



HOTEL TOPEKA

AT CITY CENTER



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Hotel Topeka at City Center

1717 SW Topeka Blvd
Topeka, KS 66612
785.431.7200

GENERAL INFO

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event info

We are delighted with the opportunity to serve you. Please use this section to discover useful information, guidelines and timelines for your event.

meeting/convention timeline

To ensure we are communicating on a regular basis prior to your arrival:

90 days prior

Preliminary meeting program due to the hotel to ensure the meeting space and scheduled times are correct. Direct bill application is also to be submitted to hotel for credit approval.

30 days prior

Exhibitor requirements and liability forms due, including electrical, phone and internet needs. Final meeting program due, including meeting room set-ups, food and beverage orders and audio visual needs. All individual call in and rooming list reservations are due. All VIPS, upgrades and complimentary rooms must also be assigned.

7 business days prior

Final guarantee of attendance due, if event has more than 500 attendees, guarantee is due 10 business days prior.

service charge and tax

All banquet food and beverage, room rental, set up fees, audio visual rental and décor, etc will incur a taxable **24%** service charge and applicable sales tax. Prices are subject to change.





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EVENTS

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BREAKFAST

All charges on all items are subject to a 24% service charge and applicable sales tax. All prices are per person unless otherwise stated.

BREAKFAST

executive continental options - \$16

choose 1 menu per day:

included daily are:

seasonal fresh fruit, orange juice,
coffee and water

1. assorted fresh baked danish, egg and cheese croissants, sausage links or crispy bacon, individual yogurts
2. assorted muffins, biscuits and pepper gravy, sausage links or crispy bacon, assorted scones
3. cinnamon rolls, denver egg casserole, fried breakfast potatoes
4. fresh baked danish, scrambled eggs with cheese, sausage links or crispy bacon, build your own yogurt parfait (strawberry and vanilla yogurts with granola and berries)
5. oatmeal bar with traditional fixings (raisins, craisins, cinnamon brown sugar, chocolate chips), assorted cereals, scrambled eggs with cheese,



BREAKFAST

breakfast buffets & breakfast additions

hot breakfast buffet \$19

fresh farm scrambled eggs | with cheddar cheese
crispy bacon
sausage links
breakfast potatoes
assorted pastries
Individual yogurts
Assorted cereal with milk
fresh sliced fruit

hot breakfast buffet plus \$20

farm fresh scrambled eggs | with cheddar cheese
Pancakes, French toast or biscuits and pepper
gravy
crispy bacon
sausage links
breakfast potatoes
assorted pastries
Individual yogurts
Assorted cereal with milk
fresh sliced fruit

oatmeal bar \$7

steaming hot oatmeal | served with a bounty of fresh
toppings

build your own parfait \$9

vanilla yogurt
fresh fruits and berries
house-made granola

All breakfast buffets include:

orange juice
coffee service



*50 person minimum. Any amount
less than minimum will be
charged a \$100 chef fee.*



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BREAKS



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BREAKS

morning & afternoon breaks

morning

per dozen

granola bars \$25

whole fruit \$24

assorted muffins \$36

assorted danish \$36

jumbo cinnamon rolls \$42

ham, egg, and cheese

croissants \$54

each

assorted yogurts \$3

greek yogurt \$4

afternoon

per dozen

assorted cookies \$32

brownies \$32

assorted individual bags of chips \$28

full size candy bars \$36

individual packages of trail mix \$30

assorted dessert bars \$38

assorted miniature cupcakes \$32

per person items

vegetable crudité \$7

cheese display \$10

fruit display \$8

tortilla chips & salsa \$6

hummus with pita chips \$8

fresh buttered popcorn \$4

beverages

per gallon

Royal Cup Coffee \$36

regular & decaf

iced tea \$30

lemonade \$30

fruit punch \$30

each

assorted hot tea bags \$4

bottled water \$3.50

assorted fruit juices \$4

assorted sodas \$3

Milk cartons \$3.50

All day beverage service

coffee and iced tea

half day | \$6 *Max of 5 hours*

full day | \$9

coffee, assorted Tazo® hot teas,
sodas and bottled water

half day | \$10 *Max of 5 hours*

full day | \$15



BREAKS

specialty themed breaks



7th inning stretch \$11 | buttered popcorn, roasted peanuts, pretzels, and your choice of iced tea or lemonade

Greek treats \$13 | red pepper hummus or, roasted garlic hummus with soft pita and an assortment of fresh vegetables. Assorted Greek yogurts

Trip dip trio \$12 | fresh fried tortilla chips, salsa, house-made queso, and guacamole

popcorn \$12 | buttered, cheese and caramel popcorn

fiesta \$18 | taquitos or mini tacos, chips & salsa, queso dip, sour cream & guacamole; served with cinnamon churros





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LUNCH



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LUNCH

entrée salads

chicken caesar salad \$18 | crisp romaine lettuce topped with parmesan cheese, tomatoes, garlic croutons and grilled chicken

plaza chef salad \$19 | fresh spring greens topped with honey ham, smoked turkey, swiss and cheddar cheese, tomatoes, bacon and cucumber; served with your choice of two dressings

southwestern chicken salad \$19 | fresh spring greens, tomato, black beans, pepper, onion, corn, cilantro, shredded cheese, with grilled chicken and served with a cilantro ranch dressing

strawberry pecan salad \$18 | fresh mixed greens topped with grilled chicken, feta cheese, candied pecans, freshly sliced strawberries and drizzled with raspberry vinaigrette

Add ice tea or coffee service for \$2 per person or both for \$3 per person.

All entrée salads include:

rolls & butter

family style cookies

water service

Upgrade to tier 1 dessert for \$3





LUNCH

cold plated lunches

club croissant \$19 | honey ham, smoked turkey, bacon, lettuce and tomato, served on a croissant bun

classic wrap \$19 | your choice of deli meats with lettuce, tomato, cheddar cheese and garlic mayonnaise wrapped in a flour tortilla. Meat choices: smoked ham, roasted turkey, chicken salad, tuna salad, or roast beef

smoked ham sandwich \$18 | sliced smoked ham & swiss cheese, topped with lettuce, tomato and red onion, served with dijon mustard on a kaiser roll

oven roasted turkey sandwich \$18 | sliced roasted turkey and aged cheddar cheese topped with lettuce, tomato and red onion, served on a kaiser roll

smoked turkey BLT \$19 | smoked turkey, applewood smoked bacon, smoked gouda, crisp lettuce, fresh sliced tomatoes on whole grain wheat bread

roasted vegetable wrap \$18 | roasted zucchini, yellow squash, pepper, onion, lettuce, tomato, mayonnaise wrapped in a tortilla

sante fe chicken wrap \$19 | roasted chicken, corn, black beans, colby jack cheese, pico de gallo, shredded lettuce, tomatoes, cilantro ranch dressing wrapped in a tortilla

Add ice tea or coffee service for \$2 per person or both for \$3 per person.

All cold plated lunches includes:

potato chips

family style cookies

Water service

Upgrade to tier 1 dessert for \$3



Serve any sandwich as a BOXED meal with chips, cookie, bottled water for \$3 more.

LUNCH

hot plated lunches

chicken selections

bourbon street chicken \$26 | grilled chicken breast topped with bourbon cream sauce, bacon crumbles and cheddar cheese

chicken parmesan \$26 | lightly breaded chicken breast topped with a marinara and mozzarella

chicken cordon bleu \$27 | breaded chicken breast stuffed with honey ham and mozzarella cheese

bbq chicken breast \$26 | marinated chicken breast topped with award winning bbq sauce and grilled pineapple

pesto grilled chicken \$26 | marinated grilled chicken topped with a fresh pesto cream sauce

mediterranean grilled chicken \$27 | marinated chicken breast topped with fresh diced tomato, feta and kalamata olives

beef selections

beef medallions \$30 | tender 6 oz choice angus beef medallions served with a cabernet demi-glace

yankee pot roast \$30 | roasted with carrots, onions, garlic, thyme and red wine; topped with a veal demi-glace

bbq beef brisket \$30 | tender slices of smoked brisket with homemade bbq sauce

pork & fish selections

roasted pork loin \$24 | marinated boneless pork loin, slow roasted to perfection and served with rosemary au jus or apricot glaze

candied pork chop \$27 | grilled pork chop topped with brown sugar, bacon, parmesan and seasoned with cayenne pepper

pesto roasted salmon \$28 | roasted salmon topped with a fresh pesto cream sauce

vegetarian options

mushroom penne pasta \$23 penne with shiitake mushrooms in a savory mushroom cream sauce

eggplant parmesan \$24 | fried, breaded eggplant, topped with marinara and mozzarella

vegetarian lasagna \$24 | layers of pasta stuffed with vegetables, ricotta and mozzarella cheeses

portobello caprese \$24 | portobello cap with layered mozzarella, fresh basil, grape tomatoes, topped with balsamic reduction
(vegan option available)

quinoa stuffed pepper \$24 | bell pepper stuffed with quinoa, green chiles, corn, black beans, tomatoes, and cheese
(vegan option available)

All hot plated lunches include:

salad

chef's choice of:
starch and vegetables

rolls & butter

family style cookies

water service

Upgrade dessert for \$3 (see page 22)



Add ice tea or coffee service for \$2 per person or both for \$3 per person.

LUNCH

lunch buffets

create your own

1 entrée | \$28

2 entrées | \$33

rolls & butter

choose 1 salad

- garden
- caesar
- house
- strawberry +\$2/person
- chopped + \$2/person

choose 1 cold side

- potato salad
- coleslaw
- pasta salad
- fruit salad

choose 1 starch

- roasted sweet potatoes
- macaroni and cheese
- garlic mashed potatoes
- wild rice
- roasted red potatoes

chef's choice vegetables

your choice of entrées

- beef medallions +\$3
- bbq chicken breast
- beef lasagna
- pesto salmon
- bourbon street chicken
- chicken parmesan
- eggplant parmesan
- roasted pork loin
- chicken cordon bleu
- vegetable lasagna

soup, salad or spud lunch buffet

choose 2 | \$21

choose 3 | \$24

fresh homemade soup

choose from chicken noodle, vegetable beef, broccoli cheese, potato soup, chili, or chicken and wild rice

mixed greens salad | with assorted toppings & dressings

loaded baked potato bar

All lunch buffets include:

dessert (See Page 22)

water

iced tea

coffee service



50 person minimum. Any amount less than minimum will be charged a \$100 chef fee.

LUNCH

themed lunch buffet

taste of italy \$31

beef or vegetable lasagna | layers of pasta, beef OR roasted vegetables, ricotta and mozzarella cheeses

penne pasta | served with creamy alfredo OR zesty marinara sauces

Gluten Free option available +3\$ per person

Add grilled chicken +\$4 per person

italian green beans | tossed with olive oil and italian seasoning

fresh fruit salad | blend of fresh seasonal fruits

garlic bread sticks

backyard cookout \$28

hamburgers | lettuce, tomatoes, onions, cheese and fresh buns

brats | cooked in beer and finished on the grill

baked beans | in traditional sauce

fresh fruit salad | a blend of fresh seasonal fruits

sides | potato salad OR pasta salad, and assorted chips

taste of kansas city

2 meats | \$31

3 meats | \$34

choose from the following meats:

smoked brisket | tender slices of smoked brisket with bbq sauce

bbq chicken | tender bone-in chicken basted in bbq sauce

smoked turkey | slow smoked turkey breast with BBQ sauce on the side

bbq pulled pork | slow roasted pork shoulder covered in bbq sauce and served with cuban buns

baked beans

corn on the cob

potato salad

rolls & Butter

taste of mexico

2 entrees | \$27

3 entrees | \$30

carnitas | slow-simmered shredded pork with salsa verde; served with flour tortillas

chicken fajitas | tender strips of seasoned chicken with peppers and onions; served with flour tortillas

tacos | hard and soft with all the traditional accompaniments

enchilada casserole | layered tortillas, enchilada sauce, cheese, choice of chicken or beef

spanish rice | blend of rice with tomato, peppers and southwest spices

refried beans | pinto beans seasoned, cooked tender and mashed

fresh fruit salad | a blend of fresh seasonal fruits

tortilla chips | tortilla chips with salsa

All lunch buffets include:

mixed Greens Salad | fresh mixed greens with tomatoes, cucumbers, croutons, shredded cheese and assorted dressings

dessert (See Page 22)

water

iced tea

coffee service



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DINNER

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DINNER

plated dinners



chicken selections

chicken parmesan \$29 | lightly breaded chicken breast topped with a marinara and mozzarella

bourbon street chicken \$29 | grilled chicken breast topped with bourbon cream sauce, bacon crumbles and cheddar cheese

chicken cordon bleu \$30 | breaded chicken breast stuffed with honey ham and mozzarella cheese

mushroom grilled chicken \$29 | marinated grilled chicken breast with a wild mushroom ragout

beef selections

All beef cooked to medium

surf and turf (*market price) | grilled beef medallions, jumbo shrimp skewer, choice of creole or scampi butter

beef medallions \$35 | tender angus beef medallions topped with a peppercorn au jus

beef tenderloin *(market price) | tender 8 oz filet topped with roasted shallot butter

** Market price is not available until 3 weeks prior to scheduled event.*

**** Gluten Free**

pork & fish selections

roasted pork loin \$29 | marinated boneless pork loin, slow roasted to perfection and served with a shiitake mushroom demi-glace

candied pork chop \$30 | grilled pork chop topped with brown sugar, bacon, parmesan and seasoned with cayenne pepper

pesto roasted salmon \$31 | roasted salmon topped with a fresh pesto cream sauce

grilled mahi mahi \$34 | grilled mahi mahi filet served with fresh pineapple salsa

vegetarian selections

mushroom penne pasta \$26 penne with shiitake mushrooms in a savory mushroom cream sauce

Gluten Free option available +3\$ per person

tomato tortellini \$27 | tri-color cheese tortellini with a tomato cream sauce

****portobello caprese \$27** | portobello cap with layered mozzarella, fresh basil, grape tomatoes, topped with balsamic reduction (vegan option available)

****quinoa stuffed pepper \$27** | bell pepper stuffed with quinoa, green chiles, corn, black beans, tomatoes, and cheese (vegan option available)

All plated dinners include:

choice of salad (choose 1)
garden, house, or caesar

upgrade to salad choice of:
chopped, or strawberry pecan salad \$2

Dessert (See Page 22)

rolls and butter

chef's choice of:
starch and vegetable

water

iced tea

coffee service



DINNER

themed dinner buffets

taste of italy \$34

beef or vegetable lasagna | layers of pasta, beef OR roasted vegetables, ricotta and mozzarella cheeses

penne pasta | served with creamy alfredo OR zesty marinara sauces

Gluten Free option available +3\$ per person

Add grilled chicken +\$4 per person

italian green beans | tossed with olive oil and italian seasoning

fresh fruit salad | blend of fresh seasonal fruits

garlic bread sticks

backyard cookout \$31

hamburgers | lettuce, tomatoes, onions, cheese and fresh buns

brats | cooked in beer and finished on the grill

baked beans | in traditional sauce

fresh fruit salad | a blend of fresh seasonal fruits

sides | potato salad OR pasta salad, and assorted chips

taste of kansas city

2 meats | \$34

***3 meats** | \$37

choose from the following meats:

smoked brisket | tender slices of smoked brisket with bbq sauce

bbq chicken | tender bone-in chicken basted in bbq sauce

smoked turkey | slow smoked turkey breast with BBQ sauce on the side

bbq pulled pork | slow roasted pork shoulder covered in bbq sauce and served with cuban buns

baked beans

corn on the cob

potato salad

rolls & Butter

***3 Meat/Entrée Buffets only available to groups of 125 or more guests**

taste of mexico

2 entrees | \$30

***3 entrees** | \$33

carnitas | slow-simmered shredded pork with salsa verde; served with flour tortillas

chicken fajitas | tender strips of seasoned chicken with peppers and onions; served with flour tortillas

tacos | hard and soft with all the traditional accompaniments

enchilada casserole | layered tortillas, enchilada sauce, cheese, choice of chicken or beef

spanish rice | blend of rice with tomato, peppers and southwest spices

refried beans | pinto beans seasoned, cooked tender and mashed

fresh fruit salad | a blend of fresh seasonal fruits

tortilla chips | tortilla chips with salsa

All themed dinner buffets include

Mixed Greens Salad | fresh mixed greens with tomatoes, cucumbers, croutons, shredded cheese and assorted dressings

Dessert (See Page 22)

water

iced tea

coffee service



50 person minimum. Any amount less than minimum will be charged a \$100 chef fee.

DINNER

dinner buffets & enhancements



your choice of entrées

- beef medallions +\$3
- bbq chicken breast
- beef lasagna
- pesto salmon
- bourbon street chicken
- chicken parmesan
- eggplant parmesan
- roasted pork loin
- chicken cordon bleu
- vegetable lasagna

All themed dinner buffets include:

Dessert (See Page 22)

water

iced tea

coffee service

create your own

1 entrée | \$31

2 entrées | \$36

rolls & butter

choose 1 salad

- garden
- caesar
- house
- strawberry +\$2/person
- chopped + \$2/person

choose 1 cold side

- vegetable crudités
- fruit salad
- pasta salad
- potato salad

choose 1 starch

- roasted sweet potatoes
- macaroni and cheese
- garlic mashed potatoes
- wild rice
- Cheesy potatoes
- roasted red potatoes
- oven roasted

Chef's choice of vegetable(s)

*carving and specialty stations

carved roast beef

herb encrusted prime rib

smoked turkey breast

baked honey glazed ham

roasted pork loin

All stations are market price. Pricing will be available 3 weeks prior to the scheduled event.

**All specialty stations are in addition to your dinner buffet. They cannot be substituted in place of an entrée. All carved meats include a chef attendant and traditional accompaniments.*

50 person minimum. Any amount less than minimum will be charged a \$100 chef fee.

Desserts

desserts



new york cheesecake | creamy cheesecake with choice of topping. **Toppings** – raspberry glaze, blackberry glaze, mango glaze, Reece’s, turtle (chocolate, caramel, peanuts), Oreo. Fruit glazes contain NO fruit pieces

carrot cake | traditional carrot cake with cream cheese frosting

german chocolate cake | delicious blend of chocolate cake, coconut and pecans

triple chocolate tiger cake | layers of chocolate cake and chocolate cream

strawberry cream cake | layers of strawberry puree and strawberry cream

key lime pie | a refreshing sweet & tart dessert made from florida key limes and topped with whipped cream

peanut butter pie | chocolate crumb crust and a whipped peanut butter filling

black forrest cake | layers of moist chocolate sponge cake, rich cherry filling, and whipped cream

layered lemon cream cake | layers of lemon puree and lemon cream

dutch apple pie | deep dish apple pie with oatmeal cinnamon streusel topping



Dessert(s) only is \$5 per person



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RECEPTION



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RECEPTION

hors d'oeuvres

*hot hors d'oeuvres

All hot hors d'oeuvres are priced 50 pieces per order

sliders, beef or pulled pork	\$150	miniature crab cakes	\$150
teriyaki chicken satays	\$150	bacon wrapped shrimp	\$200
*bone in fried chicken wings	\$150	coconut shrimp	\$200
bbq OR marinara meatballs	\$125	spinach artichoke dip	\$150
**stuffed mushrooms	\$175	jalapeno poppers	\$130
mozzarella sticks	\$130		
breaded chicken strips	\$150		
chicken taquitos	\$125		

* Wing sauce options: buffalo, chipotle, teriyaki, or bbq

** Filling options: sausage or crab

*cold hors d'oeuvres

All cold hors d'oeuvres are priced 50 pieces per order

shrimp ceviche shooters	\$200
shrimp cocktail	\$200
roasted red pepper hummus	\$150
olive tapenade crostini	\$125
shaved beef crostini	\$175
roasted corn canapés	\$125
shrimp salad canapés	\$150
rotisserie chicken canapés	\$140
fresh fruit and berry skewers	\$125
caprese skewers	\$150
antipasto skewers	\$150

All cold hors d'oeuvres may be butler passed for \$50 per server per hour

RECEPTION

hors d'oeuvres packages & displays

All hors d'oeuvres packages are priced per person

jet-setter package \$35 | includes:

- miniature crab cakes
- bacon wrapped shrimp
- shrimp ceviche shooters
- teriyaki chicken satays
- stuffed mushrooms (choice of sausage OR crab)
- roasted red pepper hummus
- gourmet fruit & cheese display

tuscan party package \$29 | includes:

- tomato bruschetta
- miniature meatballs with marinara
- antipasto display
- italian sausage stuffed mushrooms
- spinach & artichoke dip
- fresh fruit & gourmet cheese display

ultimate wings \$25 | includes:

- traditional bone-in and boneless chicken wings
with your choice of 3 of our house made sauces:
buffalo, chipotle, teriyaki, or bbq
- vegetable crudité
- choice of brownies OR cookies

dips and spreads \$22 | includes:

- spinach artichoke dip
- olive tapenade
- roasted red pepper hummus
- tomato bruschetta
- tortilla and pita chips
- vegetable crudité

tailgater package \$27 | includes:

- fried chicken wings with your choice of sauce
- bbq meatballs
- spinach & artichoke dip
- chicken taquitos
- vegetable crudité display
- assorted domestic cheeses and crackers
- choice of brownies OR cookies

barbecue \$27 | includes:

- pulled pork served with fresh rolls
- meatballs in bbq sauce
- spinach artichoke dip
- vegetable crudité
- choice of brownies OR cookies

nacho bar \$22 | includes:

- tortilla chips
- queso
- ground beef
- shredded chicken
- fixins | salsa, jalapeños, sour cream and guacamole,
lettuce, black olives, shredded cheese

displays

vegetable crudités \$7 | fresh seasonal vegetables;
served with ranch dipping sauce

fresh fruit display \$9 | a selection of sliced fresh seasonal fruits

cheese display \$10 | an assortment of domestic cheeses and crackers

meat & cheese display \$14 | an assortment of deli meats and
cheeses with crackers

antipasto platter \$12 | hard salami, artichoke hearts, kalamata olives,
roasted red peppers and assorted cheeses



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BAR

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BAR

beverage service

premium brands

Boston Vodka
 Boston Rum
 Captain Morgan Rum
 Jim Beam Bourbon
 Cutty Sark
 Sauza Gold Tequila
 Boston Gin

super premium brands

Titos Vodka
 Dewars Scotch
 Crown Royal Canadian Whiskey
 Jack Daniel's Tennessee Whiskey
 Sauza Blue Silver Tequila
 Tanqueray Gin
 Bacardí Rum

ultra premium brands

Grey Goose Vodka
 Glenlivet Scotch
 Patrón Silver Tequila
 Woodford Reserve Kentucky Bourbon

hosted bar

premium brands \$5.25
 super premium brands \$7.00
 ultra premium brands \$8.00
 domestic bottle beer \$5.00
 import bottle beer \$5.50
 microbrew bottle beer \$5.50
 glass of house wine \$6.00
 assorted soft drinks \$2.50
 domestic keg \$525.00
 house bottle wine \$26.00
 import /microbrew keg Market

cash bar

premium brands \$5.50
 super premium brands \$7.50
 domestic bottle beer \$5.50
 import bottle beer \$6.00
 microbrew bottle beer \$6.00
 glass of house wine \$6.50
 assorted soft drinks \$2.75

cash bar prices are inclusive of sales tax

A bartender fee of \$50 will be charged per hour. The fee will be waived if beverage sales average \$150 per hour, per bartender.

host bar package

	first hour	each additional hour
premium brands	\$14	\$11
super premium brands	\$17	\$14

Unlimited quantities served within hours specified. The number of persons charged is based upon the food function guarantee or the number in attendance, whichever is greater.

2 hour minimum and 25 person minimum.

