

SMYRNA EVENT CENTER



Catering Brochure

2026

Smyrna Event Center

100 Sam Ridley Parkway

Smyrna, Tennessee 37167

(615) 459-4444

<https://www.townofsmyrna.org/departments/event-center>

Introduction

The Smyrna Event Center is owned and operated by the city of Smyrna. Our goal is to provide the town, our citizens and honored guests with a spectacular banquet, meeting and event facility that caters to everyone's needs.

We employ some of the finest hospitality industry staff in the state and our mission is achieving nothing less than culinary excellence for those we serve. Our General Manager and our Certified Executive Chef have years of professional and culinary experience. They are both part of the multi-talented staff at our facility.

The Banquet and Catering staff is eager to assist you with planning and booking your event. The service staff is ready to provide you and your guests with some of the most prompt and courteous service found anywhere in the south. We pride ourselves on Southern Hospitality and are ready to put forth the extra effort to make you event exactly what you want.

We are a facility that concentrates heavily on the basics like, hot food hot, cold food cold and giving our guests what they paid for. These basic principles are often overlooked in private sector facilities, but not here! We set our standards high and set out each day to achieve them.

We have some of the largest meeting and banquet facilities in the area and ample "Free" parking. With a number of different private rooms and options to choose from, we know we can accommodate your needs.

This booklet will give you some insight on what the Smyrna Event Center can do for you. If you have any questions regarding the information in this booklet, feel free to call (615) 459-4444.

Please check us out online at: <https://www.townofsmyrna.org/departments/event-center>

Sincerely,

SMYRNA EVENT CENTER

Management & Staff

Facility Use and Bookings

- A \$3,500 (plus an 18% production charge and 9.75% State Tax) guaranteed minimum invoice total is required to reserve the Main Ballroom for a Weekend Event.
- The Town Center is a full service banquet and catering facility. **No outside food or beverage items** may be brought into the facility with the exception of specially decorated cakes for weddings, anniversaries and reunions. Room bookings are made in advance through the catering office. All room reservations require a deposit equal to the amount of the room fee at the time of booking. All deposits must be made within (10) days of booking, or the reservation will be deemed to be tentative. Tentative reservations are not guaranteed, and after the 10 day period has lapsed, the room will be sold to the next available reservation without notice. Short notice events (less than 30 days out) will require firm deposit with 48 hours of inquiry to be considered a firm booking.
- Refunds for cancellations will be made with 30 days prior notice for Monday – Thursday reservations, weekends require 90 day notice and Holiday / December dates require 120 day notice. Cancellations made outside of these time frames will be forfeited and retained by the Smyrna Event Center.

Payments, Contracts and Head Counts

- Full payments for all events are due **5 business** days prior to the function. If you accrue additional expenses for your event, those charges must be paid immediately following the function. Any discrepancies should be resolved at that time.
- A Contract and Banquet Event Order (BEO) will be issued to all parties after menu selections and details are made. Generally, for your convenience and ours, these forms need to be completed not less than **30 days** before your event. The binding Contract and BEO will include: Contact information, specific details of the function, estimated number of attendees, menus, estimated cost, and floor plans. When BEO's are prepared with less than a 30 day window, we cannot guarantee availability of certain menu items, any special order items, linen colors etc.
- Head counts and estimates are due to the catering office **7 days prior to the vent**. The burden of count rests with the client. The client assumes complete liability for fees and charges based on the estimated number of attendees that is guaranteed. We are responsible to order and prepare for 100% of the total turned in and as such, we charge 100% of that guaranteed total. We are glad to accept minor additions to the count outside the 72 hour notice, but cannot guarantee that all food or beverage items will be the same as ordered if the additions are significant. We will make every effort to feed all guests that show up.
- If changes are required to the count are required, the BEO will be adjusted as a final Invoice at the conclusion of the function. The balance of any charges will be due upon receipt unless payment arrangements have been made with management in advance.

**HOLIDAYS, HOLIDAY WEEKENDS,
WEDDING SEASON & DECEMBER BUSINESS**

Due to the high demand of catering services and event facilities during specific weekends, wedding season dates and holiday dates, our policies and rules may be modified to allow our facility to maximize business potential. Additional staffing fees, spending minimums, charges, and deposits may apply. Customers will be notified at the time of booking if anything will be different from the rules previously posted. We are a government operation and our primary goal is to service the public. There will be NO HIDDEN FEES. Everything will be spelled out and agreed upon in advance, by both parties.

Alcoholic Beverages

The Smyrna Event Center must comply with all State of Tennessee Alcoholic Beverage Commission (TABC) regulations with respect to consumption of alcoholic beverages in the facility. In addition there are specific rules imposed by the Town of Smyrna and the Event Center Management designed to regulate and control the consumption of alcohol by your guests. Our primary goal is the safety of your guests and the safety of others.

The catering department has forms that must be signed prior to the introduction of any alcoholic beverages into the facility. Failure to sign these forms in advance will preclude your ability to serve alcoholic beverages at your event. NO ACCEPTIONS!!

As the sponsor of an event that will serve alcoholic beverages, you will assume all responsibility for the conduct and actions and liability of your guests while they are on the property. Under State and Federal law, you could also be responsible for conduct, actions and liability of your guests while en route to their next location. Last call for drinks must be 1 hour prior to your event end time.

Management reserves the right to terminate all alcoholic beverage service at any time it deems necessary to preserve the safety of the guests, the facility and others.

Fees, charges and accommodations associated with the service of alcoholic beverages are solely the responsibility of the event sponsor.

Alcohol services are to end 1 hour prior to end time of the event.

See page 17 for our beverage services: portable bar rental and all that the services include.

ABSOLUTELY NO SALE OF ALCOHOLIC BEVERAGES OR COLLECTION OF MONEY, TOKENS OR TICKETS ASSOCIATED WITH THE SALE OF ALCOHOLIC BEVERAGES BY ANYONE IS PERMITTED WITHOUT A VALID STATE OF TENNESEE ALCOHOLIC BEVERAGE RESALE LICENSE AND PERMIT.

Policies

General

1. The Event Center will not assume responsibility for the damage or loss of any merchandise, decorations or articles placed in the facility at any time.
2. The Event Center reserves the right to assign another room for a client's function if the estimated count drops significantly prior to the event.
3. The Client agrees to begin and end the function within the time specified on the Banquet Event order. For any event that lasts past midnight on weekends and eleven on weekdays, a staffing fee of \$250.00 per hour will be added to the final invoice.
4. Please inform the Event Center in advance of any contracts for music, entertainment, lighting or any other media in connection with your function. Some forms of entertainment are prohibited. To avoid problems on the day of your event, you must check in advance.
5. The client agrees to be responsible for all liability or any damage done to any part of the Event Center by the sponsor, guests or any agent contracted or associated with the client's event.
6. Decorations are the responsibility of the client. No nails, tacks, glue or other damaging adhesives or tape may be used to hang or suspend decorations. There are approved ways to do it, we will be happy to make recommendations for your specific decorating in advance.
7. Candles are authorized, but no unprotected flames are allowed. All candles must be enclosed or safe guarded. No combustible items (I.E.) Corn stalks, hay bales, straw ect. may be used as decoration. Your guests' safety is our primary goal, please ask first.
8. All equipment and decorations must be removed at the end of the function. A staffing fee may be charged when "Un-decorating" is so extensive or slow that the Town Center has to provide a staff member to stay after hours.
9. A \$250.00 CLEAN-UP FEE will be added to the final invoice for those parties that choose to use GLITTER or CONFETTI as part of their decoration. No throwing of rice, birdseed, or other debris is allowed inside or outside the facility at any time. Additional Clean-up fees may be charged for certain circumstances at the sole discretion of the Smyrna Event Center Management. If you have questions, PLEASE!! Ask First.
10. Children cannot be left unattended anywhere in the building. No running or loud noise in the lobby.
11. Hours of operation: Weekdays 8am to 10pm and Weekends 8am to 11pm
12. Buffets are available to stay open for 1 hour and ½. 40 people minimum for buffets.

Continental Breakfast

\$18.95 Per Person

(Includes Coffee, Juices and Ice Water)

Chilled Fruit or Whole Fruit
Bagels with Cream Cheese butter and Jelly
Assorted Pastries
Assorted Muffins

Southern Breakfast Buffet

\$24.95 per person

(Includes Coffee, Juices, Ice Water, Butter and Jelly)

Buttermilk Biscuits
Bacon
Sausage (patties or links)
Homemade Grits
Sausage Gravy
Scrambled Eggs
Fried Potatoes

Premium Breakfast

\$30.95 per person

(Includes Coffee, Juices, Ice Water, Butter and Jelly)

Biscuits
Scrambled Eggs
Grits
Gravy
Bacon
Sausage
Fried Potatoes
Fried Chicken and Waffles
Add \$3.00 for Pancakes and French Toast with Fruit

All menu prices subject to 18% production charge and 9.75% sales tax

Lunch Service

Hours served 11:00am to 1:00pm

Deli Style Sandwich Buffet (40 people minimum)

Slow Roasted Slice of Beef	Garden Fresh Garnishes & Condiments
Mesquite Smoked Turkey Breast	Marinated Pasta Salad
Virginia Sugar Cured Ham Gourmet	Redskin Potato Salad
Hoagie Rolls and Sliced Bread	Chilled Fruit Medley
Swiss, American & Provolone Cheeses	Tableside Iced Tea and Water Service included .
..... \$20.95 Per Person	

Lunch Buffet

Cookout Menu:

Hamburgers, Hot dogs, Baked Beans, Macaroni and Cheese, Coleslaw \$19.95
Includes Condiments, buns, Sweet Tea and Water

Taco Bar:

Ground Beef, Chicken, Tortilla Shells, Queso Dip & Tortilla chips \$17.95
Includes Condiments, Sweet Tea and Water

Plated Lunch

All Plated Meals: include a small tossed salad, choice of one vegetable and one side. Hot fresh baked yeast bread and butter, tableside coffee, iced tea and water service.

Petite Stuffed Breast of Chicken (choice of Cordon Bleu, Kiev or Florentine (select one)
Served with Champagne Supreme Sauce \$21.25

Sautéed Chicken Marsala Champignon (Sautéed Boneless Chicken Breast with Sliced
Mushroom and shallots served in rich Marsala Wine Sauce \$20.75

Traditional Turkey and Ham Combination Plate (Cornbread Dressing, Mashed Potatoes,
Green Beans and Cranberry Sauce. \$20.25

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Lunch Buffet (40 people minimum)

Choose 1 Entrée and 2 sides

(Includes: Rolls, Cookie or Brownie)

\$19.95 per person

Entrée (choose one)

Salisbury Steak

Sliced Roast Beef

Beef Tips

Fried Chicken

Marinated Grilled Chicken (Italian, BBQ or Lemon Pepper)

Oven Roasted Chicken (Bone In)

Meatloaf

Oven Roasted Pork Loin with Gravy

Grilled or Fried Boneless Pork Chops

Pulled Pork (sandwiches)

Fried or Grilled Shrimp

Vegetables (choose one)

Chef's Sautéed Squash Medley

Sautéed Whole Green Beans

Southern Style Green Beans

Glazed Baby Carrots

Whole Kernel Corn

Steamed Broccoli Florets

Steamed Cauliflower Florets

Steamed Asparagus Spears

\$2.00 Extra

Side Dishes (choose one)

Herb Crusted Potatoes

Au Gratin Potatoes

Whipped Potatoes

Loaded Mashed Potatoes

Rice Pilaf

Wild Rice Blend

Creamy Risotto

Penne with Alfredo

Ziti with Marinara

Macaroni and Cheese

Box Lunch

\$15.95 per person

Turkey, Ham or Roast Beef (Sandwich or Wrap)

Swiss, Provolone, or American Cheese

Lettuce and Tomato

Fruit Cup

Chips

Cookie

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Plated Dinners

All Dinners: include a small tossed salad with choice of dressing, one vegetable selection and an appropriate side dish. Hot fresh baked yeast bread and butter, tableside coffee, tea, iced tea and water service.

Prime Rib or Beef (Hand Trimmed and dipped in rich Full Flavor Au Jus and Served with Creamy Horseradish Sauce.)

Market

Tenderloin of Beef - Tournedos (Twin Select Filet Mignon Medallions Seared to Perfection)

Topped with your choice of special garnishes

Au Poivre (Peppercorn Crusted with Peppercorn Demi-Glace Sauce)

\$30.95

Champignon (Garnished with Fluted Mushroom Caps Sautéed in Sherry Wine)

\$30.95

Louisiana (Garnished with Garlic Seared Shrimp and Béarnaise Sauce)

\$38.95

Americana (Garnished with Sautéed Lobster, Draped with Béarnaise Sauce)

\$39.95

Char-Broiled, Bacon Wrapped Filet Mignon (USDA Choice Beef Tenderloin)

Market

Char-Broiled New York Strip Steak 10 oz (USDA Choice Steak Center Cut)

Market

Char-Boiled Marinated Flat Iron Steak 8 oz (USDA Choice Flat Iron Steak, Lightly Marinated)

Market

Poached Filet of Salmon Princess (Salmon Filet Poached in White Wine and Stock.

Topped with Tender Asparagus Spears and Draped with Rich Béarnaise Sauce.)

Market

Herb Crumb Baked Tilapia Filet (Delicate Tilapia Filet coated with a delicious Herb Crumb

Crust. Lightly Baked and served with Lemon wedges and a creamy Caper Dipping Sauce.)

\$31.95

All menu prices subject to 18% production charge and 9.75% sales tax

Plated Dinners

Herb Crumb Baked Tilapia Filet (Delicate Tilapia Filet coated with a delicious Herb Crumb Crust. Lightly Baked and served with Lemon wedges and a creamy Caper Dipping Sauce.)
\$31.95

Cordon Bleu (Chicken Breast Stuffed with Aged Swiss Cheese and Sugar-Cured Virginia Ham, topped with a Wine Supreme Sauce.)
\$30.95

Sautéed Chicken Marsala Champignon (Sautéed Boneless Skinless Chicken Breast With Sliced Mushrooms and Shallots served in a Rich Marsala Wine Sauce)
\$29.95

Vegetable Selection

Chef's Sautéed Squash Medley
Sautéed Whole Green Beans
Southern Style Green Beans
Glazed Baby Carrots
Whole Kernel Corn
Steamed Broccoli Florets
Steamed Cauliflower Florets
Steamed Asparagus Spears (\$3.00 extra)
Brussel Sprouts (Bacon Marmalade)

Side Dish Selection

Herb Crusted Red Skin Potato
Au Gratin Potato
Whipped Russet Potato
Loaded Mashed Potato
Rice Pilaf
Wild Rice Blend
Creamy Risotto
Penne with Alfredo
Savory Orzo
Macaroni and Cheese

Desserts

Chef Inspired Gourmet Creations (Bourbon Pecan Pie, Triple Chocolate Pie, Caramel Apple Cheesecake, White Chocolate Caramel Bread Pudding)
\$8.95

New York Style Cheesecake (Delicious New York Cheesecake with a Variety of Toppings: Double Chocolate, Lynchburg Praline, Strawberry)
\$7.95

Assorted Pies (Pecan, Chess, Fudge, Pumpkin, Apple)
\$6.95

Triple Chocolate Brownie
\$6.95

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Create Your Own Buffets (40 people minimum)

Two Entree Buffet

With 3 side choices **\$32.95**

Three Entree Buffet

With 3 Side Choices **\$34.95**

All Buffets include a choice of Classic Caesar Salad or Garden Salad, Baked Yeast Rolls, Whipped butter. Chef's Dessert Table and Tableside Sweet Tea and Water.
(Plated Salad Available for \$1.75 extra.)

Extra side choice available for \$4.75 per person

Chicken Entrees

Italian Marinated Chicken

Teriyaki Grilled Chicken

Boneless Fried Chicken

Herb Baked Chicken Breast

Grilled Chicken Cordon Bleu

Grilled Lemon Pepper Chicken

Breast of Chicken Supreme in Wine Sauce

Breast of Chicken Parmesan

Chicken and Dumplings

Barbecue Style Chicken

Pork Entrees

Sliced Pork Loin with Gravy

Italian Sausage with Peppers & Onions

Pulled Smoked Pork Shoulder

Boneless Country Style Ribs

Smoked Sausage and Cabbage

Sliced Glazed Virginia Ham

Hickory Smoked Pork Loin

Grilled Boneless Pork Chops

Teriyaki Pork Tenderloin

Beef Entrees

Sliced Roast Beef in Gravy

Braised Beef Tips with Mushrooms Sauce

Teriyaki Beef Tips with Onions

Pepper Steak

Steak Medallions

London Broil W/Sherry Mushroom Sauce

Brisket (Smoked)

Beef Stroganoff

Country Fried Steak w/ Pepper Gravy

Pot Roast

Seafood and Pasta Entrees

Southern Fried Catfish

Herb Crumb Tilapia Filets

Bowtie Pasta with Alfredo Sauce w/ Chicken,

Broccoli or both

Baked Lemon Butter White Fish Filets

New Orleans Style Shrimp Creole

Lasagna

Tortellini with Pesto Cream Sauce

All menu prices subject to 18% production charge and 9.75% sales tax

Create Your Own Buffets

Vegetables Options

Southern Style Green Beans	Roasted Vegetables
Italian Green Beans with Red Peppers	Steamed Vegetable Medley
Green Bean Casserole	Braised Cabbage
Green Beans with Wild Mushrooms	Buttered Baby Carrots
Broccoli with Cheese Sauce	Brussel Sprouts
Cauliflower with Cheese Sauce	Sweet Peas with Onions and Mushrooms
Squash Medley	Broccoli and Pasta in Pesto Cream
Buttered Whole Kernel Corn	Grilled Asparagus
Collard Greens	Turnip Greens

Side Dishes Options

Whipped Potatoes	Cajun Red Beans & Rice
Loaded Potato Casserole	Country Fried Apples
Oven Roasted Potatoes	Macaroni & Cheese
Country Style Mashed Potatoes	White Rice
Au Gratin Potatoes	Wild Rice Pilaf
BBQ Beans	Asian Fried Rice
Traditional Baked Beans	Creamy Italian Risotto
Pinto Beans	White Beans
Corn Pudding	

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Pre-Selected Buffet Favorites (40 people minimum)

Classic Southern Buffet

\$33.95

- Tossed Salad with Choice of 2 Dressings
- Southern Fried Chicken
- Meatloaf
- Braised/Grilled Pork Chops
- Macaroni and Cheese
- Collard/Turnip Greens
- Garlic Mashed Potatoes
- Fried Apples
- Warm Yeast Rolls and Cornbread
- Sweet Tea and Water
- Fresh Baked Peach Cobbler with Homemade Whipped Cream

Barbecue

\$30.95

- Tossed Salad Bowl and Cool Ranch Dressing
- Tangy BBQ Boneless Pork Ribs
- Texas Style Smoked Brisket of Beef
- Crisp Fried Okra
- Southwest Style Baked Bean
- Fried Potatoes
- Jalapeno Cornbread with Whipped Butter
- Sweet Tea and Water
- Assorted Pies

Low Country Cajun Buffet

\$32.95

- Tossed Salad Bowl with Choice of 2 Dressings
- Shrimp and Grits
- Blackened Cajun Chicken Breast
- Crab Boiled Red Skinned Potatoes
- Slow Cooked Green Beans with Onions and Smoked Pork
- Crispy Fried Okra
- Turnip Greens with Pepper Vinegar
- Cheddar Biscuits and Cornbread
- Sweet Tea and Water
- Bread Pudding with Caramel Sauce and Assorted Desserts

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Prime Rib Buffet

\$39.95

- Salad bowl with choice of 2 Dressings
- Slow Roasted Prime Rib with Rich Au Jus and Creamy Horseradish Sauce
- Italian Marinated Chicken Breast
- Rice Pilaf
- Garlic and Chive Mashed Potatoes
- Roasted Brussel Sprouts with Balsamic Glaze
- Buttered Whole Kernel Corn
- Hot Rolls and Whipped butter
- Sweet Tea and Water
- Peach Cobbler

Taste of Italy

\$32.95

- Caesar Salad
- Mediterranean Style Shrimp Scampi w/ cheese Stuffed Tortellini
- Baked Ziti with Sweet Italian Sausage with Marinara Sauce
- Italian Oven Roasted Potatoes
- Roasted Italian Vegetables
- Creamy Risotto Milano (Saffron, Rich Broth, Wine, Parmesan and Cream)
- Fresh Baked Bread Sticks
- Sweet Tea and Water
- Chef's Dessert Selection

Grand Holiday Buffet

\$35.95

- Salad Bowl with choice of 2 Dressings
- Glazed Sugar Cured Virginia Pit Ham
- Oven Roasted Turkey Breast with Natural Pan Gravy
- Chilled Cranberry Sauce
- Savory Corn Bread Dressing
- Creamy Mashed Potatoes
- Green Bean Casserole
- Sweet Potato Casserole
- Hot Assorted Yeast Rolls and Whipped Butter
- Sweet Tea and Water
- Holiday Pies - Pumpkin, Chess, Pecan Pie

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Mexican Buffet

\$32.95

- Beef Carne Asada (marinated grilled steak, thinly sliced, served with Sautéed Onions)
- Pork Chili Rojo/Verde (slow cooked pork tips in red chili Sauce **or** green Chili & Tomatillo Sauce)
- Chicken Fajitas or Alambre (add bacon and cheese for \$.50)
- Refried Pinto Beans
- Spanish Rice with Diced Onions, Coriander and Annatto
- Elotes (Fire Roasted Whole Kernel Corn with Lime Salt, Fresh Crema, Cotija Cheese & Cilantro)
- Queso Blanco
- Tortilla Chips, Limes, Salsa Pico De Gallo and Hot Tortillas
- Sweet Tea and Water
- Chef's Dessert Selection

Mediterranean Buffet

\$33.95

- Greek Marinated Chicken
- Steak Tagliata (Balsamic and Olive Oil)
- Seared Garlic and Herb Shrimp
- Lemon Herb Potatoes
- Saffron Infused Yellow Rice
- Roasted Tuscan Vegetables
- Florentine Stuffed Tomatoes
- Pita Bread
- Sweet Tea and Water
- Chef's Dessert Selection

Asian Buffet

\$33.95

- Beef and Broccoli
- General Tso's Chicken
- Teriyaki Pork Medallions
- Vegetable Fried Rice
- Yaki Soba Noodles
- Sesame Green Beans
- Stir Fry Vegetables
- Sweet Tea and Water
- Chef's Dessert Selection

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Appetizers

Cold

- **Elegant Fresh Seasonal Fruit** \$ 9.95
- **Domestic and Imported Cheeses** with chilled Grapes \$10.95
Gourmet Crackers and Flatbreads
- **Fruit and Cheese Combination** \$12.95
- **Fresh Vegetable with Dip** \$ 9.95
- **Finger Sandwiches and Open Face Canapes** \$10.95
- **Gourmet Italian Charcuterie Tray** \$19.95
Capicola, Genoa Salami, Mortadella, Sopressata, Pepperoni,
Prosciutto, Regiano Parmesan, Pecorino, Fontina, Provolone
- **Assorted Chips and Sour Cream Dip** \$ 6.25
- **Fresh Tortilla Chips with Salsa** \$ 5.25
- **Shrimp Cocktail** \$10.95
- **Bruschetta** \$10.95
- **Oysters** \$11.95

Hot

- **Meatballs** (Swedish, BBQ, Italian, Teriyaki) \$ 9.95
- **Beef or Chicken Kabobs** (Teriyaki, Cajun Glaze) \$ 9.95
- **Crispy Chinese Vegetable Rolls** with Dipping Sauce \$ 9.95
- **Chicken Pot Stickers** with Ponzu Sauce \$ 9.95
- **Stuffed Mushrooms** \$ 9.95
- **Crab Cakes** \$ 9.95
- **Baked Brie with Almonds and Butter** \$ 8.95
With French Bread Crostini
- **Pulled Pork Sliders** with Slaw and BBQ Glaze \$10.95
- **Fresh Fried Tortilla Chips** \$ 7.95
Chili Con Queso or Spinach & Artichoke Queso
- ****Choice of Both Queso** \$10.95

\$24.95 per person minimum on all Appetizer Parties (choose 4)

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SNACKS AND BEVERAGES

Snacks for Breaks - Choose 1 for \$4.00 per person

- Assorted Fresh Baked Cookies
- Chewy Chocolate Brownie Fingers
- Fruit Tray
- Vegetable Tray
- House Made Potato Chips
- Pretzels
- Tortilla Chips with Salsa
- Hummus with Pita Chips
- Zesty Ranch Snack Mix
- Granola Bars (assortment)
- Cheese and Grapes with Crackers
- Charcuterie Board (add \$3.00 per person)

Unlimited Beverage Service

- Sodas, Iced Tea, Coffee and Water \$ 5.75
- Iced Tea, Coffee and Water \$ 4.75
- Lemonade \$ 3.75

Alcoholic Beverage Service (Must be added if having a bar)

*All Alcoholic Beverage services must comply with rules set forth in the Policy Section of this menu. A Signed Copy of the contract to include server's information must be accomplished before the event or your alcoholic beverage service will be canceled!

Full Mixed Bar \$ 4.75 per person (will be required if you choose to bring in Alcohol)

Includes Portable Bar Rental, Ice, Juices, Sodas, cups, Napkins, Straws and Drink Garnishes

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Room Rental

All Room Rentals are based on a **standard 8 hours** of use. No discounts are offered for partial day use for set-up. **Partial Rental for Rehearsals are required.** Additional costs may be incurred if the event is outside of the standard operating hours Mon-Fri 8a to 5p. (Fully Catered Events are Excluded).

Standard room set-up Includes: Basic covered table and chairs, Classroom, theater, or u-shape style seating. If requested; registration table, AV equipment and tables associated with food and beverage service. (Special designs may incur additional charges)

Room Name	Rental Rate
Grand Ballroom (up to 250 people)	\$1500.00
Ballroom A (up to 120 people)	\$1150.00
Ballroom B (up to 80 people)	\$ 850.00
Ballroom B (up to 40 people) - sections 1 or 2	\$ 425.00
Smyrna Room (up to 90 people)	\$ 925.00
Salons 1, 2, 3 full set (up to 60 people)	\$ 725.00
“Any Double” (up to 40 people)	\$ 425.00
“Any Single” (up to 25 people)	\$ 325.00
Entire Facility (include lobby)	\$6250.00
Grand Ballroom and Salons	\$2500.00
Grand Ballroom and Smyrna Room	\$3000.00

Equipment Rental

A screen and HDMI cord are available for no extra charge

● Wireless Microphone	\$ 30.00
● LCD Projector	\$ 30.00
● Podium	\$ 30.00
● Lapel Microphone	\$ 30.00
● 24' x 12' Stage/Dias	\$375.00
● Colored Tablecloth	\$ 3.50 ea
● Colored Napkins	\$ 1.00 ea
● Copy and Fax Service	\$.20 ea
● White Board with Markers	\$ 35.00

All rental prices are subject to a 18% production charge and 9.75% sales tax