



# ANDERSON

## CONFERENCE CENTER

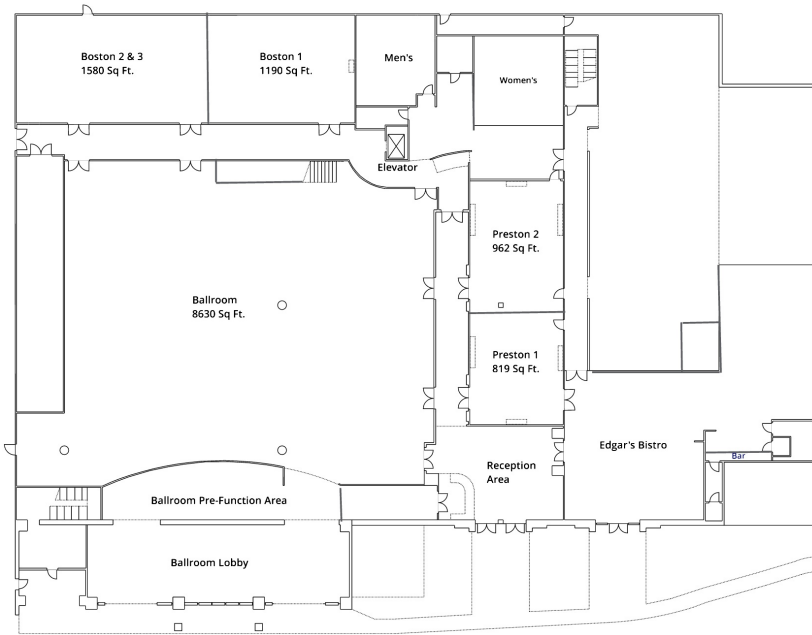
# EVENTS & CATERING PACKET

5171 Eisenhower Parkway, Macon, Georgia 31206

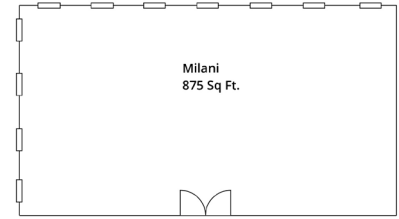
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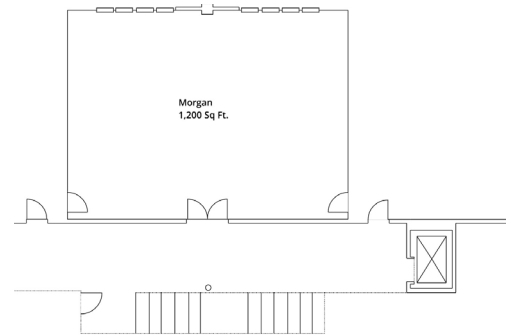
# FLOOR PLANS



**1st Floor**



**2nd Floor Milani**



**2nd Floor Morgan & Balcony**

Mtg. Space	Area (Sq. Ft.)	Rounds	Theater	Classroom	U-Shape	Reception	Dinner/ Dance	Exhibits 8 x 10
<b>1st Floor - Downstairs</b>								
Ballroom Lobby	1,543	-	-	-	-	-	-	-
Ballroom Pre-Function	860	-	-	-	-	-	-	-
Ballroom *	8,630	440	740	300	90	650	408	45
Preston 1	819	32	60	24	24	50	-	5
Preston 2	962	37	70	24	24	60	-	5
Preston 1 & 2	1,781	80	90	48	-	100	56	10
Boston 1	1,190	42	98	30	24	80	-	14
Boston 2&3	1,580	72	120	42	30	100	-	18
Boston 1-3	2,770	144	230	84	58	175	120	32
<b>2nd Floor - Upstairs</b>								
Morgan	1200	64	80	45	33	80	-	13
Morgan Balcony	-	-	-	-	-	-	-	-
Milani **	875	-	-	-	-	30	-	-

\* With Stage 32 x 12

\*\*Milani is a video conference room only

All room sets are based on no additional equipment. Additional equipment will alter the max set.

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# CATERING/CONFERENCE SPACE



By choosing our services you have made a great investment in our community. Proceeds from your event will go towards supporting our local Goodwill job services programs and Helms College to help others achieve abundant living in the Augusta and surrounding areas.

Please make an appointment to see our event space and discuss the details. Thank you, and we look forward to meeting you!



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# BREAK PACKAGES

4 Hours

## PACKAGE A

**\$13 per person**

Selection of:

- Bagged Popcon
- Candy Bars
- Bagged Potato Chips
- Soft Drinks & Bottled Water

## PACKAGE B

**\$12 per person**

Selection of:

- Granola Bars or Trail Mix
- Vegetable Crudite Cups or Fresh Fruit Cups
- Selection of Soft Drinks & Bottled Water

## PACKAGE C

**\$16 per person**

Selection of:

- Bakehouse Cookies
- Bakehouse Brownies
- Soft Drinks & Bottled Water

## BEVERAGE PACKAGE

**\*\*If no food is ordered\*\***

### COLD BEVERAGE PACKAGE

**\$10 per person**

Selection of:

- Soft Drinks
- Bottle Water
- Juices

### HOT BEVERAGE PACKAGE

**\$7 per person**

Selection of:

- Regular Coffee
- Decaf Coffee
- Hot Tea
- Condiments

### COLD BEVERAGE STATION

**\$8 per person**

Selection of:

- Sweet Tea
- Unsweet Tea
- Lemonade
- Iced Water

*NOTICE: Service Charges and State Sales Tax*

*A 22% service charge and applicable taxes will be added to the food and beverage total. Notice: The consumption of raw or undercooked eggs, meat, poultry, seafood, or shellfish may increase your risk of food borne illness.*

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# BREAKFAST

## CONTINENTAL BREAKFAST

*\$14 per person*

- Assorted Breakfast Pastries  
Preserves
- Yogurt Parfait  
Fresh Berries, Granola
- Steel Cut Oatmeal  
Assorted Toppings
- Assorted Muffins
- Fresh Mixed Fruit
- Assorted Juices and Bottled Waters

## BREAKFAST GRAND BUFFET

*\$19 per person*

- Assorted Breakfast Pastries  
Preserves
- Fresh Mixed Fruit
- Scrambled Eggs
- Bacon and Turkey Sausage
- Breakfast Potatoes  
Diced Fried Potatoes, Onions and Peppers
- Stone Ground Cheddar Grits
- Assorted Juices and Infused Water

## HOT BREAKFAST BISCUITS

*\$40 per dozen*

- Bacon, Egg and Cheese
- Egg and Cheese
- Fried Chicken Cutlet
- Sausage
- Sausage, Egg and Cheese
- Ham, Egg and Cheese

## ADDITIONAL ITEMS

*(\$5 per person)*

**Biscuits and Gravy**

**Buttermilk Pancakes**

Whipped Buter, Syrup

**French Toast**

Powdered Sugar, Syrup

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# BOX LUNCH OPTIONS

All boxed lunches are served with cutlery, condiments and bottled water.

SANDWICH <i>(Select One)</i>	SIDES <i>(Select One)</i>
<b>TURKEY CLUB</b> Turkey, Bacon, Lettuce, Tomato	<b>ZAPPS POTATO CHIPS</b>
<b>TAVERN HAM &amp; CHEDDAR</b> Tavern Ham, Lettuce, Tomato, White Cheddar	<b>COLESLAW</b>
<b>ROAST BEEF</b> Roast Beef, Provolone, Arugula, Pickled Red Onion	<b>SOUTHERN POTATO SALAD</b>
<b>CHICKEN SALAD</b> Green Leaf Lettuce	<b>PASTA SALAD</b>
<b>GRILLED VEGETABLE WRAP</b> Mixed Grilled Vegetables, Herb Cream Cheese Spread, Flour Tortilla	<b>BROCCOLI SALAD</b>
<b>ADDITIONAL SIDES OR DESSERTS</b> <i>(\$5 per person)</i>	DESSERTS
	<b>BAKEHOUSE COOKIES AND BROWNIES</b> Chocolate Chip, Oatmeal Raisin, Fudge Brownie, Blondie

\$16/person

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# SOUP, SALAD & SANDWICH LUNCH BUFFET

Served with iced tea.

## SALADS *(Select One)*

### MIXED GREENS

Tomato, Cucumber, Carrot, Red Onion  
House Vinaigrette or Ranch Dressing

### CAESAR SALAD

Parmesan, Romaine Lettuce, Croutons, Caesar Dressing

### SPINACH SALAD

Baby Spinach, Goat Cheese, Pecans, Bacon,  
Roasted Tomatoes, Balsamic Vinaigrette

## SOUP *(Select One)*

### CREAM OF TOMATO

### CLASSIC CHICKEN NOODLE

### BROCCOLI AND CHEDDAR

## DESSERT

### BAKEHOUSE COOKIES AND BROWNIES

Chocolate Chip, Oatmeal Raisin,  
Fudge Brownie, Blondie

## SANDWICHES *(Select One)*

### TURKEY CLUB

Turkey, Bacon, Green Leaf Lettuce,  
Tomato

### TAVERN HAM AND CHEDDAR

Tavern Ham, Green Leaf Lettuce,  
Tomato, White Cheddar

### ROAST BEEF

Roast Beef, Provolone,  
Arugula, Pickled Red Onion

### CHICKEN SALAD

Green Leaf Lettuce

### GRILLED VEGETABLE WRAP

Mixed Grilled Vegetables, Herb Cream  
Cheese Spread, Flour Tortilla

## \$25/person

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# HORS D'OEUVRES

## DISPLAYS

### VEGETABLE CRUDITÉS & DIPS

**\$8 per person**

Assorted Vegetables, Focaccia Crostini, Pimento Cheese Dip, Hummus, Blue Crab Dip, Spinach-Artichoke Dip

### CHARCUTERIE DISPLAY

**\$14 per person**

Selection of Cured Sausages and Meats, Imported Olives, Marinated Vegetables, Peppers, Assorted Jams, Balsamic Glaze, Focaccia Crostini

### CHEESE BOARD

**\$11 per person**

Selection of Domestic and Imported Cheeses, Dried Fruits, Nuts, Artisan Crackers

### JUMBO GULF

### SHRIMP DISPLAY

**\$60 per dozen (min. 3 dozen)**

Lemon Aioli, Cocktail Sauce, Sweet Chili Sauce

### FRUIT DISPLAY

**\$9 per person**

Assorted Seasonal Cut Fruit

### SLIDER STATION

**\$72 per dozen (min. 3 dozen) (Choose Flavors)**

BEEF SLIDERS - Smoked Gouda, Bacon Jam, BBQ Aioli, Pickle, Yeast Roll

### PULLED BBQ CHICKEN

OR PORK SLIDERS - Pulled BBQ Chicken or Pork, Sweet Heat BBQ Sauce, Creamy Slaw

### CRAB CAKE SLIDERS -

Crab Cake, Green Leaf, Cajun Remoulade

## HORS D'OEUVRES (HOT)

*Priced by the dozen*

VEGETABLE SPRING ROLLS \$32

Sweet and Sour Sauce

CHICKEN WINGS \$40

Sweet Heat BBQ, Buffalo, Sweet Chili

MEATBALLS \$32

BBQ or Sweet and Sour

CHICKEN TENDERS \$34

Ranch and Honey Mustard

MINI CRAB CAKES \$68

Cajun Remoulade

COCONUT SHRIMP \$50

BURNT PORK BELLY ENDS \$55

Cider BBQ Glaze, House Pickle

## HORS D'OEUVRES (COLD)

*Priced by the dozen*

TOMATO BRUSCHETTA \$34

Tomato, Garlic, Onion, Basil, Balsamic and Extra Virgin Olive Oil

MARINATED MOZZARELLA AND TOMATO SKEWERS \$36

PIMENTO CHEESE CROSTINI \$32

SOUTHERN STYLE DEVILED EGGS \$36

ONION JAM AND GOAT CHEESE CROSTINI \$32

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# LUNCH OR DINNER PACKAGES

Includes water, tea and coffee

SALADS <i>(Select One)</i>	SOUPS <i>(Select One)</i>
<b>MIXED GREEN SALAD</b> Tomato, Cucumber, Red Onion, Shaved Carrot Choice of House Vinaigrette or Ranch Dressing	<b>CREAM OF TOMATO</b>
<b>CAESAR SALAD</b> Romaine Lettuce, Parmesan, Croutons, Caesar Dressing	<b>CLASSIC CHICKEN NOODLE</b>
<b>GREEN JACKET SALAD</b> Romaine Lettuce, Grape Tomatoes, Parmesan, Green Onions, Fried Pita Chips, Green Jacket Dressing	<b>BROCCOLI AND CHEDDAR</b>
<b>ICEBERG WEDGE</b> Iceberg Wedge, Tomatoes, Red Onion, Bacon, Chive, Crumbled Blue Cheese, Buttermilk Blue Cheese Dressing	<b>VEGETABLES <i>(Select One)</i></b>
<b>SPINACH SALAD</b> Baby Spinach, Goat Cheese, Pecans, Bacon, Roasted Tomatoes Balsamic Vinaigrette	<b>MIXED SEASONAL VEGETABLES</b>
<b>COLE SLAW</b>	<b>STEAMED BROCCOLI</b>
<b>SOUTHERN POTATO SALAD</b>	<b>SAUTEED GREEN BEANS</b>
<b>PASTA SALAD</b>	<b>MARINATED GRILLED VEGETABLES</b>
<b>BROCCOLI SALAD</b>	<b>PAN ROASTED BRUSSELS SPROUTS</b> with Bacon
	<b>ROASTED HONEY GLAZED CARROTS</b>
	<b>GRILLED ASPARAGUS</b>

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# LUNCH OR DINNER PACKAGES (CONT.)

## ENTREES

**BUFFET** *(Select Two)* | **PLATED:** *(Select One)* | **ADDITIONAL ENTREE:** *(\$7 per person)*

### Chicken

HERB MARINATED CHICKEN  
GRILLED BBQ CHICKEN  
SOUTHERN FRIED CHICKEN  
TUSCAN CREAM CHICKEN  
LEMON GARLIC CHICKEN

### Pork

BABY BACK RIBS  
SOUTHERN FRIED BONELESS PORK CHOP  
ROASTED HERB PORK LOIN  
MAPLE-MUSTARD GLAZED HAM  
APPLE-BOURBON GLAZED BONELESS PORK CHOPS

### Beef

BEEF TENDERLOIN MEDALLIONS, Mushroom and Onion Demi  
HOME STYLE MEATLOAF  
COUNTRY FRIED STEAK  
Sawmill Gravy  
BRAISED SHORT RIBS *(+\$4)* with Cabernet Demi-Glace  
BOURBON GLAZED FLANK STEAK

### Seafood

BALSAMIC -FIG GLAZED SALMON  
FRIED CATFISH  
SAUTEED SHRIMP Tasso Gravy  
BLACKENED TILAPIA  
LEMON-PARSLEY COD

## STARCHES *(Select One)*

ROASTED FINGERLING POTATOES  
HERB MASHED POTATOES  
WILD RICE PILAF  
WHIPPED SWEET POTATOES  
SMOKED GOUDA MAC & CHEESE  
STONE GROUND CHEDDAR GRITS  
LOADED BAKED POTATOES

## DESSERT *(Select One)*

ASSORTED COOKIES <i>(Buffet Only)</i>	CHOCOLATE MOUSSE CUP <i>(Buffet Only)</i>	MOUSSE CAKE
ASSORTED BROWNIES <i>(Buffet Only)</i>	TIRAMISU	NY CHEESECAKE
BANANA PUDDING <i>(Buffet Only)</i>	STRAWBERRY SHORT CAKE	RED VELVET CAKE
	LEMON CREAM SHORT CAKE	PECAN TARTLET
	TUXEDO TRUFFLE	CHEF'S CHOICE COBBLER

**ADDITIONAL STARCH OR DESSERT:** *(\$5 per person)*

**Plated \$38/person | Lunch Buffet \$29/person | Dinner Buffet \$36/person**

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# MEXICAN BUFFET

Salads and desserts can be on buffet or pre-plated for table.  
Served with rolls and butter.

<b>SALADS</b> <i>(Select One)</i>	<b>ENTRÉE</b> <i>(Select Two)</i>
<b>CHOPPED SALAD</b> Romaine, Black Beans, Jicama, Grilled Corn, Tomatoes, Peppers, Avocado, Cotija Cheese Lime Vinaigrette	<b>CHICKEN ENCHILADAS</b> Corn Tortilla, Shredded Chicken, Mixed Cheese, Enchilada Sauce, Cilantro
<b>MEXICAN CAESAR SALAD</b> Romaine, Avocado, Fried Tortilla Strips, Cotija Cheese, Caesar Dressing	<b>STREET TACOS</b> Tequila-Lime Chicken, Blackened Tilapia, Carnitas, Shredded Red Cabbage, Cilantro, Onion
<b>SIDES</b> <i>(Select Two)</i>	<b>CHILE RELLENOS</b> Poblano Peppers, Chorizo, Queso, Rice, Cilantro
<b>STREET CORN</b>	<b>MARINATED FLANK STEAK</b> Sliced and served with Classic Mole Sauce
<b>MEXICAN RICE</b>	<b>FAJITAS</b> Chicken and Steak, Onions, Bell Peppers, Flour Tortillas, Pico de Gallo, Guacamole
<b>REFRIED BEANS</b>	
<b>GRILLED VEGETABLES</b>	
<b>ROASTED ZUCCHINI</b>	
<b>ADDITIONAL ENTRÉE</b> <i>(\$7 per person)</i>	<b>DESSERT</b> <i>(Select One)</i>
<b>ADDITIONAL SIDES OR DESSERTS</b> <i>(\$5 per person)</i>	<b>TRES LECHES</b>
	<b>FLAN</b>
	<b>CHURROS</b>

## \$35/person

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# SOUTHERN BUFFET

Salads and desserts can be on buffet or pre-plated for table.  
Served with iced tea & lemonade and corn bread squares.

## SALADS *(Select One)*

### HEIRLOOM TOMATO SALAD

Red Onion, Chives, Herb Vinaigrette

### ARUGULA AND GRILLED PEACH SALAD

Shallots, Goat Cheese, Candied Pecans,  
Lemon-Mustard Vinaigrette

### MIXED GREEN SALAD

Tomato, Cucumber, Red Onion, Shaved Carrot Choice of  
House Vinaigrette or Ranch Dressing Bacon Vinaigrette

## SIDES *(Select Two)*

### BBQ BAKE BEANS

### EDGARS SIGNATURE COLLARD GREENS

### SMOKED GOUDA MAC & CHEESE

### SAUTÉED GREEN BEANS

### MASHED POTATOES

### FRIED OKRA

### HONEY GLAZED CARROTS

### ADDITIONAL ENTRÉE

*(\$7 per person)*

### ADDITIONAL SIDES OR DESSERTS

*(\$5 per person)*

## ENTRÉE *(Select Two)*

### SOUTHERN FRIED CHICKEN

Hot Sauce, Local Honey

### BABY BACK RIBS

Sweet Heat BBQ Sauce

### BBQ PULLED PORK

Sweet Heat BBQ, Carolina Gold BBQ Sauce

### FRIED CATFISH

Cajun Remoulade

### SHRIMP AND GRITS

Shrimp, Stone Ground Cheddar Grits,  
Tasso Gravy

## DESSERT *(Select One)*

### RED VELVET CAKE

### PECAN TART

### BANANA PUDDING

### CHEF'S CHOICE COBBLER

# \$35/person

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# ITALIAN DINNER BUFFET

Salads and desserts can be on buffet or pre-plated for table.  
Served with rolls and butter.

SALADS <i>(Select One)</i>	ENTRÉE <i>(Select Two)</i>
<b>TOMATO MOZZARELLA SALAD</b> Sliced Tomatoes, Fresh Mozzarella, Pesto, Balsamic Glaze	<b>CLASSIC LASAGNA</b> Ground Beef, Italian Sausage, Ricotta, Mozzarella, Pomodoro Sauce
<b>CAESAR SALAD</b> Romaine Lettuce, Parmesan, Croutons, Caesar Dressing	<b>TUSCAN CHICKEN</b> Spinach, Tomatoes, Garlic, Onions, Cream Sauce
<b>ITALIAN CHOPPED SALAD</b> Romaine, Radicchio, Iceberg, Celery, Red Onion, Tomatoes, Green Olives, Pepperoncini, Parmesan, Creamy Herb Dressing	<b>SPAGHETTI AND MEATBALLS</b>
	<b>SLICED FLANK STEAK PIZZAIOLA</b> Marinara Sauce, Herbs, Extra Virgin Olive Oil
SIDES <i>(Select Two)</i>	<b>ITALIAN SAUSAGE AND PEPPERS</b> Italian Sausage, Onions, Peppers, Pomodoro Sauce
<b>ROASTED FENNEL TOMATOES</b>	
<b>GREEN PEAS AND PANCETTA</b>	
<b>ROASTED BRUSSELS SPROUTS</b>	
<b>BROCCOLI RABE WITH PINE NUTS</b>	
<b>FRESH BUTTERED PASTA</b>	DESSERT <i>(Select One)</i>
<b>POLENTA</b>	<b>TIRAMISU</b>
<b>ROASTED HERB POTATOES</b>	<b>VANILLA PANNA COTTA</b>
<b>ADDITIONAL ENTRÉE</b> <i>(\$7 per person)</i>	<b>ITALIAN CHOCOLATE CREAM CAKE</b>
<b>ADDITIONAL SIDES OR DESSERTS</b> <i>(\$5 per person)</i>	

## \$35/person

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# BAR PACKAGES

All guests over the age of 21 will be charged for the Bar Package rates regardless if they are drinking alcohol or not. Sparkling Wines are not included in the Bar Packages, but can be purchased separately.

## BAR SETUP FEE, \$150

Includes mixers, garnish, glassware, setup and breakdown

### TOP SHELF

Grey Goose | Macallan 12 Year  
Pineapple Plantation  
Bombay Sapphire | Makers  
Mark | Casamigos | Hennessy  
D'usse VSOP

### PREMIUM

Tito's | Johnnie Walker  
Red | Captain Morgan  
Tanqueray | Jack Daniels  
Patron Silver | Crown Royal  
Disaronno | José Cuervo

### CALL

Dewar's  
Bacardi | Aviation  
Seagram's 7  
Jim Beam  
Smirnoff

\*We may substitute any liquor with a comparable one based on availability.

## HOST BAR PACKAGES

### TOP SHELF

Per Hour, Per Person-~~\$18~~  
or  
Tickets-~~\$12~~ each

### PREMIUM

Per Hour, Per Person-~~\$15~~  
or  
Tickets-~~\$10~~ each

### CALL

Per Hour, Per Person-~~\$13~~  
or  
Tickets-~~\$8~~ each

## BEER, WINE & SOFT DRINK PACKAGE

Per Hour, Per Person-~~\$12~~ Tickets-~~\$7~~ each

### BEERS

Domestic: Bud Light,  
Budweiser, Michelob Ultra

Imported: Heineken,  
Corona

Craft Beer (Upon  
Request): (+\$7) Please inquire  
about current selections

### WINES

White: Chardonnay,  
Pinot Grigio & Moscato

Red: Merlot, Cabernet

### NON-ALCOHOLIC

Coca-Cola  
Diet Coke  
Sprite  
Gingerale  
Tonic  
Club Soda

## HOST BAR

(Price Per Drink)

SOFT DRINKS \$2  
BOTTLED WATER \$2  
DOMESTIC BEER \$4  
IMPORTED BEER \$6  
HOUSE WINE BY GLASS \$7  
CALL SELECTIONS \$8  
PREMIUM SELECTIONS \$10  
TOP SHELF SELECTIONS \$12

## CONSUMPTION/CASH BARS

(Price Per Drink)

SOFT DRINKS \$3  
BOTTLED WATER \$3  
DOMESTIC BEER \$5  
IMPORTED BEER \$7  
HOUSE WINE BY GLASS \$8  
CALL SELECTIONS \$9  
PREMIUM SELECTIONS \$11  
TOP SHELF SELECTIONS \$13

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# PLANNING

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## VENUE HOURS

The Anderson Conference Center is available for booking between 6 a.m. and 12 a.m. daily, to include time allotted for setup and breakdown. Any exceptions may be made at the discretion of the venue during the time of booking. Rental periods are for an 8 hour time period.

## EVENT SPACE

The Anderson Conference Center reserves the right to change the function space contracted should the guest count change or as deemed necessary by the conference center. Sufficient space will be made available to accommodate meeting/function/exhibit requirements.

The Anderson Conference Center reserves the right to maximize space usage for all function space.

Standard room rentals include 2 hour access before the start time of an event.

Labor charges will be incurred if a group requests changes to the room setup after the room has been set. Group will be charged a minimum of \$100.00 per room.

## DECORATIONS

Fastening or affixing objects to ceilings, painted surfaces, podiums, columns, fabric moveable walls, or decorative walls will only be allowed under certain circumstances and must be approved by the Anderson Conference Center. Only approved adhesive products can be used. No nails or tape will be allowed on any surface.

The use of candles is permitted if the flame is enclosed by glass one inch above the flame. Please check with your Event Manager and/or Catering Manager for specifics regarding candle use. The use of glitters and confetti is not permitted. No helium balloons are allowed.

## OVERTIME FEE

The overtime rate is \$300 per for one hour. The overtime fee is due upon arrival.

## LINEN

The Anderson Conference Center offers table cloths for all tables, including exhibit tables. Our in-house table linens and napkins are available in white or black. Other colors may be offered, based on availability and advanced notice. In-house floor length linens available at \$10 each. (Limited supply)

## EXHIBIT TABLES

The Anderson Conference Center will provide up to 5 table-top displays (6 or 8-foot tables) including standard linen, two chairs and one wastebasket at no charge during group program. A charge of \$50 per display will be charged for 6 displays and above. The Anderson Conference Center can provide extension cords, AV, etc. at a charge. Electrical fee \$50 in advance, \$75 day of event.

## FOOD & BEVERAGES

The Anderson Conference Center does not allow any outside food or beverage to be brought on property at any time. All food and beverage products must be purchased from the Anderson Conference Center.

Due to food safety liability and the health department regulations, no food or beverage may be removed for the premises following any function.

To-go containers are strictly prohibited at our venue.

## MINIMUMS

A minimum of 25 guests are required for food and beverages. If a group has less than 25 guests, a small group fee of \$100 will apply.

## ALCOHOL POLICY

The Anderson Conference Center is regulated by the State Liquor Control Board. Per Georgia state law, alcoholic beverages of any kind will not be permitted to be brought into the premises by the patron or any of the patron's guests from the outside.

The Anderson Conference Center is the only licensee able to sell and serve liquor, beer and wine on premises. Georgia state law further prohibits the removal of alcoholic beverages purchased by the venue for client consumption.

The legal drinking age in Georgia is 21. Proper identification is required when attending a function with alcohol to be served. The Anderson Conference Center reserves the right to refuse service to any person who visibly appears to be intoxicated.

No shots or pitchers of alcohol will be served under any circumstances for any event.

We require 1 Bartender per every 100 guests. Each bartender is \$100 (includes 4 hours), \$35 for each additional hour.

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# PLANNING (CONT.)

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## **GUARANTEE**

Guaranteed attendance for your event must be received by the sales team ten (10) days prior to your event date. The guarantee numbers provided are not subject to reduction and charges will be applied accordingly. You will be billed either for that number or the number of guests served, whichever is greater. In some instances, more notice may be required due to menu complexity, holidays, delivery, or other constraints. Guarantee increases received 72 hours or less prior to the event, shall incur a 10% price surcharge per person for the additional guests if the increase is above 5% of the guarantee. Any menu ordered within 72 hours of the function date will be considered a "pop-up" and subject to special menu selections and pricing.

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## **MENUS**

All menu prices are subject to change without prior notice unless they are on a Banquet Event Order signed by the client and returned to the Anderson Conference Center.

To assure availability of menu items, your selections should be submitted to the Catering team four weeks prior to your scheduled event.

Food and Beverage from packaged coffee breaks, continental breakfasts, breakfasts and luncheons are not transferable to other breaks.

Lunch menus are offered from 11 a.m. – 2 p.m.

Special Meals are defined as those meals requested for service other than the principal menu, either contracted in advance or at the time of service. All special meals must be included in the guarantee number.

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## **FEES FOR CHILDREN**

Children ages 0-2: no charge; children ages 3-10 children packages/pricing applies.

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## **ADDITIONAL FEES**

### **SHERIFFS**

\$35 each per hour  
to include 30 minutes prior and post event.  
Required for all groups that will have a bar, anticipate 200 or more guests in attendance and/or are scheduled late nights or weekends (Friday to Sunday).

### **FIRE MARSHALS**

\$35 each per hour  
to include 30 minutes prior and post event.  
Required for all groups that anticipate 250 or more guests in attendance.

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### **CUSTODIANS**

\$20 each per hour  
to include 30 minutes prior and post event.  
Custodial fees may apply for larger events as deemed necessary by the venue.

# ANCILLARY PRICE LIST

ITEM	PRICE/EACH
Ballroom flying HD Double LCD Projectors w/ (19' x 14') Screen (Formatted to use as a package)	\$400
Portable Projector (2 in stock)	\$100
Portable 5x5 Screen (2 in stock)	\$100
Portable 10x10 Screen (1 in stock)	\$150
Portable 16x9 Screen (2 in stock)	\$200
Preston Monitors	\$100
Handheld Wireless Microphone Ballroom	\$100
Lapel Microphone Ballroom	\$125
Portable Sound (Wired Microphone w/ Speakers)	\$150
Standing Podium (2 in stock)	\$50 Standing
Table Top Podium (1 in stock)	\$30 Table Top
Conference Telephone	\$100
Easels (8 in stock)	\$15
Flip Chart w/Pad and 3 Markers (5 Available)	\$35
White Board w/3 Markers (4 Available)	\$25
AV Tech Fee	\$75/Hr (4 Hr Minimum)
Police	\$35/Hr (4 Hr Minimum)
Fire Marshal	\$35/Hr (4 Hr Minimum)
Bartender Fee	\$100 for up to 4 Hrs; \$35/Addt'l Hr
1 Comp Per Table 85in Tablecloth Black or White (charge for extra)	\$6
Floor Length Tablecloths 120s (Black/Blue/Cream)	\$10
Spandex Chair Covers (Black/White)	\$2
Cotton/Poly Boxed Chair Covers (White)	\$1
Chef Fee	\$150/Hr
Buffet Server Fee (Includes 4 servers)	\$80/Hr/Buffer Line
Vendor Table (Table, Linen, 2 Chairs)	\$50
Chargers (Gold/Silver)	\$1
Photocopies (Black & White or Color)	\$.20 Blk & White/ \$.30 Color

5171 Eisenhower Parkway, Macon, Georgia 31206  
478-471-4389

**ANDERSONCONFERENCECENTER.COM**



# ANDERSON

## CONFERENCE CENTER

# THANK YOU!

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