



ANDERSON

CONFERENCE CENTER

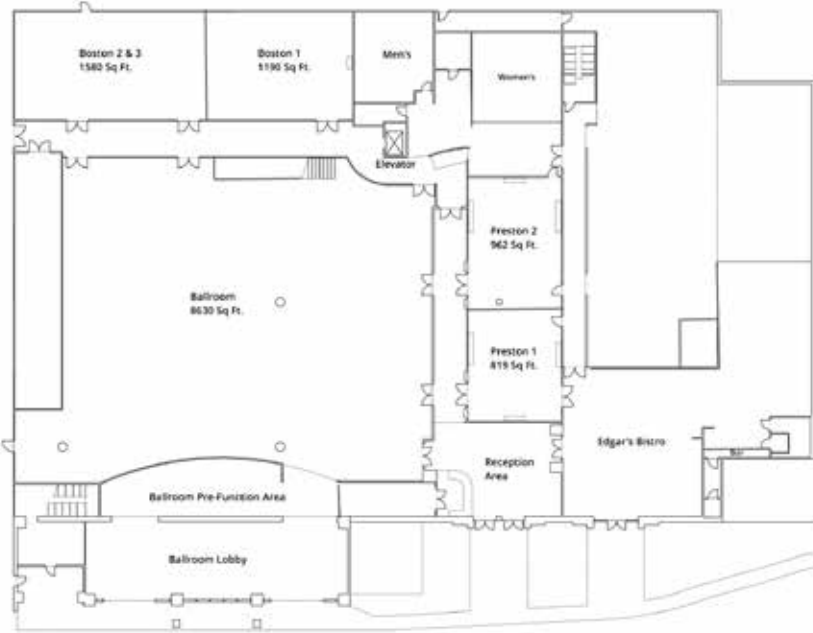
**EVENTS &
CATERING PACKET**

5171 Eisenhower Parkway, Macon, Georgia 31206

478-471-4389

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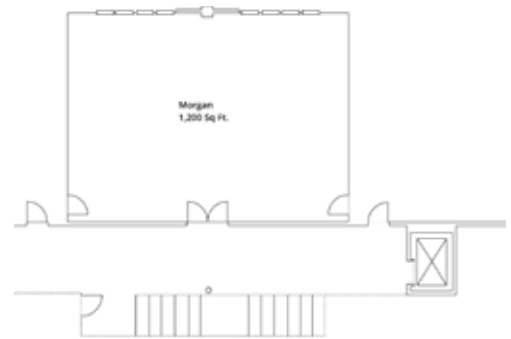
FLOOR PLANS



1st Floor



2nd Floor Milani



2nd Floor Morgan & Balcony

Mtg. Space	Area (Sq. Ft.)	Rounds	Theater	Classroom	U-Shape	Reception	Dinner/ Dance	Exhibits 8 x 10
1st Floor - Downstairs								
Ballroom Lobby	1,543	-	-	-	-	-	-	-
Ballroom Pre-Function	860	-	-	-	-	-	-	-
Ballroom *	8,630	440	740	300	90	650	408	45
Preston 1	819	32	60	24	24	50	-	5
Preston 2	962	37	70	24	24	60	-	5
Preston 1 & 2	1,781	80	90	48	-	100	56	10
Boston 1	1,190	42	98	30	24	80	-	14
Boston 2&3	1,580	72	120	42	30	100	-	18
Boston 1-3	2,770	144	230	84	58	175	120	32
2nd Floor - Upstairs								
Morgan	1200	64	80	45	33	80	-	13
Morgan Balcony	-	-	-	-	-	-	-	-
Milani **	875	-	-	-	-	30	-	-

* With Stage 32 x 12

**Milani is a video conference room only

All room sets are based on no additional equipment. Additional equipment will alter the max set.

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CATERING/CONFERENCE SPACE



By choosing our services you have made a great investment in our community. Proceeds from your event will go towards supporting our local Goodwill job services programs and Helms College to help others achieve abundant living in the Augusta and surrounding areas.

Please make an appointment to see our event space and discuss the details. Thank you, and we look forward to meeting you!



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BREAK PACKAGES

4 Hours

PACKAGE A

\$13 per person

Selection of:

- Bagged Popcon
- Candy Bars
- Bagged Potato Chips
- Soft Drinks & Bottled Water

PACKAGE B

\$12 per person

Selection of:

- Granola Bars or Trail Mix
- Vegetable Crudite Cups or Fresh Fruit Cups
- Selection of Soft Drinks & Bottled Water

PACKAGE C

\$16 per person

Selection of:

- Bakehouse Cookies
- Bakehouse Brownies
- Soft Drinks & Bottled Water

BEVERAGE PACKAGE

If no food is ordered

COLD BEVERAGE PACKAGE

\$10 per person

Selection of:

- Soft Drinks
- Bottle Water
- Juices

HOT BEVERAGE PACKAGE

\$7 per person

• Regular Coffee

• Decaf Coffee

• Hot Tea

• Condiments

COLD BEVERAGE STATION

\$8 per person

• Sweet Tea

• Unsweet Tea

• Lemonade

• Iced Water

NOTICE: Service Charges and State Sales Tax

A 22% service charge and applicable taxes will be added to the food and beverage total. Notice: The consumption of raw or undercooked eggs, meat, poultry, seafood, or shellfish may increase your risk of food borne illness.

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BREAKFAST

CONTINENTAL BREAKFAST

\$14 per person

- Assorted Breakfast Pastries
Preserves
- Yogurt Parfait
Fresh Berries, Granola
- Steel Cut Oatmeal
Assorted Toppings
- Assorted Muffins
- Fresh Mixed Fruit
- Assorted Juices and Bottled Waters

BREAKFAST GRAND BUFFET

\$19 per person

- Assorted Breakfast Pastries
Preserves
- Fresh Mixed Fruit
- Scrambled Eggs
- Bacon and Turkey Sausage
- Breakfast Potatoes
Diced Fried Potatoes, Onions and Peppers
- Stone Ground Cheddar Grits
- Assorted Juices and Infused Water

HOT BREAKFAST BISCUITS

\$40 per dozen

- Bacon, Egg and Cheese
- Egg and Cheese
- Fried Chicken Cutlet
- Sausage
- Sausage, Egg and Cheese
- Ham, Egg and Cheese

ADDITIONAL ITEMS

(\$5 per person)

Biscuits and Gravy

Buttermilk Pancakes

Whipped Butter, Syrup

French Toast

Powdered Sugar, Syrup

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BOX LUNCH OPTIONS

All boxed lunches are served with cutlery, condiments and bottled water.

SANDWICH <i>(Select One)</i>	SIDES <i>(Select One)</i>
<p>TURKEY CLUB Turkey, Bacon, Lettuce, Tomato</p> <p>TAVERN HAM & CHEDDAR Tavern Ham, Lettuce, Tomato, White Cheddar</p> <p>ROAST BEEF Roast Beef, Provolone, Arugula, Pickled Red Onion</p> <p>CHICKEN SALAD Green Leaf Lettuce</p> <p>GRILLED VEGETABLE WRAP Mixed Grilled Vegetables, Herb Cream Cheese Spread, Flour Tortilla</p>	<p>ZAPPS POTATO CHIPS</p> <p>COLESLAW</p> <p>SOUTHERN POTATO SALAD</p> <p>PASTA SALAD</p> <p>BROCCOLI SALAD</p>
<p>ADDITIONAL SIDES OR DESSERTS <i>(\$5 per person)</i></p>	<p>DESSERTS</p> <p>BAKEHOUSE COOKIES AND BROWNIES Chocolate Chip, Oatmeal Raisin, Fudge Brownie, Blondie</p>

\$16/person

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SOUP, SALAD & SANDWICH LUNCH BUFFET

Served with iced tea.

SALADS *(Select One)*

MIXED GREENS

Tomato, Cucumber, Carrot, Red Onion
House Vinaigrette or Ranch Dressing

CAESAR SALAD

Parmesan, Romaine Lettuce, Croutons, Caesar Dressing

SPINACH SALAD

Baby Spinach, Goat Cheese, Pecans, Bacon,
Roasted Tomatoes, Balsamic Vinaigrette

SOUP *(Select One)*

CREAM OF TOMATO

CLASSIC CHICKEN NOODLE

BROCCOLI AND CHEDDAR

DESSERT

BAKEHOUSE COOKIES AND BROWNIES

Chocolate Chip, Oatmeal Raisin,
Fudge Brownie, Blondie

SANDWICHES *(Select One)*

TURKEY CLUB

Turkey, Bacon, Green Leaf Lettuce,
Tomato

TAVERN HAM AND CHEDDAR

Tavern Ham, Green Leaf Lettuce,
Tomato, White Cheddar

ROAST BEEF

Roast Beef, Provolone,
Arugula, Pickled Red Onion

CHICKEN SALAD

Green Leaf Lettuce

GRILLED VEGETABLE WRAP

Mixed Grilled Vegetables, Herb Cream
Cheese Spread, Flour Tortilla

\$25/person

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HORS D'OEUVRES

DISPLAYS

VEGETABLE CRUDITÉS & DIPS

\$8 per person

Assorted Vegetables, Focaccia Crostini, Pimento Cheese Dip, Hummus, Blue Crab Dip, Spinach-Artichoke Dip

CHARCUTERIE DISPLAY

\$14 per person

Selection of Cured Sausages and Meats, Imported Olives, Marinated Vegetables, Peppers, Assorted Jams, Balsamic Glaze, Focaccia Crostini

CHEESE BOARD

\$11 per person

Selection of Domestic and Imported Cheeses, Dried Fruits, Nuts, Artisan Crackers

JUMBO GULF

SHRIMP DISPLAY

\$60 per dozen (min. 3 dozen)

Lemon Aioli, Cocktail Sauce, Sweet Chili Sauce

FRUIT DISPLAY

\$9 per person

Assorted Seasonal Cut Fruit

SLIDER STATION

\$72 per dozen (min. 3 dozen) (Choose Flavors)

BEEF SLIDERS - Smoked Gouda, Bacon Jam, BBQ Aioli, Pickle, Yeast Roll

PULLED BBQ CHICKEN

OR PORK SLIDERS – Pulled BBQ Chicken or Pork, Sweet Heat BBQ Sauce, Creamy Slaw

CRAB CAKE SLIDERS –

Crab Cake, Green Leaf, Cajun Remoulade

HORS D'OEUVRES (HOT)

Priced by the dozen

VEGETABLE SPRING ROLLS _____ \$32

Sweet and Sour Sauce

CHICKEN WINGS _____ \$40

Sweet Heat BBQ, Buffalo, Sweet Chili

MEATBALLS _____ \$32

BBQ or Sweet and Sour

CHICKEN TENDERS _____ \$34

Ranch and Honey Mustard

MINI CRAB CAKES _____ \$68

Cajun Remoulade

COCONUT SHRIMP _____ \$50

BURNT PORK BELLY ENDS _____ \$55

Cider BBQ Glaze, House Pickle

HORS D'OEUVRES (COLD)

Priced by the dozen

TOMATO BRUSCHETTA _____ \$34

Tomato, Garlic, Onion, Basil, Balsamic and Extra Virgin Olive Oil

MARINATED MOZZARELLA AND TOMATO SKEWERS _____ \$36

PIMENTO CHEESE CROSTINI _____ \$32

SOUTHERN STYLE DEVEILED EGGS _____ \$36

ONION JAM AND GOAT CHEESE CROSTINI _____ \$32

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LUNCH OR DINNER PACKAGES

Includes water, tea and coffee

SALADS <i>(Select One)</i>	SOUPS <i>(Select One)</i>
<p>MIXED GREEN SALAD Tomato, Cucumber, Red Onion, Shaved Carrot Choice of House Vinaigrette or Ranch Dressing</p> <p>CAESAR SALAD Romaine Lettuce, Parmesan, Croutons, Caesar Dressing</p> <p>GREEN JACKET SALAD Romaine Lettuce, Grape Tomatoes, Parmesan, Green Onions, Fried Pita Chips, Green Jacket Dressing</p>	<p>CREAM OF TOMATO</p> <p>CLASSIC CHICKEN NOODLE</p> <p>BROCCOLI AND CHEDDAR</p>
<p>ICEBERG WEDGE Iceberg Wedge, Tomatoes, Red Onion, Bacon, Chive, Crumbled Blue Cheese, Buttermilk Blue Cheese Dressing</p> <p>SPINACH SALAD Baby Spinach, Goat Cheese, Pecans, Bacon, Roasted Tomatoes Balsamic Vinaigrette</p> <p>COLE SLAW</p> <p>SOUTHERN POTATO SALAD</p> <p>PASTA SALAD</p> <p>BROCCOLI SALAD</p>	<p>VEGETABLES <i>(Select One)</i></p> <p>MIXED SEASONAL VEGETABLES</p> <p>STEAMED BROCCOLI</p> <p>SAUTEED GREEN BEANS</p> <p>MARINATED GRILLED VEGETABLES</p> <p>PAN ROASTED BRUSSELS SPROUTS with Bacon</p> <p>ROASTED HONEY GLAZED CARROTS</p> <p>GRILLED ASPARAGUS</p>

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LUNCH OR DINNER PACKAGES (CONT.)

ENTREES

BUFFET (*Select Two*) | **PLATED:** (*Select One*) | **ADDITIONAL ENTREE:** (\$7 per person)

<i>Chicken</i>	<i>Pork</i>	<i>Beef</i>	<i>Seafood</i>
HERB MARINATED CHICKEN	BABY BACK RIBS	BEEF TENDERLOIN MEDALLIONS,	BALSAMIC -FIG GLAZED SALMON
GRILLED BBQ CHICKEN	SOUTHERN FRIED BONELESS PORK CHOP	Mushroom and Onion Demi	FRIED CATFISH
SOUTHERN FRIED CHICKEN	ROASTED HERB PORK LOIN	HOME STYLE MEATLOAF	SAUTEED SHRIMP Tasso Gravy
TUSCAN CREAM CHICKEN	MAPLE-MUSTARD GLAZED HAM	COUNTRY FRIED STEAK	BLACKENED TILAPIA
LEMON GARLIC CHICKEN	APPLE-BOURBON GLAZED BONELESS PORK CHOPS	Sawmill Gravy	LEMON-PARSLEY COD
		BRAISED SHORT RIBS (+\$4) with Cabernet Demi-Glace	
		BOURBON GLAZED FLANK STEAK	

STARCHES (*Select One*)

ROASTED FINGERLING POTATOES
 HERB MASHED POTATOES
 WILD RICE PILAF
 WHIPPED SWEET POTATOES
 SMOKED GOUDA MAC & CHEESE
 STONE GROUND CHEDDAR GRITS
 LOADED BAKED POTATOES

DESSERT (*Select One*)

ASSORTED COOKIES <i>(Buffet Only)</i>	CHOCOLATE MOUSSE CUP <i>(Buffet Only)</i>	MOUSSE CAKE
ASSORTED BROWNIES <i>(Buffet Only)</i>	TIRAMISU	NY CHEESECAKE
BANANA PUDDING <i>(Buffet Only)</i>	STRAWBERRY SHORT CAKE	RED VELVET CAKE
	LEMON CREAM SHORT CAKE	PECAN TARTLET
	TUXEDO TRUFFLE	CHEF'S CHOICE COBBLER

ADDITIONAL STARCH OR DESSERT: (\$5 per person)

Plated \$38/person | Lunch Buffet \$29/person | Dinner Buffet \$36/person

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MEXICAN BUFFET

Salads and desserts can be on buffet or pre-plated for table.
Served with rolls and butter.

SALADS <i>(Select One)</i>	ENTRÉE <i>(Select Two)</i>
CHOPPED SALAD Romaine, Black Beans, Jicama, Grilled Corn, Tomatoes, Peppers, Avocado, Cotija Cheese Lime Vinaigrette	CHICKEN ENCHILADAS Corn Tortilla, Shredded Chicken, Mixed Cheese, Enchilada Sauce, Cilantro
MEXICAN CAESAR SALAD Romaine, Avocado, Fried Tortilla Strips, Cotija Cheese, Caesar Dressing	STREET TACOS Tequila-Lime Chicken, Blackened Tilapia, Carnitas, Shredded Red Cabbage, Cilantro, Onion
SIDES <i>(Select Two)</i>	CHILE RELLENOS Poblano Peppers, Chorizo, Queso, Rice, Cilantro
STREET CORN	MARINATED FLANK STEAK Sliced and served with Classic Mole Sauce
MEXICAN RICE	FAJITAS Chicken and Steak, Onions, Bell Peppers, Flour Tortillas, Pico de Gallo, Guacamole
REFRIED BEANS	
GRILLED VEGETABLES	
ROASTED ZUCCHINI	
ADDITIONAL ENTRÉE <i>(\$7 per person)</i>	DESSERT <i>(Select One)</i>
ADDITIONAL SIDES OR DESSERTS <i>(\$5 per person)</i>	TRES LECHES
	FLAN
	CHURROS

\$35/person

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SOUTHERN BUFFET

Salads and desserts can be on buffet or pre-plated for table.
Served with iced tea & lemonade and corn bread squares.

SALADS <i>(Select One)</i>	ENTRÉE <i>(Select Two)</i>
HEIRLOOM TOMATO SALAD Red Onion, Chives, Herb Vinaigrette	SOUTHERN FRIED CHICKEN Hot Sauce, Local Honey
ARUGULA AND GRILLED PEACH SALAD Shallots, Goat Cheese, Candied Pecans, Lemon-Mustard Vinaigrette	BABY BACK RIBS Sweet Heat BBQ Sauce
MIXED GREEN SALAD Tomato, Cucumber, Red Onion, Shaved Carrot Choice of House Vinaigrette or Ranch Dressing Bacon Vinaigrette	BBQ PULLED PORK Sweet Heat BBQ, Carolina Gold BBQ Sauce
SIDES <i>(Select Two)</i>	FRIED CATFISH Cajun Remoulade
BBQ BAKE BEANS	SHRIMP AND GRITS Shrimp, Stone Ground Cheddar Grits, Tasso Gravy
EDGARS SIGNATURE COLLARD GREENS	DESSERT <i>(Select One)</i>
SMOKED GOUDA MAC & CHEESE	RED VELVET CAKE
SAUTÉED GREEN BEANS	PECAN TART
MASHED POTATOES	BANANA PUDDING
FRIED OKRA	CHEF'S CHOICE COBBLER
HONEY GLAZED CARROTS	
ADDITIONAL ENTRÉE <i>(\$7 per person)</i>	
ADDITIONAL SIDES OR DESSERTS <i>(\$5 per person)</i>	

\$35/person

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ITALIAN DINNER BUFFET

Salads and desserts can be on buffet or pre-plated for table.
Served with rolls and butter.

SALADS <i>(Select One)</i>	ENTRÉE <i>(Select Two)</i>
TOMATO MOZZARELLA SALAD Sliced Tomatoes, Fresh Mozzarella, Pesto, Balsamic Glaze	CLASSIC LASAGNA Ground Beef, Italian Sausage, Ricotta, Mozzarella, Pomodoro Sauce
CAESAR SALAD Romaine Lettuce, Parmesan, Croutons, Caesar Dressing	TUSCAN CHICKEN Spinach, Tomatoes, Garlic, Onions, Cream Sauce
ITALIAN CHOPPED SALAD Romaine, Radicchio, Iceberg, Celery, Red Onion, Tomatoes, Green Olives, Pepperoncini, Parmesan, Creamy Herb Dressing	SPAGHETTI AND MEATBALLS
SIDES <i>(Select Two)</i>	SLICED FLANK STEAK PIZZAIOLA Marinara Sauce, Herbs, Extra Virgin Olive Oil
ROASTED FENNEL TOMATOES	ITALIAN SAUSAGE AND PEPPERS Italian Sausage, Onions, Peppers, Pomodoro Sauce
GREEN PEAS AND PANCETTA	DESSERT <i>(Select One)</i>
ROASTED BRUSSELS SPROUTS	TIRAMISU
BROCCOLI RABE WITH PINE NUTS	VANILLA PANNA COTTA
FRESH BUTTERED PASTA	ITALIAN CHOCOLATE CREAM CAKE
POLENTA	
ROASTED HERB POTATOES	
ADDITIONAL ENTRÉE <i>(\$7 per person)</i>	
ADDITIONAL SIDES OR DESSERTS <i>(\$5 per person)</i>	

\$35/person

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BAR PACKAGES

All guests over the age of 21 will be charged for the Bar Package rates regardless if they are drinking alcohol or not. Sparkling Wines are not included in the Bar Packages, but can be purchased separately.

BAR SETUP FEE, \$150

Includes mixers, garnish, glassware, setup and breakdown

TOP SHELF

Grey Goose | Macallan 12 Year
Pineapple Plantation
Bombay Sapphire | Makers
Mark | Casamigos | Hennessy
D'usse VSOP

PREMIUM

Tito's | Johnnie Walker
Red | Captain Morgan
Tanqueray | Jack Daniels
Patron Silver | Crown Royal
Disaronno | José Cuervo

CALL

Dewar's
Bacardi | Aviation
Seagram's 7
Jim Beam
Smirnoff

*We may substitute any liquor with a comparable one based on availability.

HOST BAR PACKAGES

TOP SHELF

Per Hour, Per Person-**\$18**
or
Tickets-**\$12 each**

PREMIUM

Per Hour, Per Person-**\$15**
or
Tickets-**\$10 each**

CALL

Per Hour, Per Person-**\$13**
or
Tickets-**\$8 each**

BEER, WINE & SOFT DRINK PACKAGE

Per Hour, Per Person-**\$12** Tickets-**\$7 each**

BEERS

Domestic: Bud Light,
Budweiser, Michelob Ultra

Imported: Heineken,
Corona

Craft Beer (Upon
Request): **(+\$7)** Please inquire
about current selections

WINES

White: Chardonnay,
Pinot Grigio & Moscato

Red: Merlot, Cabernet

NON-ALCOHOLIC

Coca-Cola
Diet Coke
Sprite
Gingerale
Tonic
Club Soda

HOST BAR

(Price Per Drink)

SOFT DRINKS \$2
BOTTLED WATER \$2
DOMESTIC BEER \$4
IMPORTED BEER \$6
HOUSE WINE BY GLASS \$7
CALL SELECTIONS \$8
PREMIUM SELECTIONS \$10
TOP SHELF SELECTIONS \$12

CONSUMPTION/CASH BARS

(Price Per Drink)

SOFT DRINKS \$3
BOTTLED WATER \$3
DOMESTIC BEER \$5
IMPORTED BEER \$7
HOUSE WINE BY GLASS \$8
CALL SELECTIONS \$9
PREMIUM SELECTIONS \$11
TOP SHELF SELECTIONS \$13

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PLANNING

VENUE HOURS

The Anderson Conference Center is available for booking between 6 a.m. and 12 a.m. daily, to include time allotted for setup and breakdown. Any exceptions may be made at the discretion of the venue during the time of booking. Rental periods are for an 8 hour time period.

EVENT SPACE

The Anderson Conference Center reserves the right to change the function space contracted should the guest count change or as deemed necessary by the conference center. Sufficient space will be made available to accommodate meeting/function/exhibit requirements.

The Anderson Conference Center reserves the right to maximize space usage for all function space.

Standard room rentals include 2 hour access before the start time of an event.

Labor charges will be incurred if a group requests changes to the room setup after the room has been set. Group will be charged a minimum of \$100.00 per room.

DECORATIONS

Fastening or affixing objects to ceilings, painted surfaces, podiums, columns, fabric moveable walls, or decorative walls will only be allowed under certain circumstances and must be approved by the Anderson Conference Center. Only approved adhesive products can be used. No nails or tape will be allowed on any surface.

The use of candles is permitted if the flame is enclosed by glass one inch above the flame. Please check with your Event Manager and/or Catering Manager for specifics regarding candle use. The use of glitters and confetti is not permitted. No helium balloons are allowed.

OVERTIME FEE

The overtime rate is \$300 per for one hour. The overtime fee is due upon arrival.

LINEN

The Anderson Conference Center offers table cloths for all tables, including exhibit tables. Our in-house table linens and napkins are available in white or black. Other colors may be offered, based on availability and advanced notice. In-house floor length linens available at \$10 each. (Limited supply)

EXHIBIT TABLES

The Anderson Conference Center will provide up to 5 table-top displays (6 or 8-foot tables) including standard linen, two chairs and one wastebasket at no charge during group program. A charge of \$50 per display will be charged for 6 displays and above. The Anderson Conference Center can provide extension cords, AV, etc. at a charge. Electrical fee \$50 in advance, \$75 day of event.

FOOD & BEVERAGES

The Anderson Conference Center does not allow any outside food or beverage to be brought on property at any time. All food and beverage products must be purchased from the Anderson Conference Center.

Due to food safety liability and the health department regulations, no food or beverage may be removed for the premises following any function.

To-go containers are strictly prohibited at our venue.

MINIMUMS

A minimum of 25 guests are required for food and beverages. If a group has less than 25 guests, a small group fee of \$100 will apply.

ALCOHOL POLICY

The Anderson Conference Center is regulated by the State Liquor Control Board. Per Georgia state law, alcoholic beverages of any kind will not be permitted to be brought into the premises by the patron or any of the patron's guests from the outside.

The Anderson Conference Center is the only licensee able to sell and serve liquor, beer and wine on premises. Georgia state law further prohibits the removal of alcoholic beverages purchased by the venue for client consumption.

The legal drinking age in Georgia is 21. Proper identification is required when attending a function with alcohol to be served. The Anderson Conference Center reserves the right to refuse service to any person who visibly appears to be intoxicated.

No shots or pitchers of alcohol will be served under any circumstances for any event.

We require 1 Bartender per every 100 guests. Each bartender is \$100 (includes 4 hours), \$35 for each additional hour.

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PLANNING (CONT.)

GUARANTEE

Guaranteed attendance for your event must be received by the sales team ten (10) days prior to your event date. The guarantee numbers provided are not subject to reduction and charges will be applied accordingly. You will be billed either for that number or the number of guests served, whichever is greater. In some instances, more notice may be required due to menu complexity, holidays, delivery, or other constraints.

Guarantee increases received 72 hours or less prior to the event, shall incur a 10% price surcharge per person for the additional guests if the increase is above 5% of the guarantee. Any menu ordered within 72 hours of the function date will be considered a “pop-up” and subject to special menu selections and pricing.

MENUS

All menu prices are subject to change without prior notice unless they are on a Banquet Event Order signed by the client and returned to the Anderson Conference Center.

To assure availability of menu items, your selections should be submitted to the Catering team four weeks prior to your scheduled event.

Food and Beverage from packaged coffee breaks, continental breakfasts, breakfasts and luncheons are not transferable to other breaks.

Lunch menus are offered from 11 a.m. – 2 p.m.

Special Meals are defined as those meals requested for service other than the principal menu, either contracted in advance or at the time of service. All special meals must be included in the guarantee number.

FEES FOR CHILDREN

Children ages 0-2: no charge; children ages 3-10 children packages/pricing applies.

ADDITIONAL FEES

SHERIFFS

\$35 each per hour
to include 30 minutes prior and post event.
Required for all groups that will have a bar, anticipate 200 or more guests in attendance and/or are scheduled late nights or weekends (Friday to Sunday).

FIRE MARSHALS

\$35 each per hour
to include 30 minutes prior and post event.
Required for all groups that anticipate 250 or more guests in attendance.

CUSTODIANS

\$20 each per hour
to include 30 minutes prior and post event.
Custodial fees may apply for larger events as deemed necessary by the venue.

ANCILLARY PRICE LIST

ITEM	PRICE/EACH
Ballroom flying HD Double LCD Projectors w/ (19' x 14') Screen (Formatted to use as a package)	\$400
Portable Projector (2 in stock)	\$100
Portable 5x5 Screen (2 in stock)	\$100
Portable 10x10 Screen (1 in stock)	\$150
Portable 16x9 Screen (2 in stock)	\$200
Preston Monitors	\$100
Handheld Wireless Microphone Ballroom	\$100
Lapel Microphone Ballroom	\$125
Portable Sound (Wired Microphone w/ Speakers)	\$150
Standing Podium (2 in stock)	\$50 Standing
Table Top Podium (1 in stock)	\$30 Table Top
Conference Telephone	\$100
Easels (8 in stock)	\$15
Flip Chart w/Pad and 3 Markers (5 Available)	\$35
White Board w/3 Markers (4 Available)	\$25
AV Tech Fee	\$75/Hr (4 Hr Minimum)
Police	\$35/Hr (4 Hr Minimum)
Fire Marshal	\$35/Hr (4 Hr Minimum)
Bartender Fee	\$100 for up to 4 Hrs; \$35/Addt'l Hr
1 Comp Per Table 85in Tablecloth Black or White (charge for extra)	\$6
Floor Length Tablecloths 120s (Black/Blue/Cream)	\$10
Spandex Chair Covers (Black/White)	\$2
Cotton/Poly Boxed Chair Covers (White)	\$1
Chef Fee	\$150/Hr
Buffet Server Fee (Includes 4 servers)	\$80/Hr/Buffer Line
Vendor Table (Table, Linen, 2 Chairs)	\$50
Chargers (Gold/Silver)	\$1
Photocopies (Black & White or Color)	\$.20 Blk & White/ \$.30 Color

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THANK YOU!

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