



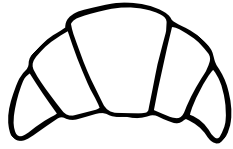
CATERING MENU

CROWNE PLAZA®

— BY IHG —

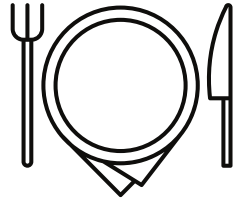
Cleveland at Playhouse Square

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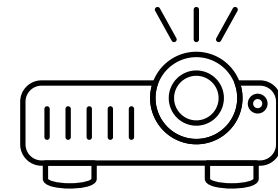
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EVENTS AT CROWNE PLAZA

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
\$26 | 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
\$28 | per person

Breakfast Sandwiches (Pick 2)

ham, egg, and cheese croissant
sausage, egg, and cheese english muffin
bacon, egg, and cheese biscuit
\$10.50 | 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
\$37 | 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
\$40 | per person

Omelet Station

a generous display of meats, fresh veggies, and cheeses
to create the perfect omelet
made to order or advanced preparation
\$21 | 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
\$31 | 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
\$34 | 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

\$39 | per person

Chicken Piccata

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

\$36 | per person

Citrus Salmon

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

\$41 | 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

\$43 | 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

\$36 | 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

\$33 | 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
\$34 | 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
\$34 | 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
\$34 | 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
\$34 | 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
\$39 | per person

Caesar Salad

grilled chicken breast *or* salmon on a bed chopped romaine lettuce,
Caesar dressing, shaved parmesan cheese, and garlic croutons
\$34 | per person (grilled chicken)
\$38 | 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

\$34 | 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
\$41 | **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
\$49 | **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
\$45 | **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

\$47 | 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

\$47 | 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

\$44 | per person

BREAKS

Hand in the Cookie Jar

assorted freshly baked cookies, brownies, blondies, lemon bars
hot chocolate, milk, and whipped cream
\$17 | 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
\$19 | 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
\$18 | 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
\$17 | per person

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

On Consumption Beverages

gallon of coffee \$64 | per gallon
gallon of lemonade \$23 | per gallon
gallon of iced tea \$23 | per gallon
assorted sodas and bottled water \$6 | each
flavored seltzer water \$6 | each

All Day Beverage Station

freshly brewed coffee and decaf
assorted hot teas
soft drinks
bottled water
flavored seltzer water
\$24 | per person

Half Day Beverage Station

freshly brewed coffee and decaf
assorted hot teas
soft drinks
bottled water
flavored seltzer water
\$13 | per person

ENHANCEMENTS

Bagels

\$50 | per dozen

assorted bagels with butter,
preserves, and cream cheese

Candy Bars

\$42 | per dozen

assorted bars

Cinnamon Rolls

\$50 | per dozen

jumbo cinnamon rolls

Danish

\$50 | per dozen

assorted and freshly baked
danish

Cookies

\$43 | per dozen

freshly baked gourmet cookies

Fruit & Greek Yogurt

\$43 | per dozen

individual servings of greek
and fresh fruit yogurts

Brownies

\$43 | per dozen

fudge brownies

Granola Bars

\$34 | per dozen

a variety of individually wrapped
granola and energy bars

Chips

\$34 | per dozen

assorted, individually bagged chips

Muffins

\$47 | per dozen

assorted and freshly baked

Fresh Fruit

\$40 | per dozen

assortment of whole fresh fruit

Soy, Almond, or Oat Milk

\$20 | 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

\$97 | 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

\$109 | per person

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

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

\$64 | per person

NY Strip

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

\$59 | per person

Filet Mignon

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

\$74 | per person

Bourbon Glazed Pork Ribeye

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

\$54 | per person

Vegetarian Farfalle

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

\$43 | per person

Chicken Florio

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

\$51 | per person

Chicken Romano

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

\$51 | per person

Salmon

roasted salmon topped with a savory lemon caper cream sauce

\$59 | per person

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

\$76 | 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

\$80 | 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
\$28 | **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
\$36 | **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
\$20 | **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 | \$210
antipasto skewer | \$210
cheese and fruit skewers | \$210
tomato bruschetta, shaved romano, balsamic reduction | \$210
jumbo shrimp cocktail | \$365
beef crostini with bleu cheese and caramelized onions | \$260

Hot Hors d'Oeuvres

priced per 50 pieces
meatballs with sesame teriyaki sauce | \$210
bacon wrapped scallops | \$340
chicken and vegetable pot stickers, spicy soy glaze | \$240
spinach and feta cheese phyllo purse | \$210
water chestnut wrapped in applewood bacon | \$210
vegetarian spring rolls, zesty orange sauce | \$210
italian sausage stuffed asiago crusted mushroom | \$210
coconut shrimp, grilled pineapple chutney | \$365
petite beef wellington, horseradish aioli | \$340

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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

\$23 | 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

\$26 | 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

\$24 | 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

\$28 | 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

\$28 | 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

\$21 | per person

Cheese Board

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

\$18 | per person

Fruit

fresh, seasonal sliced fruit

served with a yogurt dip

\$16 | per person

Vegetable

fresh, crisp vegetables

served with complimenting dips

\$16 | per person

Charcuterie & Cheese

artful display of assorted cured meats, imported and domestic cheeses

served with crisp crackers and artisan rolls

\$28 | per person

reception stations and displays must be ordered for full guest count

BAR

Premium Bar on Consumption

spirits

\$16 | each

import / craft beer

\$10 | each

domestic beer & hard seltzer

\$7 | each

wine by the glass

\$12 | each

Premium Cash Bar

spirits

\$17 | each

import / craft beer

\$11 | each

domestic beer & hard seltzer

\$8 | each

wine by the glass

\$13 | each

Premium Package Bar

\$47 | per person (2 hour)

\$16 | additional hour per person

Deluxe Bar on Consumption

spirits

\$13 | each

import beer

\$10 | each

domestic beer & hard seltzer

\$7 | each

house wine by the glass

\$12 | each

Deluxe Cash Bar

spirits

\$14 | each

import beer

\$11 | each

domestic beer & hard seltzer

\$8 | each

wine by the glass

\$13 | each

Deluxe Package Bar

\$39 | per person (2 hour)

\$13 | additional hour per person

Bloody Mary & Mimosa, 2 Hour Open Bar

prosecco, vodka

orange juice, pineapple juice

bloody mary mix

seasonal bloody mary bar garnishes

\$24 | per person

Beer & Wine Package Bar

assorted beer and wine

soft drinks, bottled water

\$30 | per person (2 hour)

\$9 | 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 | \$200 per day

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

Support Package 10ft Screen | \$280 per day

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

Support Package Dual 10ft Screen | \$640 per day

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

Video Components

PowerPoint Advancer | \$47

Perfect Cue | \$165

Laptop | \$260

Video Distribution Amplifier | \$78

Video Switcher (with 4 inputs) | \$430

42" Monitor (with stand or confidence monitor kit) | \$400

55" Monitor (with stand or confidence monitor kit) | \$550

HD Camera (with tripod stand) | \$500

4K Camera (with tripod stand) | \$685

Audio Components

Computer Audio Interface | \$57

Wired Microphone | \$67

Wired Podium Microphone (Slimline Gooseneck Microphone) | \$87

Wireless Microphone (Lavalier or Handheld) | \$210

4 Channel Mixer | \$93

12 Channel Mixer | \$135

16 Channel Mixer | \$180

Digital Mixer | \$375

Powered Speaker 10"-15" (with stand) | \$130

Video Projector Packages

Meeting Room Projector Package | \$630 per day

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

Projector Package 10ft Screen | \$715 per day

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

Projector Package Dual 10ft Screens | \$1,500 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 | \$1,670 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 | \$3,400 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 | \$165

For groups up to 10.

Streaming Package | \$265

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

Meeting Owl | \$375

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) | \$21

Podium (Deluxe Plexi) | \$215

Labor Standard Rates

General Tech Labor * | \$95

Operator Tech Labor * | \$115

Show Caller * | \$130

Lighting Packages

Stage Wash Package | \$460

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

LED Uplight Package | \$416

Includes: (8) uplights

Accessories

Power Strip Package | \$40

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

Post-it Flip Chart Package | \$105

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

Sign Easel | \$20

Speaker Timer (with large screen display) | \$205

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.

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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.