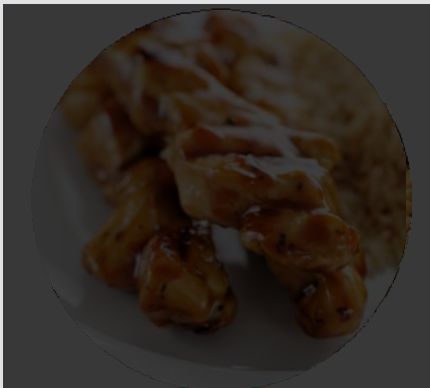
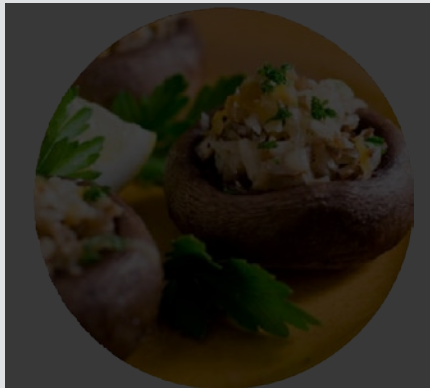
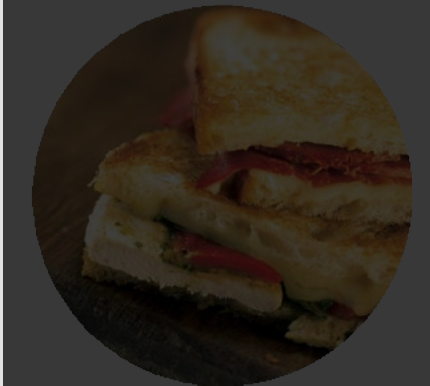


# America's Center

## Catering Guidelines

# Reception



**Menu Selection:** In order to provide you with the best possible event, America's Center requests all menu selections at least 60 days prior to the event. Events over 1000 guests may require specialized menus that our culinary staff will customize for your event.

**Pricing:** Menu pricing is guaranteed within 60 days of the event. All food and beverage selections are subject to a taxable service charge, State of Missouri sales tax and 1.5% tourism tax.

**Guarantee Policy:** America's Center utilizes a 72 hour or three business day guarantee policy. After this time, full charges will be incurred for all reductions or cancellations made. The client will be charged the guarantee provided regardless if attendance falls below the guarantee. Should the attendance be higher than the guarantee, the client will be charged the actual attendance of the event. For guarantees not received, original estimates will be used for charges.

All groups over 1,000 guests require an initial guarantee 30 days prior to the event. Within 30 days of the event only a 20% deviance from this guarantee will be accepted. Final guarantees must be received seven business days prior to the event.

**Over-set Policy:** America's Center will provide a 5% over-set or 30 guest over-set maximum.

**Service Staff:** Guest to server ratio is one server per 20 guests for plated meal functions and one server per 40 guests at buffet functions. This is for service at rounds of 10. Rounds of less than 10 guests or a request for additional staffing are subject to labor fees. Each staff addition is charged at a four hour minimum of \$100.00 per four-hour shift. Additional labor charges may apply for holiday events.

**Event Timeline:** All service times are based on two-hour breakfast or lunch service or three-hour dinner service. Additional service time may be subject to additional labor fees. Event start or end times that deviate more than 30 minutes than contracted may face additional labor fees.

**Revisions:** Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

**Responsible Alcohol Service:** The legal drinking age in Missouri is 21. If you are 30 years or younger, valid identification will be required to be served. Acceptable ID's are: driver's license, military ID with photo, state ID with photo, or passport. No more than two (2) alcoholic beverages will be served to anyone per transaction.

**Payment:** America's Center requires 100% pre-payment for all functions.