



Wichita Hereford House Banquet Event Contract

★ ★ ★ ★ CONTRACT IS VOIDED IF NOT RETURNED WITHIN 72 HOURS ★ ★ ★ ★

I agree to the following:

Date of the event: _____ Day of the event: _____

Room: _____ Number of guests: _____

Set up Time: _____ Arrival Time: _____ Serve time: _____ Departure Time: _____

The minimum room charge to be spent on food and beverage before sales tax and gratuity is:

\$ _____.

Menu Selection is due: _____ Guaranteed guest count is due: _____

Are you tax exempt? Yes ___ or No ___, if yes please attach your tax exemption letter.

I understand that in order for Hereford House to reserve the room I must issue credit card information, regardless of how payment is made on the day of my event. I may cancel my reservation 30 days prior to the date of the event but I will be charged for the room rental fee. ROOM RENTAL FEES ARE NON-REFUNDABLE. If I cancel my reservation within 72 hours prior to the date of the event, 25% of estimated function revenue will be charged to my credit card. All cancellations must be in writing. I have read and understand the guidelines enclosed in Hereford House's Terms and Conditions/Private Dining Menu.

Type of card _____ Credit card number _____

Exp. Date _____ Name on Card _____

Do you want the hold credit card used as payment at the end of your event? Yes ___ No ___

Person Booking Event (*Print*): _____

Signature: _____ Cell Phone: _____

Company Name: _____ Work Phone: _____

Mailing Address: _____ Fax: _____

City: _____ State: _____ Zip: _____

Host for the event will be: _____

Reservation Listed as: _____

Email Address: _____

Do you need any AudioVisual Equipment? (*Please specify*) _____

What type of cocktails are you offering? (*Please Circle*)

Host Bar - Anything up to \$12. Bottles of wine ordered with the hosts' permission only.

Limited Host Bar – The host is limiting the bar (*Examples: 3 tickets or beer & wine only, etc.*)

Cash Bar – The guests pay for their own drinks – this does **NOT** apply to the minimum.

No Bar – Guests are not permitted to drink/purchase drinks during the function

There is a \$100 bartender fee, including setup

Morgan Ouimette, Special Events Coordinator
1400 Terradyne Dr, Ste 100 Andover, Kansas 67002
Phone: (316) 733-7800 Fax: (316) 733-7827



↔ ROOM RENTAL/FOOD & BEVERAGE MINIMUMS ↔

THE VIP ROOM seats up to 12 people, has a room rental of \$50.

THE STERLING ROOM seats up to 64 people, has a room rental of \$150 .

THE PRIME ROOM seats up to 300 people, has a room rental of \$300 and a \$1300 food and beverage minimum for events held before 5 pm. The room has a \$750 room rental and a \$2900 food and beverage minimum for those after 5 pm.

THE PATIO has a rental fee of \$1000.

The time frame for your event is 5 hours and includes standard tablecloths and centerpieces.

Our 18' x 18' wooden parquet dance floor is available to rent at an additional \$300

↔ MENU GUIDELINES ↔

A menu will be chosen 2 weeks prior to the event date. Guaranteed entrée counts and/or guest counts are required 72 hours prior to the event date.

- **Parties of 20** guests or less may order from the regular menu, however, house sides are limited to two.
- **Parties of 20 – 50** guests may choose from a pre-selected menu of up to three entrees only. The choice of salad and house side dish must be the same for the entire group. *All steaks are prepared to medium temperature.*
- We offer a second menu option for **groups of up to 30 guests**. Your group may order from a pre-selected menu, of up to 3 entrées, upon arrival. The choice of salad and house side dish must be the same for the entire group. *All steaks are prepared to medium temperature.*
- **Parties of 50 – 100** guests may pre-order from a selected menu of up to two entrées only. The choice of salad and house side dish must be the same for the entire group. *All steaks are prepared to medium temperature.*
- **Buffet options** are available to groups larger than 20.

*** Any leftover food for any event held below 135 degrees for four hours will be discarded immediately. This is due to the Kansas Department of Agriculture health guidelines. ***

↔ CONTRACT ↔

To reserve your date we require a signed contract with a credit card number for all reservations.

↔ CANCELLATION POLICY ↔

ROOM RENTAL FEES ARE NON REFUNDABLE. I may cancel my reservation but I will still be charged the room rental fee. If I cancel my reservation within **72 hours prior** to the date of the event, 25% of estimated function revenue will be charged to my credit card, along the room rental fee. **All cancellations must be in writing.**

↔ PAYMENT ↔

Payment is due at the conclusion of your event. For pre-selected menu events, you will be responsible for guaranteed guest counts, regardless of no shows. Pricing does not include 20% Service Charge, State sales tax or 10% Liquor tax. Service charge is computed on all services: food, beverage and rental.





BREAK TIME

A LA CARTE COFFEE BREAK

| | |
|---|------------------------|
| Freshly Brewed Coffee or Decaffeinated Coffee | \$ 20.00 gallon |
| Iced Tea / Hot Tea | \$ 20.00 gallon |
| Chilled Fruit Juices | \$ 5.00 carafe |
| Bottle Water | \$ 2.00 |
| Assorted Soft Drinks | \$ 2.00 each/bottle |
| | \$ 1.25 each/can |
| Assortment of Breakfast Breads | \$ 1.75 per person |
| Rice Krispy Treats | \$ 1.75 per person |
| Assorted Granola Bars | \$ 1.75 per person |
| Whole Fruit - Apples, Oranges, Bananas | \$ 1.00 per piece |
| Pretzels | \$ 1.50 per person |
| Assorted Candy Bars | \$ 1.75 per person |
| Individual Bags of Chips | \$ 1.00 per person |
| Assortment of Nuts | \$ 10.00 per per lb. |
| Assortment of Yogurt Cups | \$ 1.50 per per person |
| Cookies | \$ 1.50 each |
| Tortilla Chips/Salsa | \$ 1.50 per person |
| Fudge Brownies | \$ 1.50 each |
| Snack Mix | \$ 1.50 per person |

BREAKFAST

BREAKFAST SELECTIONS

Minimum of 30 guests

CONTINENTAL BREAKFAST

Assorted muffins, pastries, breads, fresh fruit tray,
orange juice and coffee
\$6.95

BUFFET #1

Scrambled eggs, bacon and sausage, hash browns,
fruit platter, pastry/bread platter, orange juice,
coffee or milk
\$10.95 per person

BUFFET #2

Quiche Lorraine, bacon and sausage, hash browns,
biscuits & gravy, fruit platter, pastry/bread platter,
orange juice, coffee or milk
\$12.95 per person

Add grilled top steak \$4 per person



APPETIZERS/COLD SELECTIONS

Create an appetizer buffet for your guests to enjoy during the cocktail reception.
Full orders are based on 50 pieces.

SANTA FE CHEESECAKE

A savory blend of almond-crust goat cheese layered with a sun-dried tomato pesto, served with seasonal fruit and garlic toast.
\$75 (half order \$37.50)

CRABMEAT DIP

Creamy crab and herb spread served with assorted crackers.
\$75 (half order \$37.50)

CHEESE PLATTER

A selection of domestic cheese displayed with grapes, berries and assorted crackers.
\$100 (half order \$50)

BRUSCHETTA PLATTER

Traditional with fresh tomatoes, basil and garlic. Served with toast points.
\$50 (half order \$25)

FRESH FRUIT PLATTER

Seasonal fresh melons, pineapple, grapes and berries.
\$75 (half order \$37.50)

CRISP VEGETABLE CRUDITE

A variety of seasonal vegetables served with a creamy ranch dip.
\$75 (half order \$37.50)

GRILLED VEGETABLE PLATTER

Served with blackened ranch dip.
\$80 (half order \$40)

SMOKED SALMON

Thinly sliced with toast points and traditional garnish.
\$120 (half order \$60.00)

SHRIMP COCKTAIL

Chilled shrimp with a horseradish cocktail sauce.
\$125 (half order \$62.50)

APPETIZERS/HOT SELECTIONS

Create an appetizer buffet for your guests to enjoy during the cocktail reception.
Full orders are based on 50 pieces.

HEREFORD HOUSE COCKTAIL MEATBALLS

Seasoned meatballs smothered in a tangy barbecue sauce.
\$55 (half order \$27.50)

TOASTED RAVIOLI

Cheese filled, toasted and served with marinara sauce
\$50 (half order \$25.00)

CHICKEN TENDERS

Battered-dipped and crisp fried, served with honey mustard and barbecue sauce.
\$65 (half order \$32.50)

VEGETABLE SPRING ROLLS

Vegetables wrapped in a spring roll, served with house made honey sesame sauce.
\$75 (half order \$37.50)

HEREFORD HOUSE DRUMMIES

A hearty helping of fried chicken drummies, served with a tangy wing sauce and ranch dressing.
\$75 (half order \$37.50)

Boneless Buffalo Wings - \$75 (half order \$37.50)

SMOKED CHICKEN QUESADILLAS

Smoked chicken, cheddar and jack cheese, peppers and tomatoes wrapped in a flour tortilla. Served with salsa.
\$75 (half order \$37.50)

SPINACH & ARTICHOKE DIP

Fresh spinach and tender artichoke hearts in a creamy, robust dip. Served with garlic toast points.
\$75 (half order \$37.50)

BAKED SEAFOOD STUFFED MUSHROOMS

Large mushroom caps stuffed with a crab and shrimp cream cheese filling.
\$80 (half order \$40)

BEEF TENDERLOIN KABOBS

Beef tenderloin chunks, marinated in a cabernet mushroom sauce and char-grilled.
\$100 (half order \$50)

GRILLED CHICKEN BROCHETTES

Skewered chicken tenders, char-grilled with a marsala mushroom demi-glace.
\$100 (half order \$50)

BACON-WRAPPED SCALLOPS

Tender scallops wrapped in bacon and lightly dusted with Italian breadcrumbs.
\$125 (half order \$62.50)

SHRIMP SCAMPI

Sauteed in garlic, white wine and fresh herbs.
\$125 (half order \$62.50)

MINI CRAB CAKES

Lump crab cakes baked and finished with a roasted tomato whole grain mustard sauce.
\$125 (half order \$62.50)



LUNCH SELECTIONS

Our steak and specialty entrées are served with a house salad, sautéed vegetables and one house side dish, rolls & butter and coffee or iced tea.

STEAKS

KANSAS CITY STRIP

The steak that made Kansas City famous!
8oz. \$18.95

FILET MIGNON

The steak lover's steak, cut from the center of the finest tenderloin.
6oz. \$20.95

TENDERLOIN MEDALLIONS

Twin 4-ounce bacon wrapped tenderloins.
\$17.95

PRIME RIB

Hereford House beef, oven roasted with our own blend of special seasonings.
8oz. \$16.95

RIBEYE

Well marbled for extra flavor.
10oz. \$18.95

STEAK & DIJON CHICKEN COMBINATION

A 4oz. bacon wrapped medallion and a grilled chicken breast topped with Dijon and brown sugar glaze.
\$17.95

ACCOMPANIMENTS

Try one of these Hereford House steak extras!

Béarnaise Sauce

Cracked Black Pepper & Blue Cheese

Whiskey Sauce

Dijon Mustard & Brown Sugar Glaze

These accompaniments are available per person or per table.
Ask your sales representative for pricing and details.

SPECIALTIES

CHICKEN PASTA PRIMAVERA

Grilled chicken and penne pasta and garden vegetables tossed in marinara sauce.

Also available as vegetarian.

(Does not include side dish)

\$13.95

CHICKEN PICCATA

Pan-seared boneless, skinless chicken breast topped with capers, artichokes, tomatoes and a white wine lemon sauce.

\$15.95

BAKED ATLANTIC COD

Baked with fresh herb crust and tangy white wine butter sauce.

\$15.95

CHICKEN MARSALA

A boneless, skinless pan-seared chicken breast, topped with a homemade mushroom Marsala sauce.

\$15.95

NORTH ATLANTIC SALMON

Oven-roasted and topped with garlic herb butter.

\$16.95

ADDITIONAL SIDE DISHES

One house side dish and sautéed vegetables are included with our entrées.

Additional side dishes may be selected.

HOUSE SIDE DISHES:

Baked Potato Mashed Potatoes

Twice Baked Potato Rice Pilaf

PREMIUM SIDE DISHES: \$3.25

Asparagus Portobello Mushrooms Spinach

(All sautéed in garlic butter)



LUNCH SELECTIONS

ENTRÉE SALADS

Entrée salads are served with rolls & butter and coffee or iced tea.

ORIENTAL CHICKEN SALAD

Fresh spring greens tossed in an oriental vinaigrette, topped with golden fried crispy chicken breast and toasted almonds.

\$13.95

FOUR-BERRY SALAD WITH CHICKEN

Field greens tossed in four-berry vinaigrette dressing, garnished with crisp red onion, toasted almonds, blue cheese crumbles, seasonal berries and topped with grilled chicken breast.

\$13.95

SPINACH SALAD

Spinach leaves tossed in our shallot vinaigrette, topped with fresh mushrooms, chopped egg and bacon.

\$12.95

SANDWICHES

Sandwiches are served with one house side dish and coffee or iced tea.

STEAKBURGER

Our half-pound steakburger, ground fresh and hand-pattied daily. Served on a Kaiser roll.

\$9.95

GRILLED SMOKEHOUSE CHICKEN

Grilled and topped with crisp bacon, cheddar cheese, barbecue sauce, tomatoes and scallions. Served on a Kaiser roll.

\$9.95

CHICKEN SALAD

Chicken salad topped with candied walnuts and crisp apples. Served on whole wheat toast.

\$9.95

PORTOBELLO SANDWICH

House marinated mushroom cap topped with grilled tomato, swiss cheese and balsamic vinaigrette mixed greens. Served on a Kaiser roll.

\$10.95

ADDITIONAL SIDE DISHES

One house side dish and sautéed vegetables are included with our entrées.

Additional side dishes may be selected.

HOUSE SIDE DISHES:

Baked Potato Mashed Potatoes
Twice Baked Potato Rice Pilaf

PREMIUM SIDE DISHES: \$3.25

Asparagus Portobello Mushrooms Spinach
(All sautéed in garlic butter)



LUNCH BUFFET SELECTIONS

Great for groups that want a working lunch or have a limited amount of time.

The following lunch buffet selections include coffee, tea and brownie.

SELECTIONS

BAKED POTATO & SALAD BAR

Hot baked potatoes - toppings include bacon, cheddar cheese, sour cream, butter and scallions. Followed by our Hereford House salad consisting of iceberg and romaine lettuce tossed with carrots and red cabbage, garnished with tomato and cucumber. Served with Creamy Italian, Creamy Cheddar Cheese and Ranch dressing.
\$10.95 per person

Add steak soup \$12.95 per person

STEAKBURGER & CHICKEN BAR

Grilled steakburgers and grilled chicken breasts, Kaiser buns, assorted sliced cheese, lettuce, tomato, onion and pickle.
Served with potato salad and potato chips.
\$12.95 per person

KANSAS CITY CLASSIC BBQ

Grilled boneless chicken breast glazed with barbecue sauce, sliced brisket, coleslaw, cheddar ranch potatoes and sautéed green beans.
\$16.95 per person

Add pork ribs for an additional \$3 per person

TOWN CENTER DELI BUFFET

Deli sliced ham, roast beef and smoked turkey breast, sliced cheddar, Swiss and American cheeses, sliced tomatoes, onions, crisp lettuce, dill pickles, buns, ketchup, mustard, mayonnaise, pasta salad and housemade potato chips.
\$16.95 per person

HEREFORD HOUSE CLASSIC

Includes house salad
- iceberg lettuce and romaine tossed with carrots and red cabbage, topped with tomato and cucumber. Served with Creamy Italian, Creamy Cheddar Cheese and Ranch dressing.

Served with mashed potatoes and chocolate brownie dessert.

HOT BEEF

Sliced beef served with white bread on the side.

SMOKEHOUSE CHICKEN

Grilled and topped with crisp bacon, cheddar cheese, barbecue sauce, tomatoes and scallions.

BEEF STROGANOFF

Braised beef tips in a burgundy wine sauce, served over penne pasta, topped with sour cream.

CHICKEN PENNE PASTA

Grilled chicken breast tossed with fresh vegetables and marinara sauce, served over penne pasta.

\$12.95

One Entrée Selection

\$15.95

Two Entrée Selection

BUFFET ENHANCEMENTS

Additional price per person

Grilled Shrimp - three pieces per person \$4

Tenderloin Medallion - one per person \$6

Cakes:
German Chocolate, Coconut, Banana, Chocolate or Orange \$2

Homemade Cobbler (buffet style)
Apple, Cherry, Blueberry \$3



BOX LUNCH SELECTIONS

18% service/delivery charge will be added to all orders.

ENTREE SALADS

DRESSING CHOICES:

Ranch, Blue Cheese, Honey Mustard,
HH Creamy Italian, HH Cheddar Cheese,
Fat Free Ranch and Fat Free Italian

(All dressing served on the side)

Served with a piece of fresh fruit, and cookie
and choice of beverage:

Pepsi, Diet Pepsi, Sierra Mist or Bottle Water

HEREFORD HOUSE SALAD

Iceberg lettuce blended with crisp
romaine, tossed with shredded red
cabbage and carrots, topped with tomato
and cucumber. Served with choice of dressing.

\$8

CAESAR SALAD

Cool, crisp romaine topped with freshly grated
Parmesan cheese and garlic croutons.
Served with Caesar dressing.

\$8

CLUB SALAD

A bed of lettuce topped with smoked
turkey, bacon and tomatoes,
accompanied by black olives, cheddar cheese
and hard boiled eggs.

Served with choice of dressing.

\$13.50

SALAD ENHANCEMENTS

Additional price per person

| | |
|------------------------|-----|
| Grilled Chicken Breast | \$4 |
| Oven Roasted Salmon | \$6 |
| Beef Tenderloin Kabob | \$6 |

SANDWICHES

All sandwiches are garnished with lettuce,
tomato, onion and a pickle.

Served with potato chips, a piece of fresh
fruit, cookie and beverage:
Pepsi, Diet Pepsi, Sierra Mist or Bottle Water

ROAST BEEF AND CHEDDAR

Sliced Hereford House roast beef and
cheddar cheese, served on a hoagie bun.
Horseradish cream sauce served on the side.

\$11.25

TURKEY SANDWICH

Whole wheat bread with sliced
smoked turkey and bacon.
Chipotle mayonnaise served on the side.

\$10.25

CHICKEN SALAD SANDWICH

Tender chicken blended with mayonnaise,
chopped apples, celery and onions.
Served on whole wheat bread.

\$12.25

PORTOBELLO SANDWICH

House marinated mushroom cap topped with grilled
tomato, swiss cheese and balsamic vinaigrette
mixed greens. Served on a Kaiser roll.

\$10.95



DESSERTS & ENHANCEMENTS

PREMIUM SELECTIONS

CHEF'S CHOICE SHEETCAKE
\$2

VANILLA CHEESECAKE
Served on a pool of peach coulis
and topped with berry coulis.
\$5.95

CARROT CAKE
Served chilled, a Hereford House favorite -
iced with white chocolate cream cheese frosting
and topped with English walnuts and caramel sauce.
\$5.95

CHOCOLATE CAKE
A rich chocolate cake layered with
chocolate frosting, drizzled with chocolate sauce.
\$5.95

INDIVIDUAL SAMPLER
Choice of vanilla cheesecake,
chocolate cake or carrot cake.
Two Choices \$8
Three Choices \$11

CHOCOLATE FOUNTAIN
Includes strawberries, pineapple, graham crackers,
marshmallows, pretzels and potato chips.
\$4.50
(includes cost of the milk chocolate and attendant)

ENHANCEMENTS

TABLE ACCESSORIES (priced based on one)

Colored Cloth Napkins \$\$.50
Mirrors N/C
Pillar Candles N/C
Fishbowls N/C
(with floating candles & marbles)
Champagne Fountain \$50
(plus the cost of the Champagne)
Chair Covers \$2.50
(includes setup)

AUDIO VISUAL

Podium/Wireless Microphone \$30
LCD Projector/ Screen/Extension Cord \$150
Flipchart/Markers \$25
Display Easel \$10
Laser Pointer \$20
Phone Conferencing \$30
(per hour)

Additional audiovisual
equipment may be
ordered to help make your
event a success.
Kindly give 24 hours notice.

WINE & BAR SELECTIONS

Drinks are charged based on consumption.

WITH : rocks or neat pour, with juice or coffee - \$1.25 supplement

ULTRA : Martini, Manhattan or Margarita - \$2.50 supplement

WELL DRINKS \$6.00
CALL DRINKS \$7.00
PREMIUM \$8.00

WINE
Tier I \$6.25-7.50
Tier II \$7.25-9.00
Tier III \$9.25-12.50

DOMESTIC BOTTLE BEER \$4.00
Budweiser, Bud Light, Coors Light,
Michelob Ultra & Miller Lite

MICROBREWED BOTTLE BEER \$4.75
Boulevard Wheat & Boulevard Pale Ale

IMPORTED BOTTLE BEER \$4.75
Amstel Light, Corona, Fat Tire, Heineken
& Sam Adams