



A VIRGINIA DESTINATION  
AND CONFERENCE CENTER

# CATERING MENUS

24 South Market Street  
Staunton, Virginia 24401

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[www.hotel24south.com](http://www.hotel24south.com)



# BREAKFAST

## Enjoy our Magnolia South Breakfast Buffet

Fluffy Scrambled Eggs, Breakfast Potatoes, Crisp Smoked Bacon, Breakfast Sausage, Oatmeal with Raisins and Brown Sugar, Fresh Fruit, Yogurt, and Various Freshly Baked Pastries

Beverages include Coffee, Selection of Hot Teas, and Assorted Juices

**\$15 Weekdays / \$20 Weekends**

*Weekends can include a made-to-order Omelet Station*

## PRIVATE BREAKFAST OFFERINGS

*(Available for a maximum of two hours)*

### **Simply Continental**

Assortment of Freshly Baked Pastries and Whole Fresh Fruit

**\$12**

### **Breakfast Sandwich Bar**

Your choice of Bacon, Egg, and Cheese Croissant, Garden Vegetable Scramble, or Breakfast Burrito Served with Fresh Fruit, and Chilled Juices

**\$13**

### **Healthy Start**

Whole Grain Oatmeal accompanied with Fresh Sliced Fruit, Berries, Dried Fruit, Nuts, Brown Sugar, Raisins, and Granola Served with Assorted Yogurts and Chilled Juices

**\$13**

### **Shenandoah Valley Buffet**

Fluffy Scrambled Eggs, Breakfast Potatoes, Crisp Smoked Bacon, Breakfast Sausage, Fresh Fruit, Assorted Yogurts, Various Breakfast Pastries, Choice of Oatmeal or Grits, and Chilled Juices

**\$20**

*\*All Breakfast Offerings include Freshly Brewed Coffee Service and a Selection of Hot Teas.\**

**Plated Breakfast Options are Available Upon Request.**



## CONTINUOUS BREAKS

### **Great Morning Break**

Seasonal Fresh Fruit, a Variety of Breakfast Pastries, Individual Oatmeal Cups, Assorted Yogurts, and our Chef's Daily Hot Breakfast Special

Served with Freshly Brewed Coffee, Specialty Teas, and Orange Juice

**\$15**

### **Afternoon Break**

Whole Fresh Fruit, Chocolate Brownies or Assorted Gourmet Cookies, Various Candies, and Salty Snacks

Served with Freshly Brewed Coffee, Specialty Teas, and Selection of Soft Drinks

**\$15**

### **All Day Break**

Includes both "Great Morning Break" and "Afternoon Break"

**\$28**

### **All Day Beverage Break**

Freshly Brewed Coffee, Specialty Teas, Selection of Soft Drinks

Various Fruit Juices throughout AM and Iced Tea during PM

**\$12**

## THEMED BREAKS

*(Available for a maximum of two hours)*

### **Cookie Jar Break**

Assorted Freshly-Baked Gourmet Cookies

Selection of Chilled Milk

Freshly Brewed Coffee and Hot Tea

**\$10**

### **Ice Cream Break**

Self-Serve Chest Filled with Ice Cream Novelties

**\$6**

### **South of the Border Break**

Fresh Tortilla Chips

Homemade Salsa and Guacamole

Churros with Chocolate Dipping Sauce

**\$9**

### **Virginia Break**

Homemade Pimento Cheese with Crackers, Virginia Peanuts, Locally Grown Apples and Warm Apple Cider

**\$14**

### **Chocolate Lovers Break**

Chocolate Chip Cookies

Chocolate Dipped Strawberries

Assorted Chocolate Truffles

**\$18**

### **Power Break**

Vegetable Crudit , Fruit Parfaits, Granola Bars, Packets of Trail Mix, and Assorted Sports Drinks

**\$15**

# A LA CARTE BREAK SELECTIONS

## BREAKFAST PASTRIES

Assorted Danishes	\$36 per dozen
Buttery Croissants	\$36 per dozen
Assorted Scones	\$36 per dozen
Banana Pecan Loaf Slices	\$48 per dozen
Apple Fritters	\$24 per dozen
Glazed Doughnuts	\$20 per dozen
Assorted Muffins	\$36 per dozen

## BAKERY TREATS

Assorted Freshly Baked Cookies	\$24 per dozen
Double Chocolate Brownies	\$24 per dozen
Sun-Kissed Lemon Bars	\$30 per dozen
Pecan Blondies	\$24 per dozen
Chocolate Macaroons	\$24 per dozen
Rice Crispy Treats (GF)	\$24 per dozen
Biscotti	\$24 per dozen

## ADDITIONAL OPTIONS

Jumbo Soft Pretzels with Cheese Dip	\$24 per dozen
Chocolate Dipped Strawberries (GF)	\$30 per dozen
Virginia Peanuts (GF)	\$16 per pound
Tortilla Chips with Salsa	\$14 per pound
Assorted Penny Candy	\$16 per pound
Mixed Nuts (GF)	\$30 per pound



## BEVERAGES

Soft Drinks	\$2 each
Bottled Water	\$2 each
Sparkling Water	\$3 each
Individual Bottled Fruit Juices	\$3 each
Freshly Brewed Coffee and Tea Service	\$35 per gallon
Freshly Brewed Iced Tea	\$35 per gallon
Hot Chocolate	\$35 per gallon
Fresh Lemonade	\$30 per gallon
Non-Alcoholic Punch	\$30 per gallon
Raspberry Lime Ricky	\$30 per gallon
Fresh Orange or Cranberry Juice	\$15 per carafe

## SALTY SNACKS

***\$2.00 Each - All Items are Individually Packaged  
Select One or Mix and Match***

Assorted Chips (GF)
Popcorn (GF)
Pretzels
Trail Mix (GF)
Chex Mix
Granola Bars
Power Bars

# SANDWICH & SALAD LUNCH SELECTIONS

Lunches can be served Plated or To Go. All To Go (Boxed) Lunches include a Piece of Fruit, Bag of Chips, Sweet Treat, and Bottle of Water.

*Plated Lunches include Freshly Brewed Coffee and Iced Tea Service, along with Cookies or Brownies for Dessert.*

## **New York Deli Sandwich**

Smoked Turkey, Ham, Salami, Swiss Cheese, Lettuce, Tomato, piled high on a Kaiser Roll Mayonnaise and Mustard served on the side

**\$17**

## **Smoked Turkey and Gouda**

Smoked Turkey and Gouda with Lettuce, Sliced Tomatoes, and Honey Aioli on a Kaiser Roll

**\$17**

## **Vegetable Wrap**

An assortment of Fresh Grilled Vegetables rolled into a large Whole Wheat Tortilla with Lettuce, Tomatoes, Feta Cheese, and a light Balsamic Vinaigrette

**\$17**

## **Mediterranean Sampler**

A combination of Savory Hummus and Tabbouleh Salad, served with Marinated Olives, Vegetable Sticks, and Dried Fruits

**\$17**

## **Black Forest Ham and Swiss**

Savory Ham and Aged Swiss Cheese, stacked with Lettuce and Tomato on a Kaiser Roll

**\$17**



## **Cilantro Lime Chicken Salad (GF)**

Southwestern Seasoned Grilled Chicken Breast paired with colorful roasted Corn & Black Bean Salad and Citrus Vinaigrette

**\$17**

## **Shenandoah Chicken Salad**

Grilled Chicken Breast, Local Apples, and Toasted Pecans tossed in a light Yogurt Dressing, served on a Croissant

**\$17**

## **Chef's Salad (GF)**

Crisp Romaine Lettuce, Smoked Turkey, Ham, Cheddar Cheese, Cucumbers, Tomatoes, Black Olives and Hard-Boiled Eggs

**\$17**

## **Chicken Caesar Salad**

Crisp Romaine Lettuce, Seasoned Croutons, and Shaved Parmesan Cheese, served with a Grilled and Chilled Sliced Chicken Breast and Classic Caesar Dressing on the side

**\$17**

## **Steak Salad (GF)**

Thinly Sliced Steak and Bleu Cheese Crumbles served over fresh Romaine Lettuce with Sliced Tomatoes and Cucumbers, accompanied with Balsamic Vinaigrette

**\$20**

*\*A maximum of two (2) selections may be chosen. The higher priced item will be charged for both meals.\**

**Upgraded side options are available for an additional \$3.00 per meal.**

# LUNCH & DINNER PLATED ENTRÉES

*\*All Entrées include Freshly Brewed Coffee and Iced Tea Service.\**

**Lunch: Two Courses - Entrée and Choice of Salad/Rolls or Dessert**

**Dinner: Three Courses - Salad, Rolls, Entrée and Chef's Choice of Dessert**

*Enhance your meal by adding an Additional Course, Upgraded Salad, Dessert, or an Intermezzo.*

*Ask your Conference Planner for options and applicable pricing.*

## **Chicken Caprese**

Grilled Marinated Chicken Breast with Fresh Sliced Mozzarella and Roasted Tomatoes, served over Orzo Pilaf with a light Pesto Cream

**\$28 / \$35**

*\*Can be Prepared GF Upon Request\**

## **Chicken Piccata**

Lightly Breaded Chicken Breast with a Lemon Caper Pan Sauce, served over Yukon Gold Mashed Potatoes and Fresh Seasonal Vegetables

**\$28 / \$35**

*\*Can be Prepared GF Upon Request\**

## **Wild Mushroom Stuffed Chicken Breast (GF)**

Tender Chicken Breast stuffed and rolled with Wild Mushrooms and Spinach, served with Rice Pilaf and Sauce Supreme

**\$29 / \$36**



## **Citrus Salmon (GF)**

Fresh Broiled Salmon Filet with Citrus Beurre Blanc, served with Rice Medley and Julienned Vegetables

**\$30 / \$38**

## **Stuffed Pork Chop (GF)**

Tender Pork Chop stuffed with Fontina Cheese and Prosciutto, served with Garlic Mashed Potatoes and Fresh Seasonal Vegetables

**\$32 / \$40**

## **Flat-Iron Steak (GF)**

Tender Charbroiled Chuck Steak, accented by a Cabernet Mushroom Demi-Glace, served with Yukon Gold Mashed Potatoes and Fresh Seasonal Vegetables

**\$33 / \$42**

## **Roasted Sirloin (GF)**

Sliced New York Strip Steak roasted with Fresh Herbs and Garlic, paired with Shallot Red Wine Sauce, Duchess Potatoes, and Fresh Seasonal Vegetables

**\$36 / \$45**

### **Grilled Filet Mignon (GF)**

Succulent Filet Mignon served with Mushroom Demi-Glace over Yukon Gold Mashed Potatoes, and Chef's Choice of Vegetable

**\$42 / \$50**

### **Rack of Lamb**

Tender Herb Crusted Rack of Lamb with Rosemary Demi-Glace, Parisienne Potatoes, and Baby Vegetables

**\$44 / \$52**

### **Filet and Chicken (GF)**

Petite Filet Mignon and Grilled Marinated Chicken Breast served with Forest Mushroom Demi-Glace and Garlic Herb Butter, over Yukon Gold Mashed Potatoes and Fresh Seasonal Vegetables

**\$46 / \$52**



### **Roasted Duck**

Pan Seared and Roasted Duck Breast served on a Crispy Potato Pancake with Natural Juices and Roasted Vegetables

**\$38 / \$46**

### **Chesapeake-Style Crab Cakes**

Decadent Lump Crab Cakes with a Lemon Beurre Blanc, served with Rice Pilaf and Julienned Vegetables

**\$42 / \$50**

### **Chicken and Stuffed Shrimp**

Marinated and Grilled Chicken Breast with Tarragon Butter, Paired with Two Scallop Stuffed Jumbo Shrimp, served with Rice Pilaf and Fresh Seasonal Vegetables

**\$48 / \$56**

### **Filet and Crab Cake**

Petite Filet Mignon and a Chesapeake-Style Lump Crab Cake, served with Forest Mushroom Demi-Glace and Remoulade Sauce over Orzo Pilaf and Fresh Seasonal Vegetables

**\$52 / \$60**

*\*A maximum of two (2) selections may be chosen. The higher priced item will be charged for both meals.\**

**Add Salad or Dessert to your Lunch for an additional \$4 per person.**

# LUNCH BUFFETS

*25 Person Minimum for Pricing Listed Below*

*(\$5 additional charge per person for groups under 25 people)*

## Soup and Salad Bar

Soup of the Day and Classic Caesar Salad with traditional accompaniments, paired with Choice of Grilled Salmon or Chicken Served with Warm Rolls and Butter

**\$25**

## Soup and Panini Bar

Choice of Turkey or Vegetarian Paninis: Smoked Turkey with Roasted Peppers, Provolone Cheese, and Pesto Mayonnaise on Grilled Rosemary Ciabatta Bread or Grilled Vegetable Paninis, prepared the same delicious way Served with the Soup of the Day and Potato Chips

**\$25**

## Fajita Bar

Southwestern Style Seasoned Chicken, paired with a side of Colorful Peppers and Onions Accompaniments include Tortillas, Shredded Cheese, Salsa, Jalapenos, and Sour Cream Served with Rice and Beans

**\$25**



## Summer Salad Buffet

Bow Tie Pasta Salad with Fresh Tomatoes and Basil, Dressed with Extra Virgin Olive Oil, and served with Salad Greens, Assorted Dressings, Lime Marinated Grilled Chicken, Grilled Vegetables, and Fruit Salad

**\$28**

## Traditional Deli Buffet

Roast Beef, Smoked Turkey, Ham, Pasta Salad, Tuna Salad, Potato Chips, American and Swiss Cheeses, Lettuce, Tomato, Red Onion, Crisp Pickle Wedges, Kaiser Rolls, and served with Mayonnaise, Horseradish Cream Sauce, and Mustard on the side

**\$25**

*\*Add Soup of the Day for an additional \$4 per person\**

*\*All Lunch Buffets are accompanied with Assorted Cookies or Brownies and Freshly Brewed Coffee and Tea Service.\**

All pricing is subject to a customary 20% service fee and prevailing local and state taxes. Prices are subject to change without notice.





## DINNER BUFFETS

*35 Person Minimum for Pricing Listed Below*

*(\$10 additional charge per person for groups below 35 people, with a minimum of 15 guests)*

### Barbeque Buffet

Grilled Angus Hamburgers and choice of either  
Slow-Roasted Pulled Pork Barbeque or Barbequed Chicken Breast  
Served with Pasta Salad, Cole Slaw, Potato Salad, and Fruit Salad  
Chef's Choice of Dessert

**\$40**

### Tuscan Sonoma Buffet

Caprese Salad and Classic Caesar Salad  
Penne Pasta Primavera, Classic Meat Lasagna, and Chicken Parmesan  
Italian Vegetable Medley and Garlic Bread  
Tiramisu and Cannoli for Dessert

**\$45**

### Southern Buffet

Southern Fried Chicken and Roasted Beef Sirloin  
Tossed Salad with Assorted Dressings  
Potato Salad and Deviled Eggs  
Southern Style Green Beans, Cornbread, and Biscuits  
Chef's Choice of Dessert

**\$45**

*\*All Dinner Buffets include Freshly Brewed Coffee and Tea Service.\**

# BUILD YOUR OWN BUFFET

*\*Includes Garden Salad, Warm Rolls with Butter, and Freshly Brewed Coffee and Iced Tea Service.\**

Items Denoted with an \* can be Prepared GF Upon Request.

## ENTRÉES:

Country Fried Chicken  
Citrus Salmon (GF)  
Chef's Choice of Vegetarian\*

Chicken Parmesan  
Marinated Grilled Chicken Breast (GF)

Roasted Sirloin (GF)  
Chicken Piccata\*  
Pork Loin (GF)

## CHOICE OF ACCOMPANIMENTS:

*(Select Two)*

Yukon Gold Mashed Potatoes (GF)  
Rice Pilaf (GF)  
Roasted Garlic Broccolini (GF)

Bourbon Sweet Potato (GF)  
Seasonal Vegetable Medley (GF)  
Macaroni and Cheese

Au Gratin Potatoes (GF)  
French or Southern Style Green Beans (GF)  
Corn Custard\*

## DESSERTS:

*(Select Two)*

Warm Fruit Cobbler, Chocolate Cake, New York Style Cheesecake with Fruit Topping, or Seasonal Dessert

**TWO ENTRÉES : \$45**

**THREE ENTRÉES : \$52**



# PACKAGED RECEPTIONS

## PACKAGE 1:

Display of Fresh Fruit and Cheese (*GF*)

Fresh Tomato Chevre Bruschetta

Ginger Scallion Meatballs

**\$20pp**

## PACKAGE 2:

Display of Fresh Fruit and Cheese (*GF*)

Savory Hummus with Vegetable Crudité and Pita Chips

Fresh Tomato Chevre Bruschetta

Vegetable Spring Rolls and Ponzu Dipping Sauce

Ginger Scallion Meatballs

**\$25pp**

## PACKAGE 3:

Display of Fresh Fruit and Cheese (*GF*)

Cajun Crab Dip with Pita Chips

Fresh Tomato Chevre Bruschetta

Vegetable Spring Rolls and Ponzu Dipping Sauce

Ginger Scallion Meatballs

**\$30pp**



## PACKAGE 4:

Display of Fresh Fruit and Cheese (*GF*)

Cajun Crab Dip with Pita Chips

Fresh Tomato Chevre Bruschetta

Vegetable Spring Rolls and Ponzu Dipping Sauce

Ginger Scallion Meatballs

Bacon Wrapped Scallops (*GF*)

**\$35pp**

## PACKAGE 5:

Display of Fresh Fruit and Cheese (*GF*)

Savory Hummus with Vegetable Crudité and Pita Chips

Fresh Tomato Chevre Bruschetta

Goat Cheese and Cranberry Cigars

Ginger Scallion Meatballs

Vegetable Spring Rolls and Ponzu Dipping Sauce

Bacon Wrapped Scallops (*GF*)

Carved Slow Roasted Beef (*GF*), served with

Horseradish Cream, Au Jus, and Potato Rolls

(Carver Required)

**\$45pp**



## RECEPTION SELECTIONS

Prices Reflect per 100 Pieces

*We Suggest 5 to 6 Pieces per Person*

### Hot Hors D' Oeuvres

Fried Coconut Shrimp	\$375
Ginger Scallion Meatballs	\$275
Stuffed Mushrooms (Choice of Spinach, Nicioce, or Italian Sausage)	\$275
Beef Wellingtons	\$425
Petite Crab Cakes with Dijon Remoulade Sauce	\$425
Bacon Wrapped Scallops (GF)	\$400
Vegetable Spring Rolls	\$275
Goat Cheese and Cranberry Cigars	\$300
Macaroni and Cheese Fritters	\$275
Mini Twice Baked Potatoes (GF)	\$300

### Cold Hors D' Oeuvres

Jumbo Shrimp Cocktail (GF)	\$400
Roasted Duck on Crostini with Orange Marmalade	\$425
Beef Medallions on Crostini with Gorgonzola Cream	\$375
Bleu Cheese and Roasted Pear on Rosemary Toast	\$325
Fresh Tomato Chevre Bruschetta	\$275
Curry Chicken Salad on Pita Points	\$275
Bacon and Bleu Cheese served on Endive (GF)	\$280
Classic Deviled Eggs (GF)	\$250



## HORS D' OEUVRE DISPLAYS

<u>Serves Up To:</u>	<u>50 ppl</u>	<u>75 ppl</u>	<u>100 ppl</u>
Vegetable Crudités (GF)	\$175	\$235	\$300
Display of Fresh Fruit and Cheese (GF)	\$225	\$300	\$400
Charcuterie Display (GF)	\$250	\$350	\$450
Pimento Cheese Spread with Crackers	\$150	\$200	\$250
Raspberry Baked Brie en Croute with French Bread	\$175	\$235	\$300
Seasonal Fresh Fruit Display (GF)	\$175	\$235	\$300
Warm Antipasto Dip	\$175	\$235	\$300
Smoked Salmon Display (GF)	\$300	\$425	\$550
Cajun Crab Dip with Crackers	\$225	\$300	\$400

## CARVING STATIONS

*\*\$85 fee for Chef Attendant\**

<b>Whole Roasted Herb Garlic Sirloin (GF)</b> <i>Served with Dijon Mustard, Horseradish Cream and Rolls</i>	Serves Up To 40 ppl	\$325
<b>Slow Roasted Turkey Breast (GF)</b> <i>Served with Fresh Cranberry Relish and Sage Biscuits</i>	Serves Up To 30 ppl	\$200
<b>Maple Glazed Virginia Ham (GF)</b> <i>Served with Apricot Mustard and Biscuits</i>	Serves Up To 60 ppl	\$300
<b>Beef Tenderloin (GF)</b> <i>Served with Sliced Rolls and Horseradish Sauce</i>	Serves Up To 20 ppl	\$300
<b>Slow Roasted Pork Loin (GF)</b> <i>Maple and Thyme Glazed Pork Loin. Served with Cornbread</i>	Serves Up To 40 ppl	\$225

*Your options are not limited to a carving station.*

*Ask you Conference Planner about customizing Reception Stations specific to your event.*

## DESSERT DISPLAYS

<b>Cupcake Heaven</b> <i>A Selection of Locally Baked Cupcakes</i>	\$15 per person
<b>Viennese Display</b> <i>A Delectable Assortment of Cakes, Pastries, Tarts, and Sweets</i>	\$15 per person
<b>Chocolate Lovers Display</b> <i>A Decadent Variety of Chocolate Desserts</i>	\$15 per person

*\*Freshly Brewed Coffee and Tea Service Included with Dessert Displays.\**



# ALCOHOLIC BEVERAGES



## BAR PACKAGES

A “Host Bar” is defined as a bar where the client pays for bar service, whereas for a “Cash Bar” guests pay for their own drinks. *Host Bars can include Drink Tickets, which are passed out at the beginning of the event and then the bar total is calculated based on how many tickets are collected.*

### STANDARD HOST BAR

Domestic/Imported Beer: \$7-9  
House Wine: \$8  
Standard Cocktails: \$9  
Soft Drinks: \$2

### PREMIUM HOST BAR

Domestic/Imported Beer: \$7-9  
Premium Wine: \$10  
Premium Cocktails: \$11  
Soft Drinks: \$2

### SIGNATURE COCKTAIL BAR

Our experienced staff can create a Signature Cocktail Package or Bar specific to your Event.

### CASH BAR

Pricing available upon request and includes prevailing taxes.

*\*Beer and Wine selections will be at the discretion of the Food & Beverage Manager unless otherwise specified.\**

### SPARKLING WINE

Sparkling Wine is available upon request for toasts and as a bar menu item.

### **ALL BAR PACKAGES INCLUDE:**

- ◆ \$200 Drink Minimum
- ◆ Bartender Fee of \$100 (One Bar and One Bartender per 100 Guests)
- ◆ Application of State and Local Taxes, Plus a 20% Service Fee (Inclusive on Cash Bars)

*\*All Beverage Services within the Hotel must be provided by the Hotel and serviced by Hotel Personnel.\**

# CATERING INFORMATION

## Menus

The enclosed menus give you a sampling of what we have to offer. The Hotel's Executive Chef will be happy to participate in your menu planning process and to assist you with any special menu requirements. Menu selection must be arranged thirty (30) days in advance of your event. Menu selections and prices are subject to change with market fluctuations.

## Final Guarantee

Final guarantee numbers are required one (1) week prior to the event function. It will not be possible to lower the guarantee within the one (1) week period. If no final guarantee is received, we will consider the projected number from the original arrangements to be the final guarantee.

## Deposits

A non-refundable deposit of 25% will be required at the time of contract signing. This will allow for the guarantee of space and services.

## Payment In Full

Event must be paid in full one (1) week prior to the event unless otherwise specified by the contract. Payment options are credit card, cashier's check, personal check, or money order made payable to Hotel 24 South.

## Function Space

Based on the requirements outlined by you, the Hotel will reserve the function space specified in the Event Commitment. The Hotel reserves the right to change the function room if the function space originally designated is inappropriate based on the anticipated number of guests attending. The Hotel reserves the right to charge a nominal fee for extraordinary set-up changes not conveyed in advance.

## Audio Visual Equipment

Hotel 24 South & Conference Center will provide all audio-visual equipment and services from a contracted audiovisual company. Please contact your Conference Planner for more information.

## Tax & Service Charges

A customary 20% Service Charge, 5.3% Virginia State Sales Tax and 7% Local Food & Beverage Tax will apply in addition to prices listed in our banquet menu. Groups that are tax exempt from paying Virginia Sales Tax are requested to present a copy of the exemption status form to the Conference Planner prior to the function.

## Beverages

All beverage services within the Hotel must be provided by the Hotel and serviced by Hotel personnel. No beverages of any kind will be permitted to be brought into any public area by you or any of your guests.

## Banquet Event Order (BEO)

Your menu selection, room set up, beverage service, fees, taxes and other details relating to your event will be specified in a Banquet Event Order (BEO), which the Hotel will prepare and send to you for your approval and signature. You may hand write any changes and submit within fifteen (15) days prior to the event. Once you and the Hotel have signed the BEO, it will be an addendum to the original contract and binding on both parties.

## Decorations & Banners

The Conference Services staff, in conjunction with our Engineering Department, will be able to assist in the hanging of banners and decorations. The Hotel does not permit the affixing of any materials to the walls, floors, doors, chairs, or ceiling with nails, staples, screws, tacks, or tape.

## Dietary Restrictions

Special dietary requirements must be received with the final guaranteed guest count. If additional special requests for meals are made on the day of the event, the cost of additional entrées prepared over the guarantee will be billed to your master account. Gluten Free items are denoted with a (*GF*) next to them.

## Food & Beverage Policy

For safety reasons, food is available for up to two (2) hours and is not permitted to be taken from Hotel premises.