



WEST BELMONT PLACE

2009 BANQUET MENUS

PLATED BREAKFAST ENTREES

All breakfast entrees are served with a first course of yogurt parfait, along with Freshly squeezed orange juice, assorted breakfast breads, sweet butter, jams & preserves, Freshly brewed coffee, decaffeinated coffee & assorted herbal teas.

ALL AMERICAN

Fluffy scrambled eggs and chives with crisp bacon, & home fried
Potatoes with herbs

\$18

BANANA MAPLE WALNUT FRENCH TOAST

Thick Texas style toast bread dipped in egg & grilled to a golden brown with
Honey roasted walnuts, bananas, maple syrup, & pork sausage links

\$20

WILDBERRY PANCAKES

Buttermilk pancakes made with fresh wild berries and served
With jumbo pork sausage links and Vermont maple syrup

\$24

EGGS BENEDICT

With Canadian bacon & Hollandaise sauce,
Home fried potatoes with bell peppers

\$24

THE HEALTHY OPTION

Scrambled eggbeaters with chives, turkey sausage and grapefruit Brulee

\$20

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 dry cereals with whole, 2% & skim milk, assorted yogurt,
Sliced fruit with Seasonal berries, freshly brewed Starbucks coffee,
Decaffeinated Starbucks coffee, assorted Tazo teas & chilled fruit juices

\$22

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

\$5

FRENCH TOAST

Thick Texas toast dipped in creamy egg wash and served with
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

\$5

OMELETS

Made to order with a plethora of ingredients: bacon, sausage,
Ham, mushrooms, onions, peppers, tomatoes, cheddar
& Swiss cheeses

\$7

SMOOTHIE STATION

Assorted gourmet fruit smoothies made to order

\$6

Attendant Fee of \$75.00 is required for any of the above Action Stations.

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 coffee, decaffeinated Starbucks coffee
Assorted Tazo teas & chilled fruit juices

\$15

THE LOUDOUN

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

\$17

BEVERAGE BREAK

Starbucks house & decaffeinated blends with flavored syrups, Assorted Tazo teas,
Assorted soft drinks & bottled water

\$8

SWEET SHOP

Assorted home-style cookies, jumbo brownies and blondies, M&M
Candies, whole, skim & chocolate milk, Starbucks house & decaffeinated blends
With flavored syrups, Assorted Tazo teas,
Assorted soft drinks & bottled water

\$12

GAME DAY

Hot jumbo soft pretzels with dipping mustard, popcorn, cracker jacks,
Roasted peanuts, assorted soft drinks & bottled water

\$12

CANDY AND CHIPS

Snickers, Kit Kat bars, Hershey chocolate bars, and M&M's,
Individual bags of chips to include Cheetos, Doritos, and potato chips
Assorted soft drinks & bottled water

\$12

HEALTHY CHOICE

Vegetable crudité's with ranch dipping sauce,
Sliced fruit with honey yogurt dipping sauce,
Power bars, granola bars, assorted yogurt, and vitamin water & high-energy sports drinks

\$12

THE ICE CREAM CART

Assorted frozen novelties to include Haagen Daz,
Fruit bars, strawberry shortcake, and chocolate éclair bars
Assorted soft drinks & bottled water

\$12

A LA CARTE

Assorted fruit & cheese filled Danish
Sliced breakfast breads
Fresh baked muffins
Flaky croissants
\$36 per dozen
(The above selections are served with specialty
fruit jams)

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

Whole fresh fruit
\$2.50 each

Sliced seasonal fruit display with fresh berries
\$4.50 guest

Assorted fruit yogurts
\$2.50 each

Starbucks Coffee and Tazo Tea selection
\$50.00 per gallon

Starbucks double shot
\$4.00 each

½ pint assorted milks-Chocolate, 2%, Skim
\$2.50 each

Hot jumbo soft pretzels served with
Dipping mustard
\$ 2.50 each

Individually packaged chips,
Pretzels & 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, or raspberry bars
\$38.00 per dozen

Chocolate coconut magic bars
\$42.00 per dozen

Gourmet ice cream bars
\$3.00 each

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

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

Red Bull energy drink
\$4.00 each

LUNCH SALADS

Create a unique luncheon experience with our entrée salads.
Our luncheons include dessert, sliced artisan breads with sweet butter,
Ice tea and coffee service.

CAESAR SALAD

Traditional dressing, herbed croutons & Parmesan cheese

With New York strip steak

\$27

With grilled chicken breast

\$24

With grilled shrimp

\$26

HEART HEALTHY ORGANIC PORTABELLA MUSHROOM

Served over mesclun greens with plum tomatoes, red onions,

Feta cheese and low fat vinaigrette

\$24

GRILLED SUSTAINABLE HALIBUT

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

On a bed of mesclun greens & sliced tomatoes with lemon vinaigrette

\$28

NY STRIP COBB SALAD

Served with chopped eggs, tomatoes, bacon, blue cheese & avocados

On a bed of Romaine lettuce

\$29

JUMBO GRILLED SHRIMP SALAD

Served on a bed of buttery Bibb lettuce

With toasted almonds and goat cheese

Remoulade dressing

\$30

BOXED LUNCHEON OPTIONS

\$20 each for any of the selections*

Accompanied by pasta salad, potato chips,
Assorted whole fruit, soft drink or bottled water, and cookies

SMOKED TURKEY SANDWICH

Smoked turkey on Ciabatta roll with Provolone cheese, sliced tomatoes & green leaf lettuce

SLICED ROAST SIRLOIN SANDWICH

Peppered roast beef on sourdough bread with whole grain mustard & aged Cheddar cheese

ITALIAN HOAGIE

Sliced ham, Genoa salami, smoked turkey, Provolone cheese, roasted red peppers on a hoagie roll

THE VEGETARIAN

Grilled seasonal vegetable sandwich in a Pita pocket, with Boursin Cheese Spread

SERVED LUNCH ENTREES

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

HEALTHY CHOICE GRILLED CHICKEN BREAST

Tropical fruit salsa and Basmati Rice Pilaf

\$28

FLAT IRON STEAK

Marinated, grilled, and topped with a Red Wine Demi Glace Reduction
Cheddar mashed potatoes

\$32

PETITE FILET OF BEEF TENDERLOIN

Topped with an herb crust
Rosemary roasted fingerling potatoes and roasted garlic Demi glace

\$39

CHICKEN STUFFED WITH APPLES AND ALMONDS

Served with Parmesan rice pilaf
Cinnamon accented Demi Glace

\$30

MARYLAND CRAB CAKES

Fresh steamed local vegetables, and a spicy Remoulade sauce

\$36

TERIYAKI GLAZED SALMON

Sesame Jasmine rice, Teriyaki glaze and Asian vegetables
(Listed as a Best Choice from the Monterey Bay Aquarium Seafood Watch List)

\$32

ORGANIC VEGETABLE NAPOLEON

Medley of fresh organic marinated vegetables,
Sauce Aurora

\$26

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

MEDITERRANEAN FILLED CHICKEN BREAST

Roulade filled with artichokes, red peppers, feta cheese, and fresh oregano
Basil pesto cream sauce and lemon herb risotto

\$42

CHICKEN FLORENTINE

Chicken breast supreme topped with pan seared spinach
Tarragon butter sauce and parmesan rice pilaf

\$40

CHIPOTLE GLAZED PORKLOIN MEDALLIONS

Mango Demi glaze and sweet potato mash

\$42

FLAT IRON STEAK

Marinated, grilled, and topped with a Red Wine Demi Glace Reduction
Cheddar mashed potatoes

\$44

HORSERADISH CRUSTED FILET OF BEEF TENDERLOIN

Caramelized shallot mashed potato and wild forest mushroom ragout

\$55

SALMON OSCAR

Topped with fresh jumbo lump crab meat, asparagus, and tarragon butter sauce
(Listed as a Best Choice from the Monterey Bay Aquarium Seafood Watch List)
Roasted Red Pepper Risotto

\$46

GRILLED SUSTAINABLE PACIFIC HALIBUT

Parmesan Rice pilaf and lemon dill butter sauce
(This fishery is certified as sustainable to the Marine Stewardship Council)

\$44

ORGANIC VEGETABLE NAPOLEON

Medley of fresh organic marinated vegetables,
Sauce Aurora

\$35

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 JUMBO SHRIMP

Petite Filet with Sauce Robert paired with jumbo shrimp with lemon butter sauce
Caramelized shallot mashed Yukon gold potatoes

\$58

GRILLED SALMON AND PAN SEARED CHICKEN BREAST

Salmon with a lemon beurre blanc paired with a boneless chicken breast with Madeira Sauce
Parmesan Rice Pilaf

\$48

STUFFED MEDITERRANEAN CHICKEN AND PETITE FILET

Chicken filled with artichokes, red peppers, feta cheese, and fresh oregano
Basil pesto cream sauce paired with beef tenderloin filet with a wild mushroom ragout
Fingerling potatoes

\$55

GRILLED CHICKEN BREAST WITH MARYLAND CRAB CAKE

Marinated chicken breast with Piccata sauce paired with
Jumbo lump crab cake with creamy Remoulade sauce
Roasted garlic mashed potatoes

\$52

SALAD CHOICES

Baby organic field greens with dried cranberries, candied walnuts,
Grape tomatoes, goat cheese and raspberry vinaigrette

Mixed salad greens with poached pear slices, Bleu cheese,
Spiced pecans and apple cider vinaigrette

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

Boston Bibb and radicchio with hearts of palm,
Teardrop tomatoes with Balsamic vinaigrette

Classic Caesar Salad
Chopped romaine lettuce, Parmesan cheese, and home-style croutons

DESERT CHOICES

New York Style cheesecake with strawberry topping

Seasonal fruit tart with vanilla Grand Marnier sauce

Mud Pie with Kahlua crème anglaise

Chocolate Hazelnut Royale

Passion fruit and coconut teardrop with mango and raspberry coulis

Apple Strudel with vanilla bean crème anglaise

Tiramisu with Crème anglaise

LUNCH BUFFETS

All lunch buffets include iced tea and coffee service.

A Minimum of 25 guests required for all buffets.
Less than 25 guests an additional \$100 service charge.

NEW YORK DELI TIME

Chopped salad greens with shredded carrots, cherry tomatoes, sliced cucumbers,
Croutons, basil vinaigrette & low fat Italian dressing
Boccocini and fresh grape tomatoes with balsamic reduction and fresh basil
Fresh chopped fruit salad with lime juice
Platters of turkey breast, cured ham, hard salami, mortadella,
Swiss cheese, Muenster cheese & Cheddar cheese
White, whole wheat, marble rye bread, and Kaiser Rolls
Assorted cookies, brownies and Blondies

\$28

LITTLE ITALY

Make your own Caesar with
Chopped romaine lettuce, home-style croutons,
Parmesan cheese, sliced chicken breast, sliced sirloin steak
Assorted pizzas, to include trio of meat and vegetarian
Tortellini Alfredo with broccoli
Garlic Breadsticks
Tiramisu, canolis, and biscotti

\$32

SOUTHWESTERN FIESTA

Roasted corn and black bean salad
Cucumber & tomato salad with red onions
Jicama coleslaw with orange cilantro vinaigrette
Seasoned taco beef
Fajita chicken strips
Soft flour tortillas and corn taco shells
Refried beans
Spanish rice
Diced tomato, shredded lettuce, sour cream,
Shredded cheddar cheese, salsa,
Jalapeno peppers & black olives
Tortilla chips and corn bread
Warm cinnamon raisin bread pudding
Fresh sliced fruit

\$30

PACIFIC RIM

Vegetable lo-mien salad with tri-color peppers & sesame dressing
Mixed oriental greens with wasabi vinaigrette
Vegetable pot stickers with sesame dipping sauce
Deep-fried egg rolls with duck sauce
General Tsao's chicken
Beef with broccoli
Shrimp fried rice
White rice
Baby bok choy & shiitake mushroom stir-fry
Fortune cookies
Mango mousse cake

\$36

BACKYARD BBQ

Chopped salad greens with cherry tomatoes, cucumbers, and carrot curls
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, dill pickle spears,
Mustard, ketchup & mayonnaise
Sliced watermelon
Chef's selection of assorted fruit pies

\$32

DINNER BUFFETS

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

THE EASTERN SHORE

Fresh spinach salad with red onions, mushrooms,
Strawberries and caramelized walnuts 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
Shrimp scampi with penne pasta
Herbed basmati rice
Fresh market vegetables
Freshly baked rolls with sweet butter
Chef's selection of gourmet cakes

\$55

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

\$52

THE NATIONAL TREASURE

Organic mesclun greens, grape tomatoes, Maytag blue cheese,
Vidalia onions and apple cider vinaigrette
Boston Bibb and radicchio with hearts of palm,
Mandarin oranges, roasted red pepper, and 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

\$65

RECEPTION ENHANCEMENT DISPLAYS

Create a winning reception with our display experiences.
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

\$8

SLICED SEASONAL FRUIT DISPLAY

A wide array of seasonal fresh fruits

\$5

IMPORTED & DOMESTIC CHEESES

Swiss, Cheddar, Muenster, Brie, Smoked Gouda & Provolone
Served with French bread & gourmet crackers

\$6

MARKET CRUDITES of FRESH VEGETABLES

Served with pita points & creamy ranch dip

\$5

HOT CRAB DIP

Served with garlic pita points & French bread

\$7

SPINACH & ARTICHOKE DIP

Served with garlic pita points & French bread

\$6

MEDITERRANEAN

Black olive tapenade, hummus, tabbouleh and baba ghanoush
Served with garlic pita points & flatbreads

\$6

HORS D'OEUVRES

Pricing is per piece with a minimum order of 50 pieces per item
Items must be ordered in 50 piece increments

DELUXE \$3.00

COLD SELECTIONS

Ratatouille Tartlet
Goat cheese and three olive crostini
Artichokes hearts wrapped in Prosciutto
Smoked salmon rosettes on rye toast points with caper and red onion sour cream
Fresh Mozzarella and grape tomato skewer with balsamic marinade

HOT SELECTIONS

Pork BBQ Biscuit
Wild forest mushrooms purse
Baked brie with pear and almond wrapped in crispy phyllo
Blue Cheese and Mascarpone tart with caramelized red onion
Thai peanut Chicken Sate with Coconut Sauce

GOURMET \$3.50

COLD SELECTIONS

Assorted sushi rolls
Shrimp cocktail with zesty cocktail sauce
Asparagus tips wrapped in Seared Beef Tenderloin
Smoked duck breast with Mandarin orange on a wonton crisp
Maryland Crabmeat Tartlet

HOT SELECTIONS

Miniature Beef Wellington
Sundried Tomato, Portobello, and Ricotta Puff Pastry flower
Coconut Lobster Tail with spicy Thai dipping sauce
Shrimp Casino with a mango dipping sauce
Chicken Cordon Blue en Croute, Dijon Sauce

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 \$75.00 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 and served
With Remoulade & lemon wedges

\$18

VIVA FAJITAS STATION

Marinated strips of beef & chicken tenderloin, tossed with
Grilled onions & bell peppers, accompanied by shredded
Cheese, pico di gallo, sour cream, guacamole,
And warm flour tortillas

\$15

CAESAR SALAD STATION

Classic Caesar salad tossed with your choice of chicken, N.Y. strip or shrimp

\$15

PASTA ALA MINUTE

Penne & tortellini pastas with marinara sauce,
Alfredo sauce & classic pesto sauce,
Attendant to sauté condiments to include mushrooms,
Tri-color peppers, broccoli, tomatoes, black olives, and garlic
Served with Parmesan cheese & garlic bread

\$14

GREEK MARTINI SALAD

Romaine leaves tossed with Kalamata olives, feta cheese, diced cucumbers,
With an oregano vinaigrette

\$10

DESSERT STATIONS

Attendant required at \$75.00 per station.
One attendant per 100 guests is recommended.

CHOCOLATE FOUNTAIN

Served with cantaloupe, honeydew, pineapple, strawberries, pretzel rods
Dried apricots, marshmallows and pound cake for dipping

\$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

\$15

CARVERY OPTIONS

Attendant required at \$75.00 per station.
One attendant per 100 guests is recommended.

BREAST OF TURKEY

Served with cranberry sauce, mayonnaise, creamy horseradish sauce &
Multi grain rolls (serves 35)

\$250

MAPLE GLAZED HAM

Served with Dijon mustard, mayonnaise, multi grain rolls &
Buttermilk biscuits (serves 40)

\$250

TENDERLOIN OF BEEF

Served with Béarnaise sauce, Dijon mustard, creamy horseradish sauce &
Multi grain rolls (serves 20)

\$300

STEAMSHIP ROUND OF BEEF

Served with Dijon mustard, mayonnaise, creamy horseradish sauce &
Multi grain rolls (serves 100)

\$700

WHOLE ROASTED CHESAPEAKE ROCKFISH

Served with lemon butter essence
(Serves 25)

\$350

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

Beers included in both Brands above are as follows:
Budweiser, Bud Lite, Heineken, Amstel Light, Corona and O'Doul'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 2 hours and include the bartenders.

CALL PACKAGE

\$20.00 per guest for the first two hours
\$6.00 per guest for each additional hour

PREMIUM PACKAGE

\$24.00 per guest for the first two hours
\$8.00 per guest for each additional hour

BEER & WINE PACKAGE

\$18.00 per guest for the first two hours
\$5.00 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 di Saronno
Kahlua
Bailey's Irish Cream

HOSTED BAR CONSUMPTION

Hosted bars require bartenders at \$75.00 per bartender.

	CALL BRANDS	PREMIUM BRANDS
COCKTAILS	\$5.50	\$6.50
DOMESTIC BEER	\$4.50	\$4.50
PREMIUM BEER*	\$5.00	\$5.00
HOUSE WINE PER BOTTLE	\$28.00	\$28.00
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	\$7.00
DOMESTIC BEER	\$5.75
PREMIUM BEER*	\$6.50
HOUSE WINE*	\$6.50
MINERAL WATER	\$3.00
SOFT DRINKS/JUICES	\$3.00

*Non-Alcoholic Beer is included in Premium Beer.

*Table purchase for House wine is \$35.00 per bottle.

Service Charge and applicable taxes are included in the above pricing.

Cash bars require a bartender at 75.00 each & a cashier at \$50.00 each.

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.

All food and beverage prices are subject to a 20% taxable gratuity and 5% Virginia state tax.
Menu prices are subject to change until 90 days prior to the function date.

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 Event 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 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.

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 Event 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 the Conference Center 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 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 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 Conference Center management.

OUTDOORS FUNCTIONS

For the safety of our guests and staff, the 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).