



# EVENTS MENU

# EVENT INFORMATION

## MENU SELECTION

Menu selections must be confirmed and signed off on 14 days prior to your event.

## GUARANTEES

Final attendance guarantees must be received 72 business hours (3 business days) prior to your event. If no guarantee is received within the above timeline, the expected number of guests on the signed event order will be considered the guarantee. Client will be responsible for the guaranteed number or the actual number of guests served, whichever is greater. The hotel will be prepared to serve 5% over the guarantee for up to 25 guests.

## MINIMUMS

Groups of 6 to 15 persons must order from the Fresh Bite Express menu or a Box lunch. We do not serve food and beverage to less than 6 persons. When ordering Food and Beverage, a setup fee of \$100.00 will be charged to all groups of 25 persons or less. (There is no fee when using the Fresh Bites Express Menu or Box Lunch)

## OUTSIDE FOOD AND BEVERAGE

No food or alcoholic beverages may be brought into the hotel event area from an outside source. The State Liquor Control Board regulates the sale and consumption of alcoholic beverages. All alcoholic beverages must be purchased through the hotel and must be served on the hotel premises in accordance with these rules. Alcoholic beverages cannot be removed from the property.

## FOOD SAFETY

The hotel is responsible for the quality, freshness and wholesomeness of all food prepared and served. Due to current health department regulations, food may not be taken off the premises after it has been prepared and served to guests. We do not allow "to go" containers in our event space.

## MEETING SPACE

The hotel reserves the right to change room locations specified in your contract should your attendance change or as deemed necessary by the hotel. Generally, access to meeting rooms is 30 minutes before the scheduled time of your event. In certain circumstance, 3<sup>rd</sup> party vendors may be granted access. An additional labor charge may be assessed at the sole discretion of the Director of Events.

## USE OF OUTSIDE VENDORS

Exhibit companies, florists, decorators, audio visual companies, bands, disc jockeys and entertainers may be required to submit proof of insurance to the hotel and are required to comply with all safety regulations, dress codes and load-in/load out policy. All vendors must contact your group's Event Manager 14 days prior to the event. Your Event Manager will provide written policies that must be followed. Failure to follow these policies may result in the vendor being asked to vacate the premises prior to the event. There is a liaison fee for all third-party audio visual vendors.

## LOAD IN/LOAD OUT

All outside vendors are required to load in and load out of the hotel through the Olmstead Exhibit Hall. Loading in/loading out using the hotel loading dock is prohibited. The entrance to the Olmstead Exhibit Hall is adjacent to the hotel loading dock. There are 2 large freight elevators to access the hotel's 2nd floor event space. Vehicles parked at the loading dock will be towed at the owner's expense.

## PARKING

There is ample covered parking in the proximity of the hotel. There is a fee for parking. Pre-paid parking for your group is available through your Event Manager.

## EVENT ROOM STANDARDS

The hotel uses 6-foot round tables which comfortably seat 10 guests. Tables of 8 persons will incur an additional charge. The hotel provides white or black table linens. These are not floor length. Floor length table linens are available for an additional charge and must be ordered 14 days in advance of your event. The hotel provides your choice of white or black linen napkins. Colored napkins are available for an additional charge and require 14 days advanced order. The hotel sets the meeting and event rooms for 5% over your guarantee up to 25 extra seats.

## EXHIBIT TABLES AND ELECTRICAL

The hotel provides 6' x 30" linen-less tables for exhibitor. A draped cloth and electric is included at \$50 per table. (Excludes Olmstead Exhibit Hall)

## MEETING ROOMS SET UPS

6' x 30" linen-less tables are used for classroom set ups. Five (5) gallon water dispenser, pads and pens are included in meeting room set ups. Crescent round set ups are available at \$5.00 per table.

## TAX EXEMPT STATUS

If your group is tax exempt, State Sales Tax Certification is required to be on file with the hotel 30 days prior to your event. Tax exempt groups must use a credit card or check from the appropriate exempt organization. No tax exemption will be honored if payment is made by cash or personal check. \*State of Georgia does not recognize out of state tax exemptions.

## ATTENDANT STATION FEES

All carving and chef attended stations require an attendant fee of \$75.00 per 150 persons.

## BEVERAGE

We staff one bar/bartender per 100 guests. Bartender fees are charged at \$50.00 each. For bars that exceed \$500.00 in sales, the fee is waived. All guests must be 21 years of age to purchase and consume alcoholic beverages. Our standard pour is 1.25 ounces of liquor. We do not allow bartenders to pour shots of liquor. We reserve the right to refuse service to any patron.

## TAXES AND SERVICE CHARGES

Please add a taxable service charge of 22% to all event items. All charges are taxed at a rate of 8%. An additional 3% tax rate is added to all liquor as per state and local law.

## SECURITY

The safety of all occupants is of primary concern. Any unsafe condition or activity must be reported immediately to event personnel. The hotel assumes no liability for damage or loss of property of equipment or personal items left in an event room. If additional security is needed, your Event Manager can assist with these arrangements.

## COPIES

We will gladly provide 25 copies of any document up to 100 pages total. Each additional copy is 25 cents each. We will not copy the same document more than once in any given time period. There is a copier in the Business Center which has the ability to charge a credit card or a guest room.



All breaks are presented for a period of 30 minutes. Additional time for break presentation is available at a rate of \$4 per person per half hour. Assorted juices denote orange, apple and cranberry juice.

\*Consumption Breaks not available.

## Morning Break - \$11

Danish, sweet rolls and muffins with house blend coffee and hot tea

## For Health's Sake - \$14

Kind Bars, Power Bar Plant Protein bars, "That's It" bars, Chuao dark chocolate bars, bottled water and juice

## Ice cream Freezer - \$11

An assortment of four different individual ice cream novelties

## Build Your Own Trail Mix - \$13

Our choice of bulk snack mixes with sweet, savory and/or health conscious mixes. Served with assorted Coca-Cola products and Dasani bottled water

## Chocolate Buzz - \$14

Chocolate chip cookies, fudge brownies, variety of candy bars. Served with Coca-Cola products and Dasani bottled water

## Pizza, Pizza, Pizza - \$12

Sausage, Pepperoni, Cheese pizza (we plan on 2 slices per person) Includes Coca-cola products and Dasani water

## Munchies - \$12

Individual bags of popcorn, kettle chips and a variety of candy bars with Coca-Cola products and Dasani bottled water

## Take me out to the ball game - \$13

Soft pretzels and corndogs with spicy mustard, Coca-Cola products and Dasani bottled water

## Chips and Dips - \$10

House-made potato chips, tortilla chips, salsas and ranch dip, Coca-Cola products and Dasani bottled water

## All Day Beverage Break (8-hour period) - per person \$14

Includes Coca-Cola products, bottled juices and Dasani bottled water

## Half Day Beverage Break (4-hour period) - per person \$8

*These items have been selected for you to meet the diverse standards of dietary needs of our guests. Prices are per person. A customary 22% service charge and sales tax will be added to prices.*

*Food allergy or dietary request? We will gladly adjust preparation (where possible) to accommodate any request.*

*We are proud to offer vegetarian and gluten sensitive lifestyle dishes. Please discuss with your event manager regarding our current offerings.*



## A LA CARTE ITEMS

### Fresh Baked Giant Cookies

Chocolate chip cookies (per dozen) - \$32  
Peanut butter cookies (per dozen) - \$32  
Oatmeal-raisin cookies (per dozen) - \$32  
Assortment of cookies (per dozen) - \$32  
Fudge brownies (per dozen) - \$32

Assorted king size candy bars - \$32  
Assorted energy bars (per dozen) - \$32

Whole fruit (bananas, apples, oranges) - \$3 each

### Beverages

House blend coffee (per gallon) - \$46  
Starbuck's "bold" coffee (per gallon) - \$49  
Fresh brewed iced tea (per gallon) - \$36  
Lemonade (per gallon) - \$36  
Fruit punch (per gallon) - \$36

Coca-Cola products, 12 oz can - each \$3.50  
Dasani bottled water, 16.9 oz - each \$3.50  
Bottled juices - each \$3.50  
Bottled lemonade - each \$3.50  
Half pints of 2% milk - each \$2.50  
Silk soy milk - each \$3.50  
Tazo hot tea - each \$3.50  
Red Bull/Monster - each \$5

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**TechNet Augusta 2019**

## **Booth Menu**

**Avoid Late order fees!**

**All orders must be placed by July 19<sup>th</sup>, 2019**

**Please submit your order to:**

**Mary.Sommers@AugustaMarriott.com**

**Or Fax your order in (706) 724-0044**

**Questions? Contact Mary Sommers**

**(706) 823-6509**





# TechNet Augusta Reception Packages

All packages serve approximately 50 people

(Applicable taxes and 22% service charge apply)

## **Tijuana Temptation-----\$300**

7-layer Dip with Chips and Salsa  
48 Bottles of Corona Beer

## **Truck'in up to Buffalo-----\$300**

100 Buffalo Style Wings with Ranch Dressing  
48 Bottles of Bud lite

## **Pizza in a Box-----\$175**

4 Cheese and 4 Pepperoni Pizzas, 16"  
48 Bottles of Miller Lite

## **Energize-----\$125**

24 Bottles of Dasani Water and 24 Starbuck's Frappuccino  
Assorted Kind Bars

## **Ballpark-----\$300**

48 Corn Dogs  
48 Soft Pretzels with Mustard  
48 Bottles of Bud Light Lite

## **Carnival -----\$350**

48 Individual Pop Corn  
48 Individual Peanuts  
48 Bottles of Yuengling

## **Sweet Tooth-----\$250**

3 Dozen Fresh Baked Assorted Cookies  
3 Dozen Assorted Truffles

## **Freezer Full of Ice Cream Bars-----\$200**

48 Assorted and Individually Wrapped Ice Cream Novelties



# TechNet Augusta 2019

## Booth Menu Order Form

<u>QTY</u>	<u>Package Name</u>	<u>Price Each</u>	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug	<u>TOTAL</u>
	Tijuana Temptation	\$300						
	Truck'in up to Buffalo	\$300						
	Pizza in a Box	\$175						
	Energize	\$125						
	Ballpark	\$300						
	Carnival	\$350						
	Sweet Tooth	\$250						
	Freezer Full of Ice Cream Bars	\$200						
							Subtotal	
							22% Service Charge	
							Tax 8%	
							TOTAL	

**PLACE ORDERS BY JULY 19, 2019 TO AVOID LATE FEE!**

Customer or Firm Name: \_\_\_\_\_ BOOTH # \_\_\_\_\_

Authorized Contact Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### PAYMENT

CC: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV(3 digit code on back): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Personal CC: \_\_\_\_\_ Company CC: \_\_\_\_\_ Check: \_\_\_\_\_ Cash: \_\_\_\_\_

Make checks payable to **Augusta Marriott at the Convention Center**

Email forms to: [Mary.Sommers@AugustaMarriott.com](mailto:Mary.Sommers@AugustaMarriott.com) or Fax: 706-724-0044