

Meeting & Catering Services



2849 Fifth Avenue • Huntington, WV 25702 • 304.526.1257

Welcome

St. Mary's Conference Center is located on the Fifth Avenue campus of St. Mary's Medical Center. Our facility is equipped to handle all of your meeting or special event needs. We currently offer on-site catering and can comfortably seat up to 250 guests in our large room and up to 25 guests in each smaller room. Our state-of-the-art facility boasts a technologically advanced setup to enhance your function.

Facility

- Adjustable lighting
- LCD projectors
- Podium contains/controls: computer with Microsoft Office 2010, sound system, laptop hookup
- Projector screens centrally located for ease of viewing

Catering

The catering menu features fine foods artfully created by St. Mary's Food and Nutrition Team headed by Chef Jamison Ugland. Should you require servers, please discuss prior to the event. A menu is located on the following pages.

Charges

Pallottine Room	\$1,000
Breakout Room 1*	\$250
Breakout Room 2*	\$250

*Breakout rooms are \$125 if the Pallottine room is rented during the same time.

For all functions scheduled in the Conference Center, there will be a per-day room charge based on the room selected. If your function requires special setup, an additional charge of \$125 will be added to the fee for the room.

A 7% state and local tax applies to all food and beverages ordered through St. Mary's catering department.

Service Charges

- Minimum catering charge per event is \$300.
- 20% service charge on all events.
- 24-hour cancellation/count adjustment notice required.
- No substitutions or variations without approval from food and nutrition.
- Linen charges will be added to menu prices.
- Menu prices are set on scrollware with real-look utensils, plastic glassware, foam cups and paper napkins.
A \$1.50 per guest upcharge will be added for linen/china service
- All items are served buffet style. An additional charge of \$1 per plated item will be added to menu prices.

Linen charges

Linen napkins	\$.50 each	Banquet cloth	\$1.75 each
120" round	\$6.25 each	Table skirts	\$6.25 each

All prices are per person, unless otherwise noted.

Breakfast Items

Healthy Morning – \$12

Fresh sliced fruit tray, yogurt served with granola toppings, assorted miniature muffins, granola bars, orange juice by the pitcher, coffee, hot tea assortment and pitchers of water.

Classic Continental – \$12

Assorted wrapped danish, muffins, bagels with select jellies and cream cheese, fresh cut fruit bowl, assorted individual fruit juices, coffee, hot tea assortment and pitcher water service.

Sunrise Breakfast – \$15

Scrambled eggs, hickory smoked bacon, sausage patties, hash-brown casserole, assorted muffins and danish, fresh cut fruit bowl, assorted juices, coffee, assorted teas and water service.

Pastries and More – \$14

Assorted Paradise Doughnuts, cinnamon rolls, fruit scones, warm danish, assorted juices, coffee, assorted hot teas and water service.

B-L-T Breakfast – \$14

Hickory smoked bacon (4 slices per guest), warm croissants, lettuce, sliced tomato, mayo, hashbrown casserole, assorted fruit juices, coffee, tea and water service.

Lite Side

Chef's Salad – \$14.65

Mixed lettuces topped with diced ham, turkey, shredded mozzarella and cheddar cheeses, grape tomatoes, cucumber slices, diced egg, and assorted dressings. Served with a dinner roll, cookies or brownies. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.

Caesar Salad – \$12.65

Romaine lettuce topped with shredded parmesan cheese, homemade croutons, caesar dressing, assorted cookies or brownies. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.
Add chicken – \$2 per guest
Add shrimp – \$3 per guest

Warm Smoked Turkey and Provolone Sandwich – \$15

Smoked turkey and provolone served on sourdough slices with leaf lettuce, sliced tomato, house chips, pickle spear, condiments, cookies or brownies. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.

Metropolitan Deli – \$17.95

Deli style thinly sliced ham, turkey and roast beef, deli potato salad, pasta salad and broccoli salad, assorted select cheeses (American, Swiss, provolone and cheddar), assorted hoagies and breads, warm chocolate chip cookie. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.

Themed Buffets

My Little Italy – \$17.95

Select 2 pastas (penne, spaghetti, bow tie or cheese tortellini) and 2 sauces (marinara, meat sauce, alfredo or creamy pesto). Includes vegetable lasagna, buttered steamed broccoli, garlic breadsticks, Italian house salad (romaine, pepperoncini, tomato, feta, red onion, homemade croutons and house italian dressing), gourmet dessert bars. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.

Going South of the Border – \$17.95

Choice of fajita style chicken or beef, seasoned ground beef, warm corn shell and flour tortillas, house fried tortilla chips, refried beans topped with cheddar/jack blend of cheeses, Mexican rice, selection of traditional toppings (jalapenos, diced tomatoes, shredded cheddar, sour cream, shredded lettuce, house salsa and taco sauce), selection of gourmet bars. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.

Over to the Far East – \$18.95

General Tso's chicken, beef and broccoli stir fry, fried rice, lo mein noodles, mandarin stir fry vegetable medley, vegetable egg roll, fortune cookie, selection of gourmet bars. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.

Regional Buffets

Our House Buffet – \$19.95

Breast of chicken maison, buttermilk mashed potatoes with chicken gravy, southern style green beans, house salad, dinner rolls and corn muffins with butter, selection of meringue pies. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.

The Holiday – \$22.95

Oven roasted brown sugar ham, sliced turkey breast, mashed potatoes with turkey gravy, cornbread dressing, Cape Cod blend of vegetables, holiday salad, dinner rolls with butter, pecan and pumpkin pie. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.

The Northerner – \$24.95

Cinnamon apples and maple bourbon glazed pork tenderloin, cheddar au gratin potatoes, coppered baby carrots, rice pilaf with orzo, house salad with assorted dressings, dinner rolls with butter, assorted cakes and pies. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.

To the Ballpark – \$17.95

1/4 pound burger on a pretzel roll, all-beef hot dogs served with homemade sauce and slaw, baked beans, potato salad, chips with dip, assorted cookie or brownies. Includes beverage service of coffee, iced tea, bottled water and assorted sodas.

Hors d'Oeuvres and Extras

Serves 20

Relish tray with dip\$75

Fruit tray with dip.....\$75

Serves 30

Hot buffalo chicken dip
with house fried chips.....\$100

Hot BLT dip with house fried potato chips.....\$100

Snacks

Cookie tray.....\$1 per cookie

Brownie tray\$1 per cookie

Bowl of whole fruit.....\$2.25 per person

Party mix.....\$2.50 per person

Tortilla chips with queso and salsa.....\$5 per person

Assorted mixed nuts.....\$2.50 per person

Carving Stations

Roast tenderloin of beef	\$7.95 per person
Roasted whole turkey	\$7.95 per person
Roast prime rib of beef	\$7.95 per person
Baked glazed tavern ham with honey	\$6.95 per person

Let's Go to Break

Snacks, Snacks and More Snacks – \$10.95

Mixed nuts, trail mix, seasoned chex mix, assorted miniature candy bars, assorted sodas and bottled water service.

Chocolate Overload – \$10.95

Triple chocolate chip cookies, assorted brownies, assorted miniature candy bars, assorted sodas and bottled water.

Lighter Fare – \$10.95

Chilled assorted yogurt cups, whole fruit, fruited trail mix, granola bars, assorted sodas and bottled water.

Chips, Chips Galore – \$10.95

House fried tortilla chips served with homemade salsa and guacamole, house fried potato chips served with french onion dip, assorted bags of Frito-Lay chips, assorted sodas and bottled water service.

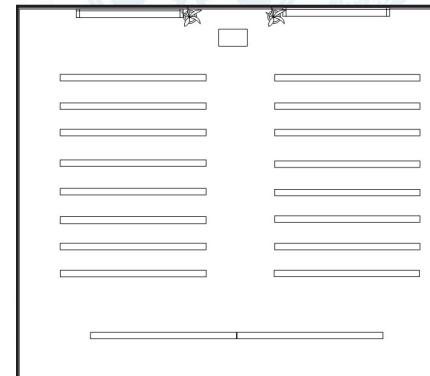
Just Simple Drinks – \$4.95

Bottled water, assorted sodas, coffee service, hot tea selections, iced tea by the pitcher.

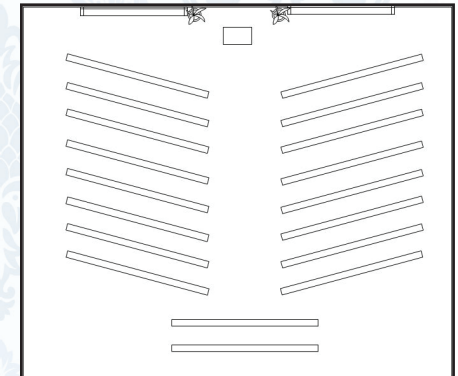
Pallottine Room Arrangements

Maximum seating with tables is 250.
Maximum seating with chairs only is 500.

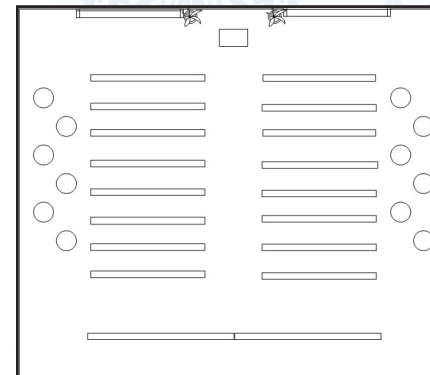
Original Setup



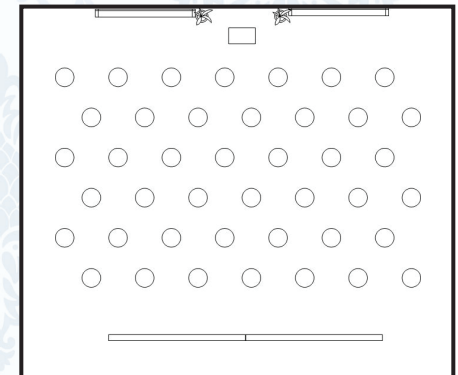
Special Option I



Special Option II



Special Option III



Food and drinks can be set up in the foyer.



For more information or to make reservations, contact:

Jonathan Hodges
Conference Center Coordinator
304.526.1257

E-mail: Jonathan.Hodges@st-marys.org

www.st-marys.org