



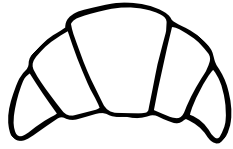
# CATERING MENU

CROWNE PLAZA®

— BY IHG —

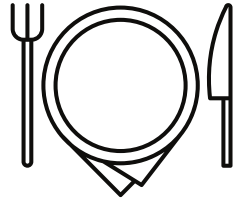
Cleveland at Playhouse Square

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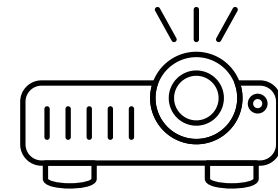
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## EVENTS AT CROWNE PLAZA

## CLEVELAND AT PLAYHOUSE SQUARE

Nestled in the vibrant playhouse square theater district, the Crowne Plaza Cleveland at Playhouse Square offers countless options for hosting your next meeting or event. With a culture built on excellence, we are excited to help you create a memorable and flawless event. Our award winning team looks forward to hosting you soon.

# CONTINENTAL BREAKFAST

## Cleveland Continental

sliced fresh fruits, melons, and berries  
freshly baked muffins, flaky croissants, and a variety of danish  
sweet butter, fruit preserves, and honey  
freshly brewed coffee, decaf, hot teas, and fruit juices  
\$25 | per person

## Executive Continental

sliced fresh fruits, melons, and berries  
assorted greek yogurt, and crunchy granola  
warm jumbo cinnamon and pecan rolls  
steel cut oatmeal, dried fruit, nuts, brown sugar, and maple syrup  
freshly brewed coffee, decaf, hot teas, and fruit juices  
\$27 | per person

## Breakfast Sandwiches (Pick 2)

ham, egg, and cheese croissant  
sausage, egg, and cheese english muffin  
bacon, egg, and cheese biscuit

\$9.50 | per person, when added to a continental breakfast \*

\* must be ordered for the full guest count

# BREAKFAST BUFFET

## Crowne Plaza Buffet

scrambled fluffy cage free eggs  
applewood smoked bacon and savory country sausage links  
grilled breakfast potatoes  
fresh sliced fruits, melons, and berries  
locally sourced breakfast breads and pastries  
freshly brewed coffee, decaf, hot teas, and fruit juices  
\$35 | per person

## Balanced Start Buffet

scrambled egg whites with baby spinach and ripe tomato  
turkey sausage patties  
fresh sliced melons and berries, assorted yogurts, and granola  
steel cut oatmeal with dried fruits and nuts  
locally sourced breakfast breads and pastries  
freshly brewed coffee, decaf, hot teas and fruit juices  
\$38 | per person

## Omelet Station

a generous display of meats, fresh veggies, and cheeses  
to create the perfect omelet  
made to order or advanced preparation  
\$20 | per person, when added to a breakfast buffet  
chef attendant fee of \$190 per station

30 guest minimum is required for buffets



# PLATED BREAKFAST

## Fresh Farm

scrambled cage free eggs  
crisp applewood smoked bacon  
savory country sausage links  
grilled breakfast potatoes  
locally sourced breakfast breads and pastries  
freshly brewed coffee, decaf, hot teas, and fruit juices  
\$30 | per person

## Savory Quiche

eggs, swiss cheese, spinach, bell peppers, and roasted tomatoes  
select one protein:  
applewood smoked bacon or turkey sausage patties  
locally sourced breads and pastries  
freshly brewed coffee, decaf, hot teas, and fruit juices  
\$32 | per person

select one (1) option for all guests  
vegetarian selections available upon request

all prices are subject to a taxable 24% service charge and state tax currently at 8%

# PLATED LUNCH

## Tri-Tipped Steak

chargrilled sliced beef served over an affine bleu cheese crusted baguette topped with a wild mushroom and tomato ragout

\$37 | per person

## Chicken Piccata

all natural chicken breast sautéed in a fresh lemon sauce, crisp white wine, tart capers, and sliced mushrooms

\$34 | per person

## Citrus Salmon

North Atlantic salmon, seared with fresh orange butter, complimented with lively fruit salsa

\$39 | per person

select two (2) entrees for all guests

## Vegetable

choose one:

asparagus with red bell peppers  
fresh seasonal vegetable medley  
haricot verts with oven roasted tomato  
lemon buttered broccoli

## Starch

choose one:

white cheddar mashed potatoes  
cinnamon mashed sweet potatoes  
roasted red bliss potatoes, sea salt, olive oil, cracked pepper  
buttered rice pilaf with toasted orzo

## Brisket

tender, slow-roasted beef brisket, seasoned with house rub served with BBQ sauce and a side of coleslaw

\$41 | per person

## Chicken Florentine

all natural breast of chicken in a white wine sauce served over sautéed balsamic baby spinach with oven roasted sweet tomatoes and crumbled feta cheese

\$34 | per person

## Roasted Vegetable Ravioli

roasted garden vegetables blended with a smooth cheese filling tossed in a light white truffle cream sauce  
complimented with grilled asparagus and oven roasted tomatoes

\$31 | per person

## Starter Salad

choose one:

**Arcadian salad:** mixed greens, tomatoes, seedless cucumbers, garlic croutons, and balsamic vinaigrette

**Caesar salad:** crisp romaine, crunchy croutons, and shaved Italian cheeses, drizzled with creamy Caesar dressing

plated entrees are served with fresh rolls and creamy butter,  
starter salad, starch, vegetable, complimenting dessert  
coffee, decaf, hot teas, and iced water  
iced tea served upon request

all prices are subject to a taxable 24% service charge and state tax currently at 8%

## HANDHELD LUNCH

### Turkey Wrap

deli turkey breast, mixed greens and heirloom tomatoes wrapped in a whole wheat tortilla  
served with pita chips and creamy hummus or fries  
\$32 | per person

### Grilled Chicken Brioche

sliced grilled chicken breast, Havarti cheese, tomato, fresh arugula, and basil pesto aioli on a brioche bun  
served with fries or fresh sliced fruit  
\$32 | per person

### Murray Hill Hoagie

torpedo roll filled with italian salami, shaved ham, pepperoni, aged provolone cheese, fresh baby spinach, fire roast red bell peppers, and balsamic vinegar reduction  
served with italian pasta salad or fries  
\$32 | per person

select up to three (3) handheld or salad entrees

lunch handhelds and salads include  
fresh rolls and creamy butter  
complimenting dessert  
coffee, decaf, hot teas, and iced water  
iced tea served upon request

## LUNCH ENTRÉE SALADS

### Playhouse Square Cobb Salad

crisp fresh mixed greens with grilled chicken breast, hard boiled egg, shredded cheddar, crumbled gorgonzola cheese, applewood smoked bacon, ripe tomatoes, sliced avocado, and buttermilk ranch  
\$32 | per person

### Salmon Spinach Salad

tender baby spinach, shaved red onion, cremini mushrooms, crumbled applewood smoked bacon, diced tart green apples, crisp croutons topped with pan seared fresh cold water salmon filet, and finished with a light raspberry vinaigrette  
\$37 | per person

### Caesar Salad

grilled chicken breast *or* salmon on a bed chopped romaine lettuce, Caesar dressing, shaved parmesan cheese, and garlic croutons  
\$32 | per person (grilled chicken)  
\$36 | per person (salmon)

# BOXED LUNCH

## Turkey

deli sliced turkey and swiss on sprout and seed multi-grain bread

## Chicken

caprese grilled chicken, sliced tomato, fresh basil, and mozzarella cheese on a ciabatta roll

## Roast Beef

roast beef, sharp cheddar cheese, tomato, and arugula on a hoagie roll

## Italian

Italian sub, featuring sliced smoked ham, Italian salami, pepperoni, provolone cheese, arugula, and roasted peppers on a hoagie roll

## Veggie

very veggie, grilled marinated vegetable medley on a torpedo roll

select up to three (3) sandwiches

## Boxed Lunch Includes

choice of two sandwiches + vegetarian

whole fresh fruit

individual bag of gourmet potato chips

freshly baked cookie condiments

bottled water and soft drinks

\$32 | per person

# LUNCH BUFFET

## Salad, Soup & Baked Potato Bar

soup du jour  
fresh rolls and creamy butter  
garden salad bar:  
sliced grilled chicken breast, mixed greens, tomatoes, cucumbers,  
hard boiled eggs, shredded cheese, croutons, ranch and balsamic  
vinaigrette dressings  
baked potato bar featuring:  
homemade chili, bacon, cheese, sour cream, chives  
assorted dessert bar display  
\$39 | **per person**

## Signature Lunch Buffet

soup du jour  
garden salad with tomatoes, cucumber, carrots, and seasonal vinaigrette  
fresh rolls with butter  
seared salmon with light honey mustard glaze  
grilled chicken breast with natural jus  
roasted broccoli with sea salt, cracked pepper, and balsamic glaze  
crispy red skin potatoes with parmesan cheese and olive oil drizzle  
chef's seasonal dessert  
\$47 | **per person**

## Deli Buffet

soup du jour  
garden salad with ranch and balsamic vinaigrette dressings  
redskin potato salad and Italian pasta salad  
sliced turkey, roast beef, and black forest ham  
assorted deli cheeses  
crisp lettuce, ripe tomato, red onions, pickles, and condiments  
assorted breads, rolls, and croissants  
cookies and brownies  
\$43 | **per person**

**lunch buffet options continue on next page**



# LUNCH BUFFET

## Little Italy Buffet

Italian wedding soup  
crisp Caesar salad with garlic croutons and shaved Italian cheese  
garlic bread, bread sticks  
classic lasagna layered with bolognese and parmesan  
penne chicken pasta alfredo with sun dried tomatoes  
grilled Italian sausage with onions and bell peppers  
marinated grilled vegetables in olive oil  
tiramisu and cannoli  
\$45 | per person

## South of the Border

chicken tortilla soup  
chargrilled sliced marinated flank steak  
adobo seasoned chicken breast  
cilantro lime sprinkled rice  
grilled fresh garden vegetable medley  
crisp cut of lettuce, diced ripe tomato, shredded cheese,  
sour cream, salsa, guacamole, flour tortillas, and crunchy corn chips  
warm churros with caramel, strawberry, and honey dipping sauces  
\$45 | per person

lunch buffets include  
coffee, decaf, hot teas, and iced water  
iced tea served upon request

30 guest minimum is required for buffets

## Game Day Buffet

gourmet steak burgers  
grilled chicken breast  
BBQ pulled pork sandwiches  
lettuce, tomato, sliced cheese, and assorted sandwich rolls  
Nic's backyard macaroni salad  
crispy tater tots  
garden salad with ranch and balsamic vinaigrette dressings  
coleslaw  
cookies and brownies  
\$42 | per person

# BREAKS

## Hand in the Cookie Jar

assorted freshly baked cookies, brownies, blondies, lemon bars  
hot chocolate, milk, and whipped cream  
\$16 | per person

## Ice Cream Social

vanilla bean and rich chocolate ice creams  
hot fudge, caramel, strawberries, and whipped cream  
chef's selection of additional toppings  
served with a plate of warm and freshly baked cookies and brownies  
\$18 | per person

## Half Time Break

ballpark hot soft pretzels with cheese and stadium mustard  
nachos with cheese, salsa, and guacamole  
peanuts, popcorn, and cracker jacks  
\$17 | per person

## Energy Refresh Break

fresh crisp vegetable display with light dips  
house made creamy hummus with warm pita chips  
fresh fruit skewers with yogurt dipping sauce  
\$16 | per person

30 guest minimum is required for breaks  
breaks must be ordered for full guest count

## On Consumption Beverages

gallon of coffee \$62 | per gallon  
gallon of lemonade \$22 | per gallon  
gallon of iced tea \$22 | per gallon  
assorted sodas and bottled water \$5 | each  
flavored seltzer water \$5 | each

## All Day Beverage Station

freshly brewed coffee and decaf  
assorted hot teas  
soft drinks  
bottled water  
flavored seltzer water  
\$23 | per person

## Half Day Beverage Station

freshly brewed coffee and decaf  
assorted hot teas  
soft drinks  
bottled water  
flavored seltzer water  
\$12 | per person

# ENHANCEMENTS

## Bagels

\$48 | per dozen

assorted bagels with butter,  
preserves, and cream cheese

## Candy Bars

\$40 | per dozen

assorted bars

## Cinnamon Rolls

\$48 | per dozen

jumbo cinnamon rolls

## Danish

\$48 | per dozen

assorted and freshly baked  
danish

## Cookies

\$41 | per dozen

freshly baked gourmet cookies

## Fruit & Greek Yogurt

\$41 | per dozen

individual servings of greek  
and fresh fruit yogurts

## Brownies

\$41 | per dozen

fudge brownies

## Granola Bars

\$32 | per dozen

a variety of individually wrapped  
granola and energy bars

## Chips

\$32 | per dozen

assorted, individually bagged chips

## Muffins

\$45 | per dozen

assorted and freshly baked

## Fresh Fruit

\$38 | per dozen

assortment of whole fresh fruit

## Soy, Almond, or Oat Milk

\$18 | per quart

enhancements must be ordered for full guest count

all prices are subject to a taxable 24% service charge and state tax currently at 8%

# MEETING PACKAGES

## Crowne Plaza Meeting Package

### All Day Beverage Service

freshly brewed coffee and decaf, assorted hot teas, fruit juices, soft drinks, bottled water, flavored seltzer water

### Breakfast

Cleveland Continental

### Lunch

choice of any handheld or salad entrée lunch, plated chicken marsala, or plated chicken piccata lunch

### Afternoon Break

salty, sweet, nutty, and crunchy - variety of individually bagged chips, trail mix, granola bars, cookies, and candy bars

\$95 | per person

## Playhouse Square Meeting Package

### All Day Beverage Service

freshly brewed coffee and decaf, assorted hot teas, fruit juices, soft drinks, bottled water, flavored seltzer water

### Breakfast

Crowne Plaza Breakfast Buffet

### Lunch

choice of any plated lunch or lunch buffet

### Afternoon Break

choice of any break

\$107 | per person

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# PLATED DINNER

## Herb Crusted Prime Rib

slow roasted prime rib, generously seasoned in sea salt, cracked pepper, and savory herbs, complimented with au jus and horseradish aioli

minimum 15 dinner guests

\$62 | per person

## NY Strip

chargrilled strip sirloin steak, served with a cabernet demi glace and sautéed garlic buttered mushrooms

\$57 | per person

## Filet Mignon

10 oz. center cut tenderloin rubbed in garlic and black pepper, pan seared, and topped with rich lemony hollandaise sauce

\$72 | per person

## Bourbon Glazed Pork Ribeye

chargrilled premium pork brushed with a brown sugar Kentucky bourbon sauce, topped with toasted pecans

\$52 | per person

## Vegetarian Farfalle

eggless bowtie pasta and assorted grilled vegetables, tossed in pesto sauce, and garnished with shaved Italian cheese

\$41 | per person

## Chicken Florio

all natural chicken breast sautéed with cremini mushrooms, rich marsala wine, and savory rosemary simmered in rich demi glace

\$49 | per person

## Chicken Romano

all natural chicken breast in a parmesan panko herbed crust and laced with a rich boursin cream sauce

\$49 | per person

## Salmon

roasted salmon topped with a savory lemon caper cream sauce

\$57 | per person

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plated entrees are served with fresh rolls and creamy butter

starter salad

starch and vegetable (page 12)

complimenting dessert

coffee, decaf, hot teas, and iced water

iced tea served upon request

## Starter Salad

choose one:

**Arcadian salad:** mixed greens, tomatoes, seedless cucumbers, garlic croutons, and balsamic vinaigrette

**Caesar salad:** crisp romaine, crunchy croutons, and shaved Italian cheeses, drizzled with creamy Caesar dressing

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# DINNER BUFFET

## Signature Dinner Buffet

grilled sliced NY striploin, caramelized onions, rosemary red wine sauce  
lemon chicken piccata  
sesame soy glazed fresh Atlantic salmon  
mixed garden greens salad bar with baby tomatoes, seedless cucumber,  
croutons, cheese, bacon, egg, red onion, assorted dressings  
fresh rolls and creamy butter  
choice of starch and vegetable  
complimenting dessert  
coffee, decaf, hot teas, iced water, and iced tea available upon request

\$74 | per person

## Crowne Dinner Buffet

chargrilled filet mignon medallions, with cracked pepper, and a wild  
mushroom demi glaze  
breast of chicken marsala  
garlic shrimp scampi style with chablis, lemon, and fresh thyme  
mixed garden greens salad bar with baby tomatoes, seedless cucumber,  
croutons, cheese, bacon, egg, red onion, assorted dressings  
fresh rolls and creamy butter  
mediterranean pasta salad  
complimenting dessert  
choice of starch and vegetable  
coffee, decaf, hot teas, iced water, and iced tea available upon request

\$78 | per person

30 guest minimum is required for buffets

## Vegetable

choose one:

seasoned zucchini, squash, red bell peppers  
asparagus and red bell peppers  
lemon buttered broccoli  
bacon roasted brussel sprouts

## Starch

choose one:

mashed Idaho potatoes with brie and chives  
parmesan garlic roasted fingerling potatoes  
wild mushroom risotto  
herb buttered rice pilaf

## CARVING STATIONS

### Carved Beef Tenderloin

tender beef tenderloin toasted with sea salt, rosemary, and cracked black pepper; accompanied with creamy horseradish aioli, cherry demi glaze  
fresh rolls, artisan breads, and creamy butter

\$27 | **per person**

### Carved Prime Rib

herb crusted angus beef ribeye, served with creamy horseradish, stone ground mustard, and savory au jus  
fresh rolls, artisan breads, and creamy butter

\$34 | **per person**

### Carved Honey Ham

honey crusted ham served with gherkins, peppercorn aioli, and a variety of mustards  
fresh rolls, artisan breads, and creamy butter

\$19 | **per person**

**chef attendant carving fee of \$190 per station**  
**one chef attendant recommended per 100 guests**  
**minimum 25 guests**

## HORS D'OEUVRES

### Cold Hors d'Oeuvres

priced per 50 pieces

mozzarella caprese skewer | \$200

antipasto skewer | \$200

cheese and fruit skewers | \$200

tomato bruschetta, shaved romano, balsamic reduction | \$200

jumbo shrimp cocktail | \$350

beef crostini with bleu cheese and caramelized onions | \$250

### Hot Hors d'Oeuvres

priced per 50 pieces

meatballs with sesame teriyaki sauce | \$200

bacon wrapped scallops | \$325

chicken and vegetable pot stickers, spicy soy glaze | \$225

spinach and feta cheese phyllo purse | \$200

water chestnut wrapped in applewood bacon | \$200

vegetarian spring rolls, zesty orange sauce | \$200

italian sausage stuffed asiago crusted mushroom | \$200

coconut shrimp, grilled pineapple chutney | \$350

petite beef wellington, horseradish aioli | \$325

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## RECEPTION STATIONS

### Pastabilities

farfalle bowtie, and penne pastas, robust basil marinara sauce, asiago garlic alfredo sauce, sausage meatballs, sundried tomatoes, roasted garlic, and shaved parmesan  
artisan rolls and garlic breadsticks

\$22 | per person

### Mediterranean Medley

skewered beef shawarma, garlic chicken, and vegetable shish kabobs with balsamic vinegar reduced glaze, Greek salad with tomatoes, cucumbers, feta cheese, Kalamata olives, and creamy hummus with pita bread

\$25 | per person

### Savory Sliders

bbq'd pulled pork sliders, slider sized steak burgers, and southern fried chicken sliders

crisp lettuce, tomatoes, and pickles

served with seasoned tater tots, cheddar cheese sauce, and condiments

\$23 | per person

### Southern Bite BBQ

BBQ meatballs, BBQ pulled pork, southern friend chicken wings, and cheesy shrimp and grits

served with cornbread and jalapeño butter

\$27 | per person

### Antipasto Display

grilled marinated vegetables, peppers, mushrooms, soppressata, prosciutto, pepperoni, Italian cheeses, olives, and ripe tomatoes, served with crostini and garlic bread sticks

\$27 | per person

## RECEPTION DISPLAYS

### Sweet Tooth

petite dessert cups, fresh baked cookies, brownies, lemon bars, and French pastries, served with hot chocolate, coffee with flavored syrups, and whipped cream

\$20 | per person

### Cheese Board

artisan cheese display featuring imported and domestic cheeses, served with crisp crackers and artisan rolls

\$17 | per person

### Fruit

fresh, seasonal sliced fruit

served with a yogurt dip

\$15 | per person

### Vegetable

fresh, crisp vegetables

served with complimenting dips

\$15 | per person

### Charcuterie & Cheese

artful display of assorted cured meats, imported and domestic cheeses

served with crisp crackers and artisan rolls

\$27 | per person

reception stations and displays must be ordered for full guest count

# BAR

## Premium Bar on Consumption

spirits

\$15 | each

import / craft beer

\$9 | each

domestic beer & hard seltzer

\$6 | each

wine by the glass

\$11 | each

## Premium Cash Bar

spirits

\$16 | each

import / craft beer

\$10 | each

domestic beer & hard seltzer

\$7 | each

wine by the glass

\$12 | each

## Premium Package Bar

\$45 | per person (2 hour)

\$15 | additional hour per person

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## Deluxe Bar on Consumption

spirits

\$12 | each

import beer

\$9 | each

domestic beer & hard seltzer

\$6 | each

house wine by the glass

\$11 | each

## Deluxe Cash Bar

spirits

\$13 | each

import beer

\$10 | each

domestic beer & hard seltzer

\$7 | each

wine by the glass

\$12 | each

## Deluxe Package Bar

\$37 | per person (2 hour)

\$12 | additional hour per person

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## Bloody Mary & Mimosa, 2 Hour Open Bar

prosecco, vodka

orange juice, pineapple juice

bloody mary mix

seasonal bloody mary bar garnishes

\$23 | per person

## Beer & Wine Package Bar

assorted beer and wine

soft drinks, bottled water

\$29 | per person (2 hour)

\$8 | additional hour per person

all bars require a 2 hour minimum service time

\$190 bartender fee applies for sales below \$500

bar menus are designed for 40 or more guests, custom bars may be created for smaller parties

\$10 fee per person is added to cash and consumption bars scheduled for less than 2 hours.

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# BAR DETAILS

## Premium Bar Detail

### Liquor

grey goose vodka  
tito's vodka  
bombay sapphire gin  
bacardi silver rum  
captain morgan spiced rum  
crown royal Canadian whiskey  
jack daniels American whiskey  
maker's mark bourbon  
1800 silver tequila  
johnny walker black scotch

### Beer

budweiser  
bud light  
corona  
stella artois  
great lakes seasonal  
great lakes commodore perry  
seasonal craft selection  
flavored seltzers

### Wine

cabernet sauvignon  
pinot noir  
chardonnay  
sauvignon blanc

### Mix

assorted soft drinks  
tonic water  
soda water  
bottled water

## Deluxe Bar Detail

### Liquor

smirnoff vodka  
tanqueray gin  
cruzan rum  
jim beam bourbon  
Canadian club whiskey  
Seagram's 7 American whiskey  
jose cuervo silver tequila  
dewar's scotch

### Beer

budweiser  
bud light  
stella artois  
great lakes seasonal  
flavored seltzers

### Wine

cabernet sauvignon  
chardonnay  
pinot grigio

### Mix

assorted soft drinks  
tonic water  
soda water  
bottled water

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# AUDIO-VISUAL RENTALS

## Video Support Packages

### Meeting Room Support Package | \$190 per day

Includes: 60"x80" Theater Screen, HDMI cable, power cord, power strip, and AV cart.

### Support Package 10ft Screen | \$265 per day

Includes: 10ft Cradle Screen, HDMI cable, power cord, power strip, and AV cart.

### Support Package Dual 10ft Screen | \$580 per day

Includes: (2) 10ft Cradle Screens, HDMI cable, video distribution amplifier, power cord, power strip, and (2) AV carts.

## Video Components

PowerPoint Advancer | \$50

Perfect Cue | \$165

Laptop | \$250

Video Distribution Amplifier | \$75

Video Switcher (with 4 inputs) | \$450

42" Monitor (with stand or confidence monitor kit) | \$450

55" Monitor (with stand or confidence monitor kit) | \$650

HD Camera (with tripod stand) | \$540

4K Camera (with tripod stand) | \$750

## Audio Components

Computer Audio Interface | \$55

Wired Microphone | \$65

Wired Podium Microphone (Slimline Gooseneck Microphone) | \$90

Wireless Microphone (Lavalier or Handheld) | \$210

4 Channel Mixer | \$80

12 Channel Mixer | \$130

16 Channel Mixer | \$200

Digital Mixer | \$385

Powered Speaker 10"-15" (with stand) | \$120

## Video Projector Packages

### Meeting Room Projector Package | \$625 per day

Includes: 5000 Lumen HD projector, 60"x80" Theater Screen, HDMI cable, power cord, power strip, and AV cart.

### Projector Package 10ft Screen | \$700 per day

Includes: 5000 Lumen HD projector, 10' Cradle Screen, HDMI cable, power cord, power strip, and AV cart.

### Projector Package Dual 10ft Screens | \$1,475 per day

Includes: (2) 5000 Lumen HD projectors, (2) 10ft Cradle Screens, video cable lot, video distribution amplifier, power cord, power strip, and (2) AV carts.

### Projector Package Fast Fold Screen | \$1,600 per day

Includes: 7000 Lumen HD projector, 6'11"x12'2" Fast Fold Screen, HDMI cable, power cord, power strip, and AV cart. (Labor not included)

### Projector Package Dual Fast Fold Screen | \$3,350 per day

Includes: (2) 57000 Lumen HD projectors, (2) 6'x12' OR 7.5'x13' Fast Fold Screens, video cable lot, video distribution amplifier, power cord, power strip, and (2) AV carts. (Labor not included)

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# AUDIO-VISUAL RENTALS

## Virtual Conference Equipment

**Speaker Phone | \$170**

For groups up to 10.

**Streaming Package | \$275**

Includes: black magic web presenter, audio interface to USB, and all cables. Camera and mics sold separately if applicable.

**Meeting Owl | \$385**

Includes: 360° camera, mic, and speaker for hybrid meeting, up to 24 people or within an 18' radius.

## Scenic/Staging

Drape per linear foot (black 12ft-18ft length) | **\$20**

Podium (Deluxe Plexi) | **\$220**

## Labor Standard Rates

General Tech Labor \* | **\$90**

Operator Tech Labor \* | **\$110**

Show Caller \* | **\$130**

## Lighting Packages

**Stage Wash Package | \$420**

Includes: (4) stage lights, (2) dimmer packs, (1) basic lighting controller.

**LED Uplight Package | \$520**

Includes: (8) uplights

## Accessories

**Power Strip Package | \$40**

Includes: 6 outlet 3ft power strips, and 25ft AC cable

**Post-it Flip Chart Package | \$90**

Includes: Flip Chart Stand, Post-It Flip Chart, and 4 markers

Sign Easel | **\$18**

Speaker Timer (with large screen display) | **\$200**

AC Cable 25ft | **\$20**

Power Strip (6 outlet 3ft power strip) | **\$20**

\*Time and a half charged after 10-hours, between 11 PM and 6 AM, and on weekends. \*Double time charge on holidays, and if after 10-hour shifts, between 11PM and 6AM.

\*All labor minimums are 5-hour half days and 10-hour full days.

\*\$250 room reset fee for equipment moved same day.

all prices are subject to a taxable 24% service charge and state tax currently at 8%

# GUIDELINES

## Food Policies

All food and beverage must be supplied by the hotel. To assure availability of your menu selections, please submit your choices to our catering office a minimum of two weeks prior to your event. Sit down meal functions are limited to no more than two entrée selections. If special dietary or vegetarian requests are needed over and above your original two selections, our chef will accommodate only with advance notice of the exact number of special meals required. Notice for special meals should be submitted no later than 72 hours prior to your scheduled event. Buffet meals will be provided for a maximum of one and a half hours of service. No banquet food can be taken “to go” after the banquet has ended.

## Beverage Policies

There is a bartender fee, per bartender, for all bars that do not generate a minimum in liquor sales. Because the hotel is responsible for the administration of regulations set by the Ohio liquor commission regarding the sales and service of alcoholic beverages, it is our policy that liquor cannot be brought into the hotel from outside sources. The hotel also strictly adheres to the Ohio state minimum age drinking requirements. Twenty-one years and older are only permitted service of alcoholic beverages. Prices not guaranteed until 90 days from your event. We reserve the right to refuse service of alcohol to all persons who appear intoxicated. Hotel has a “no shot policy” for all banquet events. Prices quoted do not include service charge, and the state requires all food and beverage, and service charges to be taxed. Prices subject to be changed.

## Guaranteed Guest Count

Function space is assigned depending upon anticipated attendance. If attendance drops or increases, the hotel reserves the right to change, with prior notification, groups to a room suitable for their attendance. A guaranteed number of guests attending your function is required three business days prior to your function. It is imperative that we receive this information within these limitations to assure proper planning and preparation of both your meal and meeting set-up. If we do not receive your guarantee, we will plan to set for, and serve your original estimated guest count and charge accordingly. After your guarantee has been accepted by our catering office, the hotel will not accept a decrease of number, but will accept an increase with proper notice in order to secure additional food and service. At the time of increase, the catering office will instruct you if they can accommodate this request prior to commitment.

## Conference Material

The hotel will store your conference materials at no additional cost, with prior notification, for no more than (7) days. This service is provided only if the packages are clearly marked with the name of the function, the date(s), and the name of the hotel contact. Our banquet department will see that these packages are delivered to your meeting room on the appropriate day. There may be an exception to the above information if the item to be stored requires special storage depending on the value, size and/or weight. The hotel will not accept any freight that must be unloaded by hotel staff. Please arrange for inside delivery. Freight will only be accepted during business hours unless arrangements are made in advance.

## Decoration

All displays and/or decorations shall be subject to the approval of the hotel. Signage must be prepared by a professional printing service. For an additional fee and with proper notification, the hotel will hang banners in your meeting or banquet room as long as it does not damage our walls, ceilings, nor carpet. Decorations and signs may not block emergency exits.

# GUIDELINES

## Audio-Visual Equipment

We offer a complete selection of audio-visual equipment. Equipment is available on a rental basis. To ensure that all equipment can be ordered, please notify the catering office no later than 72 business hours in advance of your function. A complete audio-visual menu can be made available to you upon request. A 24% service charge will be added on all equipment rentals. If you do not see items you need listed above, please contact our audiovisual technician.

\*All prices and policies subject to change without notice.

\*All prices are per room per day, unless noted.

\*There will be a 50% AV rate charge for any meeting canceled within 24 hours of start.

\*There will be a room change fee of 24% for equipment to be moved same day.

\*Please note: if you choose to hire an outside vendor to support your audiovisual needs you will be charged \$1,000 to have a Mills James AV technician on-site during your meeting for quality assurance purposes operating in-house systems.

## Billing

Information regarding credit procedures, pre-payment, deposits, tax exemption and direct billing can be obtained from your sales representative. Prices quoted are subject to change until 90 days prior to your event. To ensure superior service for your event, a service charge will be billed that is equal to 24% of the food, beverage, meeting room rental and audio visual total, plus any applicable state and/or local taxes. All prices and service charges are subject to applicable state tax currently at 8%.

## Security

The hotel reserves the right to require security for any group at the group's expense. All provisions for security personnel must be arranged through the hotel's catering department. The hotel will have final approval on all security personnel to be utilized during functions. The hotel must be notified one week prior to the event if an outside security company has been contracted.

## Liability

The hotel assumes no responsibility for personal or company/group owned or leased/rented equipment or property brought onto hotel premises. The hotel reserves the right to inspect and control all private functions in meeting, banquet and guest rooms. Please note that due to third party liability and health safety, all banquet food must be consumed in the hotel. No left over food is to be taken out of the hotel.

## Insurance

Both the hotel and your group or organization agrees to carry adequate liability insurance to protect against any claims arising from any activities conducted on the hotel premises during your event.

## Tax Exemption

The state of Ohio has very specific requirements for tax exemption. Any group requesting tax exemption status must submit a state of Ohio tax exemption certificate or federal exemption no less than thirty (30) days prior to the event start date.