

Catering Guide

W•C•C

Willmar Conference Center

Welcome

On behalf of the Willmar Conference Center, we thank you for selecting us to host your upcoming event. We are very proud of our newly remodeled facility, our experienced and dedicated sales and banquet staff, and our commitment to exceeding your expectations. We aspire to provide the highest level of personalized service to your group's needs, leaving no details unattended.





W•C•C

Room Rental

rooms:

executive boardroom: \$75
gallery 7: \$400
up to 200 people

individual gallery 1-6: \$250
grand ballroom: \$2,500
up to 1,000 people

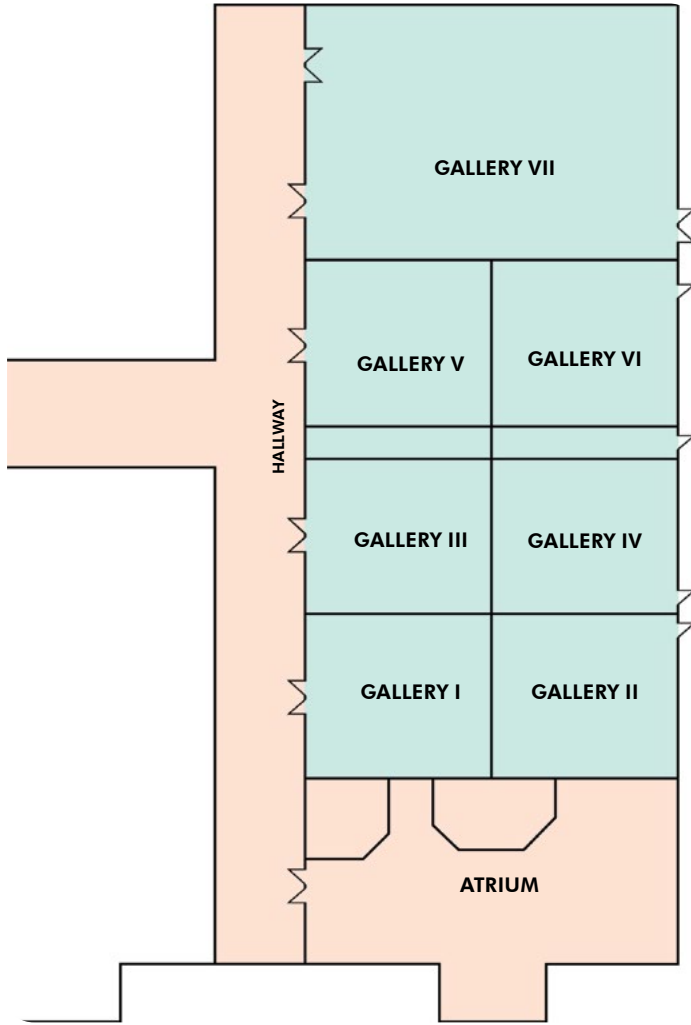
includes:

wireless internet
microphones
screen
easels

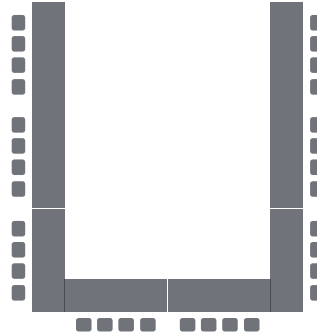
lcd projector
dvd player
table linens (white, ivory, or black)
*flip chart + markers are available
to rent for \$30.00

china and/or disposables
dance floor
tables & chairs

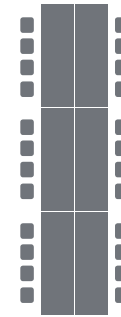
Room Rental



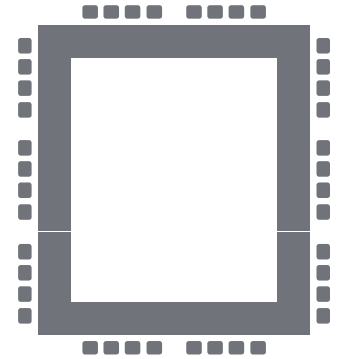
u-shape conference



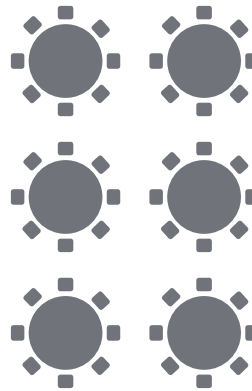
conference



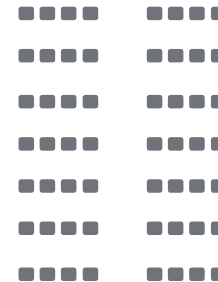
open square



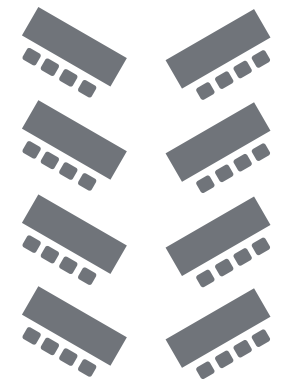
rounds



theatre



classroom



Lodging

We have two great options for you and your guests to stay at while attending your event. The Best Western Plus is conveniently attached to Willmar Conference Center and the Holiday Inn Express and Suites is just a few steps away.

With a variety of room options and amenities, it's your perfect home away from home.



Willmar Conference Center

Lodging

amenities

- + green mill restaurant with award winning pizza and full menu available
- + ruff's wings and sports bar with delicious wings, burgers, and more
- + poolside rooms with patio doors that open to the pool
- children's pool
- large swimming pool
- hot tub
- business center with internet and printer access
- free high speed internet in all rooms and public areas
- 24 hour fitness center
- adjoining rooms available
- complimentary hot breakfast
- coffee maker
- microwave
- refrigerator
- » spacious suites available

- + available at best western plus
- » available at holiday inn express & suites
- available at both best western plus and holiday inn express & suites

A La Carte

bakery items

- brownies (dozen) - \$30
- fresh caramel and cinnamon rolls (dozen) - \$24
- fresh-glazed donuts (dozen) - \$24
- fresh-baked cookies (dozen) - \$22
- assorted muffins (dozen) - \$22
- assorted cake donuts (dozen) - \$20
- greek yogurts (each) - \$4
- assorted dannon yogurt (each) - \$3
- bagels (each) - \$3
- assorted granola bars (each) - \$2

breaks

- | | |
|--|--|
| sweet & salty snack break | assorted fresh baked cookies, brownies, and pretzels - \$7 per person |
| good for you break | yogurt with seasonal whole and cut fruit - \$6 per person |
| salty snack tray
(minimum 2 pounds) | select from: chex mix, popcorn, and pretzels (trail mix at \$18/pound) - \$11 per pound |
| smore mix | cinnamon toast crunch cereal with fluffy mini marshmallows and milk chocolate chips - \$13 per pound |
| chips & dip | potato or tortilla chips with assorted dips - \$5 per person |

A La Carte

beverages

coffee (per gallon) - \$24

orange juice (per gallon) - \$24

hot tea (per packet) - \$1.75

assorted canned sodas/bottled water (pepsi products, price per can) - \$2.25

apple cider (per gallon) - \$24

assorted chilled juice (10oz portion) - \$3

hot chocolate (per gallon) - \$24

lemonade (per gallon) - \$24

fruit punch-citrus/red fruit (per gallon) - \$24

iced tea (per gallon) - \$24

lipton green tea (regular or diet, price per bottle) - \$3

Breakfast

Served With Fresh Brewed Coffee, Hot Tea and Carafes of Water.

plated breakfast

deep dish quiche

choose one: ham with bacon and sausage, swiss with asparagus or spinach, or mushroom with onion or leeks. all options served with fresh seasonal fruit - \$9

the early bird

scrambled eggs, muffin, fresh seasonal fruit, and chilled orange juice - \$8

breakfast buffets

minimum of 25 people

express breakfast

meat lovers egg bake, french toast, hot syrup, breakfast potatoes, fresh seasonal fruit, and chilled orange juice - \$10

continental breakfast

fluffy scrambled eggs with cheese, breakfast potatoes, fresh baked pastries and muffins, fresh seasonal fruit, and chilled orange juice - \$10

**add your choice of sausage, ham, or bacon for an additional \$2*

good morning breakfast

fresh baked pastries and muffins, fresh seasonal fruit, and chilled orange juice - \$8

Light Lunch

Plated or Boxed.

turkey, bacon & avocado wrap

tomato-basil tortilla wrapped around sliced turkey, diced avocado, chopped bacon, romaine lettuce, pepper jack cheese, tomatoes, and diced red onions tossed in a chipotle ranch dressing. served with a bag of potato chips and choice of fresh fruit or pasta salad - \$11

classic box lunch

deli sandwich, bag of potato chips, fresh baked cookie, and canned soda or bottled water - \$11

chicken caesar wrap

tomato-basil tortilla wrapped around grilled chicken, romaine lettuce, caesar dressing, and parmesan cheese. served with a bag of potato chips and choice of fresh fruit or pasta salad - \$11

soup & sandwich

jennie-o sliced turkey breast on a croissant with swiss cheese, fresh shredded lettuce, and tomato. served with a bag of potato chips and a cup of hot housemade soup - \$11.50

Plated or Buffet Lunch

Entrées served with Fresh Bread and Herb Butter. Build your own lunch - \$13.75.

salad selections

choose one

caesar salad
potato salad

house salad
italian pasta salad

entrée selections

choose one

herb roasted pork loin
roasted turkey breast
yankee beef pot roast
montreal tenderloin tips

stuffed basil and herb chicken breast
chicken breast with marsala sauce
deep dish or vegetable lasagna

vegetable selections

choose one

california blend
(broccoli, cauliflower, and carrots)
green bean almandine

rosemary roasted fresh vegetables
(chef's selection)
buttered corn

starch selections

choose one

garlic or traditional mashed potatoes
wild rice blend

whole red new potatoes
rosemary roasted quartered red potatoes

Lunch Buffets

Minimum of 25 people.

the deli buffet	assorted sliced deli meats and cheese, fresh baked breads, lettuce, tomato, pickles, pasta salad, potato salad, and chips - \$13.50 <i>*add homemade wild rice soup for \$1</i>
all american buffet	hamburgers and brats or old style hot dogs, buns, condiments, potato salad, coleslaw, baked beans, chips, sliced cheeses, onions, tomatoes, pickles, and lettuce - \$13.50
beef and chicken fajita buffet	build your own fajita on tortilla shells with beef, chicken, peppers, and assorted toppings. served with tortilla chips - \$12.50
assorted wrap buffet	caesar, turkey with bacon and avocado, and buffalo chicken wraps, potato salad, pasta salad, and chips - \$12.50
wcc pizza buffet	your choice of three, single-topping pizzas. served with caesar salad and fresh bread with herb butter \$11.75 <i>*add your choice of one of the following pastas for an additional \$2 per person: lasagna, spaghetti with meat sauce, or fettuccine alfredo with chicken</i>

Cold Hors D'oeuvres

Each order serves approximately 25 people.

roast beef crostinis display <i>50 pieces</i>	topped with herbed cream cheese, roast beef, horseradish, and chives - \$85
shrimp cocktail	served with fresh lemon and cocktail sauce - \$80
caprese display <i>50 pieces</i>	roma tomato, fresh mozzarella cheese, fresh basil, balsamic vinegar, and virgin olive oil - \$70
seasonal fresh cut fruit display	assortment of seasonal fresh fruit - \$70
meat and cheese platter and gourmet cracker display	assorted meats with domestic cheese - \$70
turkey and roast beef asparagus roulades <i>30 pieces</i>	steamed asparagus wrapped in oven-roasted turkey and thinly sliced roast beef with herbed cream cheese - \$70
bruschetta display <i>50 pieces</i>	classic tomato basil recipe served with rustic garlic rounds - \$65
fresh vegetable crudité's and dip display	served with ranch dip - \$60
cheese and gourmet cracker display	pepper jack, colby and swiss cheese served with assorted gourmet crackers - \$60
spinach dip	served with fresh baked bread - \$60
pickle wraps <i>50 pieces</i>	ham and cream cheese - \$50
chips & dip	potato or tortilla chips with assorted dips - \$55

Hot Hors D'oeuvres

Each order serves approximately 25 people.

bacon wrapped scallops <i>50 pieces</i>	scallops wrapped in applewood bacon - \$130
chicken wings bone-in or boneless <i>100 pieces</i>	buffalo, sweet bourbon, diablo, or bbq - \$95
mini sliders <i>50 pieces</i>	choice between hamburger or chicken served with american cheese - \$90
street tacos	chipotle-seasoned grilled chicken, mozzarella, chipotle ranch, pico, lime, avocado, cabbage, and cilantro on white tortillas - \$90
baked spinach and artichoke dip	served with fresh bread and assorted crackers - \$80
meatballs <i>50 pieces</i>	bbq or swedish - \$80
chicken skewer <i>50 pieces</i>	baked in a spicy teriyaki glaze or peanut sauce - \$80
deep fried mini egg rolls <i>50 pieces</i>	pork and vegetable with oriental sauce - \$70
mushroom caps <i>50 pieces</i>	stuffed with crab and cream cheese - \$70
classic one topping pizza <i>serves approximately 5 people</i>	thin crust hand-tossed pizza topped with choice of one topping (pepperoni, italian sausage, canadian bacon, or cheese) - \$15

Hors D'oeuvres Combinations

Minimum of 25 people. Available for two hours.

combination one
\$12

chicken wings
pizza squares

swedish or bbq meatballs
vegetable display

combination two
\$14

egg rolls
fruit display

vegetable display
meat, cheese, and crackers

chicken wings
pizza squares

combination three
\$16

mini sliders
chicken wings

fruit display
vegetable display

spinach artichoke dip
boneless bbq ribs

combination four
\$18

spinach dip
stuffed mushrooms
chicken satay

mini bruschetta display
swedish or bbq meatballs
flatbreads

vegetable display
shrimp cocktail

Signature Buffet Stations

italian pizza buffet
under 100 guests

your choice of three single-topping pizzas. served with caesar salad and fresh bread with herb butter. choice between one of the following pastas: lasagna, spaghetti with meat sauce, fettuccine alfredo with chicken, or wild mushroom with chicken campanelle - \$16

italian pasta bar

fresh baked herb bread, caesar salad, linguine, campanelle, and tortellini pasta with toppings including; olives, broccoli, onion, chicken, italian sausage, bruschetta, and mushrooms. sauces include: marinara, garlic cream and pesto - \$16

burger bar

hamburgers, brats or old style hot dogs, bun, condiments, potato salad, coleslaw, baked beans, chips, sliced cheese, onions, tomatoes, pickles, and lettuce - \$16

fajita bar

marinated beef and grilled chicken, shredded cheese, fresh guacamole, shredded lettuce, pico de gallo, bell peppers, flour tortilla shells, and tri-colored tortilla chips - \$15

baked potato bar

baked potato served with choice of toppings which include: creamy mushroom sauce, crisp onions, sour cream & chives, diced bacon, cheddar cheese sauce, shredded wisconsin sharp cheese, and herb butter - \$10

Plated Dinner Entrées

All entrées are served with choice of salad, fresh bread and herb butter, fresh vegetable, potato or rice, and coffee station.

salad selections

choose one

house salad

iceberg and romaine lettuce, tomatoes, and cucumbers topped with fresh baked croutons and tossed with our ranch dressing

chef's specialty salad

a blend of romaine and spring mix lettuce topped with red onions, green olives, tomatoes, fresh parmesan cheese, and fresh baked croutons. tossed with oregano vinaigrette

caesar salad

crisp romaine lettuce and fresh parmesan tossed with caesar dressing. topped with more fresh parmesan cheese and fresh baked croutons

mango kale salad

kale blend, mangos, raisins, bleu cheese crumbles, and roasted pecans with balsamic glaze

feta strawberry salad

strawberries, feta cheese, toasted almonds, and romaine lettuce with a poppyseed dressing

vegetable selections

choose one

california blend
(broccoli, cauliflower, and carrots)

rosemary roasted fresh vegetables
(chef's selection)

green bean almandine

buttered corn

seasonal vegetables

starch selections

choose one

garlic or traditional mashed potatoes

whole red new potatoes

wild rice blend

rosemary roasted quartered red potatoes

Plated Dinner Entrées

All entrées are served with choice of salad, fresh bread and herb butter, fresh vegetable, potato or rice, and coffee station.

fillet mignon	7 oz. of tender fillet mignon seasoned and grilled to perfection and topped with cabernet mushroom sauce - \$26
prime rib of beef	slow roasted served with rosemary au jus - \$25
steak and chicken	5 oz. sirloin with sweet bourbon sauce and a sautéed chicken breast served with marsala sauce - \$24
choice top sirloin	charbroiled choice beef with sweet bourbon sauce - \$22
bacon wrapped pork tenderloin	pork tenderloin wrapped with applewood smoked bacon - \$20
rosemary pork prime rib	served with a spicy mustard sauce - \$20
montreal pork chop	7 oz. boneless, bacon-wrapped pork chop grilled with montreal seasoning served with a mushroom white wine demi sauce - \$20
honey peppered salmon	fresh salmon fillet - \$19
canadian walleye	broiled or batter dipped pan fried fresh walleye served with garlic mayo - \$19

Plated Dinner Entrées

All entrées are served with choice of salad, fresh bread and herb butter, fresh vegetable, potato or rice, and coffee station.

tender beef roast	a guest favorite! tender, slow roasted pot roast sliced and served with bordelaise sauce \$18
traditional roasted turkey	served with housemade dressing, fresh vegetables, mashed potatoes, and gravy - \$18
stuffed basil and herb chicken breast	stuffed chicken breast with fresh basil and cream cheese. served on wild rice, topped with sautéed red onion, mushrooms, and garlic cream sauce - \$18
roasted portobello with garlic chicken trottole	seasoned chicken, fresh mushrooms, sun-dried tomatoes, and montamore® cheese with trottole, fresh basil, and parsley - \$18
stuffed minnesota style turkey tenderloin	turkey tenderloin stuffed with wild rice and mushroom stuffing. topped with rosemary mushroom sauce - \$18
chicken kiev	chicken breast stuffed with butter and chives then topped with a cream cheese sauce and served with wild rice - \$18
grilled chicken teriyaki	marinated grilled chicken breast topped with tropical fruit salsa and served with steamed long grain white rice and stir fry vegetables - \$18
sautéed chicken breast	chicken breast topped with choice of rosemary, champagne cream, or marsala sauce - \$18
deep dish or vegetable lasagna	layers of our famous three cheese and italian meat lasagna - \$17
kid's meal	chicken strips with apple sauce, french fries, or mashed potatoes - \$9

Dinner Buffets

One entrée selection - \$19. Two entrée selections - \$22.

Minimum of 25 people. **Make it a cut above with carved prime rib for additional \$7 per person.**

salad selections

choose one

caesar salad
mango kale salad
chef specialty salad

house salad
strawberry feta salad

entrée selections

honey pepper salmon
honey glazed teardrop ham
roast sirloin with gravy
bbq pork ribs

roast turkey with sage and sausage dressing with gravy
roast pork loin with mushroom white wine demi sauce
sautéed chicken breast (choice of rosemary, champagne cream, or marsala sauce)

vegetable selections

choose one

seasonal vegetables
green bean almondine
buttered corn

rosemary roasted fresh vegetables (chef's selection)
california blend (broccoli, cauliflower, and carrots)

starch selections

choose one

whole red new potatoes
wild rice blend

garlic or traditional mashed potatoes
rosemary roasted quartered red potatoes

Specialty Displays

All prices are per person unless noted otherwise.

yogurt bar	includes two different flavors of yogurt served with granola, assorted berries and muffins \$8
saladtini station	shredded romaine and spring mix with cucumbers, tomatoes, carrots, and feta or blue cheese. select from balsamic, french, ranch, and raspberry vinaigrette dressings - \$8
mini pie buffet	blueberry, apple, peach, cherry, and pumpkin - \$4
gourmet coffee bar	regular or decaf coffee served with whipped cream, flavored syrup, chocolate flakes, cinnamon, and raw sugar - \$3
hot chocolate bar	served with marshmallows, whipped cream, peppermint sticks, chocolate chips, white chocolate, and caramel - \$3
popcorn bar	buttered, caramel, kettle corn, white cheddar, or cheddar flavors - \$11 per pound
mini cupcake display	white cake, chocolate, marble, carrot, or red velvet - \$1 per cupcake

Desserts

All prices are per person unless noted otherwise.

dessert buffet	includes strawberry and turtle cheesecakes with assorted cakes and tortes - \$5
build your own sundae <i>(served at a station)</i>	served with chocolate sauce, strawberry sauce, caramel, chopped nuts, and whipped cream - \$4
cheesecake	new york and turtle cheesecake with strawberry and/or raspberry sauce - \$4
white chocolate raspberry cream cake	three layers of sponge cake filled with a raspberry preserve and freshly whipped cream - \$4
apple crisp with whipped topping	sweet spiced apples tossed in lightly-browned, buttery crumb topping - \$4
chocolate tiger cake	white cake centered between two layers of rich dark and white chocolate butter cream and majestic chocolate cake - \$4
tuxedo truffle mousse	creamy dark chocolate and white chocolate mousse floating between three layers of marbled white and dark chocolate cake - \$4
ice cream sundae	served with your choice of strawberries or chocolate topping - \$3.50

chocolate fountain

three dipping items - \$3.25

four dipping items - \$4.25

angel food cake

pretzel rods

apple wedges

fresh baked sugar cookies

fresh pineapple chunks

fresh strawberries

marshmallows

krispie treats

bananas

Sheet Cake

single layer
choose cake + icing

half sheet cake (48 pieces) - \$70

full sheet cake (96 pieces) - \$125

double layer
choose cake, icing + compote

half sheet cake (48 pieces) - \$82

full sheet cake (96 pieces) - \$150

cake flavors

devil's food	carrot
chocolate	lemon
yellow	cherry
white	mock angel food

icing flavors

chocolate icing
vanilla icing
whipped cream icing

compote flavors

strawberry compote
cherry compote
raspberry compote
lemon compote

Beverages

*There is a \$150 set up fee for all off-site bars.

*Drink tickets for your guests are available at \$6.00 per ticket. Excludes top shelf liquor.

*Unlimited Soda for your guests is available at \$1.50 per person when a bar is requested.

*There is a \$13.00 per bottle corking fee on all bottled wines and a \$23 per box corking fee on all boxed wine.

keg beer

16 gallon 1/2 barrel.

serves approximately 150, 16 oz. glasses

house wine

\$6 per glass or \$29 per bottle

1.5 liter is approximately 8 glasses

champagne

domestic - \$350

budweiser

bud light

coors lite

miller lite

michelob golden draft light

white zinfandel (blush)

merlot

moscato

non-alcoholic - \$29 per bottle

imported + premium - \$450

blue moon (belgium)

new castle brown ale (england)

michelob amber bock

leinekugel's honey weiss

summit extra pale ale

samuel adam's

chardonnay

cabernet

champagne - \$29 per bottle

Conference Center Policies

parking:

Please inform all of your guests to park in the south Willmar Campus Conference Center parking lot. This will enable your guests to find your event with ease.

menu selections & guarantees:

Final menu selection and set up requirements must be made at least ten days prior to your function. We require an attendance number guarantee for all functions at least ten business days prior to the event. Due to the license restrictions, remaining banquet food stays with the Willmar Conference Center and is used at the discretion of Kitchen Management.

alcohol:

Minnesota State Liquor Laws will be strictly enforced. No alcohol will be served to anyone under the legal age of 21 and we reserve the right to card as needed. We also reserve the right to refuse alcohol to underage or intoxicated persons. No one is allowed to bring in their own alcoholic beverages to the Willmar Conference Center unless prior approval has been given for specific items. We will confiscate alcoholic beverages as necessary.

contracts:

A signed copy of the contract outlining meeting room space, catering needs and equipment requests must be returned to the catering department within ten days of receiving deposit in order to guarantee the space. This contract will be updated closer to the actual date of the event with pricing and other details.

Conference Center Policies

decorations:

The Willmar Conference Center does not have decorations and therefore the guest is responsible for all decorating of the room if needed. Glitter and confetti are not allowed in the banquet facilities due to the difficulty of cleaning it up. Nails, tacks, tape, push pins, etcetera may not be used in decorating the walls of any room. The Willmar Conference Center is not responsible for items left the day after the function.

linens:

The Willmar Conference Center provides white, ivory, or black tablecloths. Linen napkins are available in twelve colors.

pricing:

All prices are subject to change and do not include gratuity or tax. All prices on food are subject to a 7.35% state sales tax and a 20% gratuity. All prices on host alcoholic beverages are subject to a 9.875% state sales tax and a 20% gratuity. The gratuity is the property of the Willmar Conference Center and is dispersed at the discretion of the management. Additional gratuity for staff members of banquet events is not needed.

payment:

We ask that all payments are arranged prior to your event taking place.

W•C•C

Willmar Conference Center

320-235-3312

willmarconferencecenter.com

240 23rd Street SE | Willmar, MN 56201



Best
Western
PLUS



Holiday Inn
Express
& Suites

