

Beckley-Raleigh County Convention Center

2023 Catering Menu

Below you will find our on-site catering menu. We will happily 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, don't hesitate to ask your sales representative.

Breakfast Options

Continental Breakfast

\$9.00 per person; 2 hours

Freshly Baked Pastries, Muffins & Cinnamon Rolls with Butter & Preserves, Whole Fresh Fruits, Assorted Fruit Juices & Coffee

Light & Fit

\$10.00 per person; 2 hours

Assorted Yogurts & Breakfast Bars, Bagels with Cream Cheese, Butter & Preserves, Sliced Seasonal Fresh Fruit Tray, Oatmeal and Toppings, Fruit Juices & Coffee

Served Breakfast Selections

Country Breakfast

\$11.00 per person

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

A Healthy Start

\$12.00 per person

Avocado Toast, Candied Bacon, Roasted Tomatoes, and Seasonal Fruit; Orange Juice & Coffee

Breakfast Buffet Selections

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

Farmhouse Breakfast

\$14.00 per person

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

Breakfast Delights

\$10.50 per person

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

Break Options

Breaks are approximately 1.5 hours.

Ice Cream Social

\$7.50 per person

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

Sweet and Savory

\$9.00 per person

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

Basic Break

\$7.00 per person

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

Served Lunch Selections

Available between 11 AM – 2 PM.

Grilled Chicken Breast

\$15.00 per person

Char-grilled Chicken Breast (4 oz.), Roasted Redskin Potatoes, Sautéed Seasonal Vegetables, Rolls with Butter, Choice of Dessert, Coffee, Iced Tea & Water

Grilled Chicken Caesar Salad

\$14.00 per person, salmon option additional \$2.00 per person

Sliced Grilled Chicken over a bed of Roman lettuce with House Made Caesar Dressing, Rolls with Butter, Choice of Dessert, Coffee, Iced Tea & Water

Tacos de Carnitas

\$14.50 per person

Two Pork Tacos with Pickled Onions, Cilantro, Feta Cheese, and Sour Cream. Side of Spanish Rice and Refried Beans. Choice of Dessert, Coffee, Iced Tea & Water

Chicken Salad Sandwich

\$12.50 per person

House Made Chicken Salad on a Buttered Croissant, Freshly Sliced Fruit, Choice of Dessert, Coffee, Iced Tea & Water

Pulled Pork Barbecue Sandwiches

\$13.50 per person

Hickory Smoked Pulled Pork Barbecue on Toasted Buns, Cole Slaw, Baked Beans, Choice of Dessert, Coffee, Iced Tea & Water

Southern Fried Catfish

\$15.00 per person

Southern Fried Catfish Filet with Fire Roasted Corn, Country Style Green Beans, served with Tartar Sauce & Corn Muffins, Choice of Dessert, Coffee, Iced Tea & Water

Oven Baked Steak

\$17.00 per person

Oven Baked Steak with Home-Style Gravy, Mashed Potatoes, Country Style Green Beans, Rolls with Butter, Choice of Dessert, Coffee, Iced Tea & Water

Fettuccini Alfredo

\$14.00 per person; Add grilled chicken for an additional \$3.00 per person.

Garden Salad with choice of dressing, House Made Creamy Alfredo over Fettuccini, Garlic Bread, Choice of Dessert, Coffee, Iced Tea & Water

Steak Hoagie

\$15.00 per person

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

Plated Lunch Dessert Options:

Select one dessert to be served with your lunch, included in the price. If you want multiple dessert options, we can set up a dessert buffet with 2 or 3 choices for an additional \$2.00 per person.

- Seasonal Fruit Cobbler with Whipped Cream
- Chocolate Chip Bread Pudding with Vanilla Sauce
 - Banana Pudding
 - Double Chocolate Cake
- Carrot Cake with Cream Cheese Icing
 - Dutch Apple Pie
 - Tres Leche Cake
 - German Chocolate Cake
 - Ooey Goey Butter Cake
- Coca-Cola Bundt Cake with Caramel Sauce

*Please add 18% service charge and 7% tax to menu prices.
Pricing as of Feb 1, 2023; subject to change. Terms and Conditions apply.*

Lunch Buffet Selections

A minimum of 40 guests is required; a 10% surcharge will apply for groups that do not meet the per-person requirements. One-hour service. Available between 11 AM – 2 PM.

Soup, Salad & Sandwich Buffet

\$17.50 per person

Choice of One Soup: Roasted Red Pepper and Smoked Gouda Bisque, Pork Burnt Ends BBQ Chili, Traditional Beef Chili, Loaded Baked Potato Soup, and Minestrone

Choice of One Salad: Caesar Salad, Garden Salad with Cracked Black Pepper Ranch and Italian, Zesty Bowtie Pasta Salad, Creamy Macaroni Salad, Mixed Green Salad with Red Onion, Broccoli, and Feta Crumbles and Raspberry Vinaigrette Dressing

Sliced Cold Cut Platter including Ham, Turkey, Roasted Beef & Assorted Cheeses, Assortment of Kaiser Rolls, White & Wheat Bread, Lettuce, and Tomatoes

(Add any of the following for \$2.00 per person: Pepperoni and Salami Slices; Croissants and Hoagie Roll; Muenster and Provolone Cheeses)

Ridge Style Potato Chips, Assorted Cookies, Iced Chocolate Brownies
Coffee, Iced Tea & Water

Hot Lunch Buffet

\$19.00 per person

Choice of One Salad

House Salad, Caesar Salad, Waldorf Salad, Macaroni Salad, Zesty Bowtie Pasta Salad, or Broccoli & Cauliflower Salad

Choice of Two Meats

(3rd meat available for an additional \$4.00 per person)

Roasted Turkey Breast, Dr. Pepper Glazed Ham, Garlic and Herb Char-grilled Chicken Breast, Herb Roasted Pork Loin, Slow Roasted Eye of Round Beef, Oven Baked Steak, and Gravy

Choice of Two sides

Mashed Potatoes with Gravy, Rice Pilaf, Roasted Redskin Potatoes, Baked Macaroni & Cheese, Country Style Green Beans, Sautéed Seasonal Vegetables, Buttered Corn & Pimentos

Choice of Two Desserts

Fruit Cobbler (Choice of Cherry, Peach, Blackberry, or Apple) with Whipped Cream, German Chocolate Sheet Cake, Banana Pudding, Strawberry Shortcake, Pineapple Upside-Down Cake, Chocolate Chip Bread Pudding with Vanilla Sauce, Iced Carrot Sheet Cake

Rolls with Butter

Coffee, Iced Tea & Water

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Barbecue Buffet

\$18.00 per person

All Beef Hot Dogs with Grilled Buns, Pulled Pork Barbecue on Brioche Buns, Cole Slaw, Chili, and Diced Onion. Creamy Potato Salad, Bourbon Baked Beans, Buttered Corn on the Cob, Watermelon, and Cantaloupe, Iced Chocolate Brownies, Coffee, Iced Tea & Water

Taco Bar

\$16.50 per person

(Add Shredded Chicken for \$4.00 per person)

Hard- and Soft-Shell Tacos, Seasoned Ground Beef, Shredded Lettuce, Diced Tomatoes, Shredded Cheese, Fire Roasted Onion and Peppers, Guacamole, Sour Cream, and Salsa, Spanish Rice and Refried Beans, and Tortilla Chips; Churros with Dipping Sauce, Coffee, Iced Tea & Water

Chili and Baked Potato Bar

\$14.00 per person

Choose one: Burnt End Pork Barbecue Chili, Traditional Beef Chili, Spicy Traditional Beef Chili with Crackers; Choose one: Garden Salad, Caesar Salad, Zesty Bowtie Salad, Macaroni Salad, or Spring Mix Salad with Red Onions, Broccoli, and Feta Cheese; Baked Potatoes with topping bar to include: Peppered Bacon Bits, Sour Cream, Butter, Shredded Cheddar Cheese; Iced Chocolate Brownies, Coffee, Iced Tea & Water

Boxed Lunch Selections

Italian Hoagie

\$13.00 per person

6" Hoagie Bun with Peppered Ham, Salami, Capicola, American & Swiss Cheese, Lettuce, and Tomato, Macaroni Salad, Cookie & Apple, Mustard & Mayonnaise, Assorted Soda & Bottled Water

Traditional Boxed Lunch

\$10.00 per person

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

Chicken Salad Sandwich

\$12.00 per person

Chicken Salad on Croissant, Side-Caesar Salad, Sliced Melons, Cookie, Assorted Soda & Bottled Water

WV Pepperoni Roll Lunch

\$10.00 per person

6 oz Pepperoni and Mozzarella Cheese Roll, Chips, Orange or Apple, Cookie, Assorted Soda & Bottled Water

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A 'la Carte Refreshment Options

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

Assorted Soda (Pepsi Products)	\$1.75/each
Bottled Water 16.9 ounces	\$1.75/each
Assorted Canned Fruit Juices (4oz.)	\$1.50/each
Freshly Brewed Coffee	\$20.00/gallon
Iced Tea - Unsweetened	\$20.00/gallon
Fruit Punch (5-gallon minimum)	\$23.00/gallon
Lemonade	\$20.00/gallon
Milk (1/2 pints), 2%, skim, whole & chocolate	\$2.00/each
Sherbet Punch (5-gallon minimum)	\$30.00/gallon
Assorted Herbal Tea (hot)	\$1.50/each
Cinnamon Rolls	\$19.00/dozen
Sausage Biscuits	\$28.00/dozen
Sausage & Egg or Peppered Bacon & Egg Biscuits	\$31.00/dozen
Assorted Pastries	\$27.00/dozen
Bagels with Cream Cheese	\$18.00/dozen
Potato Chips (per individual bag)	\$1.50/bag
House Freshly Baked Cookies	\$18.00/dozen
Iced Brownies	\$22.00/dozen
Assorted Mini Cupcakes	\$30.00/dozen
Freshly Popped Popcorn	\$2.50/bag
Smores Brownies	\$36.00/dozen
Assorted Cake Donuts	\$23.00/dozen

Hors D'oeuvres Buffets

Simple Selection

\$16.00 per person (2 hours)

Fresh Vegetable Tray with Ranch Dipping Sauce; Sliced Fresh Fruit Tray with Homemade Cream Cheese Fruit Dip; Mini Ham Salad & Chicken Salad Sandwiches; Barbecue Meatballs; Breaded Chicken Tenders with our House Made Barbecue Sauce; Mini Iced Chocolate Brownies; Coffee, Iced Tea & Water

Complete Selection

\$20.00 per person (2 hours)

Fresh Vegetable Tray with Ranch Vegetable Dip; Sliced Fresh Fruit Tray with Homemade Cream Cheese Fruit Dip; Vegetarian Spring Rolls with Spicy Chili Dipping Sauce; Barbecue Meatballs; Tomato Jewel Tarts; Breaded Chicken Tenders with Homemade Barbecue Sauce; Assorted Petit Fours and Chocolate Mousse Desserts; Coffee, Iced Tea & Water

Gourmet Selection

\$25.00 per person (2 hours)

Fresh Vegetable Tray with Homemade Ranch Vegetable Dip, Assorted Cheese Tray with Sliced Pepperoni & Whole Green Olives, Sliced Fresh Fruit Tray with Fruit Dip, Ham and Swiss Feuilletage, Sausage Stuffed Mushrooms, Souffle Potatoes, Bruschetta with Crostini, Mini Boozy Cupcakes, Peanut Butter Mousse Tarts, Coffee, Iced Tea & Water

Platters & Displays

Shrimp Cocktail Platter

25 guests at \$125.00, 50 guests at \$250.00, and 100 guests at \$500.00 (roughly three shrimp per person)

Shrimp Cocktail Platter complete with Cocktail Sauce & Lemon Wedges

Vegetable Platter

25 guests at \$62.50, 50 guests at \$125.00, 100 guests at \$250.00

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

Gourmet Cheese Display

25 guests at \$75.00, 50 guests at \$150.00, 100 guests at \$300.00

Imported & Domestic Cheese Display with Seedless Grapes & Assorted Crackers

Fruit Tray

25 guests at \$62.50, 50 guests at \$125.00, 100 guests at \$250.00

Sliced Fresh Fruit Tray with Homemade Cream Cheese Fruit Dip

A' la Carte Hors d'oeuvres

**All pricing is per dozen – 4 dozen minimum purchases required.*

Petite Country Ham Biscuits	\$17.00/dozen
Miniature Ham Salad Sandwiches	\$17.00/dozen
Miniature Chicken Salad Sandwiches	\$17.00/dozen
Barbecue Meatballs – 1 ounce each	\$16.00/dozen
Breaded Chicken Tenders with Homemade Barbecue Sauce	\$36.00/dozen
Deviled Egg Tray	\$21.00/dozen
Sausage Stuffed Mushrooms	\$36.00/dozen
Mini Vegetable Egg Rolls with Hot Mustard Sauce	\$18.00/dozen
Spanakopita	\$22.00/dozen
Honey Siracha Hot Wings with Ranch Dipping Sauce	\$21.00/dozen
Chocolate Covered Strawberries	\$26.00/dozen
Miniature Cheesecakes	\$29.00/dozen
Mini Quiche	\$27.00/dozen
Petit Four	\$22.00/dozen

Served Dinner Selections

Mango Glazed Frenched Pork Chop

\$23.00 per person

Fresh Garden Salad, Mango Glazed Pork Chop, Long Grain & Wild Rice, Bahama Blend Veggies, Rolls with Butter, Choice of Dessert, Coffee, Iced Tea & Water

Filet Mignon*

\$40.00 per person

Fresh Garden Salad, 8 oz. Filet Mignon, Loaded Baked Potato, Sautéed Green Beans, Rolls with Butter, Choice of Dessert, Coffee, Iced Tea & Water

Rib Eye*

\$35.00 per person

Fresh Garden Salad, 10 oz. Rib Eye, Baked Potato, Broccoli and Cauliflower Medley, Rolls with Butter, Choice of Dessert, Coffee, Iced Tea & Water

Stuffed Breast of Chicken

\$25.00 per person

Fresh Garden Salad, Stuff Breast of Chicken, Roasted Red Skinned Potatoes, Sautéed Green Beans, Rolls with Butter, Choice of Dessert, Coffee, Iced Tea & Water

Roasted Turkey Breast

\$22.00 per person

Fresh Garden Salad, Roast Turkey Breast, Mashed Potatoes with Gravy, Country Style Green Beans, Rolls with Butter, Choice of Dessert, Coffee, Iced Tea & Water

Classic Lasagna

\$19.00 per person

Fresh Garden Salad, Classic Lasagna, Choice of Dessert, Rolls with Butter, Coffee, Iced Tea & Water

Chicken Piccata

\$24.00 per person

Fresh Garden Salad, Pan Seared Chicken Breast with lemon and Caper Butter Sauce, Garlic Mashed Red Skinned Potatoes, Roasted Asparagus, Choice of Dessert, Rolls with Butter, Coffee, Iced Tea & Water

Pan Seared Salmon

\$25.00 per person

Fresh Garden Salad, Pan Seared Salmon with Lemon Pepper, Rice Pilaf, Steamed Broccoli, Choice of Dessert, Rolls with Butter, Coffee, Iced Tea & Water

**Unless otherwise noted, The kitchen will prepare all steaks to mid-well. All steaks must be cooked to the same temperature. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.*

Kids Menu - Served

\$9.95 per child ten and under; only available with the purchase of served meals.

Entrée Choice, Fries, and Vegetable, Iced Tea, or Water

Choose One Entrée for Entire Party: Chicken Tenders, Cheese Pizza, Pepperoni Pizza, Hot Dog, Corn Dog

Plated Dinner Dessert Options:

Select one dessert to be served with your lunch, included in the price. If you want multiple dessert options, we can set up a dessert buffet with 2 or 3 choices for an additional \$3.00 per person.

- Rustic Apple Tart with Cinnamon Whipped Cream
- Chocolate Chip Bread Pudding with Bourbon Sauce
- Peanut Butter Mousse Pie with Chocolate Ganache
 - Triple Chocolate Cheesecake
 - Red Velvet Cake with Cream Cheese Icing
 - Tiramisu
- Ooey Goey Butter, Chocolate or Yellow Cake
 - Pineapple Upside Down Cake
- NY Cheesecake with Mixed Berry Coulis

Premium Dessert Options:

Available for an additional \$4.00 per person

- Chocolate Banana Marble Cake
- Raspberry Infused cheesecake topped with Raspberry Filled Crumble Donuts
 - Bourbon Pecan Pie
 - Ultimate Chocolate Cake

Dinner Buffet Selections

Minimum of 40 guests for a buffet, A 10% surcharge will apply for groups that do not meet the per-person requirements, Two-hour maximum.

\$30.00 per person

Choice of Two Salads

House Salad, Caesar Salad, Waldorf Salad, Macaroni Salad, Pasta Salad, Potato Salad, or Broccoli & Cauliflower Salad

Choice of Two Meats

(3rd meat available for an additional \$6.00 per person)

Eye of Round of Beef, Dr. Pepper Glazed Ham, Southern Fried Chicken – Assorted Parts, Roast Turkey Breast, Oven Baked Steak & Gravy, Char-grilled Chicken Breast, Classic Lasagna, Vegetable Lasagna, Chicken Fettuccini

Choice of Three Sides

Baked Potato with Sour Cream, Whipped Potatoes with Gravy, Herb Rice Pilaf, Roasted Vegetables, Sauteed Seasonal Vegetables Buttered Red Skin Potatoes, Candied Sweet Potato Casserole, Baked Macaroni & Cheese, Country Style Green Beans, Roasted Asparagus with Bacon and Onions, Sauteed Green Beans with Almonds and Cranberries, Broccoli Spears with Cheese Sauce, Fire Roasted Corn with Jalapeño and Onion

Choice of Two Desserts

Apple Pie with Whipped Cream, Fruit Cobbler (Choice of Cherry, Peach, Blackberry, or Apple) with Whipped Cream, German Chocolate Sheet Cake, Pumpkin Pie with Whipped Cream, Pecan Pie, Strawberry Shortcake, Pineapple Upside-Down Cake, Iced Carrot Sheet Cake, Chocolate Fudge Pie, Cheesecake with Berry Coulis

Rolls with Butter

Coffee, Iced Tea & Water

Social Bar Options

Complete Bar

\$9.75 per person. Each Additional Hour - \$5.25 per person, must be purchased for all adults in attendance.

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

Beer, Wine & Soda Bar

First Hour - \$6.50 per person. Each Additional Hour - \$3.50 per person, must be purchased for all adults in attendance.

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

Consumption Host Bar

Mixed Drinks - \$6.00 per glass; House Wine - \$5.00 per glass; Bottled Beer - \$4.00 per bottle

The client pays a \$75 setup fee (Beer and wine), \$125 (Full Bar), security, and drinks based on consumption.

Cash Bar

Mixed Drinks - \$7.00 per glass; House Wine - \$6.00 per glass; Bottled Beer - \$5.00 per bottle

The client pays a \$100 setup fee (Beer and Wine), \$150 (Full Bar), security, and guests pay per beverage.

Kegs

Kegs are available for purchase. Ask the sales representative for pricing.

Advertisements: Any advertisements containing the name Beckley- Raleigh County Convention Center must be approved in writing by our Sales Office before publication. For invitation wording, please refer to us as Beckley-Raleigh County Convention Center.

Business Services: Copy service is available for \$0.25 per page, and fax service is \$1.00 per page. Incoming Faxes of less than five (5) pages are free of charge; any additional pages after five (5) are \$ 1.00 per page. All costs will be put on the 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 events) before the scheduled function will result in a cancellation fee of 50 percent of the estimated revenue for your event. Any deposits given will be forfeited if canceled 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 percent added to the menu price. If you would prefer your menu scheduled as a delivery with food only, that is also available. Both delivery and catering required a flat \$40.00 delivery fee per trip plus an additional \$.50 per mile outside Beckley, WV. (Based on Google Map 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 14 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. Fifty percent of the anticipated revenue will be due 30 days before your event. Deposits will be shown as a credit on your final bill. The final invoice must be paid entirely five days before your event unless prior arrangements have been made with the sales office. All meeting and banquet functions require payment by cash, check, or major credit card unless direct billing has been approved. Direct billing is only available for corporations. In the case of direct billing, payment is due immediately upon receipt of the invoice. Groups requesting state tax exemption must submit their tax exemption form, including the number, to the Sales Office at least 72 hours before the event.

Food and Beverage: Two (2) weeks, fourteen calendar days before the function, we will require your specific menu selections, meeting room setup requirements, equipment needs, and details of any other arrangement you will expect Beckley Raleigh County Convention Center to provide for your planned function. ALL food and beverage service must be purchased through Beckley Raleigh County Convention Center. The State of West Virginia regulates the sale and service of food and beverages. Beckley Raleigh County Convention Center, as a licensee, 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 request more than one entree for a plated meal, a \$3.00 per person surcharge will apply. Menu prices are valid for ninety (90) days. All charges are subject to an 18% service charge and 7% tax. Lunch menus are available for service until 2 PM - meals after 2 PM must come from

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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 for plated meals. Events held on Friday or Saturday nights are subject to a minimum catering charge of \$10 per person, plus service charge and taxes.

Guarantee Policy: Confirmation of the final guarantee number is required no later than five (5) days before the function. The final guarantee is the minimum number for which you will be charged. An increase in the guaranteed number will be accepted up to thirty-six (36) hours before 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 guaranteed 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 try to provide comparable meals in the event of last-minute additions to the guarantee; however, it may not be possible. Beckley Raleigh County Convention Center will set the room and prepare food for 5 percent more than the guaranteed figure. If you require additional seating beyond the 5 percent overage, an additional setup fee will be required to cover the cost of extra linens, china, and staffing. Positively no reduction in guarantee figures will be accepted less than five business days prior.

Packages: Delivery of packages for events should be delivered to Beckley Raleigh County Convention Center, 200 Armory Drive, Beckley, WV 25801, at least one (1) working day before the meeting/ function date. Send items to the attention sales coordinator and indicate the name of the group, the name of the group's contact, and the date of the event. Patrons are responsible for arranging the return shipping of all unwanted packages. Any package/ material left at Beckley Raleigh County Convention Center for longer than seven (7) days will be considered undesirable and disposed of accordingly.

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 planning 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 48 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 \$25.00 per hour per security guard by the event coordinator. The sales office has the right to require security for any function necessary. All functions must end by Midnight.

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