



WCC

WILLMAR CONFERENCE CENTER

WEDDING GUIDE

PROVIDING

- ✓ Full-Service Catering
- ✓ Delivery and Setup Service
- ✓ Traditional Delivery
- ✓ Complete Beverage Service

Welcome

Congratulations on your engagement! We're thrilled for you as you begin planning this incredible new chapter in your life. Your wedding day is one of life's most memorable milestones, and at the Willmar Conference Center, we're honored to help bring your vision to life.

Whether you're dreaming of an intimate celebration or a grand event, we specialize in creating unforgettable weddings for every style and budget. Our experienced team is dedicated to delivering personalized service with attention to every last detail—so you can focus on what matters most: celebrating your love with the people who mean the most to you.

Let us help you craft a day that's as unique and beautiful as your love story.



Rental Inclusions

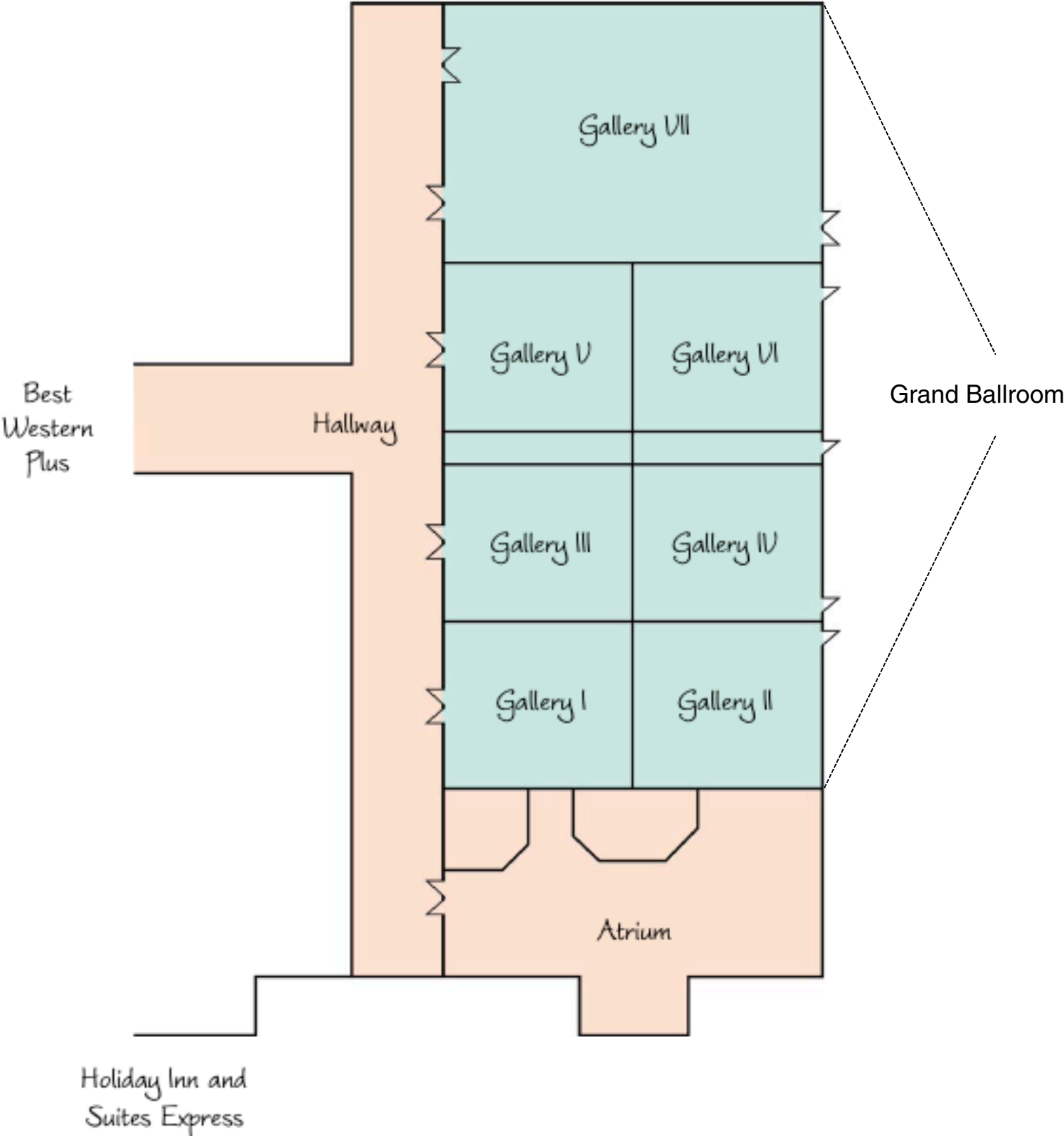
- **Tables and Chairs**
- **Table Linens** (*white or black*)
- **Napkins** (*10 colors to select from*)
- **Head Table on Riser**
- **Dance Floor**
- **Screen**
- **LCD Projector**
- **Microphone**
- **Wireless Internet**

Capacity



Room Name	Dimensions L x W x H	Room Size Sq. Ft.	Max Occupancy
Grand Ballroom	144' x 70' x 12'10"	10,080	750
Gallery 1 - 6	90' x 69' x 12'10"	6,210	450
Gallery 5 - 7	78' x 69' x 12'10"	5,382	350
Gallery 1 - 4	60' x 69' x 12'10"	4,140	325
Gallery 7	48' x 69' x 12'10"	3,312	200
Pre-Function		1,770	

Event Spaces



Lodging

CONVENIENT ON-SITE LODGING FOR YOU AND YOUR GUESTS

Make your event effortless from start to finish with comfortable, on-site accommodations for you and your guests. The Best Western Plus, conveniently attached to the Willmar Conference Center, and the nearby Holiday Inn Express & Suites, just steps away, offer two excellent lodging options for your celebration.

Guests will enjoy spacious rooms, thoughtful amenities, and the convenience of staying just moments from the festivities. Relax in the pool, unwind in the hot tub, or retreat to a quiet, comfortable guest room after a full day of celebrating. Group room blocks and special rates are available to ensure everyone feels right at home while making lasting memories.

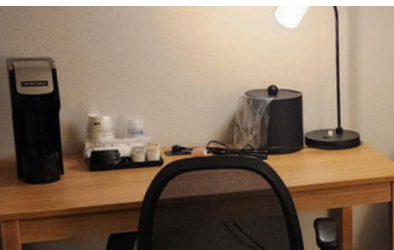
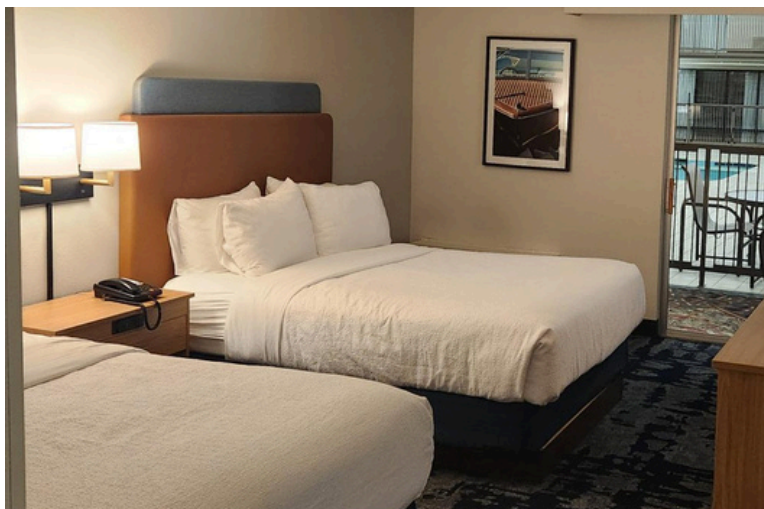
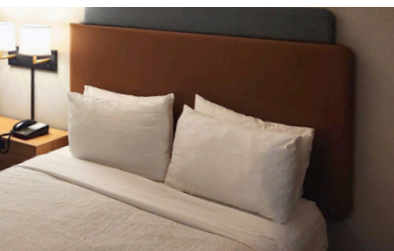




BEST WESTERN PLUS WILLMAR

2100 Highway 12 E, Willmar, MN 56201

+1 320 235 6060



ACCOMMODATIONS

92 guest rooms, including poolside rooms
100% non-smoking

ALL ACCOMMODATIONS OFFER

- HDTV
- Minifridge
- Microwave
- Coffee maker
- Bath amenities
- Hair dryer
- Iron/ironing board
- Work space

AMENITIES

- Free breakfast
- Indoor heated pool and hot tub
- Fitness center
- Complimentary Wi-fi

SERVICES & FACILITIES

- Best Western Rewards
- 24-hour business center
- Onsite self service laundry
- Complimentary onsite parking

RESTAURANTS & BARS

- Green Mill: Enjoy award winning pizza, signature pastas, and classic American fare
- Ruff's Wings & Sports Bar: Serving delicious wings, burgers, and more



HOLIDAY INN EXPRESS & SUITES WILLMAR

250 23rd Street SE, Willmar, MN 56201

+1 320 231 2601



— BY IHG —



ACCOMMODATIONS

73 guest rooms, including 20 suites

100% non-smoking

ALL ACCOMMODATIONS OFFER

- HDTV
- Minifridge
- Microwave
- Coffee maker
- Bath amenities
- Hair dryer
- Iron/ironing board
- Work space

AMENITIES

- Free breakfast
- Indoor heated pool and hot tub
- Fitness center
- Complimentary Wi-fi

SERVICES & FACILITIES

- IHG One Rewards
- 24-hour business center
- Onsite self service laundry
- Complimentary onsite parking

Cold Appetizers

APPLE BRIE WALNUT PHYLLO CUP

Brie and white wine apples marinated with fresh sage and walnuts.

BRUSCHETTA DISPLAY

Classic tomato basil recipe served with crostini's.

HAM AND TURKEY COCKTAIL SANDWICHES

Sliced deli ham and deli turkey piled on a fresh cocktail bun.



Trays

DOMESTIC CHEESE AND CRACKER TRAY

Cheddar, pepper jack, provolone, and herb cream cheese with gourmet crackers.

FRESH VEGETABLE TRAY

Served with ranch dip.

CHACUTERIE TRAY

A selection of cured meat, cheese, dried fruits, olives, marinated vegetables, and nuts served with crostini's.

SHRIMP COCKTAIL TRAY

Served with cocktail sauce.

SPINACH DIP TRAY

Served with homemade bread.

FRESH SEASONAL FRUIT TRAY

Served with cream cheese fruit dip.

Crostini's

OLIVETTA AND GOAT CHEESE CROSTINI

Goat cheese spread topped with olivetta, red pepper, and feta.

SPINACH PARMESAN CROSTINI

Creamy, homemade spinach dip with parmesan cheese.

ROAST BEEF CROSTINI

Cream cheese and layers of roast beef with horseradish sauce and green onion.

SUNDRIED TOMATO BRUSCHETTA CROSTINI

Sundried tomato tapenade with parmesan cheese and reduced balsamic.

MEDITERRANEAN CROSTINI

Olive cucumber tapenade and red pepper hummus with feta.



Hot Appetizers



BACON-WRAPPED CHORIZO STUFFED DATES

Sweet dates filled with chorizo and wrapped in smoky bacon.

MEATBALLS

Choice of Plum BBQ or Swedish sauce.

SPANAKOPITA

Feta and spinach wrapped up in a buttery, flaky phyllo crust.

BAKED SPINACH AND ARTICHOKE DIP

Served with fresh bread and assorted crackers.

CHICKEN SATAY SKEWERS

Chicken teriyaki sauce.

MINI WALLEYE CAKES

Served with garlic aioli.

BEEF WELLINGTON

Tenderloin tips, yellow onions and cremini mushrooms stuffed in a pastry. Served with horseradish.

BONELESS WINGS OR BONE-IN WINGS

Choice of buffalo, diablo, Jim Beam, or Peking Zing Sauce. Served with ranch and bleu cheese.

MINI VEGETABLE EGG ROLLS

Served with sweet and sour dipping sauce.

CHICKEN EMPANADAS

Spicy chicken filling with delicate pastry dough. Served with chipotle ranch dressing.

WILD RICE STUFFED MUSHROOMS

Bite-sized cremini mushrooms baked with a savory wild rice stuffing.

Signature Stations

Must have a minimum of 20 guests.

DELI STATION

Fresh-baked breads, assorted deli meats and cheese, lettuce, tomato, pickles, mayo, and mustard. Serve with potato salad and kettle chips.

ITALIAN STATION

A variety of single-topping pizzas and a choice of one pasta. Served with Caesar salad and fresh-baked bread.

Pasta Selection (Choose One): Lasagna, Spaghetti with Meat Sauce, or Fettuccine Alfredo with Chicken

TEX-MEX STATION

Pulled chicken, ground beef, tortilla shells, sauteed onions and peppers, shredded cheese, rice, salsa, guacamole, sour cream, Pico de Gallo, and shredded lettuce. Served with tortilla chips.

GRILL STATION

Bakery buns, beef burgers, chicken breasts, baked beans, potato salad, potato chips, assorted sliced cheese, lettuce, tomato, onion, ketchup, mustard, mayo, and pickles.

PASTA STATION

Linguine, short pasta, chicken, Italian sausage, classic alfredo, marinara, pesto, broccoli, mushrooms, and bruschetta. Served with Caesar salad and fresh bakery bread.

BAKED POTATO & SALAD STATION

Top your own split baked potato and create your own salad. Mixed spring greens blend, diced ham, diced chicken, diced turkey, shredded cheese, tomatoes, onions, carrots, cucumber, sliced hard-boiled eggs, croutons, bacon bits, chives, sunflower seeds, sour cream, cheese sauce, assorted salad dressings, and bakery bread.

SMOKEHOUSE STATION

Chef carved smoked beef brisket, grilled chicken, cocktail buns, coleslaw, potato salad, baked beans, and potato chips. Served with BBQ sauce and horseradish sauce.

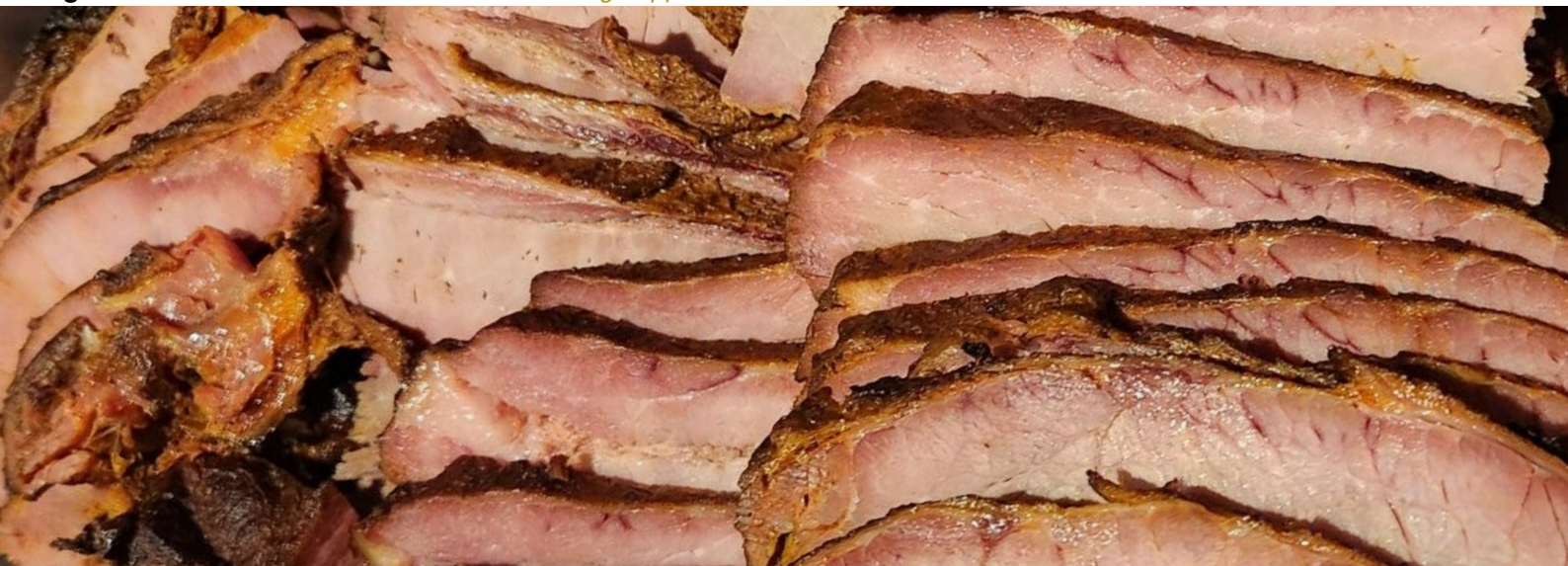
BBQ STATION

Your choice of two proteins and two sides.

Protein Selections (Choose Two): Pulled Pork, Boneless BBQ Ribs, or Grilled Chicken Pineapple Kabobs

Side Selections (Choose Two): Au Gratin Potatoes, Green Beans, Pasta Salad, Potato Salad, Rosemary Potatoes, or Coleslaw

Signature Side: Mac 'N' Cheese *Additional charge applies*



Entrées

All entrées include a fresh salad, vegetable, potato, and fresh bakery bread with herb butter.



Beef

PRIME RIB OF BEEF

Slow roasted. Served with rosemary au jus.

GRILLED SIRLOIN

Beef sirloin served with a bourbon glaze.

MARINATED FLANK STEAK

Marinated flank steak sliced and topped with bourbon-soy glaze.

CHIANTI BEEF TIPS

Sauteed in a chianti mushroom sauce.

TENDER BEEF ROAST

Slow roasted sliced pot roast. Served with a bordelaise sauce.

Chicken

MAPLE DIJON CHICKEN

Bone-in roasted chicken breast glazed with a savory maple Dijon sauce.

SALTIMBOCCA STUFFED CHICKEN

Stuffed chicken breast with prosciutto, fresh basil, four cheese blend, and topped with gouda herb sauce.

BRUSCHETTA PESTO CHICKEN

Grilled pesto chicken topped with roasted tomatoes, garlic, fresh basil, parmesan cheese, and drizzled with balsamic glaze.

CHICKEN MARSALA

Breaded chicken breast lightly sauteed and tossed in a marsala wine sauce with wild mushrooms.

CHICKEN KIEV

Chicken breast stuffed with butter and chives, topped with a cream cheese sauce and served over a bed of wild rice.



Seafood

BAKED SALMON IN DILL SAUCE

Served with fresh parsley and herbs.

KABEELO LODGE WALLEYE

Walleye dipped in our house made batter and pan-fried or broiled. Served with garlic aioli.

Pork

BACON WRAPPED PORK TENDERLOIN

Pork tenderloin wrapped with applewood smoked bacon.

ROAST PORK LOIN

Tender pork loin with a white wine and mushroom demi glaze.

Vegetarian

ROASTED STUFFED RED PEPPER

Filled with wild rice, zucchini, asparagus, spinach, a blend of dairy free cheeses, and a balsamic glaze.

GRILLED VEGETABLES AND QUINOA WITH BROWN RICE

Grilled zucchini, carrots, asparagus, red peppers, pea pods, tossed with quinoa and brown rice, seasoned with sesame glaze.

Sides are not included; may be added for an additional cost.

Turkey

ROAST TURKEY

Slow roasted turkey breast with pan gravy.



Pasta

PASTA PAVAROTTI

Penne noodles tossed with seasoned chicken, zucchini, mushrooms, prosciutto, and sundried tomatoes in a garlic cream sauce.

DESERT FIRE PASTA

Cavatappi pasta tossed with sauteed shrimp and mushrooms in a hurricane pepper cream sauce, topped with parmesan cheese.

BUTTERNUT SQUASH RAVIOLI

Ravioli stuffed with butternut squash and topped with asparagus spears, sundried tomatoes, basil leaves, asiago and parmesan cheese in a garlic cream sauce.





Children

PLATED KIDS MEAL

White meat chicken strips, French fries, and apple sauce. Served with BBQ sauce and ketchup.

Entrée Sides

Vegetables

MAPLE ORANGE CARROTS

GREEN BEAN ALMONDINE

CALIFORNIA BLEND

CHEF'S CHOICE ROASTED VEGETABLES

Premium Vegetables

PARMESAN CRUSTED BROCCOLI AND CAULIFLOWER

Additional charge applies

ASPARAGUS SPEARS

Additional charge applies

Potatoes and More

WHITE CHEDDAR AND GARLIC MASHED POTATOES

TRADITIONAL MASHED POTATOES

ROSEMARY BABY RED POTATOES

WILD RICE MEDLEY

Premium Potatoes

CARAMELIZED ONIONS AND KALE AU GRATIN POTATOES

Additional charge applies

Fresh Salads

HOUSE SALAD

Spring mix with romaine lettuce tossed with cucumbers, tomatoes, fresh baked croutons, and ranch dressing.

CEASAR SALAD

Fresh romaine lettuce tossed with Caesar dressing, parmesan cheese, and croutons. Garnished with grape tomatoes.

Premium Salad

ALMOND CRAISIN SPINACH SALAD

Fresh spinach and spring mix tossed with feta crumbles, almonds, raisins, red pepper, and white balsamic vinaigrette.

Additional charge applies



Buffets

All buffets include a fresh salad, vegetable, potato, fresh bakery bread with herb butter, and a coffee station.



TENDER BEEF ROAST

CHIANTI BEEF TIPS

BACON WRAPPED PORK TENDERLOIN

ROASTED PORK LOIN

MAPLE DIJON CHICKEN

BRUSCHETTA PESTO CHICKEN

CHICKEN MARSALA

CHICKEN KIEV

ROASTED TURKEY

Specialty Displays

GOURMET COFFEE BAR

Regular or decaf coffee served with whipped cream, flavored syrup, chocolate flakes, cinnamon, and raw sugar.

HOT CHOCOLATE BAR

Served with marshmallows, whipped cream, peppermint sticks, chocolate chips, white chocolate, and caramel.

POPCORN BAR

Select from buttered, kettle corn, cheddar, and white cheddar.

Caramel.

Additional charge applies

S'MORES MIX

Cinnamon Toast Crunch Cereal with fluffy mini marshmallows and milk chocolate chips.



Late Night Snacks

PIZZA

Large single topping. Choose from cheese, pepperoni, sausage, or Canadian bacon.

HAM AND TURKEY COCKTAIL SANDWICHES

Sliced deli ham and deli turkey piled on a fresh cocktail bun.

SALTY SNACK TRAY

Chex Mix, popcorn, and pretzels.

Desserts

ULTIMATE LAYER CHOCOLATE CAKE

Two Incredible layers of intense chocolate.

ITALIAN LEMON CREAM CAKE

Two layers of lemon-soaked cream cake filled with lemon mascarpone mousse.

APPLE CRISP WITH WHIPPED TOPPING

Sweet, spiced apples tossed with a lightly browned, buttery crumb topping.

CHEESECAKE

New York Style Cheesecake with your choice of raspberry, strawberry, caramel, or chocolate sauce.

FLOURLESS CHOCOLATE TORTE

A blend of four different chocolates, topped with a ganache sauce and fresh berries.

BUILD YOUR OWN SUNDAE STATION

Vanilla ice cream served with chocolate, strawberry, and caramel sauces, sprinkles, chopped nuts, and whipped cream.

BROWNIE STATION

Warm brownies and triple chocolate blondies served with vanilla ice cream, chocolate and caramel sauces, chopped nuts, and whipped cream.

SHORTCAKE STATION

Angel food cake and pound cake served with chocolate, strawberry, and caramel sauces, and whipped cream.

CHEESECAKE BITES

Bite-sized cheesecake bliss, topped with a juicy medley of fresh berries.



Bar Service

Alcohol pricing is based on current market rates; please inquire for the most up-to-date pricing.

Drink tickets are available for \$7 each (excludes top-shelf liquor).

Wine pour service is available for a \$200 fee.

LIQUOR

Featured Spirits

Absolut, Tito's, Grey Goose, E & J, Christian Brothers, Knob Creek, Jack Daniels, Jim Beam, Crown Royal, Windsor, Pendleton, Johnnie Walker, Dewars, Tanqueray, Beef Eater, Captain Morgan, Bacardi Limon, Jose Cuervo, and Patron

BEER

One 16-gallon keg serves approximately 160 (16-oz) glasses.

Domestic Keg Beer

Budweiser, Bud Light, Coors Light, Miller Lite, Michelob Ultra, and Michelob Golden Draft Light

Premium Keg Beer

Blue Moon Belgian White, Samuel Adams Boston Lager, Michelob Amber Bock, Leinenkugel's Honey Weiss, Summit Extra Pale Ale, and Castle Danger Cream Ale

WINE

By the Bottle.

White and Rosé Wines

Moscato, Riesling, White Zinfandel, and Chardonnay

Red Wines

Red Blend, Merlot, and Cabernet Sauvignon

House Champagne

Non-Alcoholic Champagne



TYPES OF BAR SERVICE

HOSTED BAR

All drinks are paid for by the host of the party.

CASH BAR

A selection of: soft drinks, wine, bottled beer, premium and top-shelf drinks to sell to your guests. You will only have to pay for the setup/labor fee(s) and reach the minimum dollar amount required for your group size.

A LA CARTE

The hosting party will pay for selected bar items, like kegs or bottles of beer and/or bottles of wine. All other items that you do not wish to host, but have available, will be provided for a cash bar.

Beverages



FRESH BREWED COFFEE

APPLE CIDER

HOT CHOCOLATE

FRUIT PUNCH

Red Fruit or Citrus

ORANGE JUICE

CANNED SODA

Pepsi Products.

LEMONADE

ICED TEA

BOTTLED WATER

Conference Center Policies

Parking

Please inform your guests that parking is available directly in front of the Willmar Conference Center entrance.

Office Hours & Ordering

Orders and inquiries may be placed Monday through Friday, between 8:00 a.m. and 5:00 p.m.

Contracts & Deposits

A signed agreement outlining the meeting room function space and catering basics must be returned to your salesperson within five (5) business days, along with the required deposit, to secure your event date. Contracts will be updated closer to the event date to reflect final pricing and details.

To hold a date, a \$1,000 non-refundable deposit is required.

Menu Selections, Pricing & Guarantees

Final menu selections are due 10 business days before your event.

Due to fluctuating food costs, menu prices are subject to change up to 14 days before the event. If a significant price increase occurs, the client may either:

- Pay the adjusted market price, or
- Substitute menu items to maintain the agreed-upon per-person price.

Pricing, Taxes & Gratuity

All prices are subject to change and do not include tax or gratuity.

- Food items are subject to state sales tax
- Hosted alcoholic beverages are subject to state sales tax
- A 22% service charge/gratuity applies to all food and beverage

Payment

We accept all major credit cards, checks, and cash.

Final payment is due 30 business days before the event date.

Cancellations

Cancellation fees may apply. Please contact your event coordinator for details regarding your specific event.

Alcohol Policy

Minnesota State Liquor Laws are strictly enforced. Alcohol will not be served to anyone under the age of 21, and proper identification may be required. The Willmar Conference Center reserves the right to refuse service to anyone in accordance with applicable laws and policies.

Outside alcoholic beverages are not permitted unless prior approval has been granted for specific items. Unauthorized alcohol will be confiscated.

Conference Center Policies

Linens

The Willmar Conference Center provides tablecloths in white or black. Linen napkins are available in 10 color options.

Decorations & Event Enhancements

Guests are welcome to bring their own decorations. Please note:

- Glitter, confetti, and confetti balloons are not permitted
- Nails, tacks, tape, push pins, or similar items may not be used on walls
- The Conference Center is not responsible for items left after the event

Event teardown services are available for a \$300 fee.

For the safety and quality of all events, ceiling draping services are coordinated exclusively through Laurie's Design of Willmar. Laurie's Design can be reached at 320-905-6523 or lauriesdesgin@gmail.com for questions or arrangements.

Any smoke or fog machines, cold sparklers, or similar effects require prior approval at least one week before the event.

Dessert Handling

If Willmar Conference Center staff are requested to handle and serve a dessert, a \$200 dessert handling fee will apply. Plates, forks, and napkins are included with this service. All outside desserts must come from a licensed baker.

Corkage Fees

Corkage fees apply to outside beverages: \$15 per bottle for alcoholic and \$4 per bottle for non-alcoholic.

From Casual to Elegant, We've Got You Covered

At the Willmar Conference Center, we believe that great food sets the tone for a memorable event.

Whether you're planning a corporate gathering, a wedding celebration, or something in between, our full-service catering team is here to make every detail shine—from the first bite to the final clean-up. We're proud to offer award-winning cuisine tailored to your style, and yes, we can even bring the bar!

Our experienced team is dedicated to providing exceptional service at every step, from helpful sales staff to professional bartenders and attentive wait staff. Have something unique in mind? Just ask, we specialize in making special requests happen.

