



THE NATIONAL CONFERENCE CENTER®

## 2012 Banquet Menu

A LA CARTE

Assorted fruit and cheese filled Danish Sliced breakfast breads Fresh baked muffins Flaky croissants <b>\$36 per dozen</b>	Individually packaged chips, pretzels and popcorn <b>\$2.00 each</b>
New York style bagels Served with regular and light cream cheese, Butter and selected jellies <b>\$42 per dozen</b>	Assorted mixed nuts <b>\$24.00 per pound</b>
Whole fresh fruit <b>\$2.50 each</b>	Assorted home-style cookies, including: Chocolate chip, peanut butter, sugar and Oatmeal raisin <b>\$36.00 per dozen</b>
Sliced seasonal fruit display with fresh berries <b>\$6.00 per person</b>	Brownies Blondies Lemon squares Raspberry bars <b>\$38.00 per dozen</b>
Assorted fruit yogurts <b>\$3.00 each</b>	Chocolate coconut magic bars <b>\$42.00 per dozen</b>
Starbucks coffee and Tazo tea selection <b>\$55.00 per gallon</b>	Gourmet ice cream bars <b>\$4.00 each</b>
Starbucks Double Shot <b>\$4.00 each</b>	Assorted soft drinks, bottled water and fruit juices <b>\$3.00 each</b>
Half-pint assorted milks - 2%, skim, chocolate <b>\$2.50 each</b>	Iced tea, lemonade or fruit punch <b>\$30.00 per gallon</b>
Hot jumbo soft pretzels Served with dipping mustard <b>\$2.50 each</b>	Red Bull energy drink <b>\$4.00 each</b>

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## CONTINENTAL BREAKFAST AND THEME BREAKS

Breaks are priced per person and are for a maximum of 2 hours.

### **THE POTOMAC**

Assorted breakfast breads and pastries  
Sweet butter, jams and preserves  
Sliced fresh fruit with seasonal berries  
Freshly brewed Starbucks, decaffeinated coffee, assorted Tazo teas and chilled fruit juices  
**\$16**

### **THE LOUDOUN**

Assorted breakfast breads, pastries, croissants and bagels  
Cream cheese, sweet butter, jams and preserves  
Assorted yogurts  
Sliced fresh fruit with seasonal berries  
Assorted dry cereals with whole, 2% and skim milk  
Freshly brewed Starbucks and decaffeinated, assorted Tazo teas and chilled fruit juices  
**\$18**

### **BEVERAGE BREAK**

Freshly brewed Starbucks and decaffeinated blends with flavored syrups  
Assorted Tazo teas, assorted soft drinks and bottled water  
**\$8**

### **GAME DAY**

Hot jumbo soft pretzels with dipping mustard, popcorn, Cracker Jacks, roasted peanuts  
Assorted soft drinks and bottled water  
**\$12**

### **SWEET AND SALTY**

Snickers, Kit Kat bars, Hershey chocolate bars and M&M candies  
Individual bags of chips to include Cheetos, Doritos and potato chips  
Assorted soft drinks and bottled water  
**\$12**

### **HEALTHY CHOICE**

Vegetable crudités with ranch dip  
Hummus with garlic pita points  
Sliced fruit with honey yogurt dipping sauce  
Power Bars, granola bars and Vitamin water  
**\$16**

### **THE ICE CREAM CART**

Assorted frozen novelties to include:  
Haagen Daz, fruit bars, strawberry shortcake bars and chocolate Éclair bars  
Assorted soft drinks and bottled water  
**\$12**

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## **BREAKFAST BUFFET**

A minimum of 25 guests required for all buffets.  
Less than 25 guests an additional \$100 service charge will be added.

### **NATIONAL BREAKFAST BUFFET**

Fluffy scrambled eggs with fresh chives  
Crisp bacon  
Sausage links  
Home fried potatoes  
Breakfast breads and pastries  
Assorted yogurt  
Sliced fruit with seasonal berries  
Freshly brewed Starbucks and decaffeinated coffee  
Assorted Tazo teas and chilled fruit juices  
**\$26**

### **UPGRADE YOUR BUFFET**

Choose one or more of the following action stations:

#### **PANCAKES**

Buttermilk pancakes with a variety of toppings including:  
Maple syrup, honey, butter, bananas, blueberries, chocolate chips and pecans  
**\$7**

#### **FRENCH TOAST**

Thick Texas toast dipped in creamy egg wash  
Toppings include:  
Whipped cream, cinnamon, confectioners' sugar, maple syrup and butter  
**\$6**

#### **WAFFLES**

Made to order and accompanied by the following toppings:  
Strawberry and blueberry compotes, fresh bananas and candied walnuts  
Whipped cream, cinnamon, confectioner's sugar, maple syrup and butter  
**\$7**

#### **OMELETS**

Made to order with a plethora of ingredients:  
Bacon, sausage, ham, mushrooms, onions, peppers, tomatoes, Cheddar and Swiss cheeses  
**\$6**

#### **SMOOTHIE STATION**

Assorted gourmet fruit smoothies made to order  
**\$6**

Attendant Fee of \$100.00 is required for any of the above action stations.

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## **BOXED LUNCHEON OPTIONS**

Each lunch includes pasta salad, potato chips, assorted whole fruit, bottled water and cookies  
Sodas are available for an additional charge

### **SMOKED TURKEY SANDWICH**

Smoked turkey on an oversized croissant with  
Provolone cheese, sliced tomatoes and green leaf lettuce

### **SLICED ROAST SIRLOIN SANDWICH**

Peppered roast beef on ciabatta bread with horseradish aioli and aged Cheddar cheese

### **ITALIAN HOAGIE**

Capicola, honey smoked ham, Genoa salami, pepperoni,  
Provolone cheese, roasted red peppers on a hoagie roll

### **THE VEGETARIAN**

Grilled seasonal vegetables with Boursin cheese in a spinach wrap

### **RANCH CHICKEN AND BACON WRAP**

Grilled marinated chicken breast, crispy bacon and ranch dressing with lettuce and tomato  
Wrapped in a flour tortilla

### **CHICKEN CAESAR SALAD**

Grilled marinated chicken breast atop crisp romaine lettuce  
Traditional dressing, home-style croutons and Parmesan cheese

**\$20 each for any of the selections**

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## LUNCH BUFFETS

A minimum of 25 guests required for all buffets.  
Less than 25 guests an additional \$100 service charge will be added.  
All lunch buffets include iced tea and coffee service.

### **NEW YORK DELI TIME**

Chef's soup selection of the day  
Chopped salad greens with shredded carrots, cherry tomatoes, sliced cucumbers, croutons with Italian dressing and basil vinaigrette  
Bocconcini and fresh grape tomatoes with balsamic reduction and fresh basil  
Fresh chopped fruit salad with lime juice  
Platter of smoked turkey breast, cured ham, hard salami and roast beef  
Platter of Swiss, Provolone and Cheddar cheeses  
Tuna salad  
Mayonnaise, mustard and pesto aioli  
White, whole wheat, marble rye bread and Kaiser Rolls  
Assorted cookies, brownies and blondies  
**\$32**

### **LITTLE ITALY**

Caesar salad with home-style croutons and Parmesan cheese  
Antipasto display with assorted Italian meats, cheeses and vegetables  
Grape tomato and bocconcini salad with chiffonade of basil and balsamic glaze  
Chicken Picatta with artichokes, capers and tomatoes  
Broccoli rabe with red pepper accents  
Penne pasta Bolognese  
Tortellini Alfredo  
Garlic breadsticks  
Tiramisu, cannolis and biscotti  
**\$36**

### **DELI STYLE**

Chef's soup selection of the day  
Chef's choice pasta salad  
Spinach salad with mushrooms, red onions and cherry tomatoes  
Fresh chopped fruit salad with lime juice  
Platters of assorted pre-made sandwiches to include:  
Turkey and Swiss with pesto aioli on ciabatta  
Roast beef and Cheddar with creamy horseradish on a Kaiser roll  
Tuna salad on an oversized croissant  
Grilled vegetarian wraps  
Individual bags of assorted potato chips  
Assorted cookies, brownies and blondies  
**\$34**

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## SOUTHWESTERN FIESTA

Chicken tortilla soup  
Southwestern chopped salad with roasted corn, tomatoes, black beans and queso fresco  
Jicama coleslaw with orange cilantro vinaigrette  
Cucumber and tomato salad with red onions  
Soft flour tortillas and corn taco shells  
Fajita chicken strips with onions and peppers  
Seasoned taco beef  
Refried beans  
Spanish rice  
Diced tomato, shredded lettuce, jalapeno peppers and black olives  
Sour cream and shredded Cheddar cheese  
Tortilla chips and salsa  
Warm cinnamon raisin bread pudding  
Fresh sliced fruit  
**\$36**

## A TASTE OF ASIA

Egg drop soup  
Chilled vegetable lo-mein salad  
Asian cabbage slaw with rice wine dressing  
Hoisin glazed chicken breast  
Beef and broccoli stir fry with garlic sauce  
Vegetable fried rice  
Jasmine rice  
Baby bok choy  
Sliced fresh fruit  
Fortune cookies  
**\$34**

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## SERVED LUNCH ENTREES

All entrees served with choice of salad and dessert, medley of fresh seasonal vegetables, sliced artisan breads with sweet butter, iced tea and coffee service.

### **SLOW SIMMERED BEEF SHORT RIBS**

Simmered with a red wine demi-glace reduction  
Roasted garlic and smoked Gouda polenta  
**\$36**

### **DIJON CRUSTED CHICKEN**

Served with rosemary and shallot demi-glace  
Parmesan rice pilaf  
**\$32**

### **STUFFED CHICKEN ROULADE**

Boneless chicken breast filled with asparagus, roasted red peppers and Fontina cheese  
Local Virginia chardonnay sauce  
Herb infused couscous  
**\$36**

### **WILD CAUGHT LOCAL ROCKFISH**

With braised baby spinach and sauce Americana  
Wild long grain rice  
*(Listed as a Best Choice by the Monterey Bay Aquarium Seafood Watch List)*  
**\$34**

### **PETITE FILET OF BEEF TENDERLOIN**

With wild forest mushroom ragout  
Rosemary roasted fingerling potatoes  
**\$42**

### **ROASTED VEGETABLE WELLINGTON**

Medley of fresh organic marinated vegetables wrapped in puff pastry  
Served with red pepper coulis  
**\$26**

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## LUNCH

### SALAD CHOICES

Baby organic field greens with dried cranberries, candied walnuts, grape tomatoes, goat cheese  
Raspberry vinaigrette

Garden green salad with cucumbers, matchstick carrots, grape tomatoes, home-style croutons  
Balsamic vinaigrette

Mixed salad greens with poached pear slices, blue cheese, spiced pecans  
Apple cider vinaigrette

Baby spinach leaves with prosciutto cracklins, chopped eggs, parmesan crisp, brunoise tomatoes  
Lemon-oregano vinaigrette

Classic Caesar salad with chopped romaine lettuce, home-style croutons, Parmesan cheese Creamy  
Caesar dressing

### DESSERT CHOICES

Flourless chocolate torte with raspberry coulis

Seasonal fruit tart with vanilla Grand Marnier sauce

Baked apple tart with cinnamon crème anglaise

Chocolate mousse cup with fresh berries and Chantilly cream

Carrot cake with cream cheese filling and vanilla sauce

Tiramisu with Kahlua sauce

Lemon meringue tart

New York style cheesecake with strawberries

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## DINNER BUFFETS

A minimum of 25 guests required for all buffets.  
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### **BACKYARD BBQ**

Chopped salad greens with cherry tomatoes, cucumbers and carrot curls with assorted dressings  
Traditional potato salad  
Macaroni salad  
Grilled hamburgers  
All beef hot dogs  
Marinated BBQ chicken breast  
Steamed fresh corn on the cob  
Baked beans  
Platters of Provolone, Swiss and American cheeses  
Lettuce, sliced tomatoes, red onions and dill pickle spears  
Mustard, ketchup and mayonnaise  
Assorted seasonal sliced fruit  
Chef's selection of assorted fruit pies

**\$45**

### **THE EASTERN SHORE**

Fresh spinach salad with red onions, mushrooms, strawberries and caramelized walnuts with  
Raspberry vinaigrette  
Green bean and Roma tomato salad with red onions  
Pan seared local rockfish with almond butter sauce  
Local Maryland style crab cakes with Cajun remoulade  
Marinated grilled chicken breast with sage demi-glace  
Roasted baby red potatoes with parsley butter  
Fresh market vegetables  
Freshly baked rolls with sweet butter  
Chef's selection of gourmet cakes

**\$65**

### **SOUTHERN HOSPITALITY**

Tossed chophouse salad with tomatoes, cucumbers, corn and roasted pecans  
Marinated mushroom salad  
Sweet pea and red onion salad  
Fried chicken breast with honey Dijon sauce  
Blackened grouper with Creole sauce  
Beef short ribs with tangy BBQ sauce  
Roasted sweet potato wedges  
Spicy dirty rice  
Fresh market vegetables  
Freshly baked rolls with creamery butter  
Chef's selection of assorted cheesecakes with fruit toppings

**\$55**

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### THE NATIONAL TREASURE

Organic mesclun greens, grape tomatoes, Maytag blue cheese, Vidalia onions with  
Apple cider vinaigrette  
Boston bibb and radicchio with hearts of palm, mandarin oranges, roasted red pepper with  
Raspberry vinaigrette  
Platters of fresh mozzarella and ripe tomatoes with balsamic reduction and fresh basil  
Chilled asparagus spears with lemon vinaigrette  
Sliced beef tenderloin with wild forest mushroom ragout  
Oven roasted sustainable Pacific halibut with lemon beurre blanc  
Chicken Florentine with creamy spinach pesto sauce  
Potatoes au gratin  
Long grain Minnesota wild rice  
Assortment of steamed baby vegetables  
Freshly baked rolls and butters  
Assorted miniature gourmet desserts  
**\$72**

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## SERVED DINNER ENTREES

All entrees served with choice of salad and dessert, medley of fresh seasonal vegetables, sliced artisan breads with sweet butter and coffee service.

### CHICKEN FLORENTINE

Chicken breast stuffed with spinach and Fontina cheese  
Creamy Chardonnay reduction  
Wild long grain rice  
**\$45**

### GRILLED CHICKEN MARSALA

Grilled chicken breast with a slightly sweet fortified wine demi-glace  
Wild long grain rice  
**\$42**

### NY STRIP AU POIVRE

Pan seared with black peppercorns  
Brandy cream demi-glace reduction  
Herb roasted fingerling potatoes  
**\$53**

### PAN SEARED WILD ALASKAN SALMON

Served with garden fresh dill buerre blanc  
Smoked Gouda risotto  
**\$50**

### FILET OF BEEF TENDERLOIN

With wild forest mushroom ragout  
Caramelized shallot mashed potatoes  
**\$62**

### MARYLAND CRAB CAKES

Fresh jumbo lump crab meat topped with tarragon butter sauce  
Parmesan rice pilaf  
**\$60**

### GRILLED SUSTAINABLE PACIFIC HALIBUT

Orange ginger butter sauce  
Herb infused couscous  
*(This fishery is certified as sustainable by the Marine Stewardship Council)*  
**\$58**

### ORGANIC VEGETABLE NAPOLEON

Medley of fresh organic marinated vegetables with sauce Aurora  
**\$40**

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## DINNER

### SALAD CHOICES

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Raspberry vinaigrette

Garden green salad with cucumbers, matchstick carrots, grape tomatoes, home-style croutons  
Balsamic vinaigrette

Mixed salad greens with poached pear slices, blue cheese, spiced pecans  
Apple cider vinaigrette

Baby spinach leaves with prosciutto cracklins, chopped eggs, Parmesan crisp, Brunoise tomatoes  
Lemon-oregano vinaigrette

Classic Caesar salad with chopped romaine lettuce, home-style croutons, Parmesan cheese Creamy  
Caesar dressing

### DESSERT CHOICES

Flourless chocolate torte with raspberry coulis

Seasonal fruit tart with vanilla Grand Marnier sauce

Baked apple tart with cinnamon crème anglaise

Chocolate mousse cup with fresh berries and Chantilly cream

Carrot cake with cream cheese filling and vanilla sauce

Tiramisu with Kahlua sauce

Lemon meringue tart

New York style cheesecake with strawberries

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## RECEPTION ENHANCEMENT DISPLAYS

Our reception display experiences will make any event a huge success.  
A minimum of 10 guests required for display items. Pricing is per person.

### **ANTIPASTO PLATTER**

Provolone cheese and Buffalo mozzarella  
Olives, pepperoncini, marinated mushrooms, artichoke hearts and marinated Roma tomatoes  
Sliced Salami and Capicola  
Served with French bread and gourmet crackers  
**\$9**

### **SLICED SEASONAL FRUIT DISPLAY**

A wide array of seasonal fresh fruits  
**\$6**

### **IMPORTED AND DOMESTIC CHEESES**

Fine selection of imported and local cheeses with fresh fruit garnish  
Served with French bread and gourmet crackers  
**\$7**

### **MARKET CRUDITÉS of FRESH VEGETABLES**

Served with ranch dip  
**\$6**

### **SPINACH AND ARTICHOKE DIP**

Served with garlic pita points and French bread  
**\$6**

### **MEDITERRANEAN SAMPLER**

Hummus, tabbouleh and baba ghanoush  
Roma tomatoes, feta cheese, Kalamata olives and julienne red onions  
Garlic pita points and flatbreads  
**\$8**

### **WARM BAKED BRIE EN CROUTE**

French triple cream Brie filled with walnut and wild berry compote wrapped in puff pastry  
Served with sliced French baguette  
**\$6**

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## HORS D'OEUVRES

Pricing is per piece with a minimum order of 50 pieces per item.

### **DELUXE**

**\$3.50**

#### COLD SELECTIONS

Smoked salmon rosettes on rye toast points with dill crème fraiche  
White bean and oregano hummus on a crispy toast round  
Baby shrimp with dill in crispy tart shell  
Fresh melon balls with Parma prosciutto  
Assorted California sushi rolls

#### HOT SELECTIONS

Pineapple shrimp skewer with soy mint glaze  
Chicken tikka masala with coriander chutney  
Hibachi beef skewer  
Asparagus and Gruyere quiche  
Sonoran chicken beggars purse with southwestern salsa  
Wild forest mushroom tart

### **GOURMET**

**\$4.00**

#### COLD SELECTIONS

Maryland crab salad in a blossom tartlet  
Asparagus tips wrapped in beef tenderloin with Boursin cheese  
Apple smoked duck breast and mandarin orange canape  
Jumbo shrimp with horseradish infused cocktail sauce  
Assorted nigiri hand rolled sushi

#### HOT SELECTIONS

Beef Tenderloin with gorgonzola wrapped in bacon  
Baked brie with pear and almond wrapped in crispy phyllo  
Individual lobster cobbler  
Moroccan lamb kabobs with figs, apricots and peppers  
Lump crab and herbed stuffed mushrooms  
Thai curry vegetable samosa

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## RECEPTION STATIONS

A minimum of three stations must be selected when creating a dinner station buffet.  
At least 25 guests and an attendant fee of \$100.00 per station are required.  
One attendant per 100 guests is recommended. Pricing is per person.

### SCAMPI STATION

Jumbo gulf shrimp sautéed with garlic, butter, white wine, lemon and fresh Italian herbs  
Served with traditional crusted bread  
**\$16**

### CRAB CAKE STATION

Maryland crab cakes made with fresh lump crabmeat and sweet peppers, sautéed to order  
Served with remoulade and lemon wedges  
**\$18**

### CAESAR SALAD STATION

Classic Caesar salad made to order  
Tossed with a selection of grilled chicken, New York strip steak or grilled shrimp  
**\$15**

### PASTA ALA MINUTE

Penne and tortellini pastas with Marinara and Alfredo sauces  
Attendant to sauté condiments to include:  
Mushrooms, tri-color peppers, broccoli, tomatoes, black olives, garlic  
Baby shrimp and diced chicken  
Parmesan cheese and garlic breadsticks  
**\$14**

### MASHED POTATO BAR

Smashed Red Bliss and Yukon Gold potatoes with a variety of toppings, including:  
Butter, sour cream, bacon, Cheddar cheese, chives, blue cheese crumbles and crispy onions  
**\$12**

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## DESSERT STATIONS

### CHOCOLATE FOUNTAIN

Served with cantaloupe, honeydew, pineapple, strawberries, marshmallows and pound cake  
**\$15**

### BEIGNET STATION

New Orleans classic pastry deep fried with a generous dusting of powdered sugar  
**\$10**

### APPLE FRITTER

Deep fried and served with vanilla ice cream and caramel sauce  
**\$12**

### BANANAS FOSTER

Sautéed bananas with brown sugar, butter and spiced rum  
Served over French vanilla ice cream  
**\$12**

### ICE CREAM SUNDAE BAR

Vanilla, chocolate and strawberry ice cream  
Sprinkles  
Chocolate and caramel sauces  
Crushed Oreo cookies  
M&M candies  
Walnuts  
Strawberry topping  
Whipped cream  
Maraschino cherries  
**\$10**

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## CARVERY OPTIONS

Attendant required at \$100.00 per station.  
One attendant per 100 guests is recommended.

### **BREAST OF TURKEY**

(Serves 35)

Served with cranberry sauce, mayonnaise, creamy horseradish sauce

Multi-grain rolls

**\$250**

### **TENDERLOIN OF BEEF**

(Serves 20)

Served with Béarnaise sauce, creamy horseradish sauce

Multi-grain rolls

**\$300**

### **MAPLE GLAZED HAM**

(Serves 40)

Served with Dijon mustard and mayonnaise

Multi-grain rolls and buttermilk biscuits

**\$250**

### **TOP ROUND OF BEEF**

(Serves 50)

Served with creamy horseradish sauce, rosemary au jus and

Multi-grain rolls

**\$350**

### **WHOLE ROASTED CHIPOTLE PORK LOIN**

(Serves 50)

Served with Creole mustard

Multi-grain rolls

**\$300**

### **PRIME RIB OF BEEF**

(Serves 20)

Served with creamy horseradish sauce, rosemary au jus and

Multi-grain rolls

**\$300**

## BAR EXPERIENCE

All food and beverage prices are subject to a 22% taxable administrative charge and 5% Virginia state tax.  
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The sale and service of alcoholic beverages is regulated by the state of Virginia. As a licensee, The National Conference Center is responsible for the administration of these regulations; therefore liquor cannot be brought into the facility from outside sources.

### **CALL BRANDS**

Beefeater gin  
Smirnoff vodka  
Bacardi rum  
Jose Cuervo tequila  
Canadian Club whiskey  
Dewar's scotch  
Jim Beam bourbon

### **PREMIUM BRANDS**

Tanqueray gin  
Absolute vodka  
Captain Morgan Spiced rum  
1800 Tequila  
Crown Royal whiskey  
Johnnie Walker Red  
Jack Daniel's

## **BAR SERVICE**

### **HOURLY BAR PER GUEST**

Hourly bar includes unlimited consumption of brand drinks, domestic, premium, imported and non-imported alcoholic beer, house wines, soft drinks, mineral waters and fruit juices.

Bar packages are a minimum of two hours and include the bartenders.

#### **CALL PACKAGE**

\$23.00 per guest for the first two hours  
\$8.00 per guest for each additional hour

#### **PREMIUM PACKAGE**

\$26.00 per guest for the first two hours  
\$9.00 per guest for each additional hour

#### **BEER AND WINE PACKAGE**

\$20.00 per guest for the first two hours  
\$7.00 per guest for each additional hour

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# UPGRADE YOUR EXISTING BAR WITH CORDIALS AND LIQUEURS

Price based on a per bottle basis.

Courvoisier vs  
Grand Marnier  
B&B  
Drambuie  
Frangelico  
Amaretto di Saronno  
Kahlua  
Bailey's Irish Cream

## HOSTED BAR CONSUMPTION

Hosted Bars require a bartender at \$100.00 each

	CALL BRANDS	PREMIUM BRANDS
COCKTAILS	\$6.50	\$7.50
DOMESTIC BEER	\$5.00	\$5.00
PREMIUM BEER*	\$5.50	\$5.50
HOUSE WINE PER BOTTLE	\$32.00	\$32.00
MINERAL WATER	\$3.00	\$3.00
SOFT DRINKS/JUICES	\$3.00	\$3.00

\*Non-alcoholic beer is included in 'Premium Beer.'  
A complete wine list is available at per bottle prices.

## BAR SERVICE

### CASH BAR PER GUEST

	PREMIUM BRANDS
COCKTAILS	\$8.00
DOMESTIC BEER	\$6.00
PREMIUM BEER*	\$6.50
HOUSE WINE*	\$7.00
MINERAL WATER	\$3.50
SOFT DRINKS/JUICES	\$3.50

\*Non-alcoholic beer is included in 'Premium Beer.'

\*Table purchase for house wine is \$40.00 per bottle.

Administrative charge and applicable taxes are included in the above pricing.

Cash bars require a bartender at \$100.00 each and a cashier at \$75.00 each.

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## OTHER INFORMATION

### **BANQUET GUIDELINES**

It is with great pleasure that we at The National Conference Center present the preceding pages of culinary delights. We hope that these carefully prepared menus and beverage suggestions are helpful to you in planning your upcoming functions. As always, we stand ready to prepare a custom menu if you so desire.

The following additional information will help you in further planning your successful event. If additional clarification regarding these guidelines is needed, your catering or conference services manager will be happy to assist you.

### **MENU SELECTION**

To assure that your menu selections can be made available, please submit them at least two weeks prior to your function. Custom menus should be discussed directly with your catering or conference services manager. Prices may be subject to change or substitutions may be necessary due to current prevailing market conditions at the time of the planned event.

### **MENU GUARANTEES**

A minimum meal guarantee is required 72 hours (three business days) prior to your scheduled function. The National Conference Center will be pleased to set for and prepare to serve 5% over the guaranteed number of guests. If a meal guarantee is not given, The National Conference Center will consider the number indicated on the function sheet to be the correct guaranteed number. The guarantee can be increased, but cannot be lowered within the three business days prior to the function. You will be charged for the minimum guarantee or the actual number of guests in attendance, whichever is greater.

### **ADMINISTRATIVE CHARGE**

All food and beverage prices are subject to a 22% taxable administrative charge. An administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees. However, please note that 9% of this administrative charge is distributed to certain employees as additional wages.

### **SALES TAX**

Applicable sales tax, currently 5%, will be added to all food and beverage charges. Sales tax may change without notice. Tax-exempt organizations must provide an authorized Virginia State Tax Exemption Certificate prior to confirmation and signing of the catering contract.

### **DECORATIONS, MUSIC AND ENTERTAINMENT**

To enhance your special events, your Event Manager will be pleased to make arrangements for floral designs, ice sculptures, centerpieces, theme décor, balloons, specialty linens, lighting, music and entertainment. Your catering or conference services manager is prepared to assist with these and other theme ideas to compliment your conference goals and create special memories.

### **MINIMUM ATTENDANCE**

All buffets and specialty stations are priced for a minimum number of guests.  
If this minimum is not met, a surcharge of \$100.00 will be applied.

All food and beverage prices are subject to a 22% taxable administrative charge and 5% Virginia state tax.  
Menu prices are subject to change until 90 days prior to the function date.

## OTHER INFORMATION

### **FOOD AND BEVERAGE SERVICE**

The Virginia Department of Alcoholic Beverage Control regulates the sales and service of alcohol. As the sole licensee, The National Conference Center is responsible for the administration of these regulations. It is our policy that liquor cannot be brought onto the property from outside sources.

Additionally, The National Conference Center does not allow any food to be brought onto the property, whether purchased or catered from outside sources, without the express written permission of The National Conference Center.

### **CANCELLATION POLICY**

In the event of cancellation, you will be held liable for all losses sustained by The National Conference Center, with the exception of severe weather conditions or a circumstance that would be considered an "Act of God". Any cancellations within 72 hours (three business days) are subject to 100% payment of anticipated revenues. The National Conference Center reserves the right to cancel the contract without notice and without liability if you breach the contract, if the rules of the conference center are not observed, or if the functions are of a nature not acceptable to management.

### **OUTDOORS FUNCTIONS**

For the safety of our guests and staff, The National Conference Center reserves the right to make final decisions regarding the relocation of scheduled outdoors functions to indoor locations due to inclement weather. Decisions regarding morning functions must be made by 6:00 PM the previous evening; afternoon functions must be called by 8:00 AM;

Evening functions must be called by 12:00 PM.

Inclement weather can include a forecast of any of the following conditions: excessive cold or heat; rainy or windy conditions; thunder/lightning/hail; "code red" days (designated by the weather service as unhealthy air quality index).