



BECKLEY-RALEIGH COUNTY
Convention Center INC.

2015 Price Lists

Beckley Raleigh County Convention Center: On-Site Catering Menu

Thank you for selecting the Beckley Raleigh County Convention Center to cater your upcoming meeting or event. Below you will find our 2015 on-site catering menu. We will be happy to work with you to customize your menu to fit your needs. Please let us know about any special dietary requirements. If you have any questions at all, don't hesitate to ask your sales representative.

Breakfast Options

#1 Continental Breakfast

Freshly Baked Pastries, Muffins & Bagels with Cream Cheese, Butter & Preserves, Whole Fresh Fruits, Assorted Fruit Juices & Coffee

\$6.00 per person (1hour), \$8.00 per person (4hours)

#2 Light & Fit

Assorted Yogurts & Breakfast Bars, Bagels with Cream Cheese, Butter & Preserves, Sliced Seasonal Fresh Fruit Tray, Assorted Oatmeals, Assorted Fruit Juices, Coffee & Milk

\$7.00 per person (1 hour), \$9.00 per person (4 hours)

Served Breakfast Selections

#3 Country Breakfast

Farm Fresh Scrambled Eggs, Hickory Smoked Bacon, Home-Style Breakfast Potatoes, Baked Apples, Freshly Baked Biscuit, Butter & Preserves, Orange Juice & Coffee

\$8.00 per person

#4 A Healthy Start

Broccoli Cheese Quiche with Freshly Baked Biscuit, Butter and Preserves, Orange Juice and Coffee

\$9.00 per person

Breakfast Buffet Selections

**Minimum of 40 guests for buffets. A 10% surcharge will apply for groups that do not meet the per person requirements. 2 hour maximum.*

#5 Farmhouse Breakfast

Farm Fresh Scrambled Eggs, Hickory Smoked Bacon & Country Sausage Patties, Sausage Gravy, Home-Style Breakfast Potatoes, Baked Apples, Freshly Baked Biscuits, Butter & Preserves, Assorted Fruit Juices & Coffee

\$10.00 per person

#6 Breakfast Delights

Freshly Made Buttermilk Pancakes with Warm Maple Syrup, Country Sausage Patties, Farm Fresh Scrambled Eggs, Baked Apples, Freshly Baked Biscuits, Butter & Preserves, Assorted Fruit Juices & Coffee

\$9.00 per person



A'la Carte Refreshment Options

**Available alone or in addition to a meal purchase. One gallon provides 16 servings.*

Assorted Soda (Pepsi Products)	\$1.50 / each
Bottled Water	\$1.50 / each
Assorted Canned Fruit Juices (4oz.)	\$1.00 / each
Freshly Brewed Coffee	\$17.00 / gallon
Assorted Herbal Tea	\$1.50 / each
Fruit Punch (5 gallon minimum)	\$17.00 / gallon
Lemonade	\$17.00 / gallon
Milk (1/2 pints), 2%, skim, whole & chocolate	\$2.00 / each
Sherbet Punch (5 gallon minimum)	\$25.00 / gallon
Assorted Pastries	\$18.00 / dozen
Cinnamon Rolls	\$15.00 / dozen
Sausage Biscuits	\$25.00 / dozen
Sausage & Egg Biscuits, Country Ham & Egg Biscuits	\$28.00 / dozen
Bagels with Cream Cheese	\$18.00 / dozen
Potato Chips (per individual bag)	\$1.50 / bag
House Freshly Baked Cookies	\$12.00 / dozen
Iced Brownies - per dozen	\$14.00 / dozen
Freshly Popped Popcorn	\$2.00 / bag
Assorted Cake Donuts	\$20.00 / dozen
Chunky Caramel Brownies	\$24.00 / each

Break Options

**Breaks are set for approximately 1.5 hours.*

#1 Ice Cream Social

Vanilla and Chocolate Ice Creams, Toppings Bar for the Ice Cream, Assorted Freshly Baked Cookies, Assorted Sodas & Bottled Water

\$8.00 per person

#2 Sweet and Savory

Freshly Popped Popcorn, Nachos with Cheese Sauce, & Warm Pretzels, Includes Condiments, Assorted Freshly Baked Cookies, Assorted Sodas & Bottled Water

\$8.00 per person

#3 Basic Break

Assorted Freshly Baked Cookies, Potato Chips, Coffee, Herbal Teas, Assorted Sodas & Bottled Water

\$6.00 per person



Served Lunch Selections

#1 Grilled Chicken Breast

Char-grilled Chicken Breast (4 oz.), Roasted Redskin Potatoes, Country Style Green Beans, Carrot Cake, Cornbread & Pan Rolls with Butter, Coffee, Iced Tea & Water

\$11.00 per person

#2 Open Faced Sandwich

Open Faced Roast Beef Sandwich (also available with Roasted Turkey) served on Sourdough Bread, Mashed Potatoes & Gravy, Country Style Green Beans, Apple Pie with Cinnamon Whipped Cream, Coffee, Iced Tea & Water

\$12.00 per person

#3 Home Style Meatloaf

House Made Meatloaf, Mashed Potatoes with Gravy, Buttered Corn, Rolls & Butter, German Chocolate Cake, Coffee, Iced Tea & Water

\$13.00 per person

#4 Chicken Salad Sandwich

House Made Chicken Salad on a Buttered Croissant, Freshly Sliced Fruit, Bread Pudding with Bourbon Sauce, Coffee, Iced Tea & Water

\$11.00 per person

#5 Char-grilled Salmon

Char-grilled Atlantic Salmon with Lemon Dill Cream, Rice Pilaf, Sautéed Seasonal Vegetables, Cornbread & Pan Rolls with Butter, Lemon Meringue Pie, Coffee, Iced Tea & Water

\$17.00 per person

#6 Southern Fried Catfish

Southern Fried Catfish with Roasted Redskin Potatoes, Green Beans & Hush Puppies, served with Tartar Sauce, Pineapple Upside Down Cake, Coffee, Iced Tea & Water

\$12.00 per person

#7 Oven Baked Steak

Oven Baked Steak with Home Style Gravy, Mashed Potatoes, Country Style Green Beans, Chocolate Cake, Cornbread & Pan Rolls with Butter, Coffee, Iced Tea & Water

\$12.00 per person

#8 Dr. Pepper Glazed Ham

Dr. Pepper Glazed Ham, Creamy Macaroni & Cheese, Sautéed Seasonal Vegetables, Cornbread & Pan Rolls with Butter, New York Style Cheesecake with Raspberry Coulis, Coffee, Iced Tea & Water

\$12.00 per person

#9 Vegetarian Pasta

Your choice of Red Sauce or Garlic Cream Sauce served over Penne Pasta with Sautéed Broccoli, Button Mushrooms, Red Onions, Roasted Red Peppers, Spinach & Grape Tomatoes, Garlic Bread, Pound Cake with Strawberries and Whipped Cream, Coffee, Iced Tea & Water

\$11.00 per person

#10 Steak Hoagie

Rib-Eye Steak Hoagie with Swiss Cheese, Sautéed Peppers, Onions & Mushrooms, Shredded Iceberg Lettuce & Beefsteak Tomatoes, French Fries, German Chocolate Cake, Coffee, Iced Tea & Water

\$13.00 per person

Lunch Buffet Selections

*Minimum of 40 guests for buffets. A 10% surcharge will apply for groups that do not meet the per person requirements. 2 hour maximum

#1 Soup, Salad & Sandwich Buffet

- Chef's choice Soup
- House-made Garden Salad with your choice of 2 dressings; *Bleu Cheese, Cracked Black Pepper Ranch, Italian, or Honey Mustard*
- Sliced Cold Cut Platter including Ham, Turkey, Roasted Beef & Assorted Cheeses
- Assortment of Kaiser Rolls, White & Wheat Bread
- Lettuce, Tomato & Onion Tray
- Ridge Style Potato Chips
- Iced Chocolate Brownies
- Coffee, Iced Tea & Water

\$16.00 per person

#2 Hot Lunch Buffet

- House-made Garden Salad with your choice of 2 dressings; *Blue Cheese, Cracked Black Pepper Ranch, Italian, or Honey Mustard*
- Choice of 2 meats: (3rd meat available for an additional \$4.00 per person) Roasted Turkey Breast, Dr. Pepper Glazed Ham, Char-grilled Chicken Breast, Herb Roasted Pork Loin, Roasted Top Round of Beef, Oven Baked Steak, Traditional Lasagna, Southern Style Catfish
- Choice of 2 sides: Mashed Potatoes with Gravy, Rice Pilaf, Roasted Redskin Potatoes, Creamy Macaroni & Cheese, Country Style Green Beans, Sautéed Seasonal Vegetables, Braised Greens, Buttered Corn & Red Peppers
- Choice of 2 Desserts: Assorted Cakes, Banana Pudding, Berry Cobbler, Coconut Cream Pie, Apple Pie, Bread Pudding with Bourbon Sauce or Peanut Butter Mousse Pie
- Cornbread & Pan Rolls with Butter Coffee, Iced Tea & Water

\$18.00 per person



Boxed Lunch Selections

#1 Sub Sandwich

6" Hoagie Bun with Roast Beef, Smoked Ham, Turkey, American & Swiss Cheese, Lettuce, Tomato and Onion, Macaroni Salad, Cookie & Apple, Mustard & Mayonnaise, Assorted Soda & Bottled Water

\$11.00 per person

#2 Boxed Lunch

Choice of Ham & Swiss or Turkey & Cheddar on Wheat or White Bread, Lettuce, Tomato and Onion, Potato Chips, Orange or Apple, & Cookie, Mustard & Mayonnaise, Assorted Soda & Bottled Water (Upgrade to a croissant for \$1.00 more per person)

\$9.00 per person

Hors D'oeuvres Options

*Minimum of 40 guests for hors d'oeuvres buffets. A 10% surcharge will apply for groups that do not meet the per person requirements. One hour options are only available before a catered dinner. Two hour option is enough for full meal, especially when paired with a carving station.

Hors D'oeuvres Buffets

#1 Simple Selection

Fresh Vegetable Tray with Ranch Dipping Sauce, Assorted Cheese Tray with Sliced Pepperoni & Whole Green Olives, Mini Ham Salad & Chicken Salad Sandwiches, Barbecue Meatballs, Breaded Chicken Tenders with Our House made Barbecue Sauce, Chocolate Brownies, Coffee, Iced Tea & Water

\$13.00 per person (1 hour); \$16.00 per person (2 hours)

#2 Complete Selection

Sliced Cold Cut Platter including Ham, Turkey, Roast Beef & Assorted Cheeses, Freshly Baked Rolls, Fresh Vegetable Tray with Ranch Vegetable Dip, Sliced Fresh Fruit Tray with Homemade Cream Cheese Fruit Dip, Deviled Egg Tray, Barbecue Meatballs, Breaded Chicken Tenders with Homemade Barbecue Sauce, Assorted Petit Fours, Coffee, Iced Tea & Water

\$16.00 per person (1 hour); \$19.00 per person (2 hours)

#3 Gourmet Selection

Shrimp Cocktail Platter complete with Cocktail Sauce & Lemon Wedges, Fresh Vegetable Tray with Homemade Ranch Vegetable Dip, Assorted Cheese Tray with Sliced Pepperoni & Whole Green Olives, Sliced Fresh Fruit Tray with Fruit Dip, Assorted Mini Quiches, Mini Egg Rolls with Hot Mustard Sauce, Barbecue Meatballs, Petite Country Ham Biscuits, Chocolate Covered Strawberries, Assorted Mini Desserts, Coffee, Iced Tea & Water

\$20.00 per person (1 hour); \$25.00 per person (2 hours)

Platters & Displays

#1 Shrimp Cocktail Platter

Shrimp Cocktail Platter complete with Cocktail Sauce & Lemon Wedges

25 guests at \$100.00 50 guests at \$200.00 100 guests at \$400.00
(roughly 3 shrimp per person)

#2 Vegetable Platter

Fresh Vegetable Tray with Homemade Ranch Vegetable Dip, Broccoli & Cauliflower Florets, Radishes, Grape Tomatoes, Cucumbers, Carrots & Celery

25 guests at \$50.00 50 guests at \$100.00 100 guests at \$200.00

#3 Gourmet Cheese Display

Imported & Domestic Cheese Display with Seedless Grapes & Assorted Crackers

25 guests at \$55.00 50 guests at \$110.00 100 guests at \$220.00

#4 Fruit Tray

Sliced Fresh Fruit Tray with Homemade Cream Cheese Fruit Dip

25 guests at \$45.00 50 guests at \$90.00 100 guests at \$180.00

A'la Carte Hors d'oeuvres

**All pricing is per dozen - 4 dozen minimum purchase required.*

Petite Country Ham Biscuits	\$15.00/dozen
Miniature Ham Salad Sandwiches	\$15.00/dozen
Miniature Chicken Salad Sandwiches	\$15.00/dozen
Barbecue Meatballs	\$12.00/dozen
Breaded Chicken Tenders with Homemade Barbecue Sauce	\$17.00/dozen
Deviled Egg Tray	\$14.00/dozen
Stuffed Mushrooms	\$15.00/dozen
Mini Vegetable Egg Rolls with Hot Mustard Sauce	\$16.00/dozen
Tenderloin Kabobs	\$32.00/dozen
Chicken Kabobs	\$30.00/dozen
Chicken Quesadillas	\$25.00/dozen
Spanakopita	\$18.00/dozen
Hot Wings with Ranch Dipping Sauce	\$18.00/dozen
Jalapeno Poppers	\$15.00/dozen
Chocolate Covered Strawberries	\$20.00/dozen
Miniature Cheesecakes	\$26.00/dozen

Dinner Options

A'la Carte Appetizers

#1 Shrimp Cocktail

Five Jumbo Shrimp served with Cocktail Sauce & Lemon Wedge

\$7.00 per person

#2 Portabella Mushroom

Grilled Large Portabella Mushroom with Butter & House Seasoning

\$4.00 per person

#3 Soup

Choice of Broccoli & Cheddar Soup, Potato Soup or Homemade Vegetable Soup

\$3.00 per person

Served Dinner Selections

#1 Prime Rib

Fresh Garden Salad, 12 oz. Prime Rib, Stuffed Baked Potato, Country Style Green Beans, Rolls & Butter, Apple Pie with Whipped Cream, Coffee, Iced Tea & Water

\$28.00 per person

#2 Filet Mignon

Fresh Garden Salad, 8 oz. Bacon Wrapped Filet Mignon, Loaded Baked Potato, Sautéed Green Beans, Rolls & Butter, Cheesecake with Berry Coulis, Coffee, Iced Tea & Water

\$30.00 per person

#3 Rib Eye

Fresh Garden Salad, 10 oz. Rib Eye, Baked Potato, Seasoned Peas & Carrots, Rolls & Butter, Carrot Cake, Coffee, Iced Tea & Water

\$26.00 per person

#4 Stuffed Breast of Chicken

Fresh Garden Salad, Stuff Breast of Chicken, Rice Pilaf, Sautéed Green Beans, Rolls & Butter, Coconut Cream Pie, Coffee, Iced Tea & Water

\$18.00 per person

#5 Top Round

Fresh Garden Salad, Roast Top Round Au Jus, Roasted Redskin Potatoes, Sautéed Seasonal Vegetables, Rolls & Butter, Pecan Pie, Coffee, Iced Tea & Water

\$20.00 per person

#6 Appalachian Fried Chicken

Cole Slaw, Southern Fried Chicken Breast, Mashed Potatoes with Gravy, Buttered Corn, Rolls & Butter, Apple Pie with Whipped Cream, Coffee, Iced Tea & Water

\$18.00 per person



#7 Roasted Turkey Breast

Fresh Garden Salad, Roast Turkey Breast, Mashed Potatoes with Gravy, Country Style Green Beans, Rolls & Butter, Pumpkin Pie with Whipped Cream, Coffee, Iced Tea & Water
\$16.00 per person

#8 BBQ Pork Chops

Fresh Garden Salad, BBQ Pork Chops, Creamy Macaroni & Cheese, Braised Greens, Rolls & Butter German Chocolate Cake, Coffee, Iced Tea & Water
\$24.00 per person

#9 Fried West Virginia Rainbow Trout

Spring Greens Salad, Fried Rainbow Trout with Lemon Butter Sauce, Caribbean Vegetable Medley, Roasted Redskin Potatoes, Rolls & Butter, Chocolate Spoon Cake, Coffee, Iced Tea & Water
\$27.00 per person

#10 Classic Lasagna

Garden Salad with Cracked Black Peppercorn Ranch and Golden Italian Dressings, Classic Lasagna, Vanilla Panna Cotta, Rolls and Butter, Coffee, Iced Tea & Water
\$17.00 per person

#11 Fettuccini

Spring Greens Salad, Grilled Breast of Chicken served over Fettuccini Alfredo with Broccoli, with our House Made Bread Pudding with Vanilla Sauce, Garlic Bread, Coffee, Iced Tea & Water
\$18.00 per person

Dinner Buffet Selections

**Minimum of 40 guests for buffets. A 10% surcharge will apply for groups that do not meet the per person requirements. 2 hour maximum.*

Choice of 2 Salads: House Salad, Caesar Salad, Waldorf Salad, Macaroni Salad, Pasta Salad, AntiPasta Salad, Potato Salad or Broccoli & Cauliflower Salad

Choice of Meats: *(3rd meat available for an additional \$6.00 per person)* Top Round of Beef, Dr. Pepper Glazed Ham, Country Fried Chicken, Roast Turkey Breast, Oven Baked Steak & Gravy, Oven Baked Chicken, Char-grilled Breast, Classic Lasagna, Vegetable Lasagna, Chicken Fettuccini, Spaghetti with Meat Sauce or Marinara Sauce

Choice of 3 Sides: Baked Potato with Sour Cream, Whipped Potatoes with Gravy, Long Grain Wild Rice, Scalloped Potatoes, Buttered Red Skin Potatoes, Candied Sweet Potatoes, Macaroni & Cheese, Country Style Green Beans, Broccoli & Cauliflower Medley, Peas with Mushrooms, Seasoned Baby Carrots, Broccoli with Cheese Sauce, Buttered Corn with Pimentos, California Blend Vegetables, Sauteed Broccolini & Roasted Garlic

Choice of 2 Desserts: Apple Pie with Whipped Cream, Fruit Cobbler (Choice of Cherry, Black Berry or Apple) with Whipped Cream, German Chocolate Sheet Cake, Pumpkin Pie with Whipped Cream, Vanilla Ice Cream with Chocolate Sauce, Pecan Pie, Strawberry Shortcake, Pineapple Upside-Down Cake, Iced Carrot Sheet Cake, Chocolate Fudge Pie, Vanilla Panna Cotta, Tiramisu, Cheesecake with Berry Coulis or Lemoncello Pie
Rolls & Butter Coffee, Iced Tea & Water

\$25.00 per person

Social Bar Options

**A \$75 bar setup fee is required for each bar needed. Recommended is one bar for every 100 guests. Bar setup fee includes one bartender.
Additional bar backs available at \$15/hour - 3 hour minimum.*

#1 Complete Bar

Selection of Mixed Drinks, House Wines in Chardonnay, Merlot and White Zinfandel, Domestic and Imported Bottled Beer, Assorted Soda and Bottled Water

First Hour - \$9.00 per person

Each Additional Hour - \$4.50 per person

Must be purchased for all adults in attendance.

#2 Beer, Wine & Soda Bar

House Wines in Chardonnay, Merlot and White Zinfandel, Domestic and Imported Bottled Beer, Assorted Soda and Bottled Water

First Hour - \$6.00 per person

Each Additional Hour - \$3.00 per person

Must be purchased for all adults in attendance.

#3 Consumption Host Bar

Client pays setup fee and drinks based upon consumption.

Mixed Drinks - \$5.00 per glass

House Wine - \$4.00 per glass

Bottled Beer - \$3.00 per bottle

#4 Cash Bar

Client pays setup fee only and guests pay per beverage.

Mixed Drinks - \$6.00 per glass

House Wine - \$5.00 per glass

Bottled Beer - \$3.00 per bottle

Beckley Raleigh County Convention Center: Picnic Menu

The menus listed below are picnic style options. Price includes adequate amounts of food to replenish buffet lines for a maximum of 2 hours. A minimum guarantee of 50 is required. Picnic pricing includes tables for food and beverage stations. It does not include tables for seating, chairs, or tents. Please contact our Sales Department for rental equipment prices. Disposable products are available for \$1.00 per person; assorted soda and bottled waters are also available. Catering can be dropped off or with staff. With staff is an additional 25% service charge.

Picnic Menu #1

- Char-grilled Chicken Breasts & Hamburgers served with Kaiser Buns
- All Beef Hot Dogs with Chili, Diced Onions, & Buns
- Trays of Shredded Iceberg Lettuce, Beefsteak Tomatoes, Onions, America & Swiss Cheese
- Our House made Creamy Cole Slaw
- BBQ Baked Beans
- Your choice of two: Macaroni, Pasta, or Potato Salad
- Deviled Eggs
- Fresh Fruit Bowl
- Assorted Brownies and Cookies

\$19.00 per person

Picnic Menu #2

- Our signature House Smoked BBQ Pork Shoulder
- Char grilled Chicken Breast & Hamburgers served with Kaiser Buns
- All Beef Hot Dogs with Chili, Diced Onions, & Buns
- Trays of Shredded Iceberg Lettuce, Beefsteak Tomatoes, Onions, American & Swiss Cheese
- Buttered Sweet Corn & Pimentos
- BBQ Baked Beans
- Your choice of two: Macaroni, Pasta, or Potato Salad
- Sliced Melon & Pineapple Tray
- Assorted Brownies and Cookies
- Assorted Cakes

\$23.00 per person

Picnic Menu #3

- Char-grilled Rib Eye Steaks, Atlantic Salmon, & Appalachian Fried Chicken
- Our house made Creamy Cole Slaw
- House Salad with Ranch & Italian Dressing
- Your choice of two: Macaroni, Pasta, or Potato Salad
- Chilled Shrimp Cocktail with Cocktail Sauce
- Grilled Summer Vegetable Platter
- Corn on the Cob with Whipped Butter
- Herb Roasted New Potatoes
- Chocolate Trifle
- Banana Pudding
- Cornbread & Pan Rolls with Butter

\$27.00 per person 

Terms and Conditions

Beckley Raleigh County Convention Center 2015 Terms and Conditions

Advertisement: Any advertisements that will contain the name Beckley - Raleigh County Convention Center must be approved in writing by our Sales Office prior to publication. For invitation wording please refer to us as Beckley Raleigh County Convention Center. If you feel the need to include the word Armory - please list as "formerly the Armory" below the new name. We will be happy to list your event on our website and marquee sign free of charge upon request.

Business Services: Copy service is available for \$0.25 per page, and fax service is \$1.00 per page. Incoming Faxes less than five (5) pages are free of charge; any additional pages after five (5) are \$1.00 per page. All charges will be put on master bill unless notified otherwise in advance. Signatures will be required authorizing charges.

Cancellations: Cancellations received less than 30 days (90 days for Friday or Saturday event) prior to the scheduled function will result in cancellation fee of 50 percent of the estimated revenue for your function. Any deposits given will be forfeited if cancelled less than 30 days (90 days for a Friday or Saturday) in advance. All cancellations must be in writing. Groups that are rescheduling for a later date are subject to cancellation policies, and the initial deposit will be forfeited.

Delivery/Catering: Many of the meals listed are available for off-site catering or delivery. For off-site catering complete with staff, china, etc...there will be an additional 25% added to the menu price. If you would prefer to have your menu scheduled as a delivery with food only, that is available as well. Both delivery and catering required a flat \$25.00 delivery fee, plus an additional \$.50 per mile outside of Beckley, WV. (Based on MapQuest mileage) Please ask your sales representative for more details.

Deposits and Payments: Beckley Raleigh County Convention Center will hold a booking as "tentative" for no longer than 30 days. At the time of definite booking, a deposit will be required - the amount will vary by event, but will be no less than the room rental charge. 50% of the anticipated revenue will be due 30 days prior to your event. Deposits will be no less than the room rental charge. 50% of the anticipated revenue will be due 30 days prior to your event. Deposits will be shown as a credit on your final bill. The final bill must be paid in its entirety 5 days prior to your event, unless prior arrangements have been made with the sales office. All meetings and banquet functions required payment by cash, check, or major credit card unless direct billing has been approved. Direct billing is only available for corporations. In case of direct billing, payment is due immediately upon receipt of invoice. Groups requesting state tax exemption must submit their tax exemption form including number to the Sales Office at least 72 hours prior to the event.

Food and Beverage: Two (2) weeks, fourteen calendar days prior to the function, we will require your specific menu selections, meeting rooms setup requirements, equipment needs, and details of any other arrangement you will expect Beckley Raleigh County Convention Center to provide for your planned function/activities. All food and beverage service must be purchased through Beckley Raleigh County Convention Center. The sale and service of food and beverages are regulated by the State of West Virginia...



Beckley Raleigh County Convention Center 2015 Terms and Conditions

Beckley Raleigh County Convention Center, as a license, is responsible for the administration of those regulations. Therefore, food or beverage cannot be brought into rooms from outside sources without written permission. If this policy is violated, the functions will be terminated at this point, without refunds. Due to the potential for unsafe transfer and storage, NO food purchased for consumption at Beckley Raleigh County Convention Center may be removed from the premises. If you are requesting more than one entree for a plated meal, a \$2.00 per person surcharge will apply. Menu prices are valid for ninety (90) days. All charges are subject to 15% service charge and 6% tax. Lunch menus are available for service until 2PM. Meals after 2PM must come from either the hors d'oeuvres or dinner menus. Children under 10 will receive a 30% discount on buffets, or may order from a separate children's menu.

Guarantee Policy: Confirmation of the final guarantee number is required no later than five (5) days prior to the function. This is the minimum number for which you will be charged. An increase in guarantee number will be accepted up to thirty-six (36) hours prior to the event. Should you not phone in your guarantee; your guarantee figure will be that on your copy of the event order. If you are offering a choice of entrees, a guarantee number for each entree will be required as well. All charges will be based on the guarantee, or the number of actual guests if greater than the guarantee. Beckley Raleigh Convention Center will provide comparable meals in the event of last minute additions to the guarantee. Beckley Raleigh County Convention Center will set the room and prepare food for 5 percent more than the guarantee figure. If you require additional seating beyond the 5% overage, an additional setup fee will be required to cover the cost of additional linens, china and staffing. Positively no reduction in guarantee figures will be accepted less than 5 business days prior.

Packages: Delivery of packages for events should be delivered to: Beckley Raleigh County Convention Center will set the room and prepare food for 5 percent more than the guarantee figure. If you require additional seating beyond the 5% overage, an additional setup fee will be required to cover the cost of additional linens, china and staffing. Positively no reduction in guarantee figures will be accepted less than 5 business days prior.

Room Liability: Beckley Raleigh County Convention Center reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged to the representative making arrangements through the Sales Office. This includes any breakage or damage to the building, or the contents. Beckley Raleigh County Convention Center assumes no responsibility for any personal items or equipment brought in by any individual or group. We reserve the right to reassign meeting rooms as needed. We reserve the right to charge a service fee for setting up meeting rooms with extraordinary requirements or for changing setups within 498 hours of the function.

Security: All private functions that serve wine, beer, or alcohol will require additional security. The number of extra security personnel will be determined by the Sales Office, and will be paid at \$20.00 per hour per security guard by the event coordinator. All functions must end by Midnight.

Smoking: Beckley Raleigh County Convention Center is a smoke free facility.

Audio Visual and Set-up Prices

Available Upon Request

- Podium
- Extension Cords
- Power Strips
- Wireless Internet

Available for Fee (per day)

Flip Chard – (<i>per pad</i>)	\$10.00
LCD Projector	\$100.00
Podium w/ Microphone	\$20.00
Overhead Projector	\$30.00
Phone Line and Speakerphone	\$25.00
Portable PA System (<i>outside only</i>)	\$100.00
Screen	\$10.00 (arena \$25.00)
VCR/DVD with Television	\$20.00
Hard Wired Internet w/ Ethernet Cords	\$10.00
Sound Patch (for DVD or Power Point)	\$10.00

Additional fees may apply for events in the main arena. Arena sound is \$100 downstairs only or \$200 for full sound, plus equipment needed. AV Tech fees will apply – amount varies depending on needs, minimum \$15/hour. For large events such as concerts with ticketing, etc... please see Large Event Policies for more information

Items Requiring Set-Up Fees

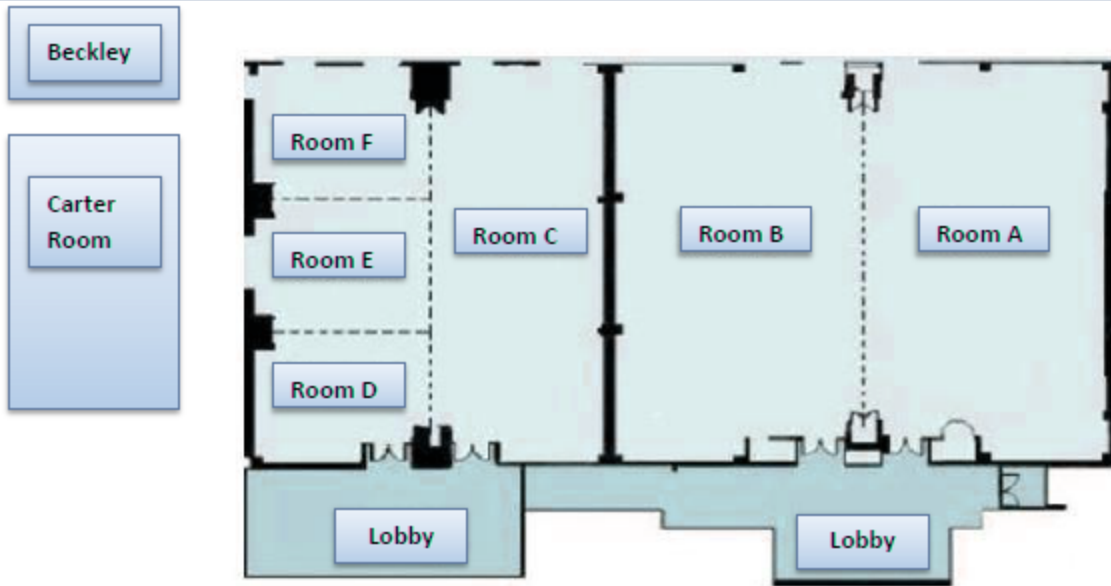
Piano	\$50.00
Portable Bar (<i>includes bartender</i>)	\$75.00 each
Risers/Stage (4' x 8' sections)	\$20.00/section
Chair cover & tie installation	\$.50 per chair
Basketball Floor (Arena only)	\$700.00/day

Additional Fees

Cake Servicing Fee (<i>includes staff, plates, forks and napkins</i>)	\$1.00 per person
Security – required for event with alcohol	\$20.00/hour/guard

Room Pricing

	Arena	Room A	Room B	Room C	Room D	Room E	Room F	Carter Room	Beckley Room
Square Feet	15,000	2,500	2,500	2,159	645	765	725	946	624
Theater Style	1,500	225	225	150	40	50	40	70	50
Classroom Style	600	130	130	80	25	30	25	40	25
Banquet Style	1,400	160	160	104	32	32	32	50	32
Full Day Rate	\$1,500	\$250	\$250	\$200	\$125	\$125	\$125	\$200	\$75
Half Day Rate (less than 4 hours)	NA	\$200	\$200	\$150	\$100	\$100	\$100	\$150	\$50



Beckley Raleigh County Convention Center, Inc.
2015 Concert/Event Guidelines

- BRCCCI reserves the right to charge a parking fee of \$2.00 per automobile
- The arena rental fee is \$900 on setup/teardown days and \$1500 on event days.
- Power requirements are needed in advance - additional fees may apply.
- BRCCCI is responsible for all food & beverage sales, including beer if applicable. Number of stands & location will be based on pre-event ticket sales.
- BRCCCI will receive 12% sales on merchandising.
- BRCCCI has stage available for rental fee of \$200.00 - please advise in advance if this will be needed, standard size 32' x 16' x 3.5' high.
- Concerts to provide own sound and lighting.
- If phone lines are needed for credit card sales for merchandising, contact Frontier at (800) 822-2646 (let BRCCCI know location desired in advance).
- BRCCI charges a \$2.00 per person facility fee; based on either sales of collected tickets night of event (whichever is higher). \$.50 per ticket fee is also charged on comp/sponsor tickets. Fee can be passed on to the customer - must know before ticket sales begin. This fee covers any ticket printing, credit card processing, etc... We use ExtremeTix for event ticketing.
- BRCCI requests 25 comp tickets/show. Amounts per ticket type will be confirmed with the promoter.
- Ticketing staff is charged at \$15.00 per person per hour for the day of event. 3 hour minimum per person. Box office manager will be here 30 minutes before doors open, until after event closes.
- Security available at a rate of \$20.00 per guard per hour - 4 hour minimum per person.
- City Police charge \$38.00/hour per guard - 4 hour minimum per person.
- Any ticketed revenue sales will be applied to a balance due before issuing a payment to promoter.
- A deposit fee equal to the amount of the arena rental is due 30 days after booking. if event is cancelled, 50% of fee will be refunded, unless event is cancelled less than 90 days out - in which case the entire deposit amount is forfeited.
- BRCCCI requires a Certificate of Liability Insurance naming Beckley Raleigh County Convention Center, Inc. as an additional insured with limits of no less than one million per occurrence and two million aggregate. Proof of Workers Compensation and Employers Liability insurance required as well. You may contact Chuck at Jim Lively Insurance at (304) 255-6191 for assistance.
- Settlements will be completed next business day (M-F) to allow a chance to review.
- For large amounts of cash handling, a service charge will be added to cover any additional amounts charged by bank to BRCCCI.
- All advertising should refer to event being held at the "King Coal/Beckley Auto Mall Arena"

Event Name _____ Event Date _____

Customer Signature _____

Customer's Name (print) _____

Company Name (print) _____