



Staunton Conference Center

2025 Catering Guide



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HOLIDAY INN STAUNTON CONFERENCE CENTER

General Information

Food and Beverage

The Holiday Inn Staunton Conference Center prohibits food and beverage to be brought into the hotel public areas and banquet facilities. The Hotel reserves the right to request the removal of any unauthorized food brought into the Hotel banquet facilities and public areas. The only exception to this being specialty event cakes with prior approval from the Catering Sales Professional. Your menu selection should be submitted to the Catering Sales Professional no later than two (2) weeks prior to your scheduled function.

The Hotel is the only authority licensed to sell or serve alcohol on the Hotel premises. If alcoholic beverages are to be served, only Hotel designated servers and bartenders will dispense the beverages. Virginia State Liquor Laws require that any person of questionable age must provide proper identification to receive any service. The Hotel reserves the right to refuse service to any guest that appears to be underage, is without legal identification or seems intoxicated in the Hotel's judgement.

Banquet Meeting Rooms, Communication and Scheduling

Banquet and meeting room schedules should be adhered to according to the outline on the Banquet Event Order. If there are any changes to the meeting schedule, the Catering Sales Professional must be contacted, and any requests will be accommodated as much as possible. Function Rooms are assigned according to expected attendance. If there are fluctuations in the number of attendees, the Hotel reserves the right to assign your group to a room that is more appropriate for the event or group needs, with prior notification to the Group Contact.

Cancellations

Should the group change its meeting site to another location, or otherwise cancel this commitment, actual damage to the Hotel would be difficult to determine. It is agreed that the following schedule represents the number of liquidated damages to be paid by the group in the event the group cancels the agreement. Liquidated damages shall be the sum of food, beverage and room rental revenue as committed by the group.

From the date signed contract received to 120 days of arrival	20% of committed revenues
More than 90 days but less than 120 days	40% of committed revenues
More than 60 days but less than 90 days	60% of committed revenues
More than 30 days but less than 60 days	80% of committed revenues
Less than 30 days	100% of committed revenues

All prices are subject to 20% Service Charge and Applicable State and County Taxes Prices subject to change

Set Up, Signage and Decorations

When applicable, the Hotel will provide centerpieces for your catered event at no additional charge. The Catering Sales Professional can decide to have floral decorations, signage and decorative centerpieces to achieve your desired décor; additional charges may be applied. The Hotel must, however, be notified of any outside suppliers, such as florists, entertainers, or technicians, that require access to your banquet room before the start of your event. Hotel policy states that nothing must be affixed to the walls, floors, or ceiling. Absolutely no glitter or confetti products are permitted. Consult with your Catering Sales Professional if you require assistance in displaying all materials.

Damages and Security

All provisions for security must be arranged through your Catering Sales Professional and all security personnel should have the final approval from the Hotel. Any additional security required by a group will be charged to the group.

Payments and Deposits

A non-refundable deposit of \$500 will be required at the time of the booking and the signed contract must be returned to reserve space and services. Failure to pay deposit or sign a contract at time of booking will result in the release of space and services. The nonrefundable deposit reserves the space and services. The remaining full payment is due two (2) weeks before the event date. If an event is cancelled, any monies paid toward the event may not be refundable, based on the date the event was cancelled. Check with your Catering Sales Professional. Acceptable forms of payment include checks, cash and credit cards.

Guarantees

The guaranteed number of guests must be submitted to the Hotel five (5) business days prior to the event to ensure the highest quality food service. The guaranteed number of attendees cannot be reduced after that time. The Hotel will prepare for 5% over the guaranteed number. Should your numbers exceed this 5% buffer a substitution in food items may be necessary at the hotel's discretion. If guaranteed numbers are not provided as stated in the contract, the hotel will bill the anticipated turnout according to the Banquet Event Order. In the event attendance exceeds the guaranteed number and buffer, the Hotel will charge the actual attendee number.

Service Charge and Tax

All food and beverage, room rental and audio-visual charges are subject to 20% Service Charge and 11.3% Virginia State and County Tax. All policies noted for acceptance in the contracts and banquet event orders.

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BREAKFAST BUFFETS

{Minimum of 20 people for buffets}

All breakfasts served with Freshly brewed coffee and a hot tea assortment.

Priced per person unless otherwise stated.

The Simple Continental

Chef's choice of bakery items, Seasonal whole fruit, Chilled Apple and Oranges juices

\$12.00

Great Start

Fluffy scrambled eggs, breakfast potatoes, crisp bacon, freshly cut seasonal fruit, bread for toasting, Chilled Apple and Orange juices.

\$15.00

The Valley Breakfast

Fluffy scrambled eggs, breakfast potatoes, crisp bacon, buttermilk biscuits, country sausage gravy, cheesy grits, Chilled Apple and Orange juices.

\$18.00

Plated Breakfasts

Priced per person unless otherwise stated

Valley Sunrise

Fluffy Scrambled eggs, O'Brian Potatoes, Crisp Bacon Strips, a Buttermilk biscuit with creamery butter, assorted jellies and preserves, Chilled Orange juice and coffee.

\$16.00

Journeyman

Choice of buttermilk pancakes or Cinnamon French Toast, pork sausage patties or links, and fresh berries. Served with creamery butter and syrup, chilled orange juice and coffee.

\$16.00

Queen City

Fluffy Scrambled eggs, sausage gravy over a buttermilk biscuit, crisp bacon strips, Orange Juice and coffee. **\$16.00**

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BREAKFAST BUFFET ENHANCEMENTS

(All prices are per person unless otherwise noted)

Buttermilk pancakes with creamery butter
and syrup **\$5.00**

Cinnamon French Toast with syrup **\$5.00**

Assorted Greek yogurts with granola **\$3.00**

Oatmeal with raisins and brown sugar on
the side **\$3.00**

Pork sausage patties or links **\$4.00**

Bread for toasting **\$3.00**

Turkey sausage links **\$4.00**

Applewood smoked ham **\$4.00**

Belgian Waffles **\$5.00**

Buttermilk Biscuits **\$3.00**

Mini Blueberry muffins **\$3.00**

Assorted Danish **\$3.00**

Scones **\$4.00**

Biscuits & Country Sausage Gravy **\$6.00**

Seasonal Cut fruit **\$2.00**

Seasonal Whole fruit **\$2.00**

Bagels and Cream Cheese **\$3.00**

Assorted Cereals with Milks **\$5.00**

Fresh Brewed Coffee **\$30.00** *per 1.5 gallon*

Cranberry juice **\$25.00** *per gallon*

Breakfast potatoes **\$3.00**

Crisp Bacon strips **\$4.00**

Action Stations

(requires 1 chef attendant per 50 people at \$75 per hour); Stations are add-ons to buffets – not stand alone. Priced per person unless otherwise stated.

Fresh made Omelets and eggs 8

Meats (choose 3)	Vegetables (choose 3)	Cheeses (choose 3)
Bacon	Tomatoes	Cheddar
Ham	Mushrooms	Swiss
Sausage	Peppers	Provolone
Turkey sausage	Onion	Pepper Jack
Chorizo	Spinach	American
		Feta

Carving Station

Beef Sirloin Roast with Horseradish Cream **\$12.00**

Baked Applewood Smoked Ham **\$6.00**

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LUNCH BUFFETS

{Minimum of 20 people for buffets}

All Lunch Buffets include Iced tea, and Water Service. Priced per person unless otherwise stated.

Soup and Salad

Soup of the Day and Traditional Caesar Salad, accompanied by a choice of grilled chicken or salmon. Served with warm rolls and creamery butter.

\$20.00

Delicatessen

Roasted turkey breast, Ham, Roasted Vegetable and hummus Salad, Cheddar and Swiss cheeses, Pasta salad, Lettuce, tomato, red onion, pickles, mayonnaise and mustard, ciabatta rolls, and House made Pub Chips. *(Add roast beef and horseradish cream for \$5 per person)* **\$20.00**

Backyard BBQ 20

Slow-cooked Chopped Pork BBQ, creamy coleslaw, Macaroni and cheese, Garlic-cheddar biscuits, and Traditional Caesar salad. *(Add Southern Fried chicken or Grilled BBQ chicken breast for \$5 per person)* **\$20.00**

South of The Border

Fajita seasoned Chicken Breast, roasted peppers and onions, Spanish Rice, Refried beans, flour and corn tortillas, shredded cheese, salsa, jalapenos, and sour cream. *(Add seasoned beef strips or Portobello Mushroom strips for \$5 per person)* **\$20.00**

***Add Soup of the Day for an additional \$5 per person**

The Culinary Staff can create a Custom Menu for your Special Event. Ask our Catering Sales Manager to have one priced-out based on your preferences.

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Boxed Lunch

(All lunches include a bag of Gourmet potato chips, one piece of whole fruit, a sweet treat, condiments and a bottle of water). Priced per person unless otherwise stated.

Chicken Caesar salad

Crisp Romaine lettuce, Savory croutons, parmesan cheese, tossed in creamy Caesar dressing, and topped with a grilled, sliced chicken breast.

\$19.00

Chicken Pasta Salad

Chef's choice of Pasta is tossed with fresh vegetables, olives, tomatoes, parmesan and feta cheeses, and balsamic vinaigrette. Topped with grilled, sliced chicken breast.

\$19.00

Delicatessen Sandwich

Roasted Turkey, ham, Genoa salami, provolone cheese, lettuce and tomato on a ciabatta roll

\$19.00

Roasted Turkey and Brie

Roasted turkey breast, sliced creamy brie, cranberry sauce, lettuce and tomato on a ciabatta roll

\$19.00

Applewood Ham and Swiss

Sliced Applewood smoked Ham, aged Swiss cheese, lettuce and tomato on a ciabatta roll

\$19.00

Roasted Vegetable Wrap

Assorted roasted vegetables, chopped and mixed with creamy Mediterranean hummus and feta cheese, wrapped in spinach-flavored tortilla with lettuce and tomato.

\$19.00

Grilled Portobello Wrap

Marinated and grilled Portobello Mushroom slices, roasted red pepper strips, baby spinach, feta cheese, and a touch of balsamic syrup wrapped in a soft spinach tortilla

\$19.00

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VALLEY DINNER BUFFET

{Minimum of 20 people for buffets}

All Dinner Buffets include Iced Tea, Water, Gourmet Coffee, and Hot Tea Bag Selection

Mangia Pasta

Traditional Caprese Salad, Chef's choice of Pasta, Marinara Sauce, Creamy Alfredo Sauce,
Chicken Parmesan, Italian Vegetable Medley and Garlic Bread

\$20.00

The Tailgater

Traditional Caesar Salad, Southern Fried Chicken, Texas Pork BBQ, Macaroni & Cheese, Baked
Beans, Collard Greens, Mashed Potatoes & Gravy, Cheddar Garlic Biscuits & Coleslaw

\$32.00

Southern Hospitality

Traditional Caesar Salad, Apple Butter Pork Loin, Traditional Meatloaf, Creamy Red Skin
Potatoes, Brown Gravy, Southern or Steamed Green Beans, and Garlic Cheddar Biscuits

\$32.00

Lighter Side

Baby Spinach Salad, Honey Citrus Salmon, Chicken Bruschetta, Steamed Broccoli, Yellow Rice &
Dinner Rolls

\$32.00

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BUILD YOUR OWN BUFFET

{Minimum of 20 people for buffets}

Buffets include Iced Tea, Water, Gourmet Coffee, and Hot Tea Bag Selection

Two Entrees → \$36.00

Three Entrees → \$44.00

Entrees

Chicken Bruschetta	Chicken Parmesan	Southern Fried Chicken
Chicken Marsala	Texas Pork BBQ	Apple Butter Pork Loin
Honey Citrus Salmon	Parmesan Crusted Haddock	Cajun Catfish or Tilapia
Roasted Top Sirloin <i>(maximum of 2 temperatures)</i>	Beef Pot Roast	
Beef Lasagna	Vegetable Lasagna	Chicken & Broccoli Alfredo
Pasta Primavera	Cauliflower Steaks	Caprese-Stuffed Portobello Caps
Italian Beans & Greens		

Salads – Choose 2

Baby Spinach	Caprese	Caesar
Spring Greens <i>(Garden) w/ 2 dressings</i>	Red Skin Potato Salad	
Pasta Salad	Coleslaw	Roasted Corn & Black Beans
Waldorf	Antipasto	

Starches – Choose 1

Red Skin Mashed Potatoes with Gravy		Yukon Gold Mashed Potatoes with Gravy
Rice Pilaf	Yellow Rice	Macaroni & Cheese
Red Skin Potato Wedges		Roasted Root Vegetables
Roasted Melting Sweet Potatoes		Traditional Baked Beans*
Baked Potatoes with Butter, Sour Cream, Cheese & Bacon Bits		

**Indicate whether vegetarian is required*

Vegetables – Choose 1

Steamed Green Beans	Southern-Style Green Beans	
Ginger Glazed Carrots	Steamed Broccoli	Corn on the Cob
Collard Greens (Southern-Style)	Italian Vegetable Medley	

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Breads – Choose 1

Garlic Bread	Garlic Knots	Cheddar Garlic Biscuits
Cornbread	Hawaiian Rolls	Assorted Dinner Rolls
Hush Puppies		

PLATED LUNCH & DINNER ENTREES

Proteins are approximately 6oz.; Duets total approximately 8oz; Steaks are prepared medium to medium well unless agreed to in advanced

Chicken Bruschetta **\$20 / \$28**
Chicken Parma **\$24 / \$32**
Apple Butter Pork Tenderloin **\$20 / \$28**
Roasted Top Sirloin **\$26 / \$34**
Flat Iron Steak **\$34 / \$42**
Flank Steak **\$24 / \$32**
Grilled Filet Mignon **\$42 / \$50**
Honey Citrus Salmon **\$32 / \$40**
Parmesan Crusted Haddock **\$26 / \$34**
Charleston-Style Crab Cakes **\$38 / \$46**
Texas-Style Shrimp & Grits **\$36 / \$44**
Filet & Shrimp **\$50 / \$58**
Filet & Chicken **\$48 / \$56**
Filet & Crab Cake **\$50 / \$58**

Starch Options

Red Skin Mashed Potatoes	Yukon Gold Mashed Potatoes	Rice Pilaf
Yellow Rice	Red Skin Potato Wedges	Roasted Root Vegetables
Roasted Melting Sweet Potatoes	Baked Potato	

Lunch → 2 Courses – Entrée & Chef's Choice of Salad or Dessert

Dinner → 3 Courses – Entrée & Chef's Choice of Salad and Dessert

All Entrees include → 1 Starch Option, Chef's Choice of Vegetable & Bread Selection, Coffee, Iced Tea & Water Service

A maximum of 2 entrée selections may be chosen for your event. The higher the priced item will be charged for both meals. The same starch & vegetables will be served with both entrée choices.

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Refreshment Breaks

20 people minimum. Priced per person unless otherwise stated.

A Simple Beverage Break

Fresh brewed coffee, specialty tea selection,
assorted sodas, bottled waters, and
assorted fruit juices

Half Day (up to 4hrs) **\$8**; Full Day (over 4hrs)
\$15

Shenandoah Morning Break

Assorted Bagels and cream cheese, seasonal
whole and cut fruit, assorted Greek yogurts,
granola, chef's choice bakery items, fresh
brewed coffee, specialty tea selection, and
orange juices.

\$15.00

Blue Ridge Afternoon Break

Whole Fresh Fruit, Fresh Baked Gourmet
Cookies, Brownies, Assorted Salty Snacks,
Assorted Candies, Assorted Sodas, Iced Tea,
Lemonade, and water.

\$15.00

Themed Breaks

(All the themed breaks are accompanied by sodas and bottles of water charged on
Consumption - **\$2.50 each**; 20 people minimum). Priced per person unless otherwise stated.

Milk and Cookies

Fresh Baked Gourmet Cookie Assortment,
chilled milks, Fresh Brewed Coffee, and
Specialty tea selection **\$8.00**

Power Up

Vegetable Crudit  with Dip, Fresh cut Fruit,
Assorted Greek Yogurts, Granola, Assorted
Cereal Bars, Iced Tea, Lemonade, Water
\$12.00

Chips and Chex

Assorted Chex mixes bagged gourmet
chips, and pretzels. **\$8.00**

South of The Border

House fried Corn Tortilla chips, Fresh Pico
de Gallo, Picante Salsa, Guacamole,
Cinnamon and sugar dusted Churros with
Chocolate Dipping sauce
\$9.00

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Choco-holics!

Gourmet Chocolate Chip Cookies, Double Chocolate Brownies, Assorted Chocolate candies, Mini Chocolate eclairs, Chocolate milks. **\$14.00**

Trinity

Vegetable Crudit  with Dip, Fresh Cut Seasonal Fruit with Yogurt Dip, Assorted Domestic Cheese and crackers. **\$12.00**

Ice Cream Novelties

Self-serve Assortment of Ice Cream Bars, Cones, and cups **\$8.00**

Club Med

Chef's choice hummus with Pita chips, Vegetable Crudit  with Dip, Pickle and Olive assortment, Mini Cannoli and Profiteroles. **\$14.00**

Desserts

Fresh Baked Gourmet Cookie Assortment

\$18 per dozen

Warm Fruit Cobbler or Crisp \$7 per person

Blondies and Brownies \$24 per dozen

Mini Eclairs and Profiteroles \$3 per person

NY style Gourmet Cheesecake \$7 per person

Chocolate Layer Cake \$10 per person

Cheesecake assortment \$7 per person

Bourbon Pecan Pie \$10 per person

Assorted Fruit and Cream Pies \$7 per person

Mini Cannoli \$36 per dozen

Gourmet Cupcake Assortment \$7 per person

Tiramisu \$6 per person

Gourmet Dessert Bar Assortment \$36 per dozen

Fresh Cut Seasonal Fruit & Berries \$3 per person

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RECEPTIONS AND HORS D'OEUVRES

(Priced per person; 20 people minimum)

Tier One \$15.00

Fresh Fruit Display

Imported & Domestic Cheese & Crackers
Display

Bruschetta & Crostini

Fried Raviolis with Sauce

Tier Two \$20.00

Tier One Menu; plus

Chef's Hummus & Pita Chips

Crudit  & Dip

Tier Three \$25.00

Tier Two; plus

East Coast Crab Dip

Tier Four \$30.00

Tier Three; plus

Vegetable Samosas with Dips

Tier Five \$35.00

Tier Four; plus

Assorted Cake & Brownie Bites

**Substitutions made with approval of F&B Director*

RECEPTION SELECTIONS

(Priced per 25 pieces)

HOT HORS D'OEUVRES

Fried Jumbo Coconut Shrimp \$75.00	Vegetable Spring Rolls \$50.00
Texas Pork BBQ Sliders \$70.00	Cheeseburger Sliders \$70.00
Buffalo Chicken Sliders \$70.00	Chicken Potstickers <i>(Steamed or Fried)</i> \$50.00
Mini Crab Cakes \$90.00	Chicken Satay \$110.00
Fried Raviolis \$50.00	Vegetables Samosas \$75.00

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COLD HORS D'OEUVRES

Mini Ham & Pimiento Cheese Biscuits \$110.00	Beef Medallion Canapes \$110.00
Boursin Stuffed Peppadews \$60.00	Curried Chicken Salad on Wonton Crisp \$50.00

HORS D'OEUVRES DISPLAYS

Serves up to →	<u>25</u>	<u>50</u>	<u>100</u>
Vegetable Crudit� with Dip	\$100.00	\$175.00	\$325.00
Import & Domestic Cheese	\$125.00	\$200.00	\$350.00
Bruschetta	\$90.00	\$160.00	\$300.00
Pimiento Cheese	\$90.00	\$160.00	\$300.00
Seasonal Cut Fruit	\$70.00	\$130.00	\$250.00
Smoked Salmon	\$175.00	\$325.00	\$600.00
Baked Brie with Cranberry Sauce	\$100.00	\$175.00	\$325.00
East Coast Crab Dip	\$175.00	\$325.00	\$600.00
Spinach Artichoke Dip	\$90.00	\$160.00	\$300.00
Charcuterie	\$100.00	\$175.00	\$325.00
Antipasti	\$90.00	\$160.00	\$300.00

DESSERT DISPLAYS

(Priced per person)

Gourmet Cupcakes \$7.00	The Parisian \$10.00	Assorted Dessert Cups \$4.00
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CARVING STATIONS

Roasted Pork Loin	<i>Serves up to 40 people</i>	\$200.00
Roasted Turkey Breast	<i>Serves up to 30 people</i>	\$250.00
Honey & Brown Sugar Ham	<i>Serves up to 50 people</i>	\$300.00
Roasted Top Sirloin	<i>Serves up to 40 people</i>	\$400.00
Beef Tenderloin	<i>Serves up to 15 people</i>	\$325.00

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Prices subject to change

BANQUET BARS

Tier One (Host Bar)

Standard Cocktail **\$9.00**

House Wine **\$7.00**

Domestic Beer **\$6.00**

Import & Craft Beer **\$8.00**

Soft Drinks **\$2.00**

Tier Two (Host Bar)

Premium Cocktail **\$11.00**

Premium Wine **\$12.00**

Domestic Beer **\$6.00**

Import & Craft Beer **\$8.00**

Soft Drinks **\$2.00**

Custom Cocktail Bar

Our experienced staff can customize a cocktail package or bar specifically for your event

Cash Bar

Pricing available on request and includes prevailing taxes.

All Bar Packages Require:

\$250 beverage minimum

Bartender fee of \$75.00 per bar

One bar and one bartender per 100 guests (*Beer & Wine only*)

Second bar & bartender for Full Bar

Beer, liquor & wine selections will be at the discretion of the Food & Beverage Director unless otherwise specified.

Host Bar: Client pays for bar services / Cash Bar: Guests pay for their own drinks

***ALL BEVERAGE SERVICES WITHIN THE HOTEL MUST BE PROVIDED BY THE HOTEL & SERVICED BY HOTEL STAFF**

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AUDIO VISUAL EQUIPMENT RENTAL

Tripod Projection Screen	\$40.00
LCD Projector	\$100.00
Tripod Easel	\$10.00
Flat Screen TV	\$75.00
Sound System Patch (includes 1 handheld Microphone)	\$75.00
Wireless Handheld Microphone	\$40.00
Lavaliere Microphone	\$65.00
Microphone Stand	\$10.00
Podium	\$25.00
Dance Floor	\$350.00
Stage (Depending on Size)	\$200.00 - 400.00
Extension Cord / Power Strip	\$10.00
Flipcharts with Markers	\$35.00

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DIMENSIONS & CAPACITY

Event Room	Room Dimensions L x W	Boardroom Style	Conference Rectangular Style	Conference U-Shape Style	Classroom Style	Theater Style	Banquet Style
Presidential Ballroom	78' x 47'	-	72	60	180	300	240
Jefferson - Washington	47' x 26'	-	28	30	36	100	80
Woodrow Wilson	47' x 26'	-	28	30	36	100	80
Madison - Monroe	47' x 26'	-	28	30	36	100	80
Thomas Jefferson	23.5' x 26'	-	16	18	18	50	32
George Washington	23.5' x 26'	-	16	18	18	50	32
James Madison	23.5' x 26'	-	16	18	18	50	32
James Monroe	23.5' x 26'	-	16	18	18	50	32
Augusta Commons	24' x 38'	-	24	18	38	76	64
Shenandoah Boardroom	23' x 17'	12	-	-	-	-	-

Actual room capacities would be reduced when adding dance floor, head table, buffet table and some AV equipment.

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