



THE NATIONAL CONFERENCE CENTER®

2012 CMP Banquet Menu

A LA CARTE

Assorted fruit and cheese filled Danish
Sliced breakfast breads
Fresh baked muffins
Flaky croissants
\$36 per dozen

New York style bagels
Served with regular and light cream cheese,
Butter and selected jellies
\$42 per dozen

Whole fresh fruit
\$2.50 each

Sliced seasonal fruit display with fresh berries
\$6.00 per person

Assorted fruit yogurts
\$3.00 each

Starbucks coffee and Tazo tea selection
\$55.00 per gallon

Starbucks Double Shot
\$4.00 each

Half-pint assorted milks - 2%, skim, chocolate
\$2.50 each

Hot jumbo soft pretzels
Served with dipping mustard
\$2.50 each

Individually packaged chips, pretzels and
popcorn
\$2.00 each

Assorted mixed nuts
\$24.00 per pound

Assorted home-style cookies, including:
Chocolate chip, peanut butter, sugar and
Oatmeal raisin
\$36.00 per dozen

Brownies
Blondies
Lemon squares
Raspberry bars
\$38.00 per dozen

Chocolate coconut magic bars
\$42.00 per dozen

Gourmet ice cream bars
\$4.00 each

Assorted soft drinks, bottled water and fruit
juices
\$3.00 each

Iced tea, lemonade or fruit punch
\$30.00 per gallon

Red Bull energy drink
\$4.00 each

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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 crudité's 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
\$16

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 with atop crisp romaine lettuce
Traditional dressing, home-style croutons and Parmesan cheese

\$10 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
\$22

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
\$26

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
\$24

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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
\$26

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
\$24

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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

\$26

DIJON CRUSTED CHICKEN

Served with rosemary and shallot demi-glace

Parmesan rice pilaf

\$22

STUFFED CHICKEN ROULADE

Boneless chicken breast filled with asparagus, roasted red peppers and Fontina cheese

Local Virginia chardonnay sauce

Herb infused couscous

\$26

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)

\$24

PETITE FILET OF BEEF TENDERLOIN

With wild forest mushroom ragout

Rosemary roasted fingerling potatoes

\$32

ROASTED VEGETABLE WELLINGTON

Medley of fresh organic marinated vegetables wrapped in puff pastry

Served with red pepper coulis

\$16

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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

DINNER BUFFETS

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

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

\$30

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

\$50

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

\$40

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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
\$57

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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
\$30

GRILLED CHICKEN MARSALA

Grilled chicken breast with a slightly sweet fortified wine demi-glace
Wild long grain rice
\$27

NY STRIP AU POIVRE

Pan seared with black peppercorns
Brandy cream demi-glace reduction
Herb roasted fingerling potatoes
\$38

PAN SEARED WILD ALASKAN SALMON

Served with garden fresh dill buerre blanc
Smoked Gouda risotto
\$35

FILET OF BEEF TENDERLOIN

With wild forest mushroom ragout
Caramelized shallot mashed potatoes
\$47

MARYLAND CRAB CAKES

Fresh jumbo lump crab meat topped with tarragon butter sauce
Parmesan rice pilaf
\$45

GRILLED SUSTAINABLE PACIFIC HALIBUT

Orange ginger butter sauce
Herb infused couscous
(This fishery is certified as sustainable by the Marine Stewardship Council)
\$43

ORGANIC VEGETABLE NAPOLEON

Medley of fresh organic marinated vegetables with sauce Aurora
\$25

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DINNER

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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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 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



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BAR EXPERIENCE

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 is 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 diSaronno
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.

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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).