Washington University in St. Louis: Approved Venue Form

Venue: Crowne Plaza Downtown
Website: www.crowneplaza.com/stlouisdt
Address: 200 N. 4th Street, St. Louis, MO 63102
Phone & Fax: Ph: 314-621-8200, Fax: 314-621-0756
Contact Name & Title: Rhiannon Hoffman, Catering Manager
Email: Rhiannon.hoffman@cpstldt.com

Total Spaces: 3
D/Music Options: Client may provide
Cost:
Security Options: Available at venue, $38 per hour, per guard, 4 hour minimum
Cost: $38/guard/hour
Parking/Buses/Cars: Parking Available, Venue can provide busses

Space # 1

Name: Mississippi Ballroom
Rental Cost: Varies, call for info
Deposit: Varies
Standing Capacity: 300
Banquet Capacity: 300
Theatre Capacity: 300
Other Capacity:

Can outside food/non-alcoholic drinks be brought into this space?: Yes, if purchased from hotel

Food Options at Space: Catering menu available, call for info

Minimum Catering Cost: Varies
Deposit:
Bar Tab Requirement:
Bartender Fee for Cash Bar: 75

Number of Entry/Exit Points: 4
Bathroom Access: Across hall

AV Access Available: Yes, see price sheet
Cost:
Time Restrictions for Start/End of Events: Last call 12:45 am

Notes/Other:

Space # 2

Name: Missouri Ballroom
Rental Cost: Varies, call for info
Deposit: Varies
Standing Capacity: 200
Banquet Capacity: 200
Theatre Capacity: 200
Other Capacity:

Can outside food/non-alcoholic drinks be brought into this space?: Yes, must be purchased from hotel

Food Options at Space: Catering menu available, call for info

Minimum Catering Cost: Varies
Deposit:
Bar Tab Requirement: No
Bartender Fee for Cash Bar: 75

Number of Entry/Exit Points: 3
Bathroom Access: Across Hall

AV Access Available: Yes, see price sheet
Cost:
Time Restrictions for Start/End of Events: Last Call 12:45 am

Notes/Other:
Space # 3
Name: Meramec Ballroom
Rental Cost: Call for Info
Deposit: Varies
Standing Capacity: 300
Banquet Capacity: 350
Theatre Capacity: 350
Other Capacity: 
Can outside food/non-alcoholic drinks be brought into this space?: Yes, must be purchased from hotel
Food Options at Space: Catering menu available, call for info
Minimum Catering Cost: 
Deposit: 
Bar Tab Requirement: No
Bartender Fee for Cash Bar: 75
Number of Entry/Exit Points: 3
Bathroom Access: Down the Hall
AV Access Available: Yes, see price sheet
Cost: 
Time Restrictions for Start/End of Events: Last call 12:45
Notes/Other: 

Space # 4
Name: 
Rental Cost: 
Deposit: 
Standing Capacity: 
Banquet Capacity: 
Theatre Capacity: 
Other Capacity: 
Can outside food/non-alcoholic drinks be brought into this space?: 
Food Options at Space: 
Minimum Catering Cost: 
Deposit: 
Bar Tab Requirement: 
Bartender Fee for Cash Bar: 
Number of Entry/Exit Points: 
Bathroom Access: 
AV Access Available: 
Cost: 
Time Restrictions for Start/End of Events: 
Notes/Other: 

Additional Notes:

Venue Visited By: ____________________________ Date of Visit: ____________________________
• Mixer - $40
• VGA Cable - $50
• 8x8 Screen - $50
• DVD Player - $40
• Cart / Power - $30
• House Sound - $25
• LCD Projector - $150
• Flip Cart Package - $25
• Handheld Wired Microphone - $50
• Handheld Wireless Microphone - $125
• Extension Cord / Power Strip Package $15**

All prices are subject to 21% service charge and applicable taxes

**A separate Crowne Plaza Electric Service Order Form and credit card payment is needed for multiple electricity orders for exhibitor booths. This form will be provided to Groups booking tradeshows at hotel.

Cancellation policy: Items or services cancelled less than 48 hours prior to first day of meeting will be charged 50% of original price and 100% of original price after delivery.

Additional customized audio visual may be provided with an advanced notice from Group and additional fees may apply.

Groups may request to bring in their own audiovisual company and/or equipment, however, Groups must notify Crowne Plaza St. Louis Sales & Catering Department for pre-approval, and additional fees may apply.
### BARS

**PACKAGE BAR**  
Prices are per person

<table>
<thead>
<tr>
<th>Beer, Wine &amp; Soda</th>
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<tbody>
<tr>
<td>One hour</td>
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<td>Two hours</td>
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<tr>
<td>Each additional hour</td>
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<td>Each additional hour</td>
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<table>
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<tr>
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<td>Each additional hour</td>
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<table>
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<tr>
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<tr>
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<td>Two hour</td>
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<td>Each additional hour</td>
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<table>
<thead>
<tr>
<th>Signature Cocktails</th>
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<td>One hour</td>
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<tr>
<td>Two hours</td>
<td>22</td>
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<tr>
<td>Each additional hour</td>
<td>7</td>
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</tbody>
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| Bartender fee                   | 70    |       |
| Cashier fee                     | 50    |       |
| Fee per hour after four hours   | 15    |       |

**WINE & SPARKLING**

| Vendage, California             | 26    |       |
| Chardonnay, Merlot, Cabernet Sauvignon, White Zinfandel |       |       |
| Castle Rock, California         | 35    |       |
| Sauvignon Blanc, Chardonnay, Merlot, Cabernet Sauvignon, Pinot Noir |       |       |
| Beaulieu Vinyard Coastal        | 38    |       |
| California Chardonnay, Merlot, Cabernet Sauvignon, Pinot Gris |       |       |
| Feixenet Blanc de Blancs Brut, Spain | 28    |       |
| Moet & Chandon White Star, France | 92    |       |

| Corkage Fee                     | 10    |       |
| Bartender fee                   | 75    |       |
| Cashier fee                     | 50    |       |
| Fee per hour after four hours   | 15    |       |

**CASH AND HOSTED BARS I**  
Prices are by the drink

**Premium**
- Smirnoff Vodka, Beefeater Gin, Bacardi Rum, Grant's Scotch, Seagram's 7, Jim Beam Bourbon, Jose Cuervo Gold Tequila, Vendage Wine & Domestic Beer

**Super Premium**
- Absolute Vodka, Tangeray Gin, Captain Morgan Rum, Seagram's VO, Jack Daniel's Bourbon, Dewar's Scotch, Jose Cuervo Gold Tequila, Disaronno Amaretto, Castle Rock Wine, Domestic & Imported Beers

**Top Shelf**
- Grey Goose Vodka, Bombay Sapphire Gin, Captain Morgan Rum, Johnnie Walker Black Label Scotch, Crown Royal, Patron Silver Tequila, Hennessy VSOP, Disaronno Amaretto, Bailey's Irish Cream, Kahlua, Beaulieu Vineyard Coastal Wine, Domestic & Imported Beers

**Signature Cocktails**
- Absolutely Spicy Bloody Mary, Raspberry Vodka Lemonade, Mango Bellini, Sparkling Champagne, The Perfect Cosmopolitan

**CASH AND HOSTED BARS II**  
Prices are by the drink

**Domestic Beer**  
(choice of three, plus O'Doul's)

**Import and Specialty Beer**  
(choice of two)

**House Wine**
- Vendage, California Chardonnay, Merlot, Cabernet Sauvignon, White Zinfandel

**Soft Drinks and Bottled Water**
- Bartender fee
- Cashier fee
- Fee per hour after four hours

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**CROWNE PLAZA ST. LOUIS DOWNTOWN**
200 N. 4th St. | St. Louis, MO 63102
314-621-9200 | CROWNEPLAZA.COM
DINNER BUFFETS

STARTERS
Assortment of Mixed Garden Greens with Tomatoes, Cucumbers, Choice of Two Dressings
Classic Caesar Salad

ENTRÉES
(select two)
Asiago Crusted Chicken
Filled with Spinach, Roasted Red Peppers, Asiago Cheese; finished with Portabella Madeira Sauce
Wood Grilled Marinated Chicken
Chicken Breast served with Lemon Thyme Broth
Roasted Pork Loin
Served with Caramelized Apple Calvados Sauce
Grilled Salmon
Served with Lemon, Capers and Butter Sauce
Roasted Sirloin of Beef
Served with Bordelaise Sauce
Grilled Portobello (Vegan)
Mushrooms with Wild Grain Cous Cous, Grilled Seasonal Vegetables, finished with Tomato Ginger Curry Broth

ACCOMPANIMENTS
(select two)
Roasted Medley of Fresh Vegetables
Buttered Broccoli
Green Beans with Grape Tomatoes
Roasted Garlic Mashed Potatoes
Dauphinoise Potatoes
Rosemary Roasted Red Potatoes
Rolls with Butter
Chef's Selection of Desserts

25 guest minimum

40 per person
44 per person
(with selection of 3)

Dinner Buffets Include Freshly Brewed Coffee and Selection of Hot Teas.

A 21% taxable service charge and sales tax will be added.
PLATED DINNERS

STARTERS
(select one)
Assortment of Mixed Garden Greens with Tomatoes, Cucumbers, Choice of Two Dressings
St. Louis House Salad
Chopped Iceberg Peppercini, Grated Provolone Cheese, Sweet Italian Vinaigrette
Martha's Vineyard
Boston lettuce, Red Onions, Graney Smith Apples, Crumble Bleu Cheese, Dried Cranberries, and Candied Walnuts served with Raspberry Walnut Vinaigrette
Mediterranean Salad
Spicy Field Greens, Romaine, Sundried Tomatoes, Kalamata Olives, Feta Cheese, Toasted Pine Nuts served with Balsamic Vinaigrette
Classic Caesar Salad with Croutons and a Creamy Garlic Dressing
Medley of Fresh Fruit

ENTRÉES
(select one)

POULTRY

ASIAGO CRUSTED CHICKEN
Chicken filled with Spinach, Roasted Red Peppers, Asiago Cheese finished with Portabella Madeira Sauce

CHICKEN MADIGO
Italian Style Breaded Chicken Breast, grilled and served with White Wine Mushroom Sauce and Provolone Cheese

WOOD GRILLED MARINATED CHICKEN
Chicken Breast served with Lemon Thyme Broth

BEEF TENDERLOIN
Served with Cabernet Ginger Butter Sauce or Roasted Shallot Thyme or Cognac Peppercom Sauce

ROASTED PORK LOIN
Served with Calvados Sauce

SURF AND TURF
Grilled Filet with Shrimp Scampi with choice of Cabernet Ginger Butter Sauce or Roasted Shallot Thyme or Cognac Peppercom Sauce

RAINBOW TROUT
Stuffed with Crabmeat and Spinach with lemon Caper Sauce

SEARED SALMON FILET
Honey Dijon Glazed Salmon served with Ancho Chili Pepper Mole

GRILLED PORTOBELLO

STARCHES
(select one)
Roasted Baby Red Potatoes
Roasted Garlic Mashed Potatoes
Parmesan Herb Orzo
Wild Rice Pilaf

VEGETABLES
(select one)
Asparagus
Buttered Broccoli
Red Wine Braised Cabbage
Green Beans with Onions

DESSERTS
(select one)
Carrot Cake
Chocolate Layer Cake
Cheesecake
Deep Dish Carmel Apple Pie

All Entrées served with Chef's Selection of Fresh Vegetables, Assorted Rolls and Butter

Plated Dinners Include Freshly Brewed Coffee and Selection of Hot Teas.

A 21% taxable service charge and sales tax will be added.
HORS D'OEUVRES

COLD CANAPE SELECTIONS
(minimum 100 pieces per selection)

STANDARD          EACH PLATTER: $275
Caprese Crostini
Brie and Sundried Tomatoes Thyme Crostini
Grilled Shrimp with Avocado Salsa served with Corn Tortillas
Prosciutto, Fig with Cabernet Syrup, Brushetta
 Carpaccio Beef, Evoo, Capers, Shaved Parmesan, Razor Crotons
Ratatouille with Fillo Phyllo Cup

DELUXE             EACH PLATTER: $325
Smoked Scallops with Jalapeno Salmon Caviare
Cucumber Rounds with Cream Fraiche
Sesame Crusted Ahi Tuna with Sesame Salad on Wonton
Chip Wasabi Aioli
Roasted Curry Chicken with Apple Chutney on Endive
Spear
Assorted Crostini, Duxelle Tomatoes, Roasted Red Peppers, Mushroom

PREMIUM
Jumbo Shrimp Cocktail  EACH PLATTER: $300
Served with Cocktail Sauce and Lemon Wedges

Sushi Rolls  Market Price
Assortment of California, Spicy Tuna and Salmon Rolls with Wasabi, Pickled Ginger and Soy Sauce

HOT SELECTONS
(minimum 100 pieces per selection)

STANDARD          EACH PLATTER: $250
Ginger and Boy Basted Turkey Breast Medallion on Brioche
Artichoke Fritters with Bearnaise Sauce
Chipotle Asago Meatballs
Spring Rolls with Sweet Chili Glaze
Mini Chicken Tacos
Mini Deep Pizzas
Smoked Chicken Quesadillas
Toasted Ravioli with Marinara Sauce
Jalapeno Poppers stuffed with Cheese

DELUXE             EACH PLATTER: $300
Thai Chicken Cashew Spring Roll
Pear and Brie with Almonds in Phyllo
Cozy Shrimp with Assorted Dipping Sauces
Chicken Wings with Bleu Cheese Dressing
Shrimp and Pork Egg Rolls with Sweet and Sour Chutney
Chicken Empanadas with Pico de Gallo
Pot Stickers with Spicy Dipping Sauce
Vegetable, Chicken or Pork Pot Stickers with Dijon Style Sauce, Spicy Mustard, Spicy Soy, Ginger Sauce

PREMIUM             EACH PLATTER: $375
Grilled Lamb Chops with Honey Mustard and Mint Glaze
Mini Crab Cakes with Spicy Remoulade
Hibachi Chicken Skewers with Thai Peanut Sauce
Grilled Tandoori Marinated Shrimp
Tempura Shrimp with Spicy Mustard Sauce

SUPER PREMIUM
500
Beef Sliders (with and without cheese) to include: Pickles, onions, mustard, ketchup, sliced tomatoes, relish

A 21% taxable service charge and sales tax will be added.
CARVING STATIONS

BRANDIED PEPPER-CRUDEST NEW YORK SirLOIN 375
(serves approximately 25 guests)
Petite Rolls, Creole Mustard, Horseradish and a Cognac Peppercorn Cream

BAKED VIRGINIA COUNTRY HAM 225
(serves approximately 45 guests)
Bourbon and Honey Glazed, Biscuits, Honey Mustard, Three Onion Relish and Granny Smith Apple Horseradish Cream

STEAMSHIP ROUND OF BEEF 600
(serves approximately 100 guests)
Petite Rolls, Pommery Mustard, Horseradish Cream and Red Wine Demi Glaze

ROASTED TURKEY 200
(serves approximately 25 guests)
Petite Rolls, Dried Cherry Onion Chutney, Horseradish Cream and Lingonberry Sauce

RACK OF PORK LOIN 225
(serves approximately 25 guests)
Tarragon Dijon Mustard rubbed bone in Porkloin
Bone in Rack of Pork Loin with Apple Raisin Brandy Sauce

GRILLED TENDERLOIN OF BEEF 400
(serves approximately 35 guests)
Petite Rolls, Honey Mustard, Horseradish Cream and Herb Mayonnaise

ROAST PRIME RIB 400
(serves approximately 50 guests)
Petite Rolls, Creole Mustard, Horseradish Cream

Carving Stations require a $75.00 Chef Fee.
A 21% taxable service charge and sales tax will be added.
ACTION STATIONS

FAJITA STATION 10
Spicy Seared Chicken and Tequila Marinated Beef Sautéed with Onions and Peppers served with Warm Stone Ground Flour Tortillas, Fresh Salsa, Homemade Guacamole, Sour Cream, Jalapenos, Jack Cheese, Shredded Lettuce and Diced Tomatoes

POTATO BAR 9
Buttermilk Whipped Potatoes, Yukon Gold Sweet Potatoes, Baked Potato Toppings Bar to include: Broccoli, Portobello, Roasted Shallot, Fried Onions, Bacon, Scallions, Cheddar Cheese, Sour Cream, Butter, Candied Pecans, Blue Cheese, Dried Cranberries

PASTA STATION 12
Tortellini, Penne Pasta, Rigatoni with Grilled Chicken, Italian Sausage, Pesto Marinara, Alfredo, Parmesan Cheese, Ratatouille, Roasted Garlic and Garlic Bread Sticks
Add Shrimp 4

ORIENTAL STIR FRY STATION 11
Stir Fry Chicken, Beef and Fresh Vegetables Sautéed in a Soy Ginger Staranise Sauce, with Wonton Chips

DESSERT STATION 8 (choice of 4)
Cookies
Chocolate Dipped Strawberries
Bar Cakes
Chocolate Cake
Carrot Cake
Cheese Cake

COFFEE STATION 7
Syrups
Whipped Cream
Sugar Cubes
Orange Zest
Lemon Zest

Attendant Fee of $75.00 per Station.

Action Stations are appetizer portions and are only available when ordered in conjunction with additional Reception items.

Action Stations are priced to include one hour service.

A 21% taxable service charge and sales tax will be added.
RECEPTION DISPLAYS

WARM SPINACH AND ARTICHOKE $150
(serves 50 guests)
Spinach blended in Gruyere Cheese and Parmesan served with toasted Pita Bread

NACHO BAR $150
(serves 50 guests)
Tortilla Chips with all the Toppings:
Nacho Cheese, Spiced Taco Beef, jalapeno Peppers, Tomatoes, Salsa, Sour Cream and Guacamole

ANTIPASTO DISPLAY
Grilled Seasonal Vegetable Tray, cherry Peppers, Peppercini, Artichokes, Sundried Tomatoes, Roasted Red Peppers, Assorted Dressings, Roasted Garlic
Displayed with Italian Bread Sticks

GRILLED VEGETABLE DISPLAY
Fire Roasted Red Peppers, Grilled Zucchini, Eggplant, Tomato and Squash and Balsamic Vinaigrette

(serves 25 guests) $150
(serves 50 guests) $300
(serves 75 guests) $450

MEDITERRANEAN DISPLAY
Hummus, Baba Ghanoush, Tembleque, Feta Cheese, Tomato, Cucumber Calamari Salad
Displayed with Pita Bread and Naan Bread

INTERNATIONAL CHEESE DISPLAY
Selection of Domestic and Imported Cheeses Artistically Displayed with Fruit Garnish, Crackers and French Bread

(serves 25 guests) $175
(serves 50 guests) $350
(serves 75 guests) $525

FRESH FRUIT DISPLAY
Assortment of Seasonal Fresh Fruits to Include: Pineapple, Melons and Strawberries served with a Honey-Lime Dipping Sauce

(serves 25 guests) $150
(serves 50 guests) $300
(serves 75 guests) $450

A 21% taxable service charge and sales tax will be added.
# RECEPTIONS

<table>
<thead>
<tr>
<th>PACKAGE I</th>
<th>$20/PERSON</th>
<th>PACKAGE II</th>
<th>$30/PERSON</th>
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</thead>
<tbody>
<tr>
<td>With One-Hour Hosted Open Bar (Deluxe Brands)</td>
<td>$32/PERSON</td>
<td>With One-Hour Hosted Open Bar (Premium Brands)</td>
<td>$44/PERSON</td>
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## PLATTER PRESENTATIONS
(select one)
- International Cheese Display with Fruit Garnish
- French Bread and Assorted Crackers
- Vegetable Crudites with Bleu Cheese and Cracked Black Pepper Buttermilk Dips
- Fresh Seasonal Fruits and Berries with Honey-Yogurt Dipping Sauce
- Fire Roasted Red Peppers, Grilled Zucchini, Eggplant and Squash

## HOT HORS D'OEUVRES
(select three) (six pieces per person)
- St. Louis Toasted Ravioli with Marinara Sauce
- Spanakopita
- Shrimp and Pork Egg Rolls with Sweet and Sour Chutney
- Chicken Empanada with Pico de Gallo

## HOT HORS D'OEUVRES
(select four) (eight pieces per person)
- Chicken Tenderloin Satay
- Thai Chicken Cashew Spring Rolls
- Cozy Shrimp
- Pot Stickers with Spicy Dipping Sauce

50 guest minimum for each package.

Receptions priced to include one hour service.

A 21% taxable service charge and sales tax will be added.