

## *Sample Outside Catering Package*

**\$26.00 ++** (Current Service Charge & State Sales Tax applied)

~ Banquet Hall Space - Food & Beverage Minimum Applied ~

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### **What the Venue will Provide:**

- Guest Tables and Chairs
- Cake Cutting Service
- Unlimited Beverage Station (self-serve): Including Iced Tea, Lemonade, and Freshly Brewed Coffee
- Table Water Service
- Dance Floor (15 X 15)
- Tables for: Check-In, Seating Cards, Guest Book, Gifts, Cake, Dessert, Hors d'oeuvres, Buffet, etc. House Cotton Linen and Napkin ((White, Ivory, or Black)
- Prep & Serve Area for Caterer
- Setup/Clean up
- Banquet Staff (based on guest count = 1 per 25 guests)
- House Microphone & Speaker System

### ***Plated Service***

- *China Service as Required (1 set per guest) - Flatware as Required (1 set per guest) - Basic Glassware as Required.*

### ***Buffet Service***

- *China Service as Required (1 set per guest) - Flatware as Required (1 set per guest) - Glassware as Required*
- Tables with Linen for Buffet

Guests are welcome to bring in their own wine or champagne for a corkage fee of \$15.00 per bottle. All alcohol is served by the bar, and the venue **MUST** provide all other beverages.

All food must come prepared and ready to serve by the Caterer. Food preparation/cooking is not available on the property (no kitchen access). Only a prep & serve station will be provided. The caterer must be licensed and bonded.

### **GLASSWARE**

Water Glass - Wine Glass - Champagne Glass

### **FLATWARE**

Dessert Fork - Dinner Fork - Dinner Knife - Teaspoon

### **CHINA**

Hors d'oeuvre Plate - Bread & Butter Plate - Salad Plate - Dinner Plate - Dessert Plate

## **Venue Does Not Provide:**

Food

Cooking Equipment

Buffet Serving Pieces (bowls, trays, etc.) Soup Bowls & Spoons Specialty China

Use of Kitchen for Food Preparation/cooking and no Chafing Dishes

Hot Boxes

To Go Boxes

## Wine & Cocktail List

- Bar Attendant Fee: \$175.00 per 100 guests
- Cash Bar: Guests Purchase Their Own Beverages
- Hosting on a Consumption Basis: Only Pay for Cocktails Consumed Until a Designated Time or Dollar Amount
- Hosting Unlimited Beverages For a Per Hour, Per Person Fee
- Corkage Fee for Bottled Wine or Champagne: \$15.00 per Bottle (\$30.00 for Magnum Bottles)
- House Wine Served Tableside with Dinner: \$12.00 Per Guest
- Champagne Greeting Upon Arrival: \$4.00 Per Guest

### **Beverage and Cocktail List**

Call

Premium Super Premium

Domestic Beer

Premium & Import Beer Craft Beer

House Wine

Unlimited Soft Drinks

### **Hourly Hosted Bar Packages:**

Prices are per guest

Soft Hosted Bar - Soft Drinks, Beer & Wine

Full Hosted Bar - Soft Drink, Liquor, Beer & Wine

**Deposit & Payment:** A non-refundable deposit, which is applied to your food and beverage total is required to reserve your date. The amount of the deposit is equal to 50% of the total Food and Beverage Minimum. A total of 100% of the F&B Minimum must be received (3) months prior to event date. 100% of the final estimated balance is due fourteen (14) business days prior to the event date.

**Minimums:** All events are required to meet a minimum expenditure. Minimums may vary due to the date, time or size of the event. The minimum does not include service charge, state sales tax or ceremony site fees. The requirements are quoted prior to booking the event and are stated in the Catering Confirmation Agreement. For minimum requirements for an event under consideration, please contact the venue.

**Pricing, Service Charge & Sales Tax:** Current Service Charge and State Sales Tax will be added to all food and beverage items. The Service Charge is taxable in some States. *Service Charge is an operation fee and is not given to the staff as a gratuity.* Menu prices are subject to change without notice.

**Guarantee:** We ask you to confirm the total number of guests that will be attending at least fourteen (14) business days prior to the date of your event. The attendance figure you provide by that date is firm and will not be subject to reduction.

**Other:** All Linens must be provided by the venue. We do not allow outside linens.

**Outside Caterers must be from an established catering company and be licensed and bonded. The outside catering company is required to provide the venue with a copy of the menu.**

X \_\_\_\_\_  
(Signed by Outside Caterer)

X \_\_\_\_\_  
( Date)