



## ***Executive Breakfast Suggestions***

*Each of Our Breakfasts are Served with a Basket of Buttermilk Biscuits,  
Muffins and Coffee & Tea Service*

### **THE HEARTLAND**

Fluffy Scrambled Eggs,  
Crisp Bacon or Sausage Links  
and Country Potatoes  
\$10.95 pp

### **THE BREAKFAST CROISSANT**

Warm Flaky Croissant Filled with Scrambled eggs,  
Shaved Ham and Cheddar Cheese  
Presented with a Fresh Fruit Cup  
\$10.95 pp

### **BROCCOLI & CHEESE QUICHE**

Moist egg, Fresh Broccoli and Melted Cheddar Cheese  
and Bacon in a Flaky Crust  
Served With Fresh Fruit Garnish  
\$10.95 pp

*Substitutions Available at an Additional Charge  
Preset Chilled Juice is Also Available*

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HOLIDAY INN CANTON ~ 4520 Everhard Rd N.W. ~ Canton, OH 44718 ~ 330 494 2770*



## **Breakfast Buffets**

*(Minimum 50 pp)  
Choice of Coffee or Tea*

### **SUNRISE BUFFET**

Chilled Juice  
Fresh Seasonal Fruit Bowl  
Scrambled Eggs  
French Toast with Warm Syrup  
Crisp Bacon & Sausage Links  
Country Potatoes  
Buttermilk Biscuits, Muffins &  
Whipped Honey Butter  
\$11.50 pp

### **THE GET UP & GO**

Chilled Juice  
Fresh Seasonal Fruit Bowl  
French Toast with Warm Syrup  
Egg Strata with Tomatoes & Cheese  
Crisp Bacon & Sausage Links  
Country Potatoes  
Assorted Pastries, Muffins,  
Buttermilk Biscuits  
Whipped Honey Butter  
\$11.95 pp

## **World Class Brunch**

*(Minimum of 50 pp)  
\$14.95 pp*

### **Buffet Includes:**

Array of Bagels, Muffins, Biscuits & Pastries  
Fresh Seasonal Fruit Bowl  
Fluffy Eggs Strata  
French Toast & Warm Maple Syrup  
Country Potatoes  
Crisp Bacon & Sausage  
Seasonal Vegetables  
Whipped Potatoes

### **Choice of:**

Beef Bourguignonne or  
Chicken ala King

*Upgrade Eggs to Omelet Station \$3.00 pp*

*World Class Buffet Includes Chef's Choice of Dessert*

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## ***Plated Lunch & Dinner Entrée Selections***

*All Entrees Served with a House Salad and Our Special House Balsamic Dressing,  
Rolls & Butter, Coffee, Hot or Iced Tea & Chef's Choice of Dessert*

### ***SEAFOOD SELECTIONS***

*Served with Rice & Vegetables Dujour*

#### **ORANGE ROUGHY**

Topped with Parmesan Crumbs, Baked  
and Sat in a Pool of Citrus Cream Sauce  
\$17.95 pp

#### **SALMON EN PAPILOTE**

Fresh Atlantic Salmon Baked in Oiled  
Parchment w/ Spinach, Julienne  
Vegetables and Lemon Butter  
\$18.95 pp

#### **BROILED WHITE FISH**

Flaky Cod Broiled w/ Lemon Butter  
and Spanish Paprika  
\$15.95 pp

### ***POULTRY SELECTIONS***

*Served w/ Chef's  
Appropriate Choice of Sides*

#### **CHICKEN METROPOLITAN**

Boneless Chicken Breast w/ a Mosaic of  
Julienne Vegetables and a Creamy  
Buerre Blanc Sauce  
\$15.95 pp

#### **CHICKEN MARSALA**

Simmered in Our Marsala Wine Sauce with  
Tender Mushrooms  
\$14.95 pp

#### **CITRUS CHICKEN**

Marinated & Grilled w/ a Citrus  
Buerre Blanc Sauce  
\$15.95 pp

#### **OVEN ROASTED TURKEY**

Carved Turkey Breast Served w/ Sage  
Dressing, Fresh Vegetables & Cranberry Relish  
\$14.95 pp

### ***BEEF SELECTIONS***

*Served w/ Chef's Appropriate Choice of Sides*

#### **TENDER MEDALLIONS**

The Most Tender Cut, Sliced & Served w/ Demi Glace  
\$25.95 pp

#### **ROAST SIRLOIN OF BEEF**

Thin Sliced & Served w/ Red Wine, Wild Mushroom Sauce  
\$15.95 pp

#### **NEW YORK STRIP STEAK**

Grilled New York Strip Steak w/ Sautéed Mushrooms  
& Our Special Steak Butter  
\$24.95 pp

#### **SIRLOIN TOP STEAK**

Tender Sirloin Tip Steak w/ Caramelized Onions  
\$19.95 pp

#### **OLD FASHION MEATLOAF**

Served w/ Garlic Whipped Potatoes,  
Home Style Gravy & Whole Kernel Corn  
\$14.95 pp

### ***DUETS***

*Served w/ Chef's Choice of Appropriate Sides*

#### **TENDERLOIN & GRILLED SALMON**

Slow-Roasted Beef Tenderloin w/ Bordelaise Sauce  
& Grilled Salmon Sat On a Bed of Julienne Vegetables  
\$29.95 pp

#### **SIRLOIN STEAK PAIRED W/ SHRIMP**

Sirloin Steak Grilled to Perfection & Sat in a Pool of  
Cabernet Wine Sauce, Paired w/ Breaded Shrimp  
\$24.95 pp

#### **TENDERLOIN & CHICKEN**

Slow Roasted Beef Tenderloin w/ Bordelaise Sauce  
& Choice of Chicken Marsala, Chicken Metropolitan  
or Chicken Tosca  
\$28.95 pp

We are always glad to work with you on special requests or dietary requirements.

Should More Than One Entrée Selection be Necessary, a Single Price Based on the Highest Priced Entrée will Apply to All

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## ***Light Luncheons***

*Served w/ Coffee, Hot or Iced Tea*

### **CHICKEN CAESAR SALAD**

Grilled Chicken Breast on Crisp Romaine  
Tossed in Our Classic Caesar Dressing w/  
Shredded Parmesan Cheese & Toasted Garlic Croutons  
Served w/ Rolls & Butter  
\$9.95 pp

### **CALIFORNIA CLUB CROISSANT**

Sliced Roasted Turkey Breast, Crisp Bacon Strips, Swiss  
Cheese, Lettuce, Tomato & Dijon Mayonnaise on a Split  
Croissant. Served w/ Fresh Fruit Cup & Bag of Potato Chips  
\$10.95 pp

### **SOUTH OF THE BORDER TACO SALAD**

Crisp Taco Bowl Filled w/ Crisp Mixed Greens, Shredded  
Cheddar, Red Onion, Sliced Olives, Diced Tomato & Sour  
Cream. Topped w/ Your Choice of Taco Beef or Chicken  
\$11.95 pp

### **VEGETABLE OR MEAT LASAGNA**

In a Rich Sauce w/ Cheese & Served w/ Garlic Bread  
\$12.95 pp

### **PENNE PRIMAVERA**

Penne Pasta w/ Sun-Dried Tomatoes, Broccoli, Mushrooms  
and Seasonal Vegetables Tossed in Alfredo Sauce  
Served w/ Garlic Bread  
\$10.95 pp

### **TRIO SALAD PLATE**

Tuna Salad, Chicken Salad & Fresh Cut Fruit on Crisp Field  
Greens w/ Raspberry Vinaigrette Dressing.  
Served w/ Fresh Muffin  
\$9.95 pp

## ***Hot Sandwiches***

### **PHILADELPHIA STEAK**

Shaved Beef w/ Sweet Sauteed Onions, Peppers and  
Mushrooms Stuffed in an Italian Grinder. Topped w/  
Provolone Cheese and Served w/ a Bag of Potato Chips.  
\$10.95 pp

### **LITTLE ITALY**

Focaccia Bread, Split & Filled w/ Pepperoni, Shaved Ham  
Salami, Provolone Cheese, Sliced Tomato & Shredded  
Lettuce Tossed in Italian Dressing.  
Served w/ a Bag of Potato Chips  
\$10.95 pp

### **CORDON BLEU CLUB**

Grilled Chicken Breast, Shaved Baked Ham, Bacon Strips  
Swiss Cheese, Lettuce & Tomato on a Grilled Kaiser Roll  
Served w/ Dijon Mayonnaise and a Bag of Potato Chips  
\$11.95 pp

## ***Working Luncheons***

*Delivered to Your Meeting Room at Specified Time  
w/ Minimal Disturbance.*

*Served w/ Coffee, Hot or Iced Tea*

### **SENIOR EXECUTIVE**

Submarine Sandwich w/ Shaved Roast Beef, Turkey  
Salami, American Cheese, Sliced Tomato, Red Onion  
& Shredded Lettuce Tossed in Italian Dressing  
Served w/ Seasoned Steak Fries  
\$10.95 pp

### **MANHATTAN DELI EXPRESS**

*(Minimum of 30 people)*

A Platter of Sliced Corned Beef, Baked Ham, Shaved  
Turkey, & Natural Aged Cheeses. Served w/ Potato  
Salad, Pasta Salad, Lettuce, Tomatoes, Pickles, Fruit Bowl  
& Assorted Breads & Condiments  
\$12.95 pp

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## **Lunch Buffets**

*Luncheon Buffets Include Rolls, Butter, Coffee, Hot or Iced Tea*

### **COUNTRY BUFFET**

*(Minimum of 40 people)*

Fresh Mixed Greens w/ Toppings & Dressings, Baked White Fish, Fried Chicken, Potato Salad, Cole Slaw, Barbequed Baked Beans, Mashed Potatoes, Gravy Biscuits & Chef's Choice of Seasonal Vegetables & Dessert  
\$15.95 pp

### **EXECUTIVE'S CHOICE**

*(Minimum of 25 people)*

Selection of Gourmet Sandwiches, Roasted Turkey, Baked Ham & Shaved Roast Beef w/ Natural Aged Cheeses on Assorted Breads, Potato Salad, Pasta Salad, Soup Du Jour, condiments & Fresh Baked Cookies  
\$13.95 pp

### **SALAD BAR EXPRESS**

*(Minimum of 25 people)*

Fresh Mixed Greens w/ Assorted Toppings and Dressings, Chicken Salad, Tuna Salad, Potato Salad, Pasta Salad, Cucumber Tomato Soup, and a Bowl of Fresh Fruit  
\$12.95 pp

## **Intercontinental Buffet**

*(Minimum 50 people)*

*Soup Du Jour, All American Salad Bar, Pasta Salad, Potato Salad & Tomato Cucumber Salad*

### **CHOICE OF TWO ENTREES:**

Chicken Parmesan    Country Meatloaf    Penne Pasta w/ Peppers & Sausage    Baked Macaroni & Cheese  
Roasted Turkey Breast in Gravy    Baked White Fish    Sliced Roast Sirloin    Pork Medallions

*Buffets include Chef's Choice of Two Appropriate Accompaniments & Dessert*

\$15.95 pp

## **Boxed Lunches**

*Boxed Lunches Include Whole Fruit, Potato Salad, Bag of Potato Chips, Cookie, Pickle Spear & Appropriate Condiments*

Served w/ Assorted Sodas & Bottled Water

### **SICILIAN GRINDER**

Salami, Shaved Ham, Pepperoni & Sliced Provolone Cheese Topped w/ Shredded Lettuce, Tomato & Pepperoncini Stuffed in an Italian Grinder Roll. Served w/ Italian Dressing.

\$10.95 pp

### **SMOKED TURKEY BACON WRAP**

Shaved Smoked Turkey, Crisp Bacon Rolled in a Tortilla Wrap w/ Lettuce, Tomato, Red Onion & Dijon Mayonnaise

\$10.95 pp

### **HAM & CHEESE**

Shaved Baked Ham, American Cheese on a Knotted Kaiser Roll w/ Lettuce & Sliced Tomato

\$9.95 pp

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# **World Class Buffet**

*Dinner Buffets Include Rolls, Butter, Coffee Hot or Iced Tea  
(Minimum 50 people)*

## **SEVILLE**

*Choice of Two*

Fresh Mixed Greens w/ an Assortment of Toppings & Dressings  
Italian Pasta Salad Broccoli Salad Potato Salad Ambrosia Salad Seasonal Fruit Bowl

### **Buffet # 1**

Two Entrée Items  
\$17.95 pp

### **Buffet # 2**

Three Entrée Items  
\$21.95 pp

Beef Bourguignonne Chicken Tosca Chicken Marsala Beef Pepper Steak Roasted Turkey Breast  
Meat Lasagna Vegetable Lasagna Italian Sausage w/ Peppers & Onions Orange Roughy  
Sliced Roast Beef Cajun Pork Loin w/ Apple Riesling Glaze Chicken Parmesan  
Chef's Choice of Two Appropriate Accompaniments & Dessert

## **ENHANCE YOUR BUFFET WITH A CHEF'S CARVING STATION**

*(Additional Price Per Person)*

A \$50 Chef's Carving Fee Applies

Top Sirloin Beef Au Jus  
\$4.50

Herb Roasted or Cajun Pork Loin  
\$4.25

Prime Rib of Beef Au Jus  
\$5.25

Carved Tenderloin of Beef  
\$9.95

Roasted Turkey Breast  
\$4.50

Bourbon Glazed Ham  
\$5.00

## **Theme Buffets**

*(Minimum 50 people)*

*We will enjoy creating a special theme buffet personalized specifically for your group or organization*

*Here Are a Few Favorites*

### **SOUTH OF THE BORDER**

Ground Seasoned Taco Beef Seasoned Chicken Strips Crisp Salad Greens Taco Shells Flour Tortillas Nacho Chips  
Cheese Sauce Diced Tomato Diced Onion Sliced Olives Shredded Lettuce Sour Cream Shredded Cheddar  
Homemade Salsa Spanish Rice Refried Beans  
\$16.95 pp

### **ITALIAN BUFFET**

Fresh Mixed Greens w/ Assorted Toppings & Dressings Penne Pasta w/ Marinara Baked Meatballs Garlic Bread Meat Lasagna  
Sausage & Peppers Italian Pasta Salad Cucumber, Tomato Basil & Provolone Salad  
\$15.95 pp

### **WESTERN ROUNDUP**

BBQ Boneless Ribs Baked Herbed Chicken Potato Salad BBQ Baked Beans Corn on the Cob Coleslaw Cornbread

### **BACKYARD GRILL**

Hot Dogs Hamburgers Macaroni Salad Coleslaw Corn on the Cob BBQ Baked Beans Buns  
American & Swiss Cheese Lettuce Tomato Onion Pickles Condiments  
\$14.95 pp

**All Theme Buffets Include Chef's Choice of Dessert**

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## **Cocktail Parties**

### **HOST BAR**

A Host Bar is a bar sponsored and paid for by the host on a per drink basis. Charges are determined by the quantity of liquor consumed and include all mixes, ice and appropriate garnishes.

All prices are subject to a Service Charge and State Tax.

### **BARTENDER SERVICE**

We require a minimum of \$150.00 in beverage sales excluding tax & gratuity.  
An additional \$50.00 bartender fee will apply to any bar under \$200.00 in sales.

### **SPECIAL REQUEST**

When special requests are honored for liquor, beer or wine items not carried as regular stock at the hotel, the guest is responsible for the total amount of all items not consumed at the function.

### **PLANNED PARTIES**

A well- rounded combination of Hor d'Oeuvre should service eight pieces per person for the first hour & six pieces for each hour thereafter. Our Catering Staff would be pleased to custom design a menu to meet your needs.

## **Beverage Selections**

### **Host Bar- Per Drink**

House Brands.....	\$3.75
Call Brands.....	\$4.50
Premium Brands.....	\$5.50
Beer.....	\$3.00
Wine.....	\$4.00
Sodas.....	\$2.00
Bottled Water.....	\$2.00

### **CASH BAR- PER DRINK**

House.....	\$4.00
Call Brands.....	\$5.00
Premium Brands.....	\$6.00
Beer.....	\$3.25
Wine.....	\$4.25
Sodas.....	\$2.25
Bottle Water.....	\$2.25

### **MISCELLANEOUS HOSTED BEVERAGE ALTERNATIVES**

Cordials & Liqueurs.....	\$5.50 per drink
Fruit Punch.....	\$28.00 per gallon
Mimosa.....	\$39.50 per gallon

House Wine.....	\$18.00 per bottle
Champagne Punch.....	\$39.50 per gallon
House Champagne.....	\$16.00 per bottle

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## Hors d'Oeuvres

All Hor d' Oeuvres have a fifty (50) piece minimum

### COLD HORS D' OEUVRES

(Per 50 pieces)

Fancy Deviled Eggs	\$50.00
Bleu Cheese Stuffed Celery Hearts	\$40.00
Assorted Finger Sandwiches	\$55.00
Shrimp Cocktail	\$125.00
Smoked Salmon Platter	\$85.00
Assorted Canapes	\$55.00
Fresh Fruit Kabobs	\$100.00
Cheese Ball & Crackers	\$13.50 per #

### COLD PLATTERS

(50pp/100pp)

Cheese Display w/ Crackers	\$90.00/\$150.00
Garden Vegetable Tray	\$70.00/\$110.00
Sliced Seasonal Fruit	\$100.00/\$175.00

### DRY SNACKS

(Per Pound)

Pretzels	\$7.25
Potato Chips	\$7.50
Corn Chips	\$7.35
Spicy Snack Mix	\$7.95
Mixed Nuts	\$12.25
Dry Roasted Peanuts	\$9.75

### GRINDER SUPREME

Will Serve 25-30 people

This Four Foot Wonder is Built to Impress, Loaded w/ Salami, Baked Ham, Pepperoni, American Cheese, Lettuce, Tomato, Onions & Pepperoncini  
(can be ordered for pickup)  
\$120.00

### PIZZA CAFÉ

Sliced to Your Portion Requirements.

Choices are: Cheese Pepperoni

Grilled Chicken w/ Sun Dried Tomatoes

BBQ Chicken Vegetable Lovers Sausage & Peppers  
\$12.95 each

### HOT HORS D' OEUVRES

(Per 50 pieces)

Mild Italian Sausage w/ Peppers & Onions	\$55.00
Petite Quiche Florentine	\$50.00
Mini Reuben	\$65.00
Jumbo Buffalo Wings	\$65.00
<i>Served w/ Celery Sticks and Bleu Cheese Dressing</i>	
Swedish Meatballs	\$55.00
Sweet n Sour Meatballs	\$55.00
Crabmeat Stuffed Mushroom Caps	\$75.00
Sausage Stuffed Mushroom Caps	\$70.00
Chinese Egg Rolls w/ Sauces	\$55.00
Cocktail Franks in Puffy Pastry	\$45.00
Chicken Fingers w/ Honey Mustard	\$65.00
Fried Mozzarella Sticks	\$55.00
<i>Served w/ Our Marinara Sauce</i>	
Barbecue Boneless Ribs	\$60.00
Coconut Battered Shrimp	\$85.00
Spanakopita Triangles	\$65.00
Potato Skins	\$70.00
Filled w/ Cheddar Cheese, Bacon, Tomatoes Scallions & Served w/ Bowl of Sour Cream	

### CHEF CARVING STATIONS

\$50 Carving Fee Applies

Served w/ Appropriate Condiments

#### Roasted Top Round

Approx. 60 people

\$225.00

#### Prime Rib

Approx. 60 people

\$295.00

#### Beef Tenderloin

Approx. 20 people

\$195.00

#### Baked Ham

Approx. 40 People

\$150.00

#### Roasted Turkey Breast

Approx. 25 people

\$125.00

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## ***Specialty Breaks***

### **The All American Continental**

Chilled Juices, an Assortment of Breakfast Pastries, Bagels, Muffins,  
Fresh Brewed Coffee and Hot Tea  
\$7.95 pp

### **Natures Trail**

Bowl of Whole Fruit, Granola Bars, Yogurt, Assortment of Dry Cereals,  
Milk & Bottled Water  
\$7.25 pp

### **The Ballpark Break**

Jumbo Hot Pretzels w/ Stadium Mustard, Peanuts, Popcorn  
Coffee, Iced Tea, Bottled Water or Soft Drinks  
\$8.95 pp

### **Chocolate Dream**

Chocolate Nut Brownies, Fresh Baked Chocolate Chip Cookies  
Served w/ Hot Coffee or Chocolate Milk  
\$7.95 pp

### **Grab & Go Continental**

Granola Bar, Yogurt, Whole Fruit & Bottle of Juice  
Boxed & Ready To Go!  
\$7.50 pp

### ***Individual Break Items or Add- Ons***

Sliced Fresh Fruit	\$3.25 pp
Individual Specialty Yogurt	\$2.25 ea
Fruit Kabobs w/ Dipping Sauce	\$2.50 ea
Individual Cereal Service	\$1.75 ea
Whole Fruit	\$1.00 ea
Fresh Baked Cookies	\$10.95 doz
Brownies	\$14.50 doz
Danish & Sweet Rolls	\$18.75 doz
Croissant	\$2.00 ea
Fresh Muffins	\$9.95 doz
Bagels w/ Cream Cheese	\$2.25 ea
Bottled Water	\$2.00 ea
Assorted Soft Drinks	\$2.00 ea
Bottled Fruit Juices	\$2.75 ea
100% Columbian Coffee- Reg or Decaf	\$19.95 gal
Fresh Brewed Iced Tea	\$19.95 gal
Carafe of Juice	\$5.95

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## **BANQUET POLICIES OF HOLIDAY INN CANTON, OHIO**

**GUARANTEE POLICY:** Final meal guarantee (the guaranteed number attending the function) must be received by the Catering office by 12:00 noon, 10 business days prior to your function. Guaranteed counts are to be given to the Catering office and are not subject to reduction. The exact number given will be considered as a guarantee you will be charged for, unless the number guarantee is exceeded by the number served. Holiday Inn Canton will provide seating and have food available for 5% over the guaranteed number. Should the number served fall below the guarantee, we charge for the full guaranteed amount.

**CANCELLATION:** On all functions, an advanced deposit is required. The advance deposit is not refundable for any cancellation received less than (60) days prior to the function; unless otherwise stated on your Banquet Event Order.

**CORPORATE FUNCTIONS:** We require 25% of the function (estimate) unless credit and billing arrangements are established no later than seven (7) days in advance. All personal checks or company checks must be received within 14 days prior to the function. Only cash, a cashier's check or an approved credit card will be accepted as payment for any balance due at the end of the function.

**SOCIAL FUNCTIONS:** We require a minimum 25% of the function (estimate) as a non-refundable deposit. Refer to your Banquet Event Order for your deposit schedule. Only cash, a cashier's check or an approved credit card will be accepted as payment for any balance due at the end of the function.

Should it become necessary for you to cancel after your Banquet Event Order has been signed, the Holiday Inn Canton, Ohio is entitled to any and all cancellation fees stated at the bottom of said banquet order.

**FOOD:** All food and beverage items must be supplied and prepared by the Holiday Inn Canton, Ohio. Due to license restrictions, leftover food must not be removed from the premises. A 20 percent service charge is added to food and beverage sales and is subject to appropriate state and local sales taxes. All prices are subject to change without notice sixty (60) days prior to your function date.

**BEVERAGE:** Holiday Inn Canton, Ohio, as licensee, is responsible for the administration, sale and service of alcoholic beverages. All host bars are subject to applicable sales tax and 20 percent service charge.

**PAYMENT:** We ask that our guest checks be signed the day of the function and that your account be paid in full two weeks prior to the event. If corporate credit (direct bill) is desired, a credit reference form may be obtained from the Catering Department. Billing arrangements should be made at least 15 working days prior to the function and are subject to the approval of the Credit Department. (Social functions account to be paid to the event; extraneous charges to be paid in full prior to the event.)

**TAX EXEMPTION:** Groups requesting a tax exemption must submit a copy of their tax-exempt form prior to the scheduled event. Furthermore, the payment must be made either by a check from the tax exempt organization ten (10) days prior to the event, or a cashier's check remitted to the tax exempt organization.

Customer agrees to bear the responsibility of securing all necessary city and other governmental permits required in connection with use of the Hotel facilities. Accordingly, customer agrees to obtain said permits, bear all costs in connection therewith, and hold the Hotel harmless from and against any and all liability, cost and damages from customer's failure to comply with the foregoing.

**LIABILITY:** Holiday Inn Canton, Ohio reserves the right to inspect and control all functions held on the premises. Damage to property or equipment will be charged accordingly. We do not assume responsibility to any merchandise, personal property or equipment brought onto the premises. Should you wish to bring your own equipment, please make proper arrangements through our Catering office.

**AUDIO-VISUAL:** Meeting room equipment: white boards, lecterns, microphones, easels, cords, extension cords, stands and platforms are available through the Hotel at a nominal fee.

**MENU SELECTION:** Your menu selection(s) should be submitted to Holiday Inn Canton, Ohio no later than 3 weeks prior to your scheduled event. Definite menu prices will be guaranteed 6 months prior to your function. Our Catering Department will be glad to assist you with a customized menu.

**ROOM RENTAL AND SET UP CHARGES:** Banquet room rental charges and set up charges are applied to all rooms used for meetings, exhibits and displays. All functions must have a beginning and ending time. We reserve the right to change meeting room assignments based on the anticipated number of people in attendance and circumstances beyond our control.

**SCHEDULE OF EVENTS:** We ask your cooperation in vacating the function rooms at the time indicated on your contract, as we may have another group scheduled.

**CUSTOMER DELIVERY/STORAGE:** Please mark any equipment and boxes with group name, contact person, date of function & number of boxes. Our catering staff should be notified prior to your arrival if you are sending any materials. Storage space is limited, please limit deliveries to one day before your function date. A \$50.00 fee will apply. Any boxes delivered more than two days prior to your function date an additional \$50.00 fee will apply.

**LOADING AND UNLOADING:** The hotel offers "street level" parking. Due to insurance regulations, we are unable to provide assistance loading and unloading your equipment. Please notify our Catering staff should you require the use of our freight entrance. All conference and show materials should be brought in through the side entrance, not the lobby, please.