



Cultural Cuisine
Social Package

Approved Outside Catering Guidelines

- ❖ The approved caterer must provide West Belmont Place proof of General Liability Insurance for a minimum of \$5,000,000. This policy must name *NCC PS Enterprises LLC, The National Conference Center* as “additional insured.” Additionally, the approved caterer must provide NCC with a Federal Form W-9.
- ❖ At a minimum, the approved caterer must deliver the food to the West Belmont Place staging area no earlier than 2 hours prior to event starting time. Earlier deliveries will incur staging and prep storage charges of \$250.00 per hour.
- ❖ The caterer must provide adequate staff that will remain at West Belmont Place throughout the duration of the event.
- ❖ The approved caterer’s staff must be dressed in uniform or professional attire.
- ❖ The food must be fully prepared upon arrival at West Belmont Place. Hotboxes will be provided by West Belmont Place to maintain the food at the appropriate temperature, as set forth by local municipal health authorities.
- ❖ The caterer will provide West Belmont Place with a menu and item descriptions one month (30 days) prior to the event. West Belmont Place will provide chafing dishes and inserts within the scope of its current inventory. Serving bowls, serving platters or utensils are the sole responsibility of the customers and their caterers. Rental of such equipment is at the sole discretion of the Director of Food and Beverage, and an equipment fee schedule will be provided upon request.

West Belmont Place Event Center Specialty Cuisine Social Package

Outdoor Courtyard Ceremony

Ceremony space to accommodate up to 300 guests.
Back-up space will be provided in case of inclement weather.

White garden chairs, riser and microphone are included.

\$1,000.00 + Tax (1 Hour Ceremony)

\$250.00 + Tax, For each additional hour

West Belmont Place is pleased to reserve event space for your function and will permit specialized ethnic cuisine to be brought in by an approved outside caterer. The approved caterer must provide West Belmont Place proof of General Liability Insurance for a minimum of \$5,000,000. This policy must *NCC PS Enterprises LLC, The National Conference Center* as "additional insured." Federal Form W-9 is also required.

Outside Catering Facility Fee

\$32.00 per person, plus a 22% taxable service charge and 6% Virginia state tax.

Beverage package purchase is required from the enclosed selections

All pricing is subject to change

100 Minimum Guest Requirement

- ◆ Event space for the (5) hour cocktail reception and dinner/dance. West Belmont has the right to charge additional fees should the group require more space for the ceremony, reception and dinner/dance functions above and beyond the confirmed space on the contract. Each function time to be confirmed in the Function Agenda clause of the contract with Banquet Event Orders (BEOs).
- ◆ Function space can accommodate events ranging from 100 to 1800 guests.
- ◆ Hardwood dance floor, tables and chairs, risers for the band/DJ, head table, and cake table.
- ◆ Tables for items such as gifts, place cards, guest book
- ◆ Food presentation, stations and buffet tables, as needed.
- ◆ A selection of floor-length linens in four different colors (white, black, gold or navy blue).
- ◆ Silverware, white china and glassware for all tables.
- ◆ Votive candle centerpieces
- ◆ Banquet Captain and staff dedicated solely to the event.
- ◆ (1) Complimentary guest suite for the evening of the event. The evening prior would be at a discounted rate, based on the availability.
- ◆ Discounted sleeping room rates for overnight guests, based on the availability.
- ◆ Staging area for the caterer's food set-up and preparation.

Please select one of the following Beverage Packages:

Non-Alcoholic Beverage Package

(5) Hour Adult Soft Drink and Juice Beverage Service

Including Coffee & Hot Tea Station

Add \$15.00 per Adult

plus a 22% taxable service charge and 6% Virginia state tax

Additional Hour - \$5.00 per Adult

**For non-alcoholic package, beverage attendants are \$100.00 each*

OR

Alcoholic Beverage Package

(5) Hour Call Brand Open Bar

Includes soft drink and juice beverage service

Call brand selection upgraded to include Johnny Walker Black Label Scotch

Additional \$40.00 per person

plus a 22% taxable service charge and 6% Virginia state tax

Additional Hour - \$8.00 per person

Ask your Catering Professional for further bar upgrades

Children's Package (12 Years of Age and Younger)

Includes unlimited soft drink and juice beverage service

Additional \$15.00 per person

Additional Hour - \$5.00 per person

*Cash Bar & Consumption Bar pricing is available upon request
A bartender fee and/or cashier's fee of \$125.00 per staff will apply*

****All food and beverage prices are subject to a 22% taxable service charge and 6% Virginia state tax.
All pricing is subject to change**

Preferred Outside Caterers

Southeast Asian Cuisine

Bombay Tandoor

Iftikhar Khan

Vienna, VA 22182

(703) 734-2202

bombaytandoor@msn.com

www.bombaytandoor.com

Cherry Blossom Restaurant

Sterling, VA 20165

(703) 444-0080

www.cherryblossomhall.com

F & B Solutions

Mohammad Asghar

(703) 532-4100

hospsolutions@aol.com

Rangoli

South Riding, VA 20152

(703) 957-4900

www.rangolirestaurant.com

Ravi Family Kabob House

Arlington, VA 22203

(703) 522-6666

www.ravikabobusa.com

Middle Eastern/Halaal Cuisine

Kosher/Glatt Kosher Cuisine

PotomacI8.COM

Rockville, MD

(301) 294-8449

mbrazda@potomacI8.com

http://potomacI8.com