

# CATERING & EVENTS

*Minervas*  
—CATERING & EVENTS—



Minervas Catering & Events | Arrowwood Resort & Conference Center  
1405 Highway 71 North | Okoboji, Iowa | (712) 332-2161 Ext. 5 | [scostilla@arrowwoodokoboji.com](mailto:scostilla@arrowwoodokoboji.com)

# BREAKS, BEVERAGES & SNACKS

## MORNING BREAKS

### Light Continental

Assorted fruit juices, assorted pastries,  
seasonal fresh fruit  
9/person

### Executive Continental

Caramel rolls, seasonal fresh fruit, assorted pastries,  
assorted fruit juices & coffee  
10/person

## FROM THE BAKERY

(EACH ITEM PRICE PER DOZEN)

### Assorted Muffins

21

### Caramel or Cinnamon Rolls

36

### Assorted Rolls & Donuts

(LOCALLY SOURCED)

classic 32

premium 40

### Assorted Cookies

24

## AFTERNOON BREAKS

### Sweet & Salty

Popcorn, potato chips with dip,  
chocolate chip cookies  
6/person

### The Lighter Side

Fresh seasonal fruit, veggie platter with herb dip &  
assorted granola bars  
8/person

### Fresh Brewed Coffee

(REGULAR OR DECAF)

small (serves 16) 18

medium (serves 26) 29.5

large (serves 37) 41

### Hot Water with Assorted Tea Packets

21/gallon

### Carafe Juice

(ASSORTED FLAVORS)

8/liter

### Lemonade or Unsweetened Iced Tea

21/gallon

### Assorted Bottled Water or Soft Drinks

3/each

## BEVERAGES

## SNACK STATIONS

(SERVES 25)

### Minervas Snack Mix

chex mix & m&m's

75

### Gardetto's®

Snack Mix

40

### Pretzels

35

### Popcorn

30

### SNACKS ALA CARTE

Granola Bars  
2/each

Individually Flavored  
Yogurts  
3/each

Whole Fruit  
2.5/each

All prices subject to a 20% taxable service charge & applicable taxes. This service charge is not a gratuity and is distributed at the discretion of management. Prices subject to change until confirmed on signed Banquet Event Orders.

# BREAKFAST

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## PLATED

Beverage service to include orange juice & coffee.

### **The Minervas Classic**

Scrambled eggs with cheese, breakfast pastry, sausage links, breakfast potatoes, fruit cup

**13/person**

### **Croissant Sandwich**

fresh scrambled eggs with sliced ham & american cheese on a flaky croissant, served with fresh fruit

**11/person**

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## BUFFETS

Beverage service to include coffee.

**ADD** orange juice (+.50/person)

*FEWER THAN 30 GUESTS, \$50 FEE IS APPLICABLE.*

### **Classic Breakfast**

Scrambled eggs, sausage links, breakfast potatoes, assorted muffins, whole fruit

**13/person**

**SUB** Bacon (+.25/person)

**ADD** Bacon (+1/person)

### **Homestyle**

Scrambled eggs, buttermilk biscuits, sausage gravy, breakfast potatoes, whole fruit

**14/person**

**ADD** Bacon (+1/person)

**ADD** Sausage (+1/person)

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# PLATED LUNCH ENTRÉES

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Served with house bread & butter.  
Beverage service to include fresh brewed coffee or iced tea.  
ADD a side salad to any plated lunch entrée (+3/person).

*{Plated functions limited to two (2) options}*

## **Roasted Pork Loin**

Center cut loin, spiced cider glaze,  
seasonal vegetable, mashed potato

**13.5/person**

## **Roast Beef Jardinière**

with savory red wine sauce,  
served with seasonal vegetable & mashed potato

**15/person**

## **Pulled BBQ Sandwich**

Smoked pulled pork, bold BBQ sauce, house bun,  
served with potato chips & coleslaw

**13.5/person**

## **Grilled Chicken Breast**

Grilled boneless chicken breast, Chef's choice  
starch & vegetable

*Choice of sauce: Marsala, Bruschetta Cream  
or Boursin Cream (+1/person)*

**14/person**

## **Southwest Chicken Sandwich**

Grilled chicken breast, applewood bacon,  
pepper jack cheese, chipotle aioli, lettuce, tomato,  
house bun, served with potato chips

**14/person**


## **BOXED LUNCH**

An assortment of smoked ham, turkey or roast beef on  
wheat bread, assorted individual bag of potato chips,  
cookie, can of soda or bottled water

*(condiments included)*

**13/person**

**ADD** whole fresh fruit (+1/person)



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# THEMED LUNCH BUFFETS

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Beverage service to include fresh brewed coffee or iced tea.

*FEWER THAN 30 GUESTS, \$50 FEE IS APPLICABLE.*

## Build Your Own Deli

Sliced roast beef, turkey, ham, sliced american & swiss cheeses, Chef's choice deli salad, kettle chips, lettuce, tomato, onion & pickle, assorted condiments & breads, served with tomato bisque soup

**13/person**

## Tex-Mex

Seasoned ground beef, refried beans, flour tortilla, spanish rice, shredded cheese, lettuce, tomato, onion & jalapeño, served with tortilla chips, salsa & sour cream

**13/person**

**ADD** nacho cheese (+1/person)

**ADD** fajita chicken (+2/person)

## Grill Out

Choice of one (1) protein: grilled burger, grilled chicken, or brat (+.25/person), american & swiss cheeses, lettuce, tomato, onion & pickle, assorted condiments & fresh buns, served with Chef's choice deli salad, potato chips & campfire beans

**14/person**

**ADD** bacon (+1/person) **ADD** 2nd protein (+2/person)

# ENTRÉE LUNCH BUFFETS

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Served with house garden salad with assorted dressings, Chef's choice of starch, vegetable, house bread & butter, fresh brewed coffee or iced tea.

*FEWER THAN 30 GUESTS, \$50 FEE IS APPLICABLE.*

**One (1) Entrée 16/person   Two (2) Entrées 18/person   Add a Side +3/person**

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## Roast Beef Jardinière

with savory red wine sauce

## Roast Pork Loin

House seasoned, center cut loin

*Choice of sauce: Marsala or Spiced Cider Reduction*

## Chicken Breast

Pan seared boneless chicken breast

*Choice of sauce: Marsala, Bruschetta Cream or Boursin Cream (+1/person)*

## Honey Chicken Pasta

Grilled chicken breast, crimini mushroom, sage, almonds, honey cream sauce

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# GRAND DISPLAYS

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## **Cheese**

An assortment of domestic cheeses, served with a variety of crackers, fruit garnish

**180** (SERVES 50)

## **Fresh Fruit**

An assortment of fresh seasonal fruit with yogurt dip

**150** (SERVES 50)

## **Garden Platter**

A colorful combination of crisp seasonal vegetables with ranch dip

**130** (SERVES 50)

## **Spinach & Artichoke**

Warm spinach & artichoke dip, served with fresh veggies & french bread

**150** (SERVES 50)

## **Nine Layer Taco Dip**

Chilled taco dip, served with house fried tortilla chips

**160** (SERVES 50)

## **Silver Dollar Sandwiches**

Assorted fresh cocktail rolls, roast beef, turkey & ham, served with mayonnaise & mustard

**180** (SERVES 50)

## **The Market Platter**

Capicola ham, genoa salami, prosciutto, assorted domestic & imported cheeses, fresh toasted artisan bread & assorted crackers

**275** (SERVES 50)



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# STARTERS

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## HOT APPETIZERS

(PER 50 PIECES)

### Cocktail Franks

with bold BBQ sauce

38

### Meatballs

Choice of swedish, bold BBQ or sweet chili

75

### Pot Stickers

Asian pork filled fried dumplings, served with  
thai peanut sauce

90

### Crispy Firecracker Chicken Skewers

Crispy chicken glazed with firecracker sauce,  
scallions & carrots

90

### Boneless Chicken Bites

Boneless chicken bites with celery & ranch dressing

*Choice of sauce: Honey BBQ OR Buffalo*

100

### Sausage Stuffed Mushrooms

Sausage stuffed mushroom caps & red pepper coulis

125

## COLD APPETIZERS

(PER 50 PIECES)

### Flatbread Pinwheels

Lavosh flatbread filled with whipped cream cheese &  
vegetables, served with roasted red pepper dip

60

### Deviled Eggs

Chef-prepared, country fresh eggs,  
dusted with paprika

85

### Bruschetta

Traditional bruschetta mix with mozzarella,  
basil & roasted garlic, served on toasted focaccia bread

90

### Caprese Skewers

Fresh mozzarella, grape tomatoes, fresh basil &  
balsamic reduction

110

### Shrimp Cocktail

Jumbo shrimp served with fresh lemon &  
tangy cocktail sauce

150

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# PLATED DINNER ENTRÉES

Served with house garden salad, Chef's choice of starch, vegetable,  
house bread & butter. Beverage service to include iced tea.

*{Plated functions limited to two (2) options}*

## Montreal Pork Chop

Bacon-wrapped pork chop, mushroom demi-glace

**24/person**

## Roast Beef Jardinière

Slow cooked, savory roast beef with red wine sauce

**25/person**

## Chicken Breast

Pan seared, boneless chicken breast

*Choice of sauce: Marsala, Bruschetta Cream OR Boursin Cream (+1/person)*

**22/person**

## Honey Pepper Salmon

House pepper seasoned & honey glazed, served with sauce béarnaise

**26/person**

## Boursin Stuffed Tomato

(Vegetarian)

Red tomato stuffed with spinach & boursin cheese, panko crusted

**18/person**

## 8oz Top Sirloin

Hand cut, char grilled to medium

**Market Price/person**

*We proudly serve the Certified Angus Beef® brand for all steaks. Abundantly flavorful.  
Incredibly tender. Naturally juicy. That's the Certified Angus Beef® brand - Angus beef at its best.*

## Steak Add-Ons

Mushroom whiskey sauce **3/person**

Charred onion & marsala sauce **3/person**

Three grilled shrimp **6/person**



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# ENTRÉE DINNER BUFFETS

Served with house garden salad & assorted dressings, chef's choice of starch, seasonal vegetable, house bread & butter.

Beverage service to include iced tea.

*FEWER THAN 30 GUESTS, \$50 FEE IS APPLICABLE*

**One (1) Entrée 24/person   Two (2) Entrées 26/person   Add a Side +3/person**

## **Roast Beef Jardinière**

Slow cooked, savory roast beef with red wine sauce

## **Roasted Pork Loin**

House seasoned, center cut loin

*Choice of sauce: Marsala OR Spiced Cider Reduction*

## **Honey Pepper Salmon**

with sauce béarnaise

## **Chicken Breast**

Pan seared, boneless chicken breast

*Choice of sauce: Marsala, Bruschetta Cream OR Boursin Cream (+1/person)*

## FROM THE CARVING BOARD

Carved at your buffet table by our culinary staff.

**Roast Beef Market Price/person   Prime Rib Market Price/person**

*(subject to additional fees per chef, per hour)*



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**PLATED DINNER • DINNER BUFFETS 8 | 9**

# THEMED DINNER BUFFETS

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Beverage service to include iced tea.  
*FEWER THAN 30 GUESTS, \$50 FEE IS APPLICABLE*

## Tex-Mex

Seasoned ground beef, refried beans, flour tortilla, spanish rice, shredded cheese, lettuce, tomato, onion & jalapeño, served with tortilla, salsa, & sour cream.

**19/person**

**ADD Nacho cheese +1/person**

**ADD Fajita chicken +2/person**

## Iowa Homestyle Buffet

Garden salad with assorted dressings, potato salad, chicken fried steak, garlic mashed potatoes, country gravy, buttered corn with chives, warm biscuits with butter & honey

**24/person**

## Italian


Minervas house italian salad, meatball marinara penne, chicken with broccoli alfredo penne, steamed sicilian vegetable blend, fresh garlic toast

**21/person**

## Down Home Picnic

Garden salad with assorted dressings, potato salad, oven fried chicken, BBQ pork on a bun, buttered corn, fresh cornbread with whipped honey butter

**25/person**



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# DESSERTS

## **Vanilla Bean Cheesecake**

Choice of chocolate, caramel or strawberry drizzle  
**7/person**

## **Fresh Pie**

Choice of apple or pumpkin, whipped topping  
**6/person**

## **Triple Layer Tiger Chocolate Cake**

Pinstriped design featuring rich dark & white  
chocolate, whipped topping  
**7/person**

## **Grandma's Carrot Cake**

Sweet layered walnut carrot cake  
drizzled with vanilla sauce  
**6/piece**

## **APPLE CRISP STATION**

**MINIMUM OF 25 GUESTS**

**MORE THAN 50 GUESTS, \$30 ATTENDANT FEE  
IS APPLICABLE**

### **SERVED WARM**

Almonds, caramel sauce, whipped topping  
a la mode  
**7/person**



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# BAR SERVICE

*Minervas & Arrowwood Resort & Conference Center offers bountiful choices of liquors, a varietal selection of wine and domestic, craft, local & import beer selections.*

*Please inquire for more information and to customize your private bar for your event.*

## ALCOHOL SERVICE

<b>Domestic Beer</b> .....	5	<b>Keg Domestic Beer</b> .....	350
<b>Import Beer</b> .....	6	16 gallon	
<b>House Wine</b> .....	6/glass	<b>Premium Keg Beer</b> .....	425
<b>House Wine</b> .....	24/bottle	Available upon Request	
<b>Well Liquor</b> .....	5	<b>Champagne</b> .....	28/bottle
<b>1<sup>st</sup> Tier</b> .....	6	<b>N/A Champagne</b> .....	20/bottle
<b>Top Shelf</b> .....	7	<b>Hard Seltzer</b> .....	7
		<b>Individual Sodas/ Bottled Water</b> .....	3

### Wine & Spirits

Minervas & Arrowwood Resort & Conference Center have wine available by the bottle and an extensive wine list.

*Wine varietals include:*

Chardonnay | Pinot Grigio | Moscato | Cabernet Sauvignon | Pinot Noir

We also offer custom cocktails.

## HOST FOUNTAIN SODA PACKAGE (canned product non-applicable)

WIMBLEDON EVENT HALL ONLY

<b>100 Guests or Less</b> .....	150
<b>101-250 Guests</b> .....	200
<b>251 Guests or More</b> .....	250

### Bar Service Policies

All host & consumption based services require a valid credit card on file to be assessed the final bar tab and any applicable fees/service charges (unless otherwise arranged with the Catering Manager) and/or any incidentals incurred.

Bar Minimums - a \$25/hour bartender fee will be added to all bars with revenue less than \$500.  
A 25 person minimum is required to have a bar.

Minervas & Arrowwood Resort & Conference Center reserves the right to refuse service to any patron. Proper age verification required via Photo ID. No outside alcohol is allowed within the social function spaces. A two drink per person per transaction policy is enforced.

Last call is 30 minutes prior to event end time.

**ALL APPLICABLE STATE LAWS WILL APPLY.**



# AUDIO & VISUAL EQUIPMENT RENTAL

*The following equipment is available on a first-come, first-served basis. Equipment rentals are charged on a daily basis and are subject to a 20% service charge and applicable sales tax.*

**Stage or Platform** 6 x 8 stage ..... 100  
Quantity Available: 8

**Wireless Internet** ..... Complimentary  
High Speed wireless internet available in all meeting rooms.

**LCD Projector** ..... 100  
Includes power strip/extension cord

**Projection Screen** ..... 30  
Size appropriate to size of room & guest count.

**Screen** ..... 100  
Wimbledon Event Hall

**Extension Cord** ..... 5

**Power Strip** ..... 5

**A/V Table** ..... Complimentary

**Flipchart Stand** with pad of paper & markers ..... 25

**Easel Stand** ..... 5

**Whiteboard, Markers & Eraser** ..... 25  
28" x 32.5"

**Speaker Phone** plus any charges ..... 50

**Wireless Lavalier Microphone** ..... 25

**Wireless or Wired  
Hand-Held Microphone** ..... 25

**Podium** ..... 15

**Table Top Podium** ..... 10

**Laptop Speakers** ..... 20

**Note Pad & Pens** ..... 1 ea

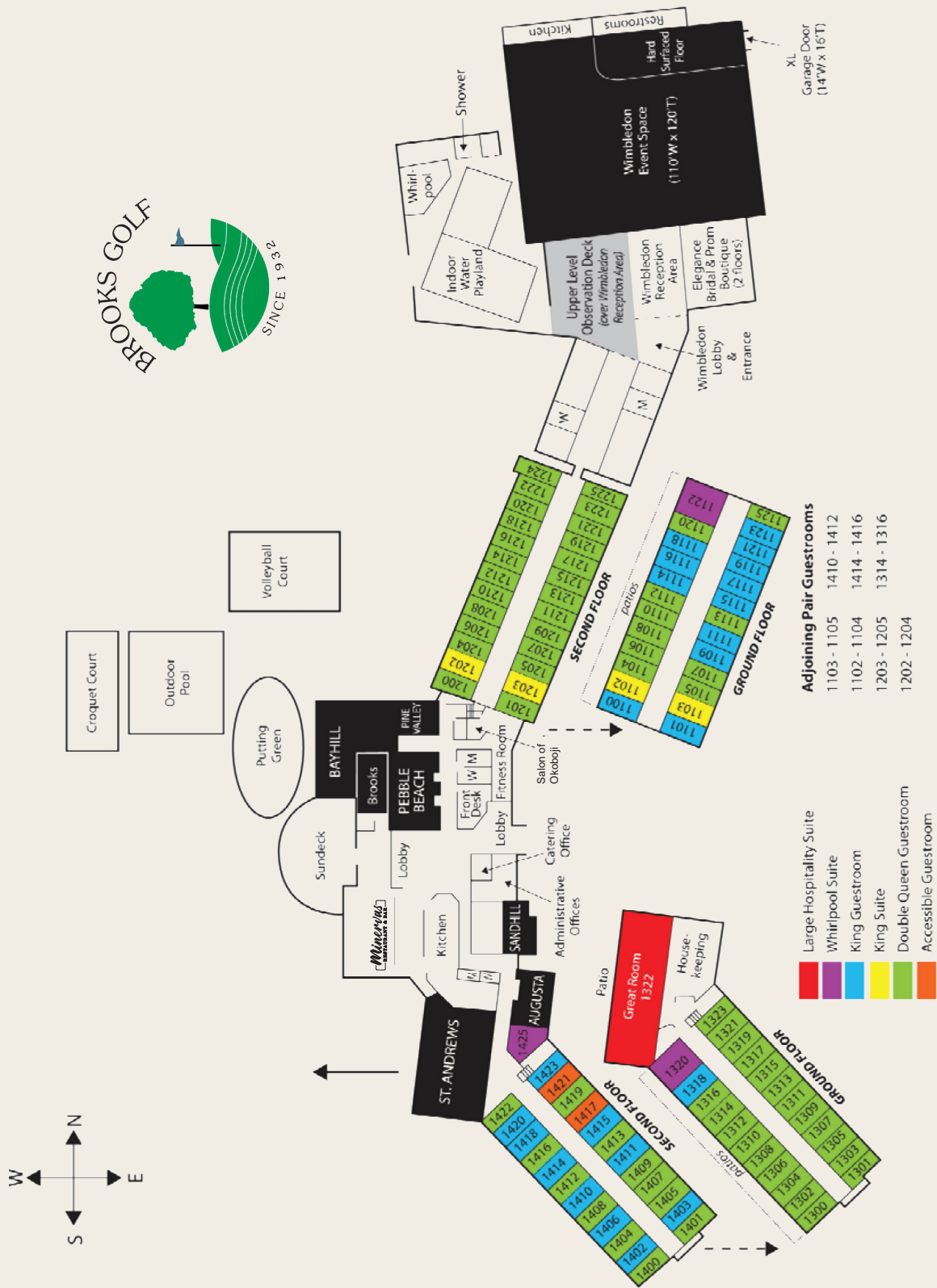
## Vendor Display Package

20

One (1) 6' table with two (2) chairs,  
white table cloth



# PROPERTY LAYOUT



# MEETING ROOM DIMENSIONS

Offering over 30,000 sq. ft. of flexible meeting space, featuring ten (10) function spaces where successful meetings & events come together. From conventions to sales meetings, & company retreats to special occasions, events are more successful at Arrowwood Resort & Conference Center.

- 100 guest rooms
- 212 additional guest rooms at Bridges Bay Resort (our sister property)
- Ten separate meeting & event rooms accommodating groups from 16 to 600
- The Great Room Hospitality Space (1,800 sq. ft. guest room includes dining table, lounge furniture, wet bar and large private patio)
- Wireless Internet access throughout the resort
- On-site professional meeting & event planners
- On-site Minervas Restaurant & Bar

Room Name	Theatre	Classroom	U-Shape	Cabaret	Boardroom	Banquet	Cocktail	Sq Ft
Augusta	70	28	20	30	20	48	48	814
Brooks	50	30	20	25	24	40	40	817
Sandhill	-	-	-	-	16	-	-	627
Bayhill	120	66	26	70	32	112	112	2,661
Pebble Beach North	72	28	18	30	20	48	48	884
Pebble Beach South	72	28	18	30	20	48	48	918
Pebble Beach	156	68	34	70	32	112	112	1,802
St. Andrews North	144	60	30	45	28	72	72	1,512
St. Andrews South	144	60	30	45	28	72	72	1,638
St. Andrews	280	120	42	110	44	176	176	3,150
Wimbledon Event Hall	600	350	n/a	315	n/a	504	504	11,742
Wimbledon Lobby	-	-	-	-	-	-	100	1,512
Observation Deck	140	62	30	40	28	64	64	1,938
Croquet Court	400	-	-	-	-	-	-	4,032
Sundeck	-	-	-	-	-	152	-	4,824



# GENERAL INFORMATION

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## {TERMS & CONDITIONS}

A great deal of effort goes into coordinating a successful event, thus all the details must be completed & agreed upon in writing at least 10 business days prior to your event.

The Catering Department requires a signed Function Agreement at the time of the booking to secure space. Upon review of your event requirements, Banquet Event Orders (BEO) will be sent to confirm all final arrangements & prices. These BEOs will need to be signed & returned prior to your event & will serve as part of your agreement.

A 20% taxable service charge will be added to the totals of all food & beverage items provided. State Tax at the applicable rate will be added to the final bill.

There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance.

Cancellation by the customer less than 30 days prior to the event shall result in payment of full room rental costs. The room must be vacated by 12am; last call is 11:30pm.

### UNDERSTANDING YOUR NEEDS

In order to properly prepare for your event, we need to understand your needs. Be prepared to provide as many details about your event as possible, such as:

- What is the name of your event?
- How many people are attending?
- What setup style do you require?
- Do you require a custom floor plan?
- What is the start time and finish time?
- Do you require access to the room early for setup?
- Do you require catering/bar service?
- Do you have audio visual requirements?
- Do you have any special dietary needs?

### ROOM ASSIGNMENTS & LIABILITY

We reserve the right to reassign meeting rooms based on group size, event needs & management discretion. While this is rare, sufficient notice will be given to the group. Early room access may be available for additional fees & is subject to Catering Manager's discretion.

We reserve the right to inspect & control all private functions. Liability for damages to the premises will be charged to the representative making the actual arrangements at repair or replacement costs.

Posters or directional signage may not be located in the hotel lobby or in the hotel without prior approval. Any damage or additional cleaning costs incurred by the

property will be added to the final bill. Please do not use staples, nails, tacks or pins. Please inquire about approved hanging devices for your setup needs.

### AUDIO VISUALS

Audio visual equipment & services can be ordered through our Catering Department. We ask that requests be made at least 10 business days prior to the event. All equipment is on a first-come, first-serve basis at time of booking. An equipment rental list can be requested from the Catering Department.

Clients may store their own audio visual equipment overnight in our meeting rooms based on availability, but the Catering Department will not assume any responsibility for damages or loss of merchandise for items left in banquet rooms.

The Catering Staff is trained to work with our standard equipment & does not have a specialist on site. If your group requires any special technical setup needs, it is the group's responsibility to make arrangements for this. Additional fees will apply. Only Arrowwood Resort & Conference Center Staff is to manage in house systems (lights, microphones, sounds, LCD, etc.). Tampering with or unapproved use of Arrowwood AV equipment leading to damage or loss will be billed back at event organizer's expense.

### MENU SELECTION & GUARANTEE

Menu selections are required at least four (4) weeks prior to the date of the function. Event menu tastings and custom menu design are available at market price. We are subject to vendor product availability. Some menu items and event styles may need to change prior to your function to ensure success and execution.

For the various departments to prepare properly for your event, it is important the Catering Department receives your final attendance number ten (10) days prior to the date of your event. This will be considered your minimum guarantee, and is not subject to reduction.

### PLANNING ACCESS TO THE FACILITY

If you need special access to the facility before & after your event (perhaps to decorate or move equipment in/out) we will need to know in advance. Typically for large events requiring extensive setup, extra accommodations need to be made so that there is a sufficient gap between clients. Additional fees may be charged.

## BILLING & PAYMENT

For corporate events, a direct bill account will be utilized, unless prior arrangements have been made. At the conclusion of the event, a total combined invoice for all food & beverage functions will be sent to the group contact & full payment is required within 30 days of the event.

For social events, room rent/deposit is required to be paid in full to secure reservation. Full payment is required 10 business days prior to the event, along with a valid credit card to be used for any future charges that may exceed the previous payment. Deposits are non-refundable.

Tax will be added to all charges unless the proper tax exempt paperwork has been filled out & returned to the Catering Department for review. If paying with a tax exempt credit card, a copy of the front & back of the card should be provided for our records.

All non-tax ID'd vendors, social, personal and fundraising events require a valid credit card on file and prepayment.

## OUTSIDE FOOD & BEVERAGE

To ensure the safety of our guests & to comply with local health regulations, outside food & beverage of any kind (except specialty cakes) will not be permitted within meeting & banquet rooms by the guests. Local health standards also prevents food prepared by the property, that remains uneaten after a function, be taken out of the banquet facility.

In the event you (the meeting planner) or any of your attendees are found to have any outside food or beverages on property without prior written approval, you will be asked to return the items to your hotel room or vehicle for storage until the conclusion of the event. If unable to comply, the items will be confiscated. Discovery of outside food and/or beverage could result in fees being added to the final bill.

## SHIPMENTS OF PACKAGES & PARCELS

It is always best to confirm that you will be shipping items to our property to ensure that we have adequate space to store them prior to your event. There is no loading dock available for large crates or pallets of materials. We suggest you make arrangements for a pallet jack & means to off load the large parcels.

With advanced notice, packages for meetings may be delivered to the property no more than three business days prior to the date of your event. The event name, date of function, contact(s) name, & the catering contact's name should be included on all packages to insure proper delivery.

## ENTERTAINMENT

We encourage entertainment. However, if loudness from bands, entertainment or public address systems disturbs any other guests, or becomes a problem, our property reserves the right to ask the patron or entertainment leader to reduce the loudness or perform without amplification.

## DAMAGE & LOSS

Arrowwood Resort & Conference Center/Minervas Catering & Events are not responsible for items lost, stolen or damaged in any area of the property including the parking lot areas. If valuable items must be left in any banquet area, it is recommended that security be retained at the group's expense. All guest items returned will be kept in lost and found located within the Catering Department for no more than 30 days after the event.











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### **Start Planning Your Event Today!**

Please contact Minervas Catering & Events  
for more information.

**(712) 332-2161 Ext. 5**  
**[scostilla@arrowwoodokobojo.com](mailto:scostilla@arrowwoodokobojo.com)**

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