



**GREATER RICHMOND
CONVENTION CENTER**

**PER-DIEM
CATERING
MENU**



2020

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PLEASE FILL OUT AND RETURN

Catering Agreement
The Greater Richmond Convention Center
403 North 3rd Street
Richmond, Virginia 23219

<u>Customer Legal Entity Name:</u>		
<u>Customer Address:</u>		
<u>Phone No:</u>	<u>Fax No:</u>	<u>Email:</u>
<u>Name of Event:</u>		<u>Date(s) of Event(s):</u>
Due Dates & Timeline		
<ul style="list-style-type: none">• Menu Selections & Estimated Attendance Numbers Due: (5-6) Weeks prior to event date.• 50% Deposit Due: (3-4) Weeks prior to event date (maybe adjusted based on receipt of estimate or proposal)• Final Numbers & Balance Due (5) Business prior to event date• After final number has been given client may increase number but not decrease number.• Failing to not follow timeline can result in extra labor fees.• Timeline may need to adjust based on when event was booked		
<u>Expected Attendance:</u> (...) Caterer agrees to prepare 3% over final guarantee or capped at (25) meals. If used client agrees to pay for meals used. Client is responsible for providing meal identifiers when more than one entrée is chosen (i.e. green place card or tag for vegetarian). If not provided client can be charged above and beyond current estimate.		
<u>Description of catering services (the "Services"):</u> Food & Beverage <u>Menu Selections:</u> Please see attached Catering Orders, Estimate or Proposal if not already received.		
<u>Terms & Conditions:</u> The Catering Terms & Conditions applicable to this Catering Agreement are set forth at: http://www.aramark.com/files/catering-terms , incorporated herein and made a part hereof. By signing below and entering into this Catering Agreement, Customer acknowledges that it has read and accepted such terms and conditions.		
<u>Additional Terms & Conditions Applicable to the Event(s):</u> - Customer is Financially Responsible for 80% of their Expected Numbers		
<u>Food and Beverage Minimum:</u> Refer to SPECTRA Building Lease		
<u>*Administrative Charge:</u> The Administrative Charge referenced above and/or on the Catering Order(s) is NOT intended to be a tip, gratuity, or service charge for the benefit of service employees and no portion of this Administrative Charge is distributed to employees.		
<u>Customer:</u>	<u>Aramark Sports and Entertainment Services, LLC</u>	
_____	_____	
Authorized Representative	Catering Sales Manager	
Date:	Date:	



STANDARDIZED GUIDELINES & PROCEDURES

FOOD AND BEVERAGE ORDER SPECIFICATION

TO ENSURE THE PROPER PLANNING OF YOUR EVENT, WE REQUEST THAT ALL FOOD AND BEVERAGE SPECIFICATIONS BE RECEIVED IN WRITING BY OUR OFFICE NO LESS THAN **(5-6) WEEKS** PRIOR TO THE DATE OF YOUR FIRST SCHEDULED SERVICE.

CONFIRMATION OF ORDERS

UPON RECEIPT OF ALL WRITTEN FOOD AND BEVERAGE SPECIFICATIONS, YOUR ARAMARK SALES PROFESSIONAL WILL REVIEW THEM AND, IN TURN, PROVIDE YOU WITH WRITTEN CONFIRMATION OF THE SERVICES YOU HAVE ORDERED. THE CONFIRMATION WILL BE IN THE FORM OF SEPARATE EVENT ORDERS FOR EACH INDIVIDUAL SERVICE. SIGNED EVENT ORDERS MUST BE RECEIVED BY ARAMARK NO LESS THAN **(30) DAYS** PRIOR TO THE START OF THE FIRST SCHEDULED EVENT.

NEW CUSTOMERS BOOKING SHORT-TERM EVENTS (WITHIN **(30) DAYS** OF THE EVENT'S START DATE) MUST REVIEW, SIGN AND RETURN EVENT ORDERS UPON THEIR RECEIPT.

ARAMARK'S SERVICES AGREEMENT (CONTRACT) OUTLINES SPECIFIC AGREEMENTS BETWEEN THE CUSTOMER AND THE CATERER. THE SIGNED SERVICE AGREEMENT, ALONG WITH THE REQUIRED DEPOSITS, MUST BE RECEIVED BY ARAMARK NO LESS THAN **(3) WEEKS** IN ADVANCE OF THE FIRST SCHEDULED EVENT. A **(50%)** NON-REFUNDABLE DEPOSIT IS REQUIRED. IF THE SIGNED SERVICE AGREEMENT IS NOT RECEIVED **AT LEAST (4) WEEKS PRIOR TO THE FIRST SCHEDULED EVENT**, MENU PRICES ARE SUBJECT TO CHANGE. THE EVENT ORDERS, WHEN COMPLETED, WILL FORM PART OF YOUR CONTRACT.

SPECIAL EVENTS

THERE ARE A NUMBER OF "SPECIAL EVENTS" THAT REQUIRE ATTENTION TO COMPLEX DETAILS. THESE INCLUDE, BUT ARE NOT LIMITED TO, EVENTS FOR MORE THAN (1,000) PEOPLE, WEDDINGS AND VIP FUNCTIONS. THESE FUNCTIONS TYPICALLY REQUIRE CUSTOMIZED MENUS DUE TO THE CUSTOMER'S DESIRE FOR A UNIQUE EVENT. IN ADDITION TO LOGISTICAL PLANNING, SPECIALTY EQUIPMENT AND SERVICE/LABOR MAY BE NEEDED TO SUCCESSFULLY ORCHESTRATE SUCH EVENTS. DUE TO THESE REQUIREMENTS, SPECIAL EVENTS MAY BE SUBJECT TO EARLIER GUARANTEE DATES AND DEPOSITS. EVENTS REQUIRING EXTRAORDINARY USE OF EQUIPMENT/CHINA MAY INCUR RENTAL CHARGES. PLEASE DISCUSS THIS WITH YOUR SALES PROFESSIONAL. SPECIFICATIONS FOR THESE EVENTS ARE TO BE RECEIVED NO LESS THAN **(45) DAYS** PRIOR TO THE EVENT UNLESS OTHERWISE NEGOTIATED BETWEEN THE CUSTOMER AND ARAMARK



MENU PROPOSALS

IN ADDITION TO DESIGNING MENUS FOR “SPECIAL EVENTS”, OUR SALES PROFESSIONALS ARE OFTEN ASKED TO DESIGN MENU PROPOSALS TO MEET ADDITIONAL CUSTOMER REQUIREMENTS. INCLUDED IN THE MENU PLANNING AND PRICING EVALUATION WHICH ACCOMPANIES THESE PROPOSALS ARE CONSIDERATIONS GIVEN TO THE EXPECTED ATTENDANCE AT THESE EVENTS. SHOULD AN EVENT’S ATTENDANCE FALL **(20%)** BELOW THE ORIGINAL NUMBER EXPECTED THE PROPOSED MENU PRICE MAY BE SUBJECT TO CHANGE. IN ADDITION, ANY PROPOSALS FOR EVENTS BEING CREATED FOR THE FOLLOWING YEAR ARE SUBJECT TO A **(3%)** PRICE INCREASE.

FLOOR PLANS FOR CATERING FUNCTIONS

YOUR SALES PROFESSIONAL WILL REVIEW BOTH THE GUEST SEATING ARRANGEMENTS (FLOOR PLAN) AND THE “BEHIND THE SCENES” LOGISTICS TO ENSURE AMPLE SPACE HAS BEEN CONSIDERED, MAKING APPROPRIATE RECOMMENDATIONS FOR BOTH AREAS TO CREATE THE BEST POSSIBLE GUEST EXPERIENCE. OFTEN, LARGE EVENTS REQUIRE CATERING (DISHING, SERVING, CLEARING) TO TAKE PLACE IN AREAS THAT ARE NOT COMMONLY DEDICATED TO THAT PURPOSE. IN THESE INSTANCES, THE CUSTOMER AND THE ARAMARK SALES PROFESSIONAL WILL DISCUSS EFFECTIVE SOLUTIONS (SUCH AS PIPE AND DRAPE) TO MASK FOOD SERVICE STAGING AREAS FROM THE GUEST’S VIEW. THE COSTS FOR ADDITIONAL EQUIPMENT SUCH AS THIS, WHICH MAY BE PROVIDED BY THE CUSTOMER’S DECORATING COMPANY OR THROUGH ARAMARK, WILL BE THE RESPONSIBILITY OF THE CUSTOMER.

ADDITIONALLY, AS SAFETY IS ALWAYS IMPORTANT, ARAMARK RESERVES THE RIGHT TO SPECIFY FLOOR PLANS AND LAYOUTS OF ALL SET-UPS, SEATING TABLES, SERVING STATIONS AND LIKE ITEMS TO ENABLE SAFE AND EFFICIENT SERVICE TO YOUR EVENT. THIS INCLUDES RESERVING NECESSARY SPACE DEDICATED TO BOTH BACK OF HOUSE AND FRONT OF HOUSE AREAS. THIS ALSO INCLUDES SERVICE AREAS, BREAKDOWN AREAS AND FRONT OF HOUSE SERVICE AISLE WAYS. THESE DETAILS WILL BE REVIEWED WITH OUR FACILITY AND CUSTOMERS PRIOR TO DEVELOPING FINAL FLOOR PLANS.

PAYMENT & CREDIT

ACCEPTABLE FORMS OF PAYMENT

ARAMARK ACCEPTS:

- COMPANY CHECKS
- AMERICAN EXPRESS
- MASTERCARD
- VISA
- DISCOVER
- WIRE FUND TRANSFERS

AS PAYMENT FOR PRODUCTS AND SERVICES. ANY WIRE TRANSFER FEES INCURRED ARE THE RESPONSIBILITY OF THE CUSTOMER. IF PAYMENT IS RECEIVED WITHIN LESS THAN THIRTY (30) BUSINESS DAYS PRIOR TO THE EVENT, CERTIFIED FUNDS, CREDIT CARD PAYMENT OR A WIRE TRANSFER WILL BE REQUIRED (NON-CERTIFIED CHECKS ARE NOT ACCEPTABLE FORMS OF PAYMENT). IF THE CUSTOMER PREFERS TO PAY BY COMPANY CHECK OR WIRE TRANSFER, A CREDIT CARD AUTHORIZATION FORM IS REQUIRED TO FACILITATE ON-SITE ORDERS.

CREDIT CARD AUTHORIZATION FORM

ARAMARK @ Greater Richmond Convention Center
403 N. 3rd Street
Richmond, Virginia 23219
Main (804) 782-2777 – Fax (804) 225-0508

SHOW NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PRIMARY CONTACT & TITLE: _____

PHONE: _____ FAX: _____

NAME & TITLE OF ON-SITE CONTACT: _____

(if different from above)

PLEASE CHECK ONE OPTION:

- 1.) _____ Initial pre-show order will be paid by the above customer to ARAMARK with a company check three weeks prior to service. Additional services on site will be automatically billed to customers credit card
- 2.) _____ Initial pre-show orders, as well as additional services ordered on site will be automatically billed to customer's credit card.

CARD HOLDER'S NAME & TITLE: _____

****I hereby authorize ARAMARK Sports & Entertainment to apply all charges for services rendered to the above company on my credit card.*

CARD HOLDER'S SIGNATURE: _____

CHECK ONE: ___AMERICAN EXPRESS ___VISA ___MASTERCARD ___DISCOVER

CARD NUMBER: (contact your Catering Sales Mgr with card number) EXP. DATE: _____ CSV: _____

DOLLAR AMOUNT (EST. EXPOSURE): _____ APPROVAL CODE: _____

*****ARAMARK USE ONLY*****



PAYMENT POLICY

*****ARAMARK'S POLICY REQUIRES
FULL PAYMENT IN ADVANCE*****

ADVANCE DEPOSIT/MASTER ACCOUNTS

FOR THOSE CUSTOMERS APPLYING FOR DIRECT BILLING AND WHOSE ORDERS EXCEED \$25,000.00, ARAMARK REQUIRES AN ADVANCE DEPOSIT OF **(75%)** OF THE ESTIMATED TOTAL OF CHARGES **(60)** DAYS PRIOR TO THE START OF THE FIRST EVENT. ARAMARK RESERVES THE RIGHT TO REQUEST AN ADDITIONAL DEPOSIT OR PAYMENT IN FULL PRIOR TO THE FIRST SCHEDULED EVENT BASED UPON CREDIT HISTORY.

TO ESTABLISH A MASTER ACCOUNT FOR DIRECT BILLING, PLEASE CONTACT YOUR ARAMARK SALES PROFESSIONAL. ALL CREDIT APPLICATIONS MUST BE RETURNED TO ARAMARK FOR REVIEW NO LESS THAN **(90)** DAYS PRIOR TO THE DATE OF THE FIRST SCHEDULES EVENT. UPON CREDIT APPROVAL, PAYMENT OF THE REMAINING BALANCE PLUS ANY ADDITIONAL SERVICES ORDERED ON SITE WILL BE DUE UPON PRESENTATION OF FINAL INVOICE. A FINANCE FEE OF **(1.5%)** PER MONTH (OR, IF LOWER THE MAXIMUM LEGAL RATE) WILL BE ASSESSED ON ALL PAYMENT NOT MADE WITHIN **(30)** DAYS. TAXES & ADMINISTRATIVE FEES

SERVICE CHARGE AND TAX

ALL FOOD AND BEVERAGE ITEMS ARE SUBJECT TO A **(21%)** ADMINISTRATIVE FEE AND APPLICABLE SALES TAX, CURRENTLY AT **(13.5%)**. IN SOME AREAS, THE SERVICE CHARGE MAY BE SUBJECT TO APPLICABLE SALES TAX. LABOR FEES ARE SUBJECT TO APPLICABLE SALES TAX, CURRENTLY AT **(6%)**.

NOTE: ****THE ADMINISTRATIVE FEE AND SALES TAX ARE
SUBJECT TO CHANGE WITHOUT NOTICE*

DELIVERY FEES

ALL CATERING ORDERS OR RE-ORDERS TOTALING LESS THAN
\$200.00 WILL RESULT IN A **\$45.00** DELIVERY FEE.

GUARANTEES

TO ENSURE THE SUCCESS OF YOUR EVENT(S) IT IS NECESSARY WE RECEIVE YOUR "FINAL GUARANTEE" (CONFIRMED ATTENDANCE) FOR EACH MEAL FUNCTION BY **(5)** BUSINESS DAYS BEFORE FIRST EVENT

PLEASE NOTE THE ABOVE SCHEDULE EXCLUDES WEEKENDS AND HOLIDAYS. ONCE THE FINAL GUARANTEE IS DUE, THE COUNT MAY NOT BE DECREASED. FOR EVERY EVENT, ARAMARK SHALL BE PREPARED TO SERVE **(3%)** OVER THE FINAL GUARANTEE, UP TO **(20)** MEALS. THE CUSTOMER WILL BE BILLED BASED ON THE FINAL GUARANTEE OR THE ACTUAL NUMBER OF MEALS SERVED WHICHEVER IS GREATER. ARAMARK WILL MAKE EVERY ATTEMPT TO ACCOMMODATE INCREASES IN YOUR COUNT AFTER THE FINAL GUARANTEE IS DUE, HOWEVER ANY INCREASE AFTER OF THE FINAL GUARANTEE IS SUBJECT TO A **\$2.50** PER PERSON SURCHARGE. IF THE COUNT INCREASES WITHIN THE FINAL GUARANTEE TIMELINE, THE **(3%)** OVERAGE WILL NO LONGER APPLY.

CANCELLATION POLICY

CANCELLATION OF ANY CONVENTION OR INDIVIDUAL EVENT MUST BE SENT IN WRITING TO YOUR ARAMARK SALES PROFESSIONAL. ANY CANCELLATION RECEIVED LESS THAN **(60)** DAYS OF THE FIRST SCHEDULED EVENT WILL RESULT IN A FEE OF **(25%)** OF THE ESTIMATED FOOD AND BEVERAGE CHARGES. ANY CANCELLATION RECEIVED LESS THAN **(30)** DAYS IN ADVANCE OF THE FIRST SCHEDULED EVENT WILL RESULT IN A FEE OF **(50%)** OF THE ESTIMATED FOOD AND BEVERAGE CHARGES. ANY CANCELLATION RECEIVED AFTER THE FINAL GUARANTEE HAS BEEN PROVIDED WILL RESULT IN A FEE EQUAL TO **(100%)** OF THE CHARGES ON THE AFFECTED EVENT ORDER(S).

MINIMUM REQUIREMENTS FOR FOOD SELECTIONS

THERE IS A MINIMUM GUARANTEE OF **(50)** PEOPLE FOR ALL MEAL FUNCTIONS **(SEATED OR BUFFET)**. IF THE GUARANTEE IS LESS THAN **(50)** PEOPLE, A **\$100.00** FEE PLUS TAX WILL APPLY.

OUTSIDE FOOD AND BEVERAGE

ARAMARK IS THE EXCLUSIVE PROVIDER OF ALL FOOD AND BEVERAGES AT THE **GREATER RICHMOND CONVENTION CENTER**. AS SUCH, ANY REQUESTS TO BRING IN OUTSIDE FOOD AND BEVERAGES WILL BE AT ARAMARK'S DISCRETION AND WILL BE CONSIDERED ON A CASE BY CASE BASIS. PLEASE INQUIRE WITH YOUR ARAMARK SALES PROFESSIONAL. THIS INCLUDES REQUESTS FOR EXHIBITOR AMENITIES SUCH AS LOGO-BOTTLED WATER, HARD CANDIES AND SAMPLE PRODUCTS.

No Food or Beverage May Be Brought Into or Taken Out of the Facility

AMENITIES, MENU OF SERVICES AND TIMETABLE

TABLE STANDARDS

THE ARAMARK BANQUET MINIMUM STANDARD FOR A PLATED/SEATED MEAL IS FOR SERVICE AT TABLES OF (10) GUESTS WITH (1) SERVER PER (30) GUESTS (1 SERVER FOR EVERY 3 TABLES) AND FOR BUFFET MEALS, THE ARAMARK MINIMUM STANDARD IS (1) SERVER PER (50) GUESTS. AN ADDITIONAL LABOR FEE WILL BE APPLIED FOR ANY SET THAT REQUIRES TABLES THAT SEAT LESS THAN TEN (10) GUESTS. THE FEE WILL BE ASSESSED ACCORDING TO THE ADDITIONAL WAIT STAFF REQUIRED TO SERVICE THE EVENT AT \$25.00 PER HOUR PLUS APPLICABLE SALES TAX WITH A (4) HOUR MINIMUM.

EXHIBIT HALL LABOR FEE GROUPS OVER (1000)

ALL NON-EXHIBIT FUNCTIONS AT THE CONVENTION CENTER THAT ARE SERVICED IN EXHIBIT HALL, EXHIBITOR HOSPITALITY AND EVENTS ON THE OUTSIDE TERRACE ARE ROUTINELY ACCOMPANIED BY HIGH-GRADE DISPOSABLE SERVICE-WARE. IF YOU WOULD CHINA THERE IS AN ADDITIONAL CHARGE OF \$3.50 PER PERSON

TABLECLOTHS

ALL STANDARD MEAL FUNCTIONS NOT TO INCLUDE PER DIEM MEAL FUNCTIONS ARE DRESSED WITH STANDARD HOUSE LAP LENGTH LINEN AND NAPKINS. YOUR SALES PROFESSIONAL WILL BE ABLE TO ASSIST WITH ANY CUSTOM LINEN AND DÉCOR DETAILS AT ADDITIONAL CHARGES. EVENTS THAT REQUIRE TABLECLOTHS FOR NON-FOOD FUNCTIONS MAY BE CLOTHED FOR \$5.50++ PER STANDARD HOUSE TABLECLOTH. SPECIALTY LINENS WILL BE PRICED AS FAIR MARKET VALUE.

DUE DATE TIMETABLE FOR SUCCESSFUL EVENTS

- (90) BUSINESS DAYS - CREDIT APPLICATIONS FOR MASTER ACCOUNTS
- (60) BUSINESS DAYS - 75% DEPOSIT FOR MASTER ACCOUNTS
- (30) BUSINESS DAYS – MENU SELECTIONS & ESTIMATED ATTENDANCE
- (20) BUSINESS DAYS – 50% DEPOSIT & SIGNED SERVICE AGREEMENT
- (5) BUSINESS DAYS – FINAL GUARANTEES DUE

A' LA CARTE OFFERINGS

BEVERAGES

WATER COOLERS ... \$60.00 PER UNIT/PER DAY

(5) GALLON WATER JUG ... \$25.00 ++

PREMIUM COFFEE & HOT TEAS ... \$47.50 PER GALLON ++

ICED TEA, LEMONADE OR FRUIT PUNCH ... \$36.00 PER GALLON ++

****UPGRADE ICED TEA, LEMONADE & FRUIT PUNCH DISPLAY*

WITH A STAINLESS-STEEL FOUNTAIN \$55.00 EACH

SEASONAL INFUSED WATER ... \$20.00 PER GALLON ++

BOTTLED SOFT DRINKS, JUICE OR WATER ... \$2.75 EACH ++

GATORADE ... \$3.00 EACH ++

ENHANCED COFFEE STATION

HOT COFFEE, HOT CHOCOLATE & TEAS WITH WHIPPED TOPPING, FLAVORED SYRUPS & CREAMERS ALONG WITH MINI CINNAMON ROLLS, MINI CHOCOLATE CROISSANTS, MINI WILD BLUEBERRY SCONES, RED FRUIT BEIGNETS & ASSORTED FRENCH PASTRIES

\$12.75 PER PERSON ++

BEVERAGE PACKAGES

1.) AM HALF DAY BEVERAGE SERVICE

(4) HOUR SERVICE

REGULAR COFFEE, DECAFFEINATED COFFEE AND HOT TEA, BOTTLED JUICES AND WATER

\$8.50 PER PERSON ++

2.) PM HALF DAY BEVERAGE SERVICE

(4) HOUR SERVICE

REGULAR COFFEE, DECAFFEINATED COFFEE AND HOT TEA, BOTTLED SOFT DRINKS AND WATER

\$8.50 PER PERSON ++

3.) FULL DAY BEVERAGE SERVICE

(8) HOUR SERVICE

REGULAR COFFEE, DECAFFEINATED COFFEE AND HOT TEA, BOTTLED JUICES, SOFT DRINKS AND WATER

\$15.00 PER PERSON ++

A' LA CARTE OFFERINGS - CONTINUED

PASTRIES & BAKED GOODS

ASSORTED COOKIE PLATTER ... \$30.00 PER DOZEN ++

(GLUTEN FREE OPTION AVAILABLE)

BAGELS & CREAM CHEESE PLATTER ... \$33.00 PER DOZEN ++

ASSORTED BAKERY FRESH MUFFINS ... \$36.00 PER DOZEN ++

JUMBO SOFT PRETZELS WITH

SPICY GOURMET MUSTARD ... \$38.00 PER DOZEN ++

BREAKFAST PASTRY PLATTER ... \$40.00 PER DOZEN ++

ASSORTED BREAKFAST BREADS PLATTER ... \$42.00 PER DOZEN ++

SWEET & HEALTHY

WHOLE FRUIT ... \$1.50 EACH ++

INDIVIDUAL FRUIT YOGURTS ... \$2.25 EACH

GRANOLA BARS ... \$3.00 EACH ++

FRESH SEASONAL FRUIT PLATTER ... \$4.50 PER PERSON ++

FARMERS MARKET CRUDITIES PLATTER ... \$4.75 PER PERSON ++

CHEESE PLATTER ... \$6.75 PER PERSON ++

FRUIT, CHEESE & CRUDITIES PLATTER ... \$14.75 PER PERSON ++

(FOR GROUPS OF (100) OR LESS)

GRAB & GO

BAGGED CHIPS ... \$2.00 EACH ++

CANDY BARS ... \$2.50 EACH ++

INDIVIDUAL TRAIL MIX ... \$2.75 EACH ++

OATMEAL CREAM PIES ... \$3.75 EACH ++

NOVELTY ICE CREAM BARS ... \$4.75 EACH ++

(++) INDICATES THE SERVICES ARE SUBJECT TO
ADMINISTRATIVE FEE AND SALES TAX.

PER - DIEM
PER - DIEM
BREAKFAST
BREAKFAST

ASSORTED FRUIT JUICES,
MUFFINS AND
BREAKFAST BREADS WITH
JELLIES/JAMS & BUTTER,
BAGELS WITH CREAM CHEESE,
FRESHLY BREWED COFFEE &
HERBAL TEAS
\$16.00 PER PERSON

***ALL PRICING INCLUSIVE OF 21% ADMIN CHARGE

***STATE TAX & RICHMOND CITY MEALS TAX NOT INCLUDED

***PRICING DOES NOT INCLUDE ANY LINEN NAPKINS OR TABLECLOTHS

***PARTIES OF (50) AND UNDER WILL INCUR AN ADDITIONAL SMALL
GROUP FEE OF \$100.00

PER DIEM LEK DIEM

PLATED LUNCHES LEVIED FOUCHES

ALL MEALS INCLUDE THE FOLLOWING:

ICED WATER, ICED TEA, ROLLS & DESSERT -
(COOKIES OR BROWNIES SERVED FAMILY STYLE)

***COFFEE AVAILABLE AT \$47.50 ++ PER GALLON

ENTRÉE SALADS

PICK (1)

\$17.00 PER PERSON

WILD MUSHROOM ENTRÉE SALAD

SPRING MIX WITH ROMAINE, MUSHROOMS, SHALLOTS,
GOUDA CHEESE & TOMATOES
WITH A MARSALA WINE DRESSING

GREEK CHICKEN ENTRÉE SALAD

ROMAINE WITH GRAPE TOMATOES, CUCUMBER, RED ONION,
KALAMATA OLIVES, FETA CHEESE & CHICKEN
WITH A GREEK BALSAMIC DRESSING

BLACK & BLUE ENTRÉE SALAD

SPRING MIX WITH ROMAINE, TOMATOES, CUCUMBERS, CRISPY
ONIONS, BLUE CHEESE CRUMBLES & SKIRT STEAK
WITH A BLUE CHEESE DRESSING

***ALL PRICING INCLUSIVE OF 21% ADMIN FEE

STATE TAX & RICHMOND CITY MEALS TAX NOT INCLUDED

***PRICING DOES NOT INCLUDE ANY LINEN NAPKINS, TABLECLOTHS
OR SIDE SALAD WITH HOT ENTREES

***PARTIES OF (50) AND UNDER WILL INCUR AN ADDITIONAL
SMALL GROUP FEE OF \$100.00

***VEGETARIAN MEALS WILL BE PREPARED IN THE AMOUNT OF 2-3% OF YOUR
GUARANTEED NUMBER OF GUESTS OR UP TO (25) MEALS

UNLESS A GUARANTEE IS KNOWN FOR THE VEGETARIAN MEALS

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Updated as of October 2, 2020

PER DIEM PLATED LUNCHESES

ALL MEALS INCLUDE THE FOLLOWING:

ICED WATER, ICED TEA, ROLLS & DESSERT -
(COOKIES OR BROWNIES SERVED FAMILY STYLE)

***COFFEE AVAILABLE AT \$47.50 ++ PER GALLON

ENTRÉE

PICK (1)

\$17.00 PER PERSON

GRILLED CHICKEN ENTRÉE

GRILLED CHICKEN WITH A LEMON SAUCE, RICE
& SEASONAL VEGETABLE

***SIDE SALAD AVAILABLE AT ADDITIONAL COST PER PERSON

BAKED ZITI ENTRÉE

PASTA BAKED WITH SAUSAGE, TOMATO SAUCE & CHEESE
WITH SEASONAL VEGETABLE

***SIDE SALAD AVAILABLE AT ADDITIONAL COST PER PERSON

***ALL PRICING INCLUSIVE OF 21% ADMIN FEE

STATE TAX & RICHMOND CITY MEALS TAX NOT INCLUDED

***PRICING DOES NOT INCLUDE ANY LINEN NAPKINS, TABLECLOTHS
OR SIDE SALAD WITH HOT ENTREES

***PARTIES OF (50) AND UNDER WILL INCUR AN ADDITIONAL
SMALL GROUP FEE OF **\$100.00**

***VEGETARIAN MEALS WILL BE PREPARED IN THE AMOUNT OF 2-3% OF YOUR
GUARANTEED NUMBER OF GUESTS OR UP TO (25) MEALS
UNLESS A GUARANTEE IS KNOWN FOR THE VEGETARIAN MEALS

PER DIEM LEK DIEM PLATED DINNERS LEVIED DINNERS

ALL MEALS INCLUDE THE FOLLOWING:

ICED WATER, ICED TEA, COFFEE,
HOUSE SALAD, DRESSINGS, ROLLS & DESSERT (CHEFS CHOICE)

ENTRÉE

PICK (1)

\$28.00 PER PERSON

HERB CRUSTED CHICKEN

BAKED CHICKEN BREAST CRUSTED WITH BASIL, ROSEMARY &
PARSLEY WITH A CHIMICHURRI SAUCE, MASHED POTATOES
& ROASTED VEGETABLE MEDLEY

FRIED CHICKEN

QUARTER BUTTERMILK FRIED CHICKEN, COLLARD GREENS
WITH SMOKED TURKEY & RED SKIN MASH POTATO
WITH RED EYE GRAVY

SHENANDOAH VALLEY CHICKEN

AIRLINE CHICKEN BREAST STUFFED WITH VIRGINIA HAM, FONTINA
CHEESE & COLLARDS GREENS, HOPPIN' JOHN RICE (RICE WITH
BLACK, RED & PINTO BEANS) & SQUASH MEDLEY

***ALL PRICING INCLUSIVE OF 21% ADMIN FEE

STATE TAX & RICHMOND CITY MEALS TAX NOT INCLUDED

***PRICING DOES NOT INCLUDE ANY LINEN NAPKINS, TABLECLOTHS
OR SIDE SALAD WITH HOT ENTREES

***PARTIES OF (50) AND UNDER WILL INCUR AN ADDITIONAL
SMALL GROUP FEE OF \$100.00

***VEGETARIAN MEALS WILL BE PREPARED IN THE AMOUNT OF 2-3% OF YOUR
GUARANTEED NUMBER OF GUESTS OR UP TO (25) MEALS
UNLESS A GUARANTEE IS KNOWN FOR THE VEGETARIAN MEALS

VEGETARIAN PLATED
OFFERINGS

BLACK BEAN CAKES
WITH ROASTED VEGETABLE SALSA

BAKED MANICOTTI
IN POMODORO SAUCE
BASIL POMODORO WITH SHAVED PARMESAN

PORTABELLA MUSHROOM STACKERS
SQUASH, ZUCCHINI, EGGPLANT,
SPINACH & RED PEPPER

ARAMARK IS PLEASED TO OFFER THE FOLLOWING SERVICES:

WATER PITCHER SERVICE (4) HOUR MAXIMUM
\$3.50 PER PITCHER

EXTENDED WAIT STAFF (FEE FOR EXTENDED SERVICE TIMES)
\$25.00 PER HOUR PER SERVER

SMALL GROUP SERVICES (50) PEOPLE OR LESS
\$100.00 PER SERVICE

EXHIBIT HALL DINING - LABOR IN ADDITION TO MEAL PRICE
\$3.50 PER PERSON

TABLE LINENS & NAPKINS - PER TABLE OF (10)
\$5.50 PER TABLE

ROUND OF (8) - (BEYOND TABLES TYPICALLY NEEDED)
\$2.75 PER PERSON

ROUND OF (6) - (BEYOND TABLES TYPICALLY NEEDED)
\$3.75 PER PERSON

FOOD & BEVERAGE OVERSET
\$15.00 PER SETTING

CENTER PIECES

***CHECK WITH YOUR CATERING SALES MANAGER
FOR AVAILABLE ITEMS AND RATES