15.00 per stage section needed.

There is an additional fee for the following holidays: New Years Eve & Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Day.

Deposits

A deposit is required at the time of booking in order to hold your specific date. The deposit will be subtracted from your final bill. Should you need to cancel, or change to another date, the deposit will only be refunded if the date is rebooked. The deposit will be relinquished if the room is not rebooked. The final estimated bill is to be paid 10 days before the event.

Deposit Rates

Ballroom	$600.00	Keokuk	$100.00
Fox & Sac	$150.00	Iowa	$50.00
Mahaska	$100.00	Blackhawk	$100.00

Food

No outside food or beverage may be brought into Hotel Ottumwa, with the exception of birthday cakes, wedding cakes, nuts, mints and non-alcoholic punch. All prices are subject to change. Prices are subject to a 18 % service charge and 7% sales tax. All menus must be confirmed 10 days in advance, and the number of guests must be confirmed a minimum of 1 week prior to event. Confirming in advance helps to ensure that all of your guests will have an exceptional experience. If you do not give us your

guaranteed number of guests 7 days prior to your event your highest estimated number will be your guarantee. We allow a 5% difference on either side of the guarantee. The estimated charges are to be paid in full 10 days prior to the event. Absolutely no leftover food or beverage is permitted to leave the premise.

Cake and Punch Tables

We charge a $50.00 cake/punch table fee. This includes the use of our punch bowl, silver mint trays, and glass nut bowls. We will also cloth and skirt the table, and package any extra cake, nuts, and mints after your event. If your event is not an open-house we will gladly cut the cake for your event. If it is an open-house lasting 2 or more hours we assume you will have friends or family that will cut your cake. There is a $25.00 per hour service charge for hotel staff to cut your cake for an open house. If you would like our staff to serve cake to the tables a $.25 per person service fee will apply.

The cake table fee *does not* include plates, napkins, forks, beverage containers or other utensils. You are welcome to bring in your own disposable service, or you may purchase disposable from the Hotel at $.50 per person, or you may up-grade to china service at $.75 per person. If you should forget your paper service a charge of $.50 per person will be assessed.

If you would like we can provide punch for your event or you may bring your own non alcoholic punch. If you provide your own punch, we will chill and mix the ingredients for you at no charge; unless it is a slush or sherbet punch, in which case we charge $5.00 per gallon to mix. Please make sure all items are pre-mixed, i.e. sugar, kool-aid, in gallon jugs. Please have all items marked with your name, and include clear mixing instructions. If you would like us to provide your punch, ask the sales and catering director for options and pricing.

Liquor

The sale and service of alcoholic beverages are regulated by the state of Iowa and the city of Ottumwa codes. As licensee the Hotel is responsible for the administrations of these regulations. Therefore all guests will be required by Hotel and the state of Iowa to provide proper identification when consuming alcoholic beverages. We reserve the right to refuse service to any guest that is under legal age or appears to have reached his/her drinking limit. These rules are monitored closely and adhered to without exception.

All beverages served must be purchased from Hotel Ottumwa. Champagne may be brought in; a corkage fee will apply. Corkage fee varies depending on the size of the bottle. Corkage fee includes: chilling, serving and wine glasses. Cash or host bars may be set-up for your event. Please ask your coordinator or see bar service for additional details.

Kegs cannot leave the banquet area and become property of the Hotel Ottumwa when the event is over or no later than 12 midnight.

Entertainment

Musicians, DJs and bands and other entertainment are booked by the host of each event and will be solely the host's responsibility. We ask you to inform your entertainment of your allotted time frame so they can finish in accordance to your rental agreement. We also require your entertainment check in at the front desk upon arrival. Set up and sound checks must be complete before the event starts. We reserve the right to control the volume level of the music and activities during any event. Bubbles and confetti are not permitted. A $200.00 clean-up fee will be assessed to your bill if your entertainment uses these items or anything that would damage hotel property. It is your responsibility that the entertainment has this information.

Room Set-Up

Rooms include tables and chairs set up to your specifications. Rental fee includes Head Table, Cake, Punch, Guest Book, and Food Tables skirted. Additional skirted tables are available at $15.00 per table. Table linens are included with most meal options. A fee is applied for linen when a meal is not served. Cost for risers, picture tables and other equipment such as LCD projectors, TV/DVD units, screen, sound systems and other equipment are available from the director of sales and catering.

Decorating

The Hotel Ottumwa is happy to reserve your reception room as early as 8am the day of your event. If you would like to decorate the night before your event you may rent the reception room, if available. The banquet service team can work directly with local florists and other vendors to make your event a success.

We ask that no duct tape, scotch tape, nails, adhesive bonding, or anything that will damage walls or property of the hotel be used. If you are unsure of what you can use, please ask your coordinator for suggestions. NO confetti, glitter or colored crepe paper may be used on tables or on decorations that you make or bring in. A $300.00 clean-up fee will be assessed if it is used. Candles are permissible if they are floating or completely enclosed. If wax from your candles damages linens or other hotel property, a charge will be assessed as well.

Space is provided to store decorations after the event until the next day, however, we cannot be held responsible for broken or missing items. We suggest that any items that are special to you or are irreplaceable you take with you the day of your event.

Elaborate decorating or any item that needs a chair or ladder is your responsibility to take down the night of the event unless other arrangements have been made, example: tulle or ordainments on staircase-walls-ceiling. If you would like the hotel to do this, an additional charge will apply.

Minimum Expenditure

The minimum number of guests required to rent the Ballroom is 100 guests. If your event falls short of the minimum a $2.00 per person service charge will apply up to 100 guests.

The minimum expenditures in the Ballroom on a Saturday night is $3,000.00.this amount does not include the cash bar sales, service charge or sales tax. In the instance that your total charges fall short of the minimum, we will be happy to make suggestions to bring the balance up to the minimum.

Guest Rooms

The Hotel Ottumwa provides comfortable accommodations for your guests, with a variety of room styles. Create your own block of rooms to make it easy for guests to call in, and to ensure a fair amount of availability. The front desk can help with all of your guests room arrangements. The AmericInn, conveniently located one block west, is also available for your guests. Please contact the front desk directly at (641) 684-8222.

Smoking
Hotel Ottumwa is a nonsmoking facility

Responsibility and Legal Ramifications

The Hotel Ottumwa will not assume any responsibility for damages or any loss of items left in the hotel prior to or following the function. The Hotel Ottumwa reserves the right to inspect and control all private parties and meetings being held on the premises. The customer agrees to be responsible for any damages to hotel property and or equipment provided by the hotel during the period of time that said property and or equipment is under the customer's exclusive control or the control of a guest or an independent contractor hired by the customer.