



Banquet &
Meeting Planner
Packet

Highland Conference Center
2000 Highland Way ~ Mitchell, SD 57301
Phone: 605-990-1575 ~ Fax: 605-990-1573 ~ www.highlandconferencecenter.com

Welcome to the Highland Conference Center

The Highland Conference Center opened its doors to the first event on December 1st, 2007. Whether you are holding a social function, wedding reception, corporate meeting or multi-day conference, for small groups of 10 people up to major events for 400, we are ready to host your next event in Mitchell!

The Highland Conference Center provides a relaxed, productive atmosphere for you and your guests. Our Grand Ballroom breaks into a variety of meeting rooms to accommodate all sizes of groups. From start to finish, you will have a highly attentive staff assisting you with every detail to ensure that your event happens exactly as planned.

With a first class on-site catering department you are sure to impress your guests with delicious breakfast, lunch, snack breaks or dinner.

We would be happy to offer a discount to your guests to enjoy a refreshing nights stay at one of our connecting properties as the Highland Conference Center is connected to the Comfort Inn & Suites and the Hampton Inn via an indoor walkway.

The Highland Conference Center is within walking distance of restaurants & lounges, shopping and within a short driving distance of several outstanding cultural attractions.

With outstanding meeting space, comfortable hotel rooms, delicious food and first class service that will exceed your expectations, you'll discover even more reasons to have your next event at the Highland Conference Center. We look forward to helping you plan your next event!

Jill Larson
Event Coordinator

"I've planned these types of meetings for years now and this is the first time I've felt more like an attendee than the event organizer. I did not have to worry about anything regarding food/beverage, setup times, AV equipment working, rooms being set up correctly, etc. Everything was taken care of.

The staff was friendly and genuinely happy that we held our event at the Highland Conference Center. I don't recall being thanked for our business at other locations by people other than management. More than once, set-up crew thanked us for choosing the conference center- a sign of a great team and happy employees." ~**Innovative Systems**

"The Event Coordinator was excellent to work with as was her staff. Very accommodating and beautiful facility. Our organization would highly recommend this facility to anyone looking for a great place to host an event." ~**Horizon Healthcare**

Catering Menu

Dinner Buffets

For a plated meal add \$1.00 per person. For a two meat buffet add \$5.00 per plate to highest price entrée option, for a three meat buffet add \$10.00 per plate to highest price entrée option. All items are subject to 18% service charge and 7% Sales Tax.

20 People Minimum for Buffet Style Meals. The \$1.00 plated charge will be waived if less than 20 people.

Dinner Buffets are served with your choice of 1 Starch, 1 Vegetable and 2 Salads, Fresh Baked Dinner Rolls, Coffee, Water & Iced Tea. Plated Meals are served with your choice of 1 Starch, 1 Vegetable and 1 Salad, Fresh Baked Rolls, Water, Iced Tea and Coffee.

See our "Monthly Menu Feature" at www.highlandconferencecenter.com

Poultry

Bacon Wrapped Stuffed Chicken Breast	\$12.95
Grilled Chicken Breast	\$12.95
Fettuccine Alfredo with Chicken Breast	\$12.95
Maryland Style Chicken Breast Dusted in Bread Crumbs	\$12.95
Chicken Parmesan	\$13.95
Stuffed Cornish Game Hen with Chestnut Dressing	\$14.95

Beef

Slow Roasted, Thinly Sliced Roast Beef	\$12.95
Marinated Beef Kabobs with Tomatoes, Peppers, Onions and Mushrooms	\$12.95
Slow Roasted Swiss Steak in Sauce and Vegetables	\$12.95
Grilled Sirloin Tips	\$12.95
Braised Beef Short Ribs	\$14.95
Mesquite Smoked Barbecue Brisket	\$15.25
Beef Roulades	\$15.95
10 oz. Ribeye (medium to medium rare)	\$18.95
Filet of Oscar	\$20.95
10 oz. Roasted Prime Rib with Brandied Au Jus	\$20.95
Beef Wellington	\$21.95

Pork

Virginia Pit Ham	\$12.95
Thinly Sliced Roasted Pork Loin	\$13.95
Center Cut Pork Chop, Grilled or Broiled	\$13.95
Breaded Pork Tenderloin	\$14.95
Smothered Pork Chop	\$15.25
Herb Stuffed Pork Chop	\$15.25
Half Rack Smoked Baby Back Ribs	\$16.75

Seafood/Fish

Pan Fried or Broiled Walleye	\$16.95
Baked Salmon Filet	\$16.95
Gulf Shrimp, Broiled or Fried	\$16.95
Shrimp Scampi with Linguine	\$16.95

Catering Menu

Carved Items

Pineapple Glazed Virginia Ham	\$14.25
Cajun Fried Turkey Breast with Cranberry/Orange Relish	\$14.25
Roasted Pork Loin with Cinnamon Apple Sauce	\$14.25
Juicy Baked Turkey Roast	\$14.25
Baron of Beef with Brandied Au Jus	\$15.75
8-10 oz. Slow Roasted Prime Rib	\$22.95

Smoked Items

Smoked 1/2 Chicken	\$12.95
Beef Tenderloin	\$14.95
Mesquite BBQ Brisket	\$15.25
Cornish Game Hens	\$15.95
10-12 oz. Smoked Prime Rib with Brandied Au Jus	\$22.95
Smoked Suckling Pig	FMP

Signature Items- Served Plated

London Broil served plated with Baby Red Potatoes and Baby Carrots	\$16.95
Shrimp and Crab Stuffed Walleye Filet	\$18.95
Chateau Brion	\$22.95
Maryland Crab Cake with 10 oz. Ribeye	\$23.95
Surf & Turf, 10 oz Ribeye and Three Jumbo Fried Gulf Shrimp	\$23.95
Half Roasted Pheasant with Cream Sauce	FMP
12 oz. Buffalo Ribeye	FMP
Alaskan King Crab Legs	FMP
Snow Crab Legs	FMP

Breakfast Buffets

*Breakfast Buffets are served with Coffee and Ice Water.
Add \$.50 per person to add milk or Orange Juice or \$1.00 per person for both.*

American Breakfast \$9.95

Scrambled eggs, hash browns, choice of bacon, ham or sausage, biscuit or muffin, fresh fruit and coffee

Southern Breakfast \$9.95

Biscuits and sausage gravy, hash browns, scrambled eggs, fresh fruit and coffee

Continental Breakfast \$8.95

Assorted rolls and muffins, fresh fruit, yogurt and coffee

Breakfast Sandwiches

Catering Menu

Specialty and Themed Buffets

<i>American Style Buffet</i>	\$15.95
Tender Roast Beef and Ham, Mashed Potatoes with Home-style Gravy, Green Beans with Toasted Almonds, Mixed Greens with Assorted Dressings, Fresh Fruit Salad	
<i>Assorted Sandwiches and Salads</i>	\$12.95
Roast Beef, Ham or Turkey Sandwiches made with homemade buns, Leaf Lettuce, Cheese with condiments, Pasta Salad, Potato Salad and a fresh Vegetable Display with Dips	
<i>Italian Feast</i>	\$15.25
Cheese stuffed manicotti in marinara sauce and melted mozzarella, meat lasagna, fettuccini alfredo, choice of two salads, and garlic breads	
<i>Fiesta Buffet</i>	\$13.95
Beef & Chicken enchiladas, taco salad, refried beans, chipotle corn, corn chips with homemade salsa and queso	
<i>Fajita Bar</i>	\$15.25
Chicken Breast and Sirloin sautéed with onions and peppers, guacamole, salsa, shredded cheese, sour cream, flour tortillas, chipotle corn and Spanish rice	
<i>Western Barbecue</i>	\$15.25
Smoked BBQ Brisket and Pulled Pork with mild and spicy barbecue sauce on the side, baked beans, potato salad, coleslaw and rolls with butter	
<i>The Koe Down</i>	\$15.95
Fried Chicken, Smoked BBQ Brisket, whipped sweet potatoes, corn on the cob, coleslaw, sliced rolls with butter and butter, BBQ sauce on the side with corn bread	
<i>Make Your Own Sandwich Bar Sandwich Bar</i>	\$10.95
Assorted Breads, Roast Beef, Ham, Turkey, American Cheese, Swiss Cheese, Choice of Soup, Relish Tray, Condiments	
<i>Hamburger Bar</i>	\$10.95
Hamburgers, with Homemade Buns, American Cheese, Swiss Cheese, Relish Tray, Condiments and choice of two salads	
<i>Taco Bar</i>	\$11.95
Taco Meat, Chimichangas, Spanish Rice, Refried Beans, Homemade Tortilla Chips, Soft & Hard Shells, Nacho Cheese, Condiments and Homemade Cinnamon Chips	
<i>Make Your Own Chef Salad Bar</i>	\$10.95
Mixed Greens, Turkey, Ham, Hard Boiled Eggs, Cheese, Tomato, Croutons served with Chef's Choice of two salads and fresh baked rolls Add choice of soup for \$1.00	
<i>Baked Potato Bar</i>	\$9.95
Large Baked Potatoes, Chili, Ham, Broccoli, Cheese Sauce, condiments and fresh baked rolls	

Catering Menu

Lunch Buffets

For a plated meal add \$1.00 per person. For a two meat buffet add \$5.00 per plate to highest price entrée option, for a three meat buffet add \$10.00 per plate to highest price entrée option. All items are subject to 18% service charge and 7% Sales Tax.

20 People Minimum for Buffet Style Meals. The \$1.00 plated charge will be waived if less than 20 people.

Dinner Buffets are served with your choice of 1 Starch, 1 Vegetable and 2 Salads, Fresh Baked Dinner Rolls, Coffee, Water & Iced Tea. Plated Meals are served with your choice of 1 Starch, 1 Vegetable and 1 Salad, Fresh Baked Rolls, Water, Iced Tea and Coffee.

See our "Monthly Menu Feature" at www.highlandconferencecenter.com

Roasted Pork Loin served with Dressing	\$10.95
Virginia Pit Ham	\$10.95
Swiss Steak	\$10.95
Swedish Meatballs	\$10.95
Meatloaf	\$10.95
Meat Lasagna	\$10.95
Maryland Style Chicken	\$10.95
Beer Battered Cod	\$10.95
Beer Battered Cod	\$10.95
Baked Tilapia	\$10.95
Stuffed Pork Chop served with Sage Dressing	\$11.95
BBQ Country Style Ribs	\$11.95
Marinated Pork Kabobs	\$11.95
Thinly Sliced, Slowly Roasted Beef	\$11.95
Grilled Sirloin Tips	\$11.95
Bacon Wrapped Stuffed Chicken Breast	\$12.95
Chicken Cordon Bleu	\$11.95
Southern Fried Chicken	\$11.95
Smoked Chicken	\$11.95
Shrimp Scampi	\$11.95
Southern Catfish	\$11.95
Baked Salmon	\$11.95
Bacon Wrapped Stuffed Chicken Breast	\$12.95

Specialty Lunch Sandwiches

All Sandwiches served with Choice of 1 Salad, Vegetable Try and Potato Chips, Coffee, Iced Tea and Water

Shaved Prime Rib Sandwich	\$10.95
Mesquite BBQ Brisket Sandwich	\$10.95
Grilled Chicken Club	\$10.95
Cuban, Seasoned Pork Loin sliced thin with smoked turkey, cheese on Ciabatta bread.	\$10.95
Box Lunch, included Sandwich, Chips, Fruit, Cookie and Soda	\$9.95
Smoked Turkey and Swiss on Croissant	\$9.95
BLT	\$9.95
Chicken Salad Croissant	\$9.95

Add soup to any Sandwich for \$1.00 per person

Chili, Cream of Potato, Vegetable Beef, Chicken Noodle, Tomato

Catering Menu

Side Selections & Meal Enhancements

Starches - Choose One:

Parsley Buttered Red Potatoes
Home Style Mashed Potatoes with Gravy
Scalloped Potatoes
Rice Pilaf
Cheesy Hash Brown Casserole
Garlic Buttered Rotini

Loaded Mashed Potatoes
Baked Potato with Butter & Sour Cream
Sweet Potato Casserole
Oven Roasted New Potatoes
Herb Dressing
Baked Macaroni and Cheese

Upgrade to the following Starch Enhancements to your meal for \$.50 per person.

Baked Sweet Potato with Butter and Brown Sugar
Twice Baked Potatoes
Savannah Red Rice

Vegetable - Choose One:

Grilled California Vegetables
Buttered Corn
Honey Glazed Carrots
Green Beans with Toasted Almonds
Steamed California Vegetables with Cheese Sauce
Steamed Broccoli with Cheese Sauce
Green Bean Casserole with Mushroom Soup and Fried Onions
Monaco Blend (Waxed Beans, Green Beans & Baby Carrots)
Whole Baby Green Beans

Upgrade to the following Vegetable Enhancements to your meal for \$.50 per person.

Montego Bay Blend (Broccoli Florets, Mango Chunks, Sugar Snap Peas, Diced Red Peppers and Baby Carrots),
Roasted Mediterranean Blend (Squash, Zucchini, Baby Carrots, Green Beans, Red, Green & Yellow Peppers)
Steamed Asparagus with Hollandaise Sauce

Salads - Choose Two With Buffet Style, One With Plated Meals:

Potato Salad
Italian Pasta Salad
Fresh Fruit Salad
Mixed Greens
Cookies & Cream Salad
Caesar Salad with Garlic Croutons

Macaroni Salad
Pasta BLT Salad
Coleslaw
Cucumber & Tomato Salad
Strawberry Fluff
Fresh Vegetable Tray with Dip

Upgrade to the following Salad Enhancements to your meal for \$.50 per person.

Spinach Salad with Hard Boiled Eggs & Croutons served with Hot Bacon Vinaigrette Dressing

Want to add Grilled Onions and/or Mushrooms to your entrée?

\$1.00 for 1 or \$1.50 for both

Catering Menu

Hors d' Oeuvres

Priced per 100 pieces serves approximately 50 guests

Cold Hors d' Oeuvres

Seafood Display	FMP
Crab & Shrimp Dip	\$140.00
Cubed or Sliced Meat and Cheese Tray	\$160.00
Canapés	\$125.00
Large Cocktail Shrimp	\$170.00
Chocolate Dipped Strawberries	\$130.00
Fresh Vegetable Display with dip	\$130.00
Fresh Fruit Display	\$145.00
Herb Tortilla Wrap	\$125.00
Deviled Eggs	\$65.00
Assorted Mini Sandwiches	\$125.00
Homemade Chips & Salsa	\$100.00
Potato Chips & Dip	\$100.00
Chex Mix	\$100.00

Hot Hors d' Oeuvres

Crab Stuffed Mushrooms	\$100.00
Nacho Bar with chips, cheese sauce, pico de gallo, salsa jalapenos	\$140.00
Stuffed Potato Skins	\$165.00
Chocolate Dipped Strawberries	\$130.00
Spinach and Artichoke Dip	\$140.00
Chicken Drumsticks	\$165.00
Hot Wings	\$165.00
BBQ Meatballs	\$130.00
BBQ Smokies	\$130.00
Chislic	\$165.00
BBQ Baby Back Ribs	\$165.00

Catering Menu

Morning Breaks

Carmel Rolls	\$15.00 per dozen
Cinnamon Rolls	\$15.00 per dozen
Assorted Rolls & Pastries	\$15.00 per dozen
Assorted Breakfast Breads	\$15.00 per dozen
Assorted Muffins	\$15.00 per dozen
Assorted Granola Bars	\$1.95 each
Fresh Fruit Pieces	\$1.50 each
Fresh Fruit Tray	\$130.00
Assorted Yogurts	\$1.95 each
Bagels with assorted Cream Cheese	\$15.00 per dozen

Afternoon Breaks

Popcorn	\$2.00 per person
Homemade Caramel Corn	\$2.50 per person
Chex Miz	\$2.00 per person
Gourmet Rice Krispy Bars	\$15.00 per dozen
Assorted Cookies	\$15.00 per dozen
Brownies	\$15.00 per dozen
Assorted Candy Bars	\$15.00 per dozen
Petit Fours	\$15.00 per dozen
Assorted Dessert Bars	\$2.35 each
Ice Cream Buffet (minimum of 20 people)	\$3.95 each
Assorted Homemade Pie	\$2.95 per piece
Assorted 100 Calories Packs	\$1.95 each
Apple, Cherry, Blueberry, Pumpkin, Pecan, Strawberry/Rhubarb, Chocolate Cream, Coconut Cream, Lemon Cream, Strawberry Cream	

Refreshments

Orange Juice	\$15.00 per gallon
Assorted Fruit Juices	\$1.50 each
Regular Coffee	\$13.00 per gallon
Decaf Coffee	\$13.00 per gallon
Hot Chocolate	\$15.00 per gallon
Hot Cider	\$15.00 per gallon
Iced Tea	\$15.00 per gallon
Lemonade	\$15.00 per gallon
Fruit Punch	\$14.00 per gallon
Assorted Bottled Soda	\$1.50 each
Bottled Water	\$1.50 each

Catering Menu

Desserts

Peach, Apple or Cherry Cobbler	\$1.95
Chocolate, White or Marble Cake	\$1.95
Lemon Bars	\$1.95
Brownies, served with Chocolate Sauce	\$1.95
Sheet Cake, White, Chocolate or Marble	\$1.95
Assorted Dessert Bars	\$2.25
Homemade Mini Cheesecake, served with assorted sauces	\$2.25
Apple, Cherry and Peach Crisp	\$2.50
Homemade Carrot Cake	\$2.95
Strawberry Shortcake	\$2.95
Carmel and Snicker Cake	\$2.95
Assorted Homemade Pie	\$2.95
Apple, Cherry, Blueberry, Pumpkin, Pecan, Strawberry/Rhubarb, Chocolate Cream, Coconut Cream, Lemon Cream, Strawberry Cream	
Triple Layer Parfait	\$2.95
Yogurt & Fruit Parfait	\$2.95
Ice Cream Buffet (minimum of 20 people)	\$3.95
Baked Alaska	\$3.95
Cherries Jubilee	\$3.95
Homemade New York Style Cheesecake, served with assorted sauces	\$3.95

Food Requirements and Guarantees:

All food must be supplied through the Highland Conference Center.

Health Department Regulations prohibit us from allowing guests to take leftover food or beverages out of the facility.

Menu prices are subject to change due to fluctuating market prices.

All items are subject to 7% South Dakota Sales Tax and an 18% Service Charge. There is also sales tax on the service charge required by the State of South Dakota. In order for the Highland Conference Center to ensure the availability of chosen items, your menu selection should be submitted to the Event Coordinator three weeks prior to the function date. The number of guests attending must be confirmed with the Event Coordinator by noon five business days prior to the function. This number will be considered the guarantee, not subject to reduction. You will be responsible for the payment of the final guaranteed number even if fewer guests actually attend. If no guarantee is received, the original number expected will be used as the guaranteed number of guests. We will set the room for 10% over your count and will try to accommodate any extra people with a menu that is as close as possible for any attendees over the guaranteed count.

The Highland Conference Center will to be as accommodating as possible in the case of cancellation due to weather however you may be responsible for any perishable food if rescheduling is not possible.

If you have any questions about the Food Requirements and Guarantees, please contact the Events Coordinator at the Highland Conference Center.

Banquet & Meeting Planner Packet

To Our Customers & Guests:

We are eager to help you, both in planning and serving your event. Should the information presented here not fulfill your requirements, please let us know. We welcome the challenge to custom tailor to your specific needs. Thank you for choosing our conference center and hotels.

Food Requirements and Guarantees:

All food must be supplied through the Highland Conference Center. **Health Department Regulations prohibit us from allowing guests to take home leftover food or beverages.** Menu prices are subject to change due to fluctuating market prices.

All items are subject to 7% South Dakota Sales Tax and an 18% Service Charge. There is also sales tax on the service charge required by the State of South Dakota. In order for the Highland Conference Center to ensure the availability of chosen items, your menu selection should be submitted to the Event Coordinator two weeks prior to the function date. The number of guests attending must be confirmed with the Event Coordinator by noon five business days prior to the function. This number will be considered the guarantee, not subject to reduction. You will be responsible for the payment of the final guaranteed number even if fewer guests actually attend. If no guarantee is received, the original number expected will be used as the guaranteed number of guests. We will set the room for 10% over your count and will try to accommodate any extra people with a menu that is as close as possible for any attendees over the guaranteed count.

Banquet Bar Policies:

All alcohol must be supplied by the Highland Conference Center and is not allowed to be removed from the premises. A \$500.00 bar minimum is required or a \$50.00 per bartender fee will apply.

The Highland Conference Center abides by and enforces the following state and city alcohol rules and regulations:

No Outside Alcohol & No Alcohol to leave the Highland Conference Center Premises:

It is unlawful for the Highland Conference Center to permit any person to leave the premises with any open container containing an alcoholic beverage of any nature. It is also unlawful for any person to enter the premises with an alcoholic beverage that was not purchased at the Highland Conference Center. If this regulation is broken, he/she will be asked to leave the premises. If the person does not cooperate, appropriate action will be taken.

Minors:

South Dakota State Law prohibits anyone under the age of twenty-one to purchase or consume alcohol. If this regulation is broken, he/she will be asked to leave the premises. If the person does not cooperate, appropriate action will be taken.

Intoxicated Persons:

It is against the law to serve anyone who is visibly intoxicated. Highland Conference Center reserves the right to refuse service to anyone at anytime. If the person who is visibly intoxicated continues to drink alcoholic beverages by having other people buy him/her drinks, they will be asked to leave the premises immediately. If the person does not cooperate, appropriate action will be taken.

Host Bar: You pay for your guests' beverages for the entire event, a portion of the event, or up to a pre-determined amount. Host Bars are subject to sales tax and an 18% service charge.

Cash Bar: Your guests pay for their own drinks and tip at will.

Banquet & Meeting Planner Packet

Drink Tickets: Pre-printed drink tickets may be purchased by the event host(s)/hostess(s) for distribution to your guests as you wish. Drink tickets are valid for domestic beer, house wine, or well drinks. Tickets are \$3.00 each plus an 18% service charge. Drink tickets that are purchased are non-refundable.

Kegs: Kegs may be purchased for \$275.00 per keg for Domestic and \$325 per keg for Imported plus an 18% gratuity fee. There is a 2 keg purchase limit per event.

Last Call: All banquet bars will have a last call at 12:30 AM.

Security: Security will be required at all functions that serve alcohol. A fee of \$20.00 per hour will be charged for this service. A minimum of 2 hours will be charged.

Billing & Deposits:

We welcome new accounts. We require that credit be established with our accounting office 30 days prior to your arrival date if you require billing privileges. Credit can only be established for functions generating a minimum of \$500.00 in revenue. Approved billings are payable within 30 days of receipt of statement. In the event that billing arrangements are not made, full payment is due prior to the event or guaranteed with a major credit card. Advanced deposits, when required, are non-refundable 60 days prior to the event (unless otherwise stated on the proposal). All deposits can be reapplied if function is rescheduled within a six month period.

Cocktail Receptions:

Cocktail receptions can be planned to suit your particular requirements. We will be happy to advise you on the type of bar that will best suit your requirements, whether it is on an hourly or consumption basis. We will also be available to assist in the selection of appropriate hors d' oeuvres and the proper quantities.

Engineering, Audio Visual & Technology:

Special engineering requirements must be specified to our Sales Department at least three weeks prior to the function. Charges will be based on labor involved and power drain. A wide selection of audio visual equipment and services are available on a rental basis.

Insurance & Indemnification:

Guests shall indemnify and hold the Highland Conference Center and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function, or resulting from damages or destruction of any conference center or hotel property by guests or any attendee of the function on the premises.

Liability:

The Highland Conference Center reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The conference center cannot assume responsibility for personal property and equipment brought onto the premises.

Live Entertainment:

If your group would enjoy live music, whether it is a single musician, a big band, or a DJ, please notify the sales office on arrangements made and necessary details.

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Lost & Found:

The housekeeping department of the Hampton Inn administers Lost & Found. The hotels and conference center cannot be responsible for damages or loss of any article or merchandise left in the hotels or conference center prior to or following your function or meeting. Security arrangements should be made for all merchandise and/or articles set up prior to the event or left unattended for any time.

Parking:

The hotels and conference center are not responsible for loss or damages to automobiles or their contents while parked on hotels or conference center property.

Room & Set Up Fee:

Function rooms are assigned according to the anticipated guarantee of guests. If there are fluctuations in the number of attendees, the conference center staff reserves the right to assign accordingly, the banquet function room. The conference center reserves the right to charge a service fee for set-up of meeting rooms. A room set-up fee will be charged where applicable.

Seating:

Round tables of 8 are the standard seating for banquet functions, while other seating arrangements are available where equipment permits. Please advise if a head table is required.

Service Charge & Sales Tax:

All Food and Beverage functions are subject to 18% service charges and 7% sales tax as specified on the contract. All food and beverage functions require a minimum number of attendees. Any function not meeting the requirements is subject to a surcharge. Service fees for bartenders, food station attendees, cashiers and other additional service staff are applicable.

Shipping & Receiving:

Small packages for meetings may be delivered to the conference center no more than one week prior to the function due to a minimum amount of storage space. Items should be addressed to the meeting contact with attention to the conference center sales department. Packages should be marked "Hold for Arrival" and list the date and name of the group clearly on the labels.

Accommodations

Your guests can enjoy a refreshing stay at one of our connecting properties the night before the event of a relaxing evening after the event as the Highland Conference Center is connected to the Comfort Inn & Suites and the Hampton Inn via an indoor walkway.



1920 Highland Way
Mitchell, SD 57301
Phone: 605-995-1575
Fax: 605-995-1573

You can expect good night's rest at the Hampton Inn. But what you may not expect are the little extras built into every room that add up to make a big difference in your comfort.

Hotel Amenities:

- On the House Hot Breakfast
- Indoor Pool & Hot Tub
- Fitness Center
- Complimentary Wireless Internet
- Free Local Calls
- Standard Rooms & Family Suites
- Jacuzzi Suites
- Meeting Room

Room Amenities:

- Cloud Nine. The Hampton Bed Experience
- Refrigerator & Microwave in all rooms
- Hairdryer, iron and ironing board in room
- Coffee Maker
- 37" LCD Flat Screen TV



BY CHOICE HOTELS

2020 Highland Way
Mitchell, SD 57301
Phone: 605-990-2400
Fax: 605-990-2408

The Comfort Inn & Suites opened in May 2007 and is the home of the area's largest indoor Water Park featuring a large indoor heated pool, hot tub and 200' waterslide and children's splash pool.

Hotel Amenities:

- Complimentary Deluxe Continental Breakfast
- 200' Waterslide
- Indoor Pool, Hot Tub & Children's Splash Pool
- Fitness Center with Vision Fitness Equipment
- 100% Non-Smoking Facility
- Business Center
- Guest Laundry
- Complimentary Wireless Internet
- Free Local Calls
- Standard Rooms & Family Suites
- Jacuzzi Suites
- Meeting Room & Hospitality Room

Room Amenities:

- Pillow Top Beds
- 32" Flat Screen Television
- Refrigerator & Microwave in all rooms
- Hairdryer, iron and ironing board in every room
- Coffee Maker

Audio Visual Equipment & Technology Rentals

Audio Visual

150" Projection Screen	\$75.00
70" Projection Screen	\$20.00
5500 Lumens Professional LCD Projector	\$300.00
4400 Lumens Professional LCD Projector	\$200.00
32" TV with DVD/VCR	\$40.00
Overhead Projector	\$25.00
Wireless Lavalier Microphone	\$25.00
Cordless Microphone	\$25.00
Corded Microphone	\$25.00
American Flag	\$10.00
South Dakota Flag	\$10.00

Presentation Supplies

Standing Podium	\$40.00
Table Top Podium	\$20.00
Easels	\$5.00
White Board with Markers	\$20.00
Flip Chart with Markers	\$20.00
Portable Chalkboard sized White Board	\$50.00
Portable Chalkboard sized Projection Board	\$50.00

Telecommunications

Telephone Line	N/C
Speaker Phone	\$25.00
Wireless High Speed Internet	N/C

Electrical

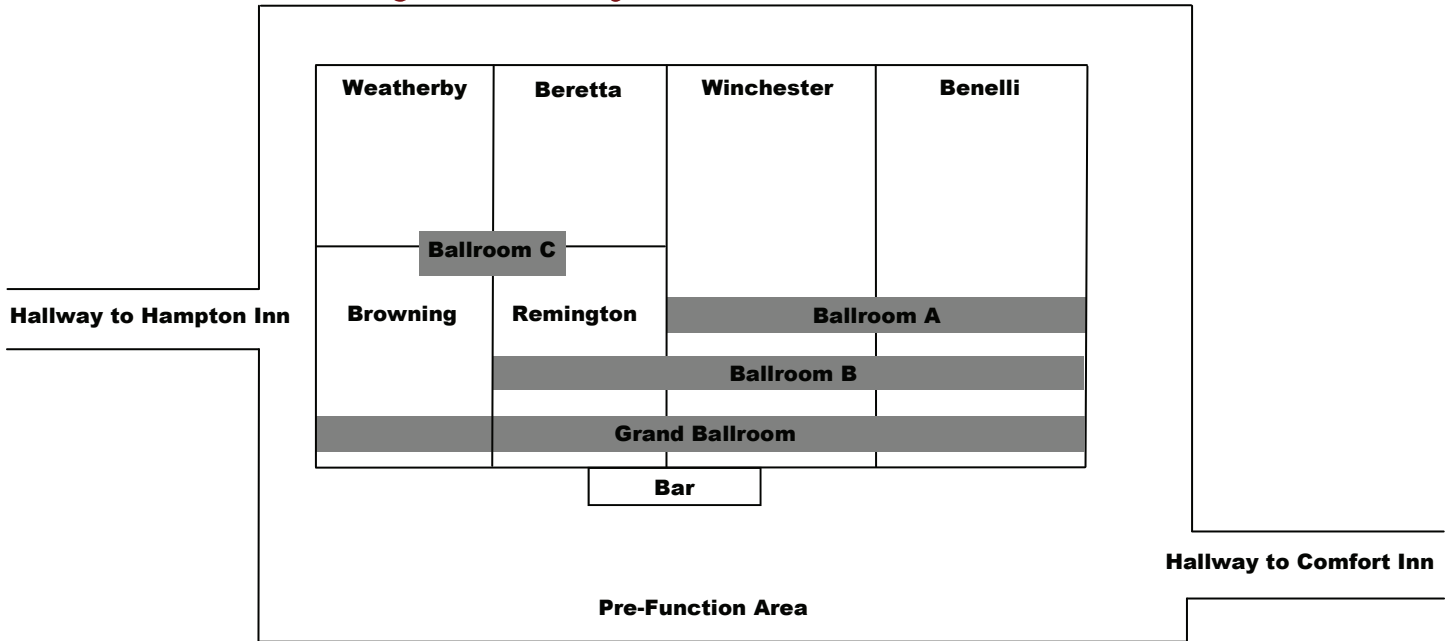
Extension Cords	\$5.00
Power Strips	\$5.00

Entertainment

Staging 4X8 Staging (12 sections)	\$75.00 each
20x20 Dance Floor	\$200.00
32x32 Dance Floor	\$300.00
40x40 Dance Floor	\$400.00

Floor Plan & Seating Capacity

Highland Conference Center Floor Plan



Highland Conference Seating Capacity

The seating capacity specifications shown here will vary due to audio/visual, staging and other set-up modifications.

Room	Dimensions	Sq. Ft.	Theatre Style	U-Shape	Classroom 30" Tables	Classroom 18" Tables	Classroom 2ppl 6' Table	Conference	Reception	Banquet	8 X 10 Booths
Grand Ballroom	110' x 56' 6"	6215	690	178	354	428	258	N/A	622	510	39
Ballroom B	85' x 56' 6"	4802	532	136	274	330	200	N/A	480	400	30
Ballroom C	50' X 56' 6"	2825	314	80	160	194	118	N/A	280	230	18
Ballroom A	60' x 56' 6"	3390	376	69	190	234	140	N/A	338	280	21
Remington/ Beretta	25' x 56' 6"	1412	154	40	80	96	58	N/A	140	110	N/A
Browning/ Weatherby	25' x 56' 6"	1412	154	40	80	96	58	N/A	140	110	N/A
Benelli	30' x 56' 6"	1695	188	48	96	116	70	N/A	170	140	11
Winchester	30' x 56' 6"	1695	188	48	96	116	70	N/A	170	140	11
Remington	25' x 30' 8"	768	84	22	44	52	32	18	76	60	N/A
Browning	25' x 30' 8"	768	84	22	44	52	32	18	76	60	N/A
Beretta	25' x 25' 5"	625	68	18	36	40	26	14	60	50	N/A
Weatherby	25' x 25' 5"	625	68	18	36	40	26	14	60	50	N/A
Pre-Con Area	111' 10" x 24'	2600	N/A	N/A	N/A	N/A	N/A	N/A	300	230	16
Hampton Boardroom	12' x 25'	300	N/A	N/A	N/A	N/A	N/A	12	N/A	N/A	N/A
Comfort Mtg. Room	20' x 35'	700	78	20	40	48	28	16	70	50	N/A