



VILLAGE INN

HOTEL & EVENT CENTER

TRADEMARK COLLECTION[®]
BY WYNDHAM

Banquet & Catering Menu



6205 Ramada Drive | Clemmons, NC | 336.766.9121 | www.thevillageinn.com

Banquet and Catering Policies



TRADEMARK®
COLLECTION BY WYNDHAM

FOOD

To ensure compliance with the Health Department food handling regulations, food will be consumed on the hotel premises at the contracted time(s). The Village Inn Hotel & Event Center is the sole provider of all food and beverages that are served in the banquet facilities. Food and Beverage is not permitted to be brought into the banquet areas by a guest, client's guest, or attendees from an outside source.

All food, beverages, room rental and services are subject to the customary 22% Service Charge and applicable State Sales Tax. Wedding and specialty cakes may be provided by a non-hotel source. The hotel will not be responsible for set-up or maintenance of specialty cakes.

Menu selections are due 30 days prior to the arrival date. Menus can be customized to suit your needs. If menu selections are not provided to the catering department; a selection will be assigned by the hotel catering department to the event. Menu prices will be confirmed 90 days prior to your event date, as published menu pricing is subject to change.

BEVERAGE

Village Inn Event Center is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the North Carolina State Legislative Commission's regulations. It is our policy that all alcoholic beverages be supplied and served by the hotel. Bartender fees are \$60 for the first hour and \$30 for each additional hour per bartender. Proper identification may be required for all guests that consume alcohol. It is not permitted to bring in alcohol of any kind that has not been purchased by the hotel. All beverage items are subject to the customary 22% Service Charge and applicable State Sales Tax.

ROOM AND RENTAL

Function rooms are assigned according to the anticipated number of guests. If there are fluctuations in the number of attendees, or should more space become available, the hotel reserves the right to accordingly reassign the banquet function room. Client will begin function at designated time per the banquet event contract and agrees to have guests vacate the assigned areas at the closing time indicated per this contract. Failure to comply with these times will be subject to additional labor and/or rental charges. Additional rental may apply if group attendance falls below the estimated attendance at the time of booking. Any extended usage is subject to availability.

DEPOSIT AND FINAL PAYMENT

A \$750 non-refundable deposit is required to reserve the Crystal Ballroom; a \$250 non-refundable deposit is required to reserve the Lexington, Monroe, Winston, Salem, North, or Ivy room. A \$500 non-refundable deposit is required to reserve the Grand Ballroom. 50% of the balance is due 30 days prior to the event date. The remaining balance is due three days prior to the event date.

BILLING

Direct Billing: The direct billing option is available for organizations and groups who have the appropriate references and documentation. A direct billing application must be completed and be received no later than 30 days prior to your event. Direct billing applications are subject to the approval of our accounting department. Social events are not eligible for direct billing.

All non-direct billing accounts require a valid credit card and deposit at time of contract. The card will be pre-authorized at least 4 days in advance of the event as a guarantee of payment and to cover any additional expenses that may arise during the event. If there are no additional charges the authorization hold will be released and the card will not be charged. However, any outstanding balance will be charged to the credit card on file.

For social events, 50% of the final estimated bill will be due 30 days prior to the event. The remaining balance must be paid no less than 3 business days in advance with your final guarantee, unless previous billing arrangements have been approved. For all non-direct bill events, full payment is required three (3) business days before the event to avoid cancellation of the event.

CONTRACT CANCELLATION

Contract cancellation requirements are outlined in each individual contract. Please refer to your contract for your cancellation timeline. Cancellation of an event must be made verbally and in writing to the Catering Sales Manager. All deposits are non-refundable.

Banquet and Catering Policies (continued)



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GUARANTEE POLICY

For all functions, the hotel must have specified attendance three (3) working days prior to the event. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. We will charge for the guarantee or the number served, whichever is greater. If no guarantee is received by this office in the time required, we will consider the number of guests initially indicated on the banquet event order as the guarantee. The hotel cannot be responsible for service of more than 3% over the guarantee.

LIABILITY

Village Inn Event Center reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. You will be responsible for any damages to any part of the hotel during the time period for your event and for any person under your control or contractor hired for the event. Loud, lewd or vulgar behavior is not permitted. The hotel may require the client to contract additional security at their expense. Village Inn Event Center reserves the right to cancel any function if management determines that there has been misrepresentation in the booking.

The hotel cannot assume responsibility for personal property and equipment brought on the premises, as well as equipment, materials or persona; property left in the hotel prior to, during, or following any function.

DECORATIONS

The hotel will not permit the affixing of anything to the walls, floors or ceilings with push pins, nails, staples, carpet tape or other substance. Prohibited decorations include throwing of confetti, bird seed, rice and glitter inside the property and use of silly string. Failure to comply will result in a \$250 cleanup fee. Live flame candles are not permitted on the property.

For social events, the hotel staff is happy to assist with certain preparation, including placing pre-assembled favors at each table setting and lighting candles. Services NOT provided by the hotel include: Installing chair covers, assembling and/or placing centerpieces provided by the guest and arranging and/or distributing place cards. In certain circumstances, the catering staff may agree to provide one or more of these services at an additional cost.

MEAL TIMES

Meal service must be scheduled prior to 2:00p.m. to be considered a lunch event. If the client delays an event for more than 30 minutes past the contracted start time or meal service time, the hotel will not be responsible for the quality of the food or preparing additional food replacement. Buffets service will end at the original contracted meal period end of service time. The client will be responsible for additional labor associated with the delay and overtime on banquet servers will be charged if the function has gone over the contracted time.

STATE TAX

Please note that the State Sales Tax is calculated on total charges incurred, including the banquet service charge and room rental. State law requires this due to it being a service charge and not a gratuity.

FUNCTION SET-UP

Meeting room set-up requirements must be finalized 48 hours prior to scheduled time of the function. Any changes after this time will assess a fee based on the extent of the set-up charge made to the meeting room during the course of the event.

I understand and agree to the above policies:

Signature of Client or Responsible Party

Date

Event Name

Date of Arrival

On-Site Contact

Contact Phone Number During the Event

Break Time Any Time

A LA CARTE BREAKS *(Snacks & Treats)*

The following are priced individually

Individual Boxed Cereal with Milk	\$3
Assorted Fruit Yogurts.....	\$4
Ice Cream Bars.....	\$3
Frozen Fruit Bars	\$3
Assorted Whole Seasonal Fruit.....	\$3
Assorted Candy Bars	\$3
Hot Soft Pretzels with Mustard.....	\$4
Healthy Snack Bars.....	\$3

The following are priced by the dozen

Doughnuts.....	\$26
Bagels with Cream Cheese.....	\$26
Croissants with Butter & Jelly	\$26
Sausage Biscuits	\$32
Ham Biscuits.....	\$32
Assorted Danish Pastries	\$26
Assorted Muffins.....	\$26
Freshly Baked Cookies.....	\$26
Chocolate Brownies.....	\$26
Cupcakes.....	\$26

The following are priced by the person

Fresh Cut Fruit	\$5
Mixed Nuts.....	\$3
Peanuts.....	\$3
In Shell Peanuts	\$3
Tortilla Chips w/ Cheese Sauce & Salsa.....	\$7
Traditional Snack Mix.....	\$3
Mini Pretzels.....	\$3
Goldfish Crackers	\$3
Potato Chips with Dip	\$3
Popcorn.....	\$3
Kettle Chips with Dip.....	\$3
Vegetable Crudites with Dip	\$6
Pita Bread with Hummus	\$6
Herb Pita Chips.....	\$3



IT'S BREAK TIME

The following are priced by the person

At The Movies.....\$10
Popcorn, Jelly Beans, Assorted Boxes of Candies, Bottled Water and Sodas

Mini Me Sweet Shop.....\$10
Miniature Candy Bars, Hershey Kisses, Lemon Bars, Mini Cupcakes, Coffee and Sodas

Light & Healthy

\$10
Cool Veggies with Dip, Fresh Whole Fruit, Hummus with Pita Bread, Bottled Water and Bottled Juices

Brain Freeze.....\$10
Individual Ice Cream Bars, Frozen Fruit Juice Bars, Assorted Flavors of Ice Cream Cups and Bottled Water

HIGH ENERGY.....\$10
Build your own Trail Mix with Granola, dried fruits, nuts and chocolate chips. Assortment of Cliff and Luna Bars, Bottled Water

Sweets

DESSERT BUFFET

The following are priced by the person

Cheesecake Delight\$10
Assortment of Flavored Cheesecakes, Cakes, & Pies

MORE DESSERTS

The following are priced by the dozen

Cupcakes.....\$26
Assortment of Cookies\$26
Chocolate Brownies.....\$26

The following are priced per 100 pieces

Miniature Cheesecakes.....\$175
Assorted Petit Fours.....\$175
Assorted Mini's.....\$160



SUNDAE BAR

Vanilla and Chocolate Ice Creams\$8
Cherries, chocolate chips, candy pieces, nuts, hot fudge

JUST DESSERTS

The following are priced by the slice

Flavored Cheesecakes.....\$8
Caramel Apple Pie\$7
Pecan Pie.....\$7
Key Lime Pie.....\$7
Carrot Cake.....\$7
Double Chocolate Cake.....\$7
Coconut Cake.....\$7
Fruit Cobbler\$6
Fruit Pies.....\$6



A customary 22% taxable service charge and current sales tax will be added to prices.

Bar & Beverages

Included with Host/Cash Bars:

Ice, cups, stirrers, beverage napkins, mixers, garnishes

HOUSE BRAND WINE

The following are priced by the glass

Chardonnay	\$6 & up
Pinot Grigio	\$6 & up
Moscato	\$6 & up
White Zinfandel	\$6 & up
Cabernet Sauvignon	\$6 & up
Merlot	\$6 & up

CHAMPAGNE

The following are priced by the gallon

Champagne Mimosa	\$45
Champagne Punch	\$45

The following are priced by the bottle

House Champagne	\$32
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COCKTAILS

The following are priced by the glass

House Brand Drinks	\$7 & up
Call Brand Drinks	\$8 & up
Premium Drinks	\$9 & up

BEER

Imported Beer	\$5 & up
Domestic Beer	\$4 & up
Craft Beer	\$6 & up



BEVERAGES

The following are priced individually

Soft Drinks (can)	\$1.75
Assorted Bottled Juices	\$2
Bottled Water	\$2
Sparkling White Grape Juice	\$12
Milk (2%, skim, or Chocolate)	\$2
Starbucks Frappuccino & Double Shots	\$5
Red Bull Energy Drink	\$5
Smoothies	\$6

The following are priced by the gallon

Fruit Punch	\$24
Iced Tea	\$24
Lemonade	\$24

The following are priced by the carafe/pot

Freshly Brewed Coffee - Reg / Decaf (per pot)	\$16
International Tea Assortment (per pot)	\$16
Hot Chocolate (per pot)	\$16
Apple, Cranberry or Orange Juice (carafe)	\$16

BARTENDER

There is a fee of \$60 per bartender per bar per hour for the first hour and \$30 per bartender per hour thereafter, with a two hour minimum

BEVERAGE SERVICE

In accordance with North Carolina Liquor Laws, no alcoholic beverages may be brought onto the Event Center property by patrons or their guests.



Breakfast

BREAKFAST BUFFETS

All prices & quantities are based upon a 60 minute buffet. Minimum Attendance of 25 Guest is Required for a buffet.

The following are priced per person

Classic Continental \$7.75
Assorted Breakfast Breads, Butter & Jellies, Regular and Decaffeinated Coffee, International Tea Assortment, & Chilled Fruit Juices

Southern Morning \$18.95
Breakfast Pastries & Fresh Sliced Seasonal Fruit, Fluffy Scrambled Eggs* & Crisp Bacon, Buttery Grits and Country Gravy, Buttermilk Biscuits and Butter & Jellies, Hash Brown Potatoes, Regular and Decaffeinated Coffee, International Tea, Assortment, & Chilled Fruit Juices

A Grand Morning Buffet..... \$20.95
Assorted Breakfast Pastries & Fresh Fruit Display, Fluffy Scrambled Eggs* & Crisp Bacon & Sausage Links, Assorted Cereals with Milk, Buttery Grits and Country Gravy, Buttermilk Biscuits and Butter & Jellies, Regular and Decaffeinated Coffee, International Tea, Assortment, & Chilled Fruit Juices

Fit for You \$12.25
Fresh Sliced Seasonal Fruit, Assorted Fruit Muffins
Fruit Yogurt with Granola, Regular and Decaffeinated Coffee, International Tea, Assortment, & Chilled Fruit Juices

Southern Continental..... \$15.95
Fresh Sliced Seasonal Fruit, Assorted Breakfast Breads, Ham and Sausage Biscuits, Regular and Decaffeinated Coffee, International Tea, Assortment, & Chilled Fruit Juices

*Items may be cooked to order. Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.

PLATED BREAKFAST

The following are priced per person. The Plated Breakfast is served with coffee and juice.

Salem Breakfast \$14.95
Quiche, Lorraine or Florentine, Fresh Fruit, Muffin, Butter and Jellies.

Wyndham Breakfast..... \$14.95
Avocado Toast, Scrambled Eggs, Mixed Berries

Village Granola Bowl \$12.95
Non-fat Vanilla Yogurt with Fresh Fruit and Nuts. Served with Muffin.

Steel-Cut Oatmeal \$12.95
Berries, Bananas and Pecans. Served with low fat Milk and Muffin.



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Sandwiches, Salads, Wraps and Soups

SANDWICHES

The following are priced per person, plated or boxed. Sandwiches are served with Chef's Pasta Salad, Kettle Chips, Cookie and Ice Tea.

Turkey Sub \$15.95
Slices of Smoked Turkey Breast with Bacon, Swiss Cheese, Tomato, Lettuce, on a Hoagie Roll

The Village Club \$15.95
Honey Whole Wheat Bread with Sliced Turkey, Ham, Crisp Bacon, Sliced Tomato, and Lettuce

Chicken or Tuna Salad Croissant \$15.95
Flaky Croissant, filled with Chicken Salad, Sliced Tomato, and Lettuce

Ham & Swiss \$15.95
with Lettuce and Tomato on a Kaiser Roll

SALADS

The following are priced per person, plated or boxed.

Grilled Chicken Caesar \$14.95
Crisp Romaine Lettuce, Grilled Marinated Slice Chicken Breast, Diced Tomatoes, Garlic Croutons, Parmesan Cheese, Creamy Caesar Dressing, Fresh Baked Roll

WRAPS

The following are priced per person, plated or boxed. Wraps are served with Pasta Salad, Kettle Chips, Cookie and Ice Tea.

Vegetarian Tortilla Wrap \$14.95
Hummus, Red Onions, Cucumbers, Mixed Greens, and Tomato wrapped in a Flour Tortilla



A customary 22% taxable service charge and current sales tax will be added to prices.

Luncheon

BUFFET

All Lunch Events are Served Between the Hours of 11:00AM & 2:00PM. All prices & quantities are based upon a 60 minute buffet. Minimum Attendance of 25 Guest is Required for a buffet.

The following are priced per person.

Buffet..... \$22.95

Buffet includes

- House Salad
- 1 Entrée
- 2 Side items (Vegetable & Starch)
- Rolls & Butter
- Coffee & Tea
- Dessert

Entrée Choices

- Herbed Baked Chicken
- Barbecue Chicken
- Southern Fried Chicken
- Herb Roasted Pork Loin
- Honey Glazed Ham
- Grilled Chicken Breast Teriyaki
- Sliced Roast Beef Au Jus
- Chicken Pot Pie
- Pasta Primavera
- Lemon Herbed Crusted Tilapia

Deli Supreme..... \$21.95

- Sliced Deli Tray with Roast Beef, Ham and Turkey
- Assorted Sliced Cheeses
- Assortment of Rolls, Breads, and Croissants
- Appropriate Condiments, Lettuce and Tomatoes
- Pasta Salad
- Potato Salad and Potato Chips
- Freshly Baked Cookies
- Coffee and Tea

*Items may be cooked to order. Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.

PLATED

All Lunch Events are Served Between the Hours of 11:00AM & 2:00PM. Entrées are pre-selected and choices must be clearly marked on place cards.

Priced per person.

Plate Includes:..... \$23.00

- House Salad
- 1 Entrée
- 2 Side items (Vegetable & Starch)
- Rolls & Butter
- Coffee & Tea

Entrée Choices

- Grilled Chicken Breast with choice of Sauces: Roasted Red Pepper, Cream Sauce, Teriyaki, Lemon Pepper or Marsala.
- Vegetable Lasagna
- Beef Lasagna
- Cheese Ravioli with Marinara Sauce
- Southern Fried Chicken
- Baked Ziti
- Penne Pasta with Shrimp (Tossed with Garlic and Olive Oil)
- Pasta Primavera
- Spinach & Garlic Ravioli with Alfredo Sauce
- Herb Roasted Pork loin
- Honey Glazed Ham

BURGER BAR

Grilled Beef Burgers* served with buns, sliced cheese, lettuce, tomatoes, grilled onions, slaw, and condiments.

Priced per person.

Buffet Includes:..... \$21.95

- Baked Beans
- French Fries
- Fruit Cobbler
- Freshly Brewed Ice Tea



Reception (HORS D'OEUVRES, TRAYS, DISPLAYS)

HOT HORS D'OEUVRES

The following are priced per 100 pieces.

Franks-in-the-blanket	\$170
Jalapeño Poppers	\$170
Buffalo Wings.....	\$190
Assorted Petite Quiche.....	\$160
Cocktail Swedish Meatballs	\$160
Cocktail Italian Meatballs.....	\$160
Crab Rangoon with Sweet & Sour Dipping Sauce.....	\$285
Spanakopita.....	\$250
Fried Mozzarella Sticks with Marinara Sauce	\$180
Vegetable Spring Rolls.....	\$185
Brie En Croute with Raspberry Sauce.....	\$210
Chicken Kabobs.....	\$265
Cocktail Pizzas	\$170
Chicken Fingers with BBQ & Honey Mustard	\$235
Coconut Shrimp	\$260
Deep Fried Cheese Ravioli with Marinara Sauce.....	\$180
Deep Fried Cream Cheese Filled	
Breaded Mushrooms with Horseradish Cream Sauces.....	\$190
Hot Artichoke and Spinach Dip.....	\$180
<i>with Parmesan Cheese and Baked French Bread</i>	
Cheeseburger Sliders.....	\$265
Chicken and Cheese Quesadillas.....	\$280
Mini Crab Cakes.....	\$275
Bacon and Cheddar Potato Skins	\$245
Asiago Potatoes	\$190

TRAYS AND DISPLAYS

Grand Display.....\$545

- Large Display of Fresh Seasonal Fruit
- Imported and Domestic Cheeses
- Vegetable Crudites
- Dip and Crackers

Village Crab Dip (Cold).....\$150
Accompanied with assorted crackers

Brie Cheese Wheel \$180 || *Topped with Preserves and Pecans. Served with crackers* | |

Vegetable Crudites.....\$170
with Selection of Fresh Seasonal Vegetables with Dip

Imported and Domestic Cheese Tray.....\$255
Assortment of the Finest Cheeses served with Crackers

Fresh Fruit Display \$210 || *Assortment of Sliced Seasonal Fruit* | |

COLD HORS D'OEUVRES

The following are priced per 100 pieces.

Assorted Party Sandwiches.....\$166
Filled with Chicken Salad and Pimento Cheese, and Vegetable Cream-cheese Spread

Jumbo Shrimp with Cocktail Sauce.....\$250

Mini Croissant Sandwiches.....\$170
Filled with Sliced Turkey and Ham



A customary 22% taxable service charge and current sales tax will be added to prices.

Reception

RECEPTION STATIONS

Minimum Attendance of 25 Guests is Required for a Station.
The following are priced per person.

Pastas\$10.95

- Bow Tie, Penne, and Cheese Filled Tortellini
- Alfredo and Marinara Sauces
- Italian Herb Focaccia Bread
- Parmesan Cheese

Mashed Potato Martini Bar.....\$11.95

Garlic Mashed Potatoes with an array of toppings to include:
Chives, Bacon Crumbles, Sautéed Mushrooms, Cheddar Cheese,
Sour Cream, Butter, And of Course, Gravy

Your guest will love walking around with the martini glass filled with
their mashed potato creations!!

Taco Station.....\$14.95

- Crispy Taco Shells
- Soft Taco Shells
- Seasoned Ground Beef
- Shredded Chicken
- Chopped Lettuce
- Onions
- Shredded Cheese
- Sour Cream
- Tomatoes
- Jalapeños
- Salsa

Macaroni and Cheese Bar\$13.95

- Broccoli Florets
- Bacon Crumbles
- Tomatoes
- Onions
- Grated Parmesan Cheese
- Crushed Nacho Cheese Doritos
- Chives
- Mushrooms



CHEF CARVED MEATS

All carved meat selections are served with: appropriate condiments
and assorted warm rolls. All carved meat selections requires a chef
attendant fee of \$40

Smoked Breast of Turkey.....\$210
Serves approximately 30 to 40 guests

Roast Top Rounds of Beef*\$425
Serves approximately 100 guests

Whole Baked Ham.....\$285
Serves approximately 75 guests

Roasted Pork Loin.....\$210
Serves approximately 25 guests

Prime Rib of Beef*.....Market Price
Serves approximately 30-40 guests

*Items may be cooked to order. Consuming raw or undercooked meats, poultry,
seafood, shellfish or eggs may increase your risk of foodborne illness.



A customary 22% taxable service charge and current sales tax will be added to prices.

Dinner

DINNER BUFFET

Minimum Attendance of 25 Guest is Required for a buffet. All dinner buffet selections are served with regular and decaffeinated Coffee and Ice Tea.

The following are priced per person.

Buffet Includes:

Choice of one (1) House Salad or Caesar Salad
 Choice of two (2) Entrees..... \$29.95
 Choice of three (3) Entrees \$32.95
 Choice of four (4) Entrees \$35.95
 Two (2) Side items - Vegetable & Starch
 Rolls & Butter
 Coffee & Tea
 Chef's Assorted Dessert Table

Entrée Choices

Braised Beef* Tips Burgundy
 Sliced Roast Beef* Au Jus
 Carolina Shrimp and Grits
 Herb Roasted Chicken
 Barbecued Chicken
 Southern Fried Chicken
 Roasted Sliced Turkey with Gravy
 Chicken Cordon Bleu with a Cream Sauce
 Beef Lasagna
 Vegetable Lasagna
 Sliced Roast Honey Baked Ham
 Herb Roasted Sliced Pork Loin
 Lemon Pepper Crusted Tilapia
 Chicken Parmesan
 Penne Pasta with Shrimp, tossed in herbed Olive Oil
 Chicken Breast Marsala
 Chicken Alfredo
 Grilled Chicken Breast Teriyaki
(lemon pepper sauce, or light herb sauce)

*Items may be cooked to order. Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.



PLATED DINNER

Entrees are pre-selected and choices must be clearly marked on place cards.

The following are priced per person.

Plate Includes:

House Salad or Caesar Salad
 1 Entrée (Maximum of two (2) Entrée Choices)
 Chef's Selection of 1 Vegetable & 1 Starch
 Rolls & Butter
 Coffee & Tea

Entrée Choices

10oz. Ribeye Steak*Market Price
 6oz. Filet Mignon*Market Price
 8oz. Filet Mignon*Market Price
 10oz. New York Strip Steak*Market Price
 Braised Pork Loin \$29
 Grilled Chicken Breast \$29
with Roasted Pepper Cream Sauce
 Grilled Norwegian Salmon \$32
 Grilled Chicken Breast Marsala \$29
 Spinach and Garlic Ravioli \$27
with Alfredo Sauce
 Lemon Pepper Crusted Tilapia..... \$29
 Chicken Parmesan \$29
 Chicken Cordon Bleu..... \$29



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Audio Visual Price Guide

ESSENTIAL PACKAGES

Bring your own Projector Package.....\$125
Tripod Screen, Projector Stand, Skirting, Cabling, Setup and Take-down

House Audio Patch.....\$30

Wireless Microphone.....\$130
Your Choice of Lavalier or Hand-held Wireless Microphone, House Sound System

Laptop or Ipad Audio Package.....\$90
4 Channel Mixer, Direct Box, House Sound System

Meeting Room Audio Package.....\$285
A Pair of 12" Speakers, 4 Channel Mixer, Cabling, Setup and Take-down

Ballroom Audio Package.....\$585
Four 12" Powered Speakers, 16 Channel Mixer, Cabling, Setup and Take-down

60" Flat Panel Package.....\$360
60" HD Monitor on Skirted Cart, Cabling, Setup and Take-down

Flipchart Package.....\$30
Includes Paper Pad and Makers

Upgrade to 3M Post-it Paper.....+\$40

Whiteboard Package.....\$45
Includes Markers and Eraser

VIDEO PACKAGES

Need to reach more people? All Video Packages are available as Dual Screen Packages for an additional charge.

Meeting Room Video Package.....\$360
Tripod Screen, 3000 Lumen WXGA Projector, Projector Stand, Skirting, Cabling, Setup and Take-down

Ballroom Video Package.....\$570
Fast-Fold Screen, 3000 Lumen WXGA Projector, Projector Stand, Skirting, Cabling, Setup and Take-down

Deluxe Ballroom Video Package.....\$1250
Large Fast-Fold Screen, 5500 WXGA Projector, Stand, Skirting, Cabling, Setup and Take-down



LIGHTING PACKAGES

Lighting Packages can be customized to your Event. Custom Gobos are also available!

Stage Lighting Package.....\$175
Two Dimmable Stage Lights, Light Stands, Lighting Control Board, Cabling, Setup and Take-down

Simple Uplight Package.....\$600
12 LED Uplights, 1 Lighting Special, Cabling, Setup and Take-down

Deluxe Lighting Package.....\$1500
Up to 24 LED Uplights, Multiple Lighting Specials, Cabling, Setup and Take-down

POPULAR À LA CARTE ITEMS

Wireless Microphone.....\$130
Lavalier, Handheld, or Over-the-Ear

Gooseneck Podium or Tabletop Microphone.....\$60

3000 Lumen HD(WXGA) Projector.....\$225

Blue-Ray or DVD Player.....\$40

Laptop Computer (Windows 7 or 8).....\$175

Wireless Powerpoint Advancer w/ Laser Pointer....\$30

Polycom Speakerphone.....\$60

Digital Audio Recorder.....\$35

Banquet & Meeting Rooms

BANQUET SPACE RENTAL FEES

Crystal Ballroom.....	\$1,500	Winston Room	\$250
Ivy Room	\$300	Salem Room	\$150
Grand Ballroom (5 Rooms).....	\$1,000	North Room.....	\$200
Lexington Room.....	\$250	Executive Board Room	\$125
Monroe Room.....	\$250		

**The banquet room rental fee includes the tables, chairs, and standard white linen.*



A customary 22% taxable service charge and current sales tax will be added to prices.