



WEST BELMONT PLACE

2011 Banquet Menus

A LA CARTE

Assorted fruit & cheese filled Danish Sliced breakfast breads Fresh baked muffins Flaky croissants \$36 per dozen	Individually packaged chips, pretzels & popcorn \$2.00 each
New York style bagels Served with regular and light cream cheese, butter & selected jellies \$42 per dozen	Assorted mixed nuts \$24.00 per pound
Whole fresh fruit \$2.50 each	Assorted home-style cookies, including: Chocolate chip, peanut butter, sugar & oatmeal raisin \$36.00 per dozen
Sliced seasonal fruit display with fresh berries \$6.00 per person	Brownies Blondies Lemon squares Raspberry bars \$38.00 per dozen
Assorted fruit yogurts \$3.00 each	Chocolate coconut magic bars \$42.00 per dozen
Starbucks coffee and Tazo tea selection \$55.00 per gallon	Gourmet ice cream bars \$4.00 each
Starbucks Double Shot \$4.00 each	Assorted soft drinks, bottled water & fruit juices \$3.00 each
½ pint assorted milks - 2%, skim, chocolate \$2.50 each	Iced tea, lemonade or fruit punch \$30.00 per gallon
Hot jumbo soft pretzels Served with dipping mustard \$2.50 each	Red Bull energy drink \$4.00 each



CONTINENTAL BREAKFAST AND THEME BREAKS

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

THE POTOMAC

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

THE LOUDOUN

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

BEVERAGE BREAK

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

GAME DAY

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

HEALTHY CHOICE

Vegetable crudités with ranch dip
Sliced fruit with honey yogurt dipping sauce
Power Bars, granola bars, assorted yogurt and vitamin water
(Food for thought: Raw Vegetables are high in Folic Acid: helps nerves to function properly)
\$15

THE ICE CREAM CART

Assorted frozen novelties to include:
Haagen Daz, Fruit Bars, Strawberry Shortcake Bars and Chocolate Éclair Bars
Assorted soft drinks & bottled water
\$12



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
Assorted breakfast breads & pastries
Assorted yogurt
Sliced fruit with seasonal berries
Freshly brewed Starbucks & decaffeinated coffee
Assorted Tazo teas & 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 & pecans
\$7

FRENCH TOAST

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

WAFFLES

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

OMELETS

Made to order with a plethora of ingredients:
Bacon, sausage, ham, mushrooms, onions, peppers, tomatoes, cheddar & 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.



BOXED LUNCHEON OPTIONS

Each boxed lunch includes pasta salad, potato chips, assorted whole fruit, soft drink or bottled water, and cookies.

SMOKED TURKEY SANDWICH

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

SLICED ROAST SIRLOIN SANDWICH

Peppered roast beef on ciabatta bread with horseradish aioli & aged Muenster 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 spread in a spinach wrap

CHICKEN CAESAR WRAP

Grilled marinated chicken breast with traditional dressing and Parmesan cheese wrapped in a flour tortilla

\$22 each for any of the selections



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 & basil vinaigrette
Boccocini and fresh grape tomatoes with balsamic reduction and fresh basil
Fresh chopped fruit salad with lime juice
Platter of turkey breast, cured ham, hard salami & roast beef
Platter of Swiss, Provolone & cheddar cheeses
Tuna salad
Mayonnaise, mustard, and pesto aioli
White, whole wheat, marble rye bread and Kaiser rolls
Assorted cookies, brownies and blondies
\$32

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
Chicken salad with grapes and walnuts on an oversized croissant
Grilled vegetarian wraps
Individual bags of assorted potato chips
Assorted cookies, brownies and blondies
\$34

LITTLE ITALY

Caesar salad with home-style croutons and Parmesan cheese
Antipasto display with assorted Italian meats, cheeses and vegetables
Grape tomato and boccocini salad with chiffonade of basil and balsamic glaze
Chicken Saltimbocca with sage infused demi-glace
Broccoli rabe with red pepper accents
Penne pasta Bolognese
Tortellini Alfredo
Garlic breadsticks
Tiramisu, canolis, and biscotti
\$36



SOUTHWESTERN FIESTA

Chicken tortilla soup

Southwestern chopped salad with roasted corn, tomatoes, black beans and queso fresco

Jicama coleslaw with orange cilantro vinaigrette

Cucumber & 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 & black olives

Sour cream & shredded cheddar cheese

Salsa

Tortilla chips and corn bread

Warm cinnamon raisin bread pudding

Fresh sliced fruit

\$36



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.

FLAT IRON STEAK

Marinated, grilled, and topped with a red wine demi-glace reduction
Roasted garlic and horseradish mashed potatoes

\$36

BOURSIN CRUSTED CHICKEN

Served with rosemary and shallot demi-glace
Parmesan rice pilaf

\$32

WEST BELMONT CHICKEN

Boneless chicken breast filled with sundried tomatoes, spinach, pine nuts and fontina cheese
Local Virginia chardonnay sauce

Saffron infused jasmine rice

\$36

WILD CAUGHT LOCAL ROCKFISH

With braised baby spinach and sauce Americana
Herb infused couscous

(Listed as a Best Choice from the Monterey Bay Aquarium Seafood Watch List)

(Food for thought: Rockfish is high in Omega 3 fatty acids; these help short term memory loss)

\$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



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
Parmesan peppercorn dressing

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

Individual New York-style fruit cheesecake

Flourless chocolate torte with raspberry coulis

Seasonal fruit tart with vanilla Grand Marnier sauce

Individual Chocolate Royale

Baked apple tart with cinnamon crème anglaise

Chocolate mousse cup with raspberry sauce and fresh berries with crème fraiche

Individual carrot cake with cream cheese filling and vanilla sauce

Tiramisu with Kahlua sauce



DINNER BUFFETS

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 & American cheeses
Lettuce, sliced tomatoes & red onions and dill pickle spears
Mustard, ketchup & 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



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



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.

STUFFED CHICKEN BREAST

Chicken breast stuffed with asparagus, red peppers, roasted garlic and Parmesan cheese
Served with tarragon butter sauce
Minnesota wild rice
\$45

PAN ROASTED VEAL CHOP

Bone-in veal chop with three peppercorn demi-glace
Horseradish mashed potatoes
\$65

BONELESS BEEF SHORT RIBS

Slow roasted, and topped with a red wine demi-glace reduction
Cheddar mashed 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

Served with lemon dill butter sauce
Wild and long grain rice
(This fishery is certified as sustainable to the Marine Stewardship Council)
\$58

ORGANIC VEGETABLE NAPOLEON

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



COMBINATION 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.

FILET OF BEEF AND CRABCAKE

Petite filet with sauce Robert paired with crabcake with lemon butter sauce
Caramelized shallot mashed Yukon Gold potatoes

\$65

PAN SEARED ALASKAN SALMON AND CHICKEN BREAST

Salmon with a lemon beurre blanc paired with a boneless chicken breast with Madeira sauce
Parmesan rice pilaf

\$55

BOURSIN CRUSTED CHICKEN AND PETITE FILET

Herb and cheese crusted chicken breast with local Virginia chardonnay cream sauce
Beef tenderloin filet with a wild mushroom ragout

Fingerling potatoes

\$60



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
Parmesan peppercorn dressing

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

Individual New York-style fruit cheesecake

Flourless chocolate torte with raspberry coulis

Seasonal fruit tart with vanilla Grand Marnier sauce

Individual Chocolate Royale

Baked apple tart with cinnamon crème anglaise

Chocolate mousse cup with raspberry sauce and fresh berries with crème fraiche

Individual carrot cake with cream cheese filling and vanilla sauce

Tiramisu with Kahlua sauce



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 & Buffalo mozzarella
Olives, pepperoncini, marinated mushrooms, artichoke hearts & marinated Roma tomatoes
Salami coronets & sliced capicola
Served with French bread & gourmet crackers
\$9

SLICED SEASONAL FRUIT DISPLAY

A wide array of seasonal fresh fruits
\$6

IMPORTED & DOMESTIC CHEESES

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

MARKET CRUDITÉS of FRESH VEGETABLES

Served with ranch dip
\$6

SPINACH & ARTICHOKE DIP

Served with garlic pita points & French bread
\$6

MEDITERRANEAN

Hummus, tabbouleh and baba ghanoush
Roma tomatoes, feta cheese, Kalamata olives and julienne red onions
Garlic pita points & 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



HORS D'OEUVRES

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

DELUXE

\$3.50

COLD SELECTIONS

White bean and oregano hummus on a crispy toast round
Chicken pesto and pine nuts in a blossom tartlet
Baby shrimp with dill in crispy tart shell
Fresh melon balls with Parma prosciutto
Assorted California sushi rolls

HOT SELECTIONS

Roasted root vegetable kabob with sea salt and mango chutney
Baby spinach and Swiss cheese wrapped in puff pastry
Sesame beef satay with peanut sauce
Gorgonzola and fig profiterole
Wild forest mushroom tart

GOURMET

\$4.00

COLD SELECTIONS

Smoked salmon rosettes on rye toast points with dill crème fraiche
Asparagus tips wrapped in beef tenderloin with Boursin cheese
Apple smoked duck breast and mandarin orange canape
Jumbo shrimp with horseradish infused cocktail sauce
New potatoes with sour cream and caviar
Assorted Nigiri hand rolled sushi

HOT SELECTIONS

Blue cheese and mascarpone tart with caramelized red onion
Baked Brie with pear and almond wrapped in crispy phyllo
Mini crab cakes with Cajun remoulade
Shoe string potato wrapped shrimp
Asian short rib pot pie



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 & fresh Italian herbs
Served with traditional crusty bread
\$16

CRAB CAKE STATION

Maryland crab cakes made with fresh lump crabmeat and sweet peppers, sautéed to order
Served with remoulade & 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 & tortellini pastas with Marinara & Alfredo sauces
Attendant to sauté condiments to include:
Mushrooms, tri-color peppers, broccoli, tomatoes, black olives, garlic
Baby shrimp & diced chicken
Parmesan cheese & garlic breadsticks
\$14

GREEK MARTINI SALAD

Romaine leaves tossed with Kalamata olives, feta cheese, diced cucumbers,
Roma tomatoes and garbanzo beans with oregano vinaigrette
\$10

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



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 & caramel sauces

Crushed Oreo cookies

M&M candies

Walnuts

Strawberry topping

Whipped cream

Maraschino cherries

\$10



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, Dijon mustard & creamy horseradish sauce
Multi-grain rolls
\$300

MAPLE GLAZED HAM

(Serves 40)

Served with Dijon mustard & mayonnaise
Multi-grain rolls and buttermilk biscuits
\$250

TOP ROUND OF BEEF

(Serves 50)

Served with creamy horseradish sauce & Rosemary au Jus
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
Multi-grain rolls
\$300



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 & WINE PACKAGE

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



UPGRADE YOUR EXISTING BAR WITH CORDIALS & 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 & 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 & 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.



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).

