

# ***The Hostess House – Catering Guide***

723 West Fourth Street, Marion, Indiana 46952 Phone: (765) 664-3755

[hostesshouse@sbcglobal.net](mailto:hostesshouse@sbcglobal.net) Fax: (765) 664-3760

Thank you for choosing the Historical Hostess House for your event. Our goal is to provide a memorable experience for you and your guests. We take care of the details so you can relax and enjoy yourself. The information on the following pages can be used to help plan a menu that is appropriate to your event. In addition, we have a professional staff to assist you with menu planning, decorations, table settings, flowers, invitations, DJ, audiovisual equipment, and other particulars that are unique to your event.

As you review this information please note:

- Whether your event is for 10 or 150, whether you just require the basics or want to go over the top, you are our most important customer and we pledge to provide you with professional, courteous, and timely service at all times.
- Our facility is quite beautiful. It may be suitable for your event as it is. On the other hand, you may have a different decorative scheme in mind. We will work with you on either end of that spectrum and at all points in between. The only limitations are your imagination and your budget.
- The menu items presented are representative of our capabilities but are in no way intended to be comprehensive. We will work with you on special menus for your event.
- We are able to accommodate dietary restrictions with prior notice.
- All food and beverages for your event must be prepared and served by our staff. You are permitted to provide packaged candy and nuts for your guests. In addition, you may bring a cake in for your event. However, a licensed baker must prepare the cake and we will require a copy of the license for our files.
- We can assist you in securing a full bar service (at an additional cost) with a 30 day notice.
- Prices, packages, and policies are subject to change without notice.
- When budgeting for your event, please add and 18% service charge to all menu items and 7% Indiana state sales tax to all menu and rental items.
- There is a \$35 membership fee for non-members (required of only one person per event).
- All events are based on a four hour schedule. Events lasting longer will be subject to an hourly fee of \$125.
- Evening events will be scheduled to end at midnight indoors and at 11:00pm outdoors.

**When budgeting for your event, please add an 18% service charge and 7% Indiana state sales tax.**

# ***The Hostess House – Catering Guide***

723 West Fourth Street, Marion, Indiana 46952 Phone: (765) 664-3755

[hostesshouse@sbcglobal.net](mailto:hostesshouse@sbcglobal.net) Fax: (765) 664-3760

## **Events of less than 100 guests:**

- A deposit of \$100 plus the \$35 membership fee is required to secure your date. The remainder is due the day of the event.
- In the event you must cancel your event, our refund policy is to grant a full refund of all deposits except the membership fee if the cancellation is made more than 30 days prior to the event.

## **All Wedding Receptions and event greater than 100 guests:**

- A non-refundable fee of \$250 (plus \$35 member fee if not already a member) will be required. This amount is applied to your final invoice due on the day of the event.
- There may be additional fees to accommodate a Wedding Ceremony or Reception including a set-up fee and/or hourly labor charges.

## **Enforcement & Security**

- Poor conduct of guests: Hostess or House Manager will request persons to leave. If uncooperative, authorities will be summoned.
- At the discretion of the Manager it may be determined that security personnel may be needed. This expense will be added to the contract when the patron is making arrangements.
- Closing hours are midnight inside and 11:00pm for all outside activities. A penalty will be charged for failure to comply.
- You will be responsible to pay for any damages occurring during your event. An estimate of the damages will be provided by a contractor and you will be responsible to repay the Hostess House for repairs.
- The Hostess House is a “smoke free” environment.
- ***Prices, packages and policies are subject to change without notice.***

It would be our pleasure to meet with you personally to discuss your vision for your event and to provide a tour of our facility. Please contact us at your convenience to schedule a visit or with any questions you may have.

I have read and agree to the above policies.

Responsible Party \_\_\_\_\_ Date: \_\_\_\_\_

**When budgeting for your event, please add an 18% service charge and 7% Indiana state sales tax.**

# ***The Hostess House – Catering Guide***

723 West Fourth Street, Marion, Indiana 46952 Phone: (765) 664-3755

[hostesshouse@sbcglobal.net](mailto:hostesshouse@sbcglobal.net) Fax: (765) 664-3760

## **FACILITY and EQUIPMENT RENTAL**

Quoted rates include the facility “as is”: tables, tablecloths, chairs, centerpieces, flatware, glassware, and paper napkins. Some of the other available items are listed. Items not listed will be quoted on a case-by-case basis.

No room rental will be charged on weekdays from 10:00am to 4:00pm if a meal is included.

A \$15.00 an hour service fee will be added when a complete meal is not included on all room rentals or for evening and weekend events.

Second floor rooms are generally not available for catered events. If the second floor is desired and available, rates will be quoted on a case-by-case basis.

Basic Packages – Facility “as-is”	Monday-Friday	Saturday-Sunday
Single Room Options:		
ROSE ROOM (1 <sup>st</sup> floor, cap. 50)	\$85	\$115
BLUE ROOM (1 <sup>st</sup> floor, cap. 30)	\$75	\$105
GREEN ROOM (1 <sup>st</sup> floor, cap. 28)	\$50	\$80
SUN ROOM (1 <sup>st</sup> floor, cap. 24)	\$50	\$80
BALL ROOM (3 <sup>rd</sup> floor, cap. 75-100)	\$100	\$130
PATIO & GARDEN	\$75	\$100
Entire Floor Options:		
Option A: All 1 <sup>st</sup> floor rooms	\$225	\$350
Option B: All 1 <sup>st</sup> floor rooms, patio & yard)	\$275	\$425
Option C: Ballroom (3 <sup>rd</sup> floor)	\$100	\$130

Equipment:	
Patio Tent	\$235
Yard Tent 15’x15’	\$165
Yard Tent 20’x20’	\$215
Yard Tent 20’x30’	\$245
Yard Tent 20’x40’	\$270
Yard Tent 30’x30’	\$330
Additional white linen tablecloths	\$3.00 each
White linen napkins	\$ .50 each
White table skirting	\$4.50 each

**When budgeting for your event, please add an 18% service charge and 7% Indiana state sales tax.**

# ***The Hostess House – Catering Guide***

723 West Fourth Street, Marion, Indiana 46952 Phone: (765) 664-3755

[hostesshouse@sbcglobal.net](mailto:hostesshouse@sbcglobal.net) Fax: (765) 664-3760

## **GROUP LUNCHEON MENU**

**Please choose one meal for the group.** We are able to make accommodations for health concerns with prior notification. The following menus were designed for **groups of 15 or more meeting for lunches**. The meals are delicious, quick and affordable. We would be happy to discuss other options with you.

Groups meeting at the same time will be requested to select the same meal for food preparation convenience. The group making the reservations first will have priority selections. Exceptions may be made by the Manager.

Soup and a half sandwich or salad, dessert and beverage	\$10.00
Turkey Tetrazzini with choice of vegetable or salad, dessert and beverage	\$10.00
Chicken Casserole with choice of vegetable or salad, dessert and beverage	\$10.00
Chicken Divan with choice of vegetable or salad, dessert and beverage	\$10.00
Spaghetti and Meatballs with choice of salad, dessert and beverage	\$10.00
Bread Boule filled with Soup with choice of dessert and beverage	\$10.00
House Chicken Salad with choice of dessert and beverage	\$12.00
Baked Chicken with choice of salad, dessert and beverage	\$12.00
Ham Loaf with choice of salad, vegetable, dessert and beverage	\$12.00
Marco Polo with choice of salad, vegetable, dessert and beverage	\$12.00
Meat Loaf with choice of salad, vegetable, dessert and beverage	\$12.00
Beef Stroganoff with choice of salad, vegetable, dessert and beverage	\$12.00
Broiled Tilapia with choice of salad, vegetable, dessert and beverage	\$12.00
Lasagna (meat or veg.) with choice of salad, dessert and beverage	\$13.00

Salad Offerings	Garden Salad, Gelatin, Cole Slaw, Apple Sauce
Vegetable Offerings	Green Beans, Vegetable Blends, Corn, many more...
Dessert Offerings	Vanilla Ice Cream, Rainbow Sherbet, Peppermint Ice Cream, our signature Deep Dark Chocolate Cake, Carrot Cake, or Warm Apple Cake
Beverage Offerings	Coffee, Tea, Lemonade, soft drinks

**When budgeting for your event, please add an 18% service charge and 7% Indiana state sales tax.**

# The Hostess House – Catering Guide

723 West Fourth Street, Marion, Indiana 46952 Phone: (765) 664-3755

[hostesshouse@sbcglobal.net](mailto:hostesshouse@sbcglobal.net) Fax: (765) 664-3760

## HORS D’OEUVRES and APPETIZERS

Selections from these delicious items make for a great beginning to your event or you can also mix and match to create a unique buffet. If you have other favorites you don’t see here we will be glad to work with you to compose a menu just right for you.

Chicken and Pineapple Brochette	100 pieces	\$240
Beef and Mushroom Satay	100 pieces	\$270
Chicken Bruschetta	100 pieces	\$210
Assorted Petite Quiche	100 pieces	\$200
Crab Rangoon	100 pieces	\$200
Thai Chicken and Cashew Spring Roll	100 pieces	\$200
Vegetable Spring Roll	100 pieces	\$180
Bacon wrapped Scallops	100 pieces	\$200
Spanakopita	100 pieces	\$200
Assorted Cold Canapés	100 pieces	\$240
Meatballs – BBQ or Italian Style	100 pieces	\$75
Rumaki	200 pieces	\$220
Peel & Eat Shrimp	Dozen	Market Price
Chicken Drumettes	Dozen	\$18
Chicken Tenders	Dozen	\$18
Stuffed Mushrooms	Dozen	\$12
Vegetable Tray	Serves 50 guests	\$65
Fresh Fruit Tray – when available	Serves 50 guests	\$85
Petite Sandwiches	Dozen	\$18
Cheese and Cracker Tray	Serves 50 guests	\$65
Cheese Ball and Cracker Tray	Serves 30 guests	\$50
BBQ Cocktail Franks	350 pieces	\$85
Potato or Pasta Salad	10 pounds	\$15
Potato Chips or Pretzels w/Dip	1 pound	\$10
Beverages – Coffee, Teas, Lemonade, Coke Products	Per person	\$1.50
Punch	Gallon	\$15

**When budgeting for your event, please add an 18% service charge and 7% Indiana state sales tax.**

# The Hostess House – Catering Guide

723 West Fourth Street, Marion, Indiana 46952 Phone: (765) 664-3755

[hostesshouse@sbcglobal.net](mailto:hostesshouse@sbcglobal.net) Fax: (765) 664-3760

## DINNER SELECTIONS

20 or more guests (Exclusions may be made by Manager if House is open for another event.)

We provide you with abundant choices for dinner whether you desire full service or buffet service for your event. The following items are representative but you are not limited to just these items; we're happy to work with you on a unique menu that is appropriate for your event.

Dinner selections include garden salad, entrée, two accompaniments, bread, dessert (ice cream, sheet cake or sherbet), and coffee, tea and lemonade. Soda is an extra charge. Some accompaniments and desserts may incur an additional charge. A soup course may be substituted or added for an additional charge. Please see the "Soups, Accompaniments and Dessert" section for details.

When selecting entrees, (one, two or three) all accompaniments must be the same.

Entrees	Dinner	Buffet (40 or more)
Roast Pork	\$13	\$14
Baked Ham	\$13	\$14
Center Cut Boneless Chops	\$14	N/A
Chicken (boneless breast your style)	\$13	\$14
Fried Chicken	\$13	\$14
Fish (various styles)	\$14	N/A
Roast Turkey	\$13	\$14
Lasagna	\$13	\$14
Fettuccine Alfredo	\$13	N/A
Two entrée buffet	N/A	\$16
Three entrée buffet	N/A	\$18
Salmon (various preparations)	Market Price	N/A
Tuna (various preparations)	Market Price	N/A
Prime Rib	Market Price	N/A
NY Strip Steak	Market Price	N/A
Filet	Market Price	N/A
Bone-in Rib eye	Market Price	N/A
Children: (10 and younger)	½ Adult Price	
Child's Meal suggestion – Chicken tenders, French fries & Applesauce: \$6.99		

**When budgeting for your event, please add an 18% service charge and 7% Indiana state sales tax.**

# The Hostess House – Catering Guide

723 West Fourth Street, Marion, Indiana 46952 Phone: (765) 664-3755

[hostesshouse@sbcglobal.net](mailto:hostesshouse@sbcglobal.net) Fax: (765) 664-3760

## SOUPS, ACCOMPANIMENTS AND DESSERTS

Choices, choices, and more choices! Peruse these goodies and pick some to complete your menu. We make each of these here in our kitchen. You know what comes next: if you want something specific and don't see it here let's talk and see what we can do. *All prices are per person.*

<b>SOUPS</b>	<b>Buffet</b>	<b>Dinner</b>
Vegetable	\$3.00	\$2.50
Vegetable Beef Barley	\$3.00	\$2.50
Broccoli Cheese	\$3.00	\$2.50
Cauliflower Cheese	\$3.00	\$2.50
Chili	\$3.00	\$2.50
Chicken and Wild Rice	\$3.00	\$2.50
Black Bean and Rice	\$3.00	\$2.50
Potato	\$3.00	\$2.50
Chicken Gumbo	\$4.00	\$3.00
Seafood Gumbo	\$4.00	\$3.00
Gazpacho (cold)	\$4.00	\$3.00
Cucumber (cold)	\$3.00	\$2.50
<b>ACCOMPANIMENTS</b>	<b>Buffet</b>	<b>Dinner</b>
Baked Potato	Included	Included
Whipped Potatoes	Included	Included
Oven Brown Potatoes	Included	Included
French Fried Potatoes	Included	Included
Baked Sweet Potatoes	Included	Included
Candied Sweet Potatoes	Included	Included
Wild Rice Blend	Included	Included
Seasoned Green Beans	Included	Included
Stuffing	Included	Included
Green Bean Casserole	Included	Included
Sweet Corn w/Butter Sauce	Included	Included
Peas and Mushrooms	Included	Included
Vegetable Medley	Included	Included
Glazed Carrots	Included	Included
Steamed Broccoli	Included	Included
Asparagus	\$1.00	\$1.00
Sweet Potato Fries	\$1.00	\$1.00
Twice Baked Potato	\$1.00	\$1.00

**When budgeting for your event, please add an 18% service charge and 7% Indiana state sales tax.**

# ***The Hostess House – Catering Guide***

723 West Fourth Street, Marion, Indiana 46952 Phone: (765) 664-3755

[hostesshouse@sbcglobal.net](mailto:hostesshouse@sbcglobal.net) Fax: (765) 664-3760

<b>DESSERTS</b>	<b>Buffet</b>	<b>Dinner</b>
Ice Cream	Included	Included
Rainbow Sherbet	Included	Included
Sheet Cake	Included	Included
Apple Pie	\$2.75	\$2.75
Cherry Pie	\$2.75	\$2.75
Peach Pie	\$2.75	\$2.75
Butterscotch Pie	\$2.75	\$2.75
Peanut Butter Pie	\$2.75	\$2.75
Chocolate Cream Pie	\$2.75	\$2.75
Caramel Pecan Pie	\$2.75	\$2.75
Strawberry Pie	\$2.75	\$2.75
Lemon Cream Pie	\$2.75	\$2.75
Sugar Cream Pie	\$2.75	\$2.75
Apple Dumpling	N/A	\$3.00
French Vanilla Cheesecake	N/A	\$4.00
Turtle Cheesecake	N/A	\$4.00

**When budgeting for your event, please add an 18% service charge and 7% Indiana state sales tax.**



# ***The Hostess House – Catering Guide***

723 West Fourth Street, Marion, Indiana 46952 Phone: (765) 664-3755

[hostesshouse@sbcglobal.net](mailto:hostesshouse@sbcglobal.net) Fax: (765) 664-3760

## **HOSTESS HOUSE EVENT CONTRACT**

Date of Event: \_\_\_\_\_ Event Times: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Type: \_\_\_\_\_

Room(s) Reserved: \_\_\_\_\_

Other Parties Involved: \_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_ When you plan to decorate: \_\_\_\_\_

Total time for Rental: \_\_\_\_\_

**When budgeting for your event, please add an 18% service charge and 7% Indiana state sales tax.**

*Thank you for choosing the Hostess House.*

*Revised Sept. 2, 2010*

9

# ***The Hostess House – Catering Guide***

723 West Fourth Street, Marion, Indiana 46952 Phone: (765) 664-3755

[hostesshouse@sbcglobal.net](mailto:hostesshouse@sbcglobal.net) Fax: (765) 664-3760

Room Set-up (Room rental is normal set-up) Additional tables \$4.00, cloths \$3.00, Skirting \$4.50, cloth napkins \$.50	
Cake Table	\$
Punch Table	\$
Gift Table	\$
Head Table (Head Table # _____)	\$
DJ Table (Location _____)	\$
Bar Table	\$
Cloth Napkin color (extra cost .50)	\$
See attached for additional set-up	
<b>FOOD</b>	
Room for food: _____ Serving Time: _____	
\$ _____ Buffet x # of guests	\$
\$ _____ Hors d'oeuvres	\$
\$ _____ Plated x # of guests	\$
MENU (See attached)	\$
18% Gratuity	\$
7% Indiana State Sales Tax	\$
Total	\$
Deposit	\$ -
Balance Due	\$

Bar – Caterer (Paid separately to Caterer)

Location: \_\_\_\_\_

Serving Time: \_\_\_\_\_

**When budgeting for your event, please add an 18% service charge and 7% Indiana state sales tax.**