

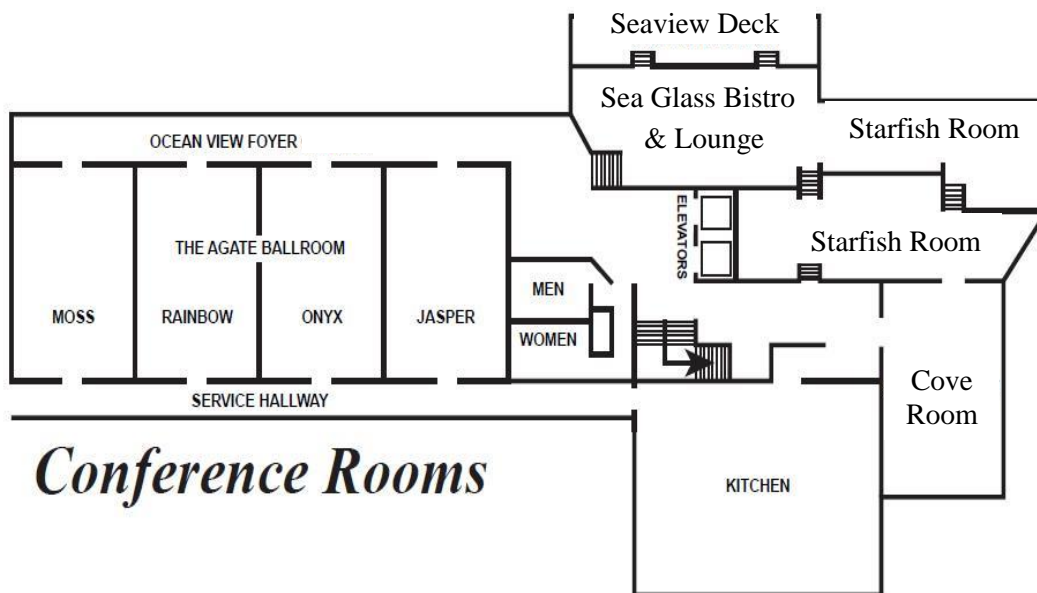
A large, irregular teal watercolor splash graphic with a soft, painterly texture. It has a white drop shadow beneath it, making it appear to float above the page. The splash is centered on the page and contains the text for the menu cover.

Sea Glass

CATERING MENU

Banquet Space Information

Room Name	Agate Ballroom	Onyx	Rainbow	Moss	Jasper	Cove
Square Feet	4,160	1,040	1,040	1,040	1,040	840
Dimensions	104'x40'	26'x40'	26'x40'	26'x40'	26'x40'	40'x21'
Ceiling	12'	12'	12'	12'	12'	10'
Theatre	320	80	80	80	80	60
Classroom	260	65	65	65	65	30
Reception	400	100	100	100	100	60
Banquet	320	80	80	80	80	60



Conference Rooms

Plated Breakfast

Please choose one item for the entire group.

Includes Breakfast Potatoes, choice of Breakfast Bread or Fresh Baked Buttermilk Biscuit, Butter and Preserves, Fresh Fruit, Fresh Brewed Coffee, Decaffeinated Coffee and Hot Tea

Brioche French Toast

Brioche French Toast with Maple Syrup and Fresh Berry Compote
\$17.00

Breakfast Sandwich

Scrambled Eggs, Bacon and Cheddar Cheese Piled High on a Brioche Roll
\$15.00

Veggie Hash Breakfast Burrito

Warm Flour Tortilla Filled with Scrambled Eggs, House-made Veggie Hash and Shredded Tillamook Cheddar Cheese with Salsa on the Side
\$18.00

Tillamook Scramble

Two Eggs Scrambled with Tillamook Cheddar Cheese and Diced Ham
\$16.00

Eggs Benedict

Two Halves of an English Muffin each Topped with a Poached Egg, Canadian Style Bacon and Hollandaise Sauce
\$19.00

Breakfast Quiche

Eggs, Ham, Cheese and Onions in a Flaky Crust
\$17.00

Prices are subject to change up to 60 days in advance of your event.

Dietary requests accommodated on a per request basis.

Split entrée available (up to two) charged at higher priced item.

Please contact our catering manager to design your own special menu.

72-hour guarantee is required, add 20% service charge to all items.

Buffet Breakfast

(25-person minimum)

Buffets are designed for one hour of service.

Additional charges may be applied after the first hour.

Includes Fresh Brewed Coffee, Decaffeinated Coffee, Hot Tea and Selection of Fruit Juices

Agate Beach Continental

Variety of Muffins, Butter, Preserves and Sliced Seasonal Fruit

\$16.00

The Wave Runner

*Scrambled Eggs, Bacon, Sausage Links, Breakfast Potatoes, Variety of Muffins,
Butter, Preserves and Sliced Seasonal Fruit*

\$20.00

Smoked Salmon Scramble

*Scrambled Eggs with House Smoked Northwest Salmon, Chives and Tillamook Swiss Cheese,
Breakfast Potatoes, Variety of Muffins, Butter, Preserves and Sliced Seasonal Fruit*

\$22.00

Breakfast on the Run!

*Scrambled Eggs, Chorizo Sausage, Tillamook Cheddar Cheese in a Flour Tortilla Wrap
Whole Fruit, Variety of Muffins, Butter, Preserves and Yogurt*

\$18.00

Enhance your Buffet:

Buttermilk Biscuits with Black Pepper Sausage Gravy ~ \$4.00 per person

Cinnamon Battered French Toast with Maple Syrup and Butter ~ \$4.00 per person

Honey Vanilla Greek Yogurt with Granola, Seasonal Berries, Bananas and Pepitas ~ \$3.00 per person

Oatmeal, 2% Milk, Brown Sugar, Cinnamon, Seasonal Berries and Bananas ~ \$4.00 per person

*Bagels with House Smoked Salmon Smear, Dilled Cream Cheese, Plain Cream Cheese,
Crispy Capers, Red Onion and Sliced Tomatoes ~ \$5.00 per person*

Croissants, Breakfast Pastries and Coffee Cake ~ \$26.00 per dozen

Prices are subject to change up to 60 days in advance of your event.

Dietary requests accommodated on a per request basis.

Please contact our catering manager to design your own special menu.

72-hour guarantee is required, add 20% service charge to all items.

Plated Lunch

(25 person minimum)

Please choose one item for the entire group.

Includes Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee

Club Croissant

Turkey, Bacon and Cheddar Cheese Piled High and Topped with Lettuce and Tomato

Served with Choice of Potato Salad or House-made Potato Chips

\$20.00

Portobello Burger

Grilled Portobello Mushroom, Tomato, Arugula, Red Onion and Blue Cheese Aioli on a

Toasted Brioche Bun Served with Choice of Potato Salad or House-made Potato Chips

\$22.00

Shrimp Roll

Pacific Bay Shrimp with Chef's Seasoning on a Fresh Brioche Bun with House-made Aioli Sauce, Lettuce, and Tomato. Served with Choice of Potato Salad or House-made Potato Chips

\$23.00

Fried Chicken Salad

Fried Chicken, Strawberries, Goat Cheese, Hardboiled Egg, Roasted Hazelnuts and

Tossed Spinach with Poppy Seed Dressing

\$19.00

Coastal Cobb Salad

Oregon Pink Shrimp, Bacon, Diced Tomato, Chopped Hardboiled Egg, Candied Hazelnuts and Blue Cheese Crumbles on a Bed of Field Greens tossed with House-made Marionberry Vinaigrette Dressing

\$22.00

Prices are subject to change up to 60 days in advance of your event.

Dietary requests accommodated on a per request basis

Split entrée available (up to two) charged at higher priced item.

Please contact our catering manager to design your own special menu.

72-hour guarantee is required, add 20% service charge to all items

Buffet Lunch

(25-person minimum)

**Buffets are designed for one hour of service. Additional charges may be applied after the first hour.
Includes Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee**

Deli Lunch

*Deli Sliced Turkey Breast, Ham and Roast Beef, Variety of Sliced Cheeses, Multigrain Sandwich Rolls,
Condiments, Lettuce, Sliced Tomato, Red Onions, Dill Pickle Spears, Coleslaw,
Red Skin Potato Salad and Sliced Watermelon*

\$20.00

Deli Lunch Add-ons:

*Chicken Breast Salad with Red Grapes, Celery, Scallions and Toasted Hazelnuts ~ **\$3.00** per person*

*Wild Caught Oregon Pink Shrimp Salad ~ **\$3.00** per person*

*White Albacore Tuna Salad ~ **\$3.00** per person*

*Killer Egg Salad ~ **\$2.50** per person*

The Cookout

*Hamburgers, Hot Dogs, Veggie Burgers, Assorted Sauces and Condiments, Multigrain Sandwich Rolls,
Coleslaw, Redskin Potato Salad and Sliced Watermelon*

\$25.00

Willamette Valley Adventure

*Tri-Tip Rubbed with Garlic, Lemon, Rosemary, Willamette Valley Red Wine and Olive Oil
Grilled Chicken Vineyard Style with Willamette Valley Chardonnay, Citrus, Herbs
and Olive Oil on Roasted Multigrain Sandwich Rolls with Assorted Sauces, Rouge Blue
Cheese Crumbles, Lettuce, Sliced Tomatoes, Onions, Vineyard Salad with Tossed Greens
and Marionberry Merlot Dressing, Farfalle Pasta Salad and Sliced Watermelon*

\$29.00

Taco Bar

*Carne Asada and Local Catch Fish Tacos, Warm Flour and Corn Tortillas, Tomatoes, Onions, Pickled
Peppers, Watermelon Jicama Slaw, Shredded Cabbage and Lettuce, Tillamook Cheddar Cheese,
Pico de Gallo Salsa, Sour Cream and Avocado Salsa*

\$26.00

Barbeque

*Pulled Pork with Sweet and Tangy Mustard Sauce, German Sausage with Sauerkraut, Grain Mustard and
Horseradish on a Multigrain Sandwich Roll, Caesar Salad, Potato Salad and Sliced Watermelon*

\$28.00

Prices are subject to change up to 60 days in advance of your event.

Dietary requests accommodated on a per request basis.

Please contact our catering manager to design your own special menu.

72-hour guarantee is required, add 20% service charge to all items

Lunch on The Go

All box lunch selections include Potato Chips, Candy Bar and Bottled Water

Roast Beef Ciabatta

Sliced (in-house) Roasted Beef, Tillamook Cheddar Cheese, Lettuce and Sliced Tomato on a Ciabatta Roll with Mayonnaise and Mustard on the side

\$17.00

Club Sub

Deli Sliced Ham and Turkey Breast, Thick Sliced Bacon, Tillamook Cheddar Cheese, Lettuce and Sliced Tomato on a Ciabatta Roll with Mayonnaise and Mustard on the side

\$17.00

Chef Salad

Julianne Cut Ham and Turkey Breast, with Tillamook Cheddar and Swiss Cheeses, Hardboiled Egg on a Bed of Romaine Lettuce with Ranch Dressing

\$16.00

Greek Wrap

Chopped Romaine Lettuce, Cucumber, Tomato, Feta Cheese, Olives and Hummus wrapped in a Flour Tortilla

\$14.00

A La Carte

<i>Assorted Whole Fresh Fruit</i>	<i>\$24.00 / dozen</i>
<i>Assorted Cookies</i>	<i>\$24.00 / dozen</i>
<i>Double-Chocolate Brownies</i>	<i>\$28.00 / dozen</i>
<i>Lemonade</i>	<i>\$24.00 / gallon</i>
<i>Fruit Punch (Sugar free available)</i>	<i>\$24.00 / gallon</i>
<i>Assorted Sodas</i>	<i>\$3.00 each</i>
<i>Bottled Water</i>	<i>\$3.00 each</i>
<i>Assorted Juice by the Carafe (Orange, Apple or Cranberry)</i>	<i>\$24.00 each</i>
<i>Complete Coffee Service</i>	<i>\$30.00 per gallon</i>
<i>(Includes fresh brewed coffee, decaffeinated coffee, hot chocolate, and hot tea)</i>	

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72-hour guarantee is required, add 20% service charge to all items.

Displays

Smoked Coastal Seafood Platter

Pacific Prawns, Wild Caught Coho Salmon and Local Albacore with Rice Crackers and French Baguette

Served with Chef's Assortment of Aioli's

\$84.00 (serves 12 people) \$168.00 (serves 25 people)

International and Domestic Cheese Display

Locally Sourced and From Around the Globe Chef's Cheese Selections

Served with Grapes, Berries, Crostini and Crackers

\$48.00 (serves 12 people) \$96.00 (serves 25 people)

Vegetable Crudité

Assortment of Fresh Seasonal Vegetables with Hummus and Herb Dip

\$36.00 (serves 12 people) \$72.00 (serves 25 people)

Wine Country Display

*Assortment of Cured Salami, Prosciutto, Artisanal Cheeses, Fig Jam, Dijon Mustard,
Smoked Salmon Spread, Grapes, Breads, Crackers, Olives and Cornichons*

\$60.00 (serves 12 people) \$120.00 (serves 25 people)

Crab, Bay Shrimp and Spinach Dip

Served in a Bread Bowl with Crispy Crackers

\$40.00 (serves 12 people)

Baked Brie

Served with French Baguette

\$60.00 (serves 12 people)

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72-hour guarantee is required, add 20% service charge to all items.

Hors d'oeuvres

House-made Quiche Lorraine or Smoked Salmon Quiche

\$30.00 per dozen

Chilled Pacific Prawns with Thai Barbeque Sauce or Traditional Cocktail Sauce

\$39.00 per dozen

Italian Sausage Stuffed Mushrooms

\$30.00 per dozen

Grilled Pancetta and Basil Wrapped Peaches

with Aged Balsamic Vinegar (seasonal)

\$36.00 per dozen

Seared Top Sirloin in a Potato Chive Spoon with Red Wine Reduction

\$40.00 per dozen

Smoked Gulf Shrimp with Comeback Sauce

\$39.00 per dozen

Satay Beef with General Tso's sauce

\$36.00 per dozen

Satay Shrimp with Thai Sweet and Spicy Chili Sauce

\$36.00 per dozen

Satay Chicken with Peanut Sauce

\$36.00 per dozen

Crab Cake with Mignonette Sauce on Baby Greens

\$48.00 per dozen

Korean BBQ Chicken Wings with Sweet and Tangy Gochujang Sauce

\$36 per dozen

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Please contact our catering manager to design your own special menu.***

72-hour guarantee is required, add 20% service charge to all items.

Plated Dinner

**Includes Seasonal Vegetables, Chef's Choice Salad and Dessert, Iced Tea,
Fresh Brewed Coffee and Decaffeinated Coffee**

Steak Bordelaise

*Baseball Cut Top Sirloin Pan Roasted over Aromatics with Bordelaise Sauce
and Creamy Mashed Potato Puree*

\$42.00

Surf and Turf Duo

*Center Cut Filet of Top Sirloin Pan Roasted over Aromatics with Red Wine Demi-glace
Fresh Alaskan Halibut Pan Seared with Herb and Citrus Beurre Blanc
Served with Truffle Leek Mashed Potatoes*

\$44.00

Wild Caught Salmon

Served with Citrus Beurre Blanc and Fresh Dilled Roasted Baby Potatoes

\$38.00

Line Caught Wild Halibut

*Served Over Yukon Gold Mashed Potatoes, with Braised Leeks and
a Light Caper Cream Reduction, Topped with Crispy Prosciutto*

\$42.00

Bone In Pork Loin

*Locally Sourced Carlton Farms Pork Roast with Braised Wild Mushrooms
and Apples in Brandy Sauce, Served Over Tillamook White Cheddar Polenta*

\$36.00

Classic Chicken Marsala

*Made in the Traditional Version with Shallots, Garlic, Cremini Mushrooms and Rich
Chicken Broth with Sweet Marsala Wine, Served with Yukon Gold Mashed Potatoes*

\$33.00

Roasted Vegetable Stack

*Portobello Mushroom Base with a Mix of Seasonal Vegetables Attractively Stacked and Roasted on a Bed of
Creamy Polenta with Blistered Garlicky Cherry Tomatoes and Fresh Basil with Roasted Pepper Coulis*

\$31.00

Penne with Vodka Sauce

*Al Dente Penne Pasta in an Ultra-rich Vodka Cream Sauce with Sundried Tomatoes,
Shaved Pecorino Romano and Fresh Basil*

\$28.00

***Prices are subject to change up to 60 days in advance of your event. Dietary requests accommodated on a per request basis
Split entrée available (up to two) charged at higher priced item.
Please contact our catering coordinator to design your own special menu.
72-hour guarantee is required, add 20% service charge to all items.***

Buffet Dinner

Buffets are designed for one hour of service.
Additional charges may be applied after the first hour.
Includes Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee

The Beachcomber
(25-person minimum)

Choice of two Entrées, two Salads, two Sides and one Dessert
\$39.00 per person

The Coastal
(50-person minimum)

Choice of three Entrées, three Salads, three Sides and two Desserts
\$42.00 per person

SALAD CHOICES:

Seasonal Greens
with House-made Dressings

Tossed Caesar
Crisp Romaine lettuce, Fresh Grated Parmesan Cheese and House-made Caesar Dressing

Wilted Spinach Salad
Warm Bacon Dressing, Hardboiled Egg, Parmesan Cheese and House-made Croutons

Shaved Brussels Sprouts Salad
Dried Cherries, Gorgonzola Crumbles, Raspberry Vinegar and Walnut Oil

Summer Greens
Toasted Pecans, Shaved Parmesan Cheese, Dried Blueberries
with House-made Vinaigrette Dressing

Mixed Baby Wild Greens (seasonal)
Watermelon Radish, Heirloom Tomatoes and Cucumber
with House-made Blush Wine Vinaigrette Dressing

SIDES CHOICES:

Green Beans Sautéed with Shallots and Almonds

Honey Glazed Rainbow Baby Carrots

Variety of Seasonal Roasted Vegetables

*Smokey Brussels Sprouts in Smoked Gouda
Gratin*

*Grilled Asparagus with Prosciutto and
Radicchio*

Yukon Gold Mashed Potatoes

Roasted Baby Potatoes

Classic Creamy Scalloped Potatoes

Rice Pilaf

Penne Pomodoro

ENTRÉE CHOICES:

Vineyard Tri-Tip with Red Wine Demi Glaze

Grilled Flank Steak Chimichurri

Prime Rib with Au Jus and Creamy Horseradish Sauce

Honey Garlic Chicken

Herb Crusted Chicken

Cherry Glazed Roast Pork Loin

Cedar Plank Salmon with Apple Fennel Slaw

Cider Glazed Chinook Salmon on Braised Greens

Oven Roasted Cod with Caper Citrus Sauce

Halibut with Summer Corn, Baby Heirloom Tomato and Avocado Salsa (Seasonal)

Italian Sausage, Three Cheese Rigatoni Bake with House-made Sauce

House-made Rustic Bolognese Lasagna

VEGETARIAN OPTIONS:

Roasted Eggplant Parmesan

Greek Spinach Feta Pie

Mushroom Stroganoff

Pasta Primavera

DESSERT CHOICES:

New York Style Cheese Cake with Strawberry Sauce

Assortment of Fresh Baked Cookies

Flourless Chocolate Torte with Berry Coulis

Marionberry Crisp with Hazelnut Oat Topping and Vanilla Sauce

Creme Brulee with Fresh Berries

Bread Pudding with Bourbon Caramel Sauce

Espresso Brownie with Frangelico Chocolate Sauce

Strawberry Shortcake

Carrot Cake

***Prices are subject to change up to 60 days in advance of your event.
Dietary requests accommodated on a per request basis.
Please contact our catering manager to design your own special menu.
72-hour guarantee is required, add 20% service charge to all items.***

Bar Selections

**Bar set-up fee is \$50.00 per bar (fee waived with \$350.00 sale, per bar, per hour)
Minimum sale requirement is \$250.00 per bar, per hour (20% service fee is not included).
(Prices on this page subject to change)**

Well Brands

Bourbon, Scotch, Gin, Vodka, Tequila, Brandy, & Rum
\$8.00

Call Brands

*Absolute Vodka, Bacardi Black Rum, Malibu or Captain Morgan's Rum, Bombay Dry Gin,
Jim Beam or Jack Daniels Whiskey, J&B Rare or Cutty Sark Scotch and Jose Cuervo Tequila*
\$10.00

Premium Brands

*Ketel One Vodka, Bombay Sapphire Gin, Maker's Mark or Jameson Whiskey, Crown Royal Canadian
Blend, Hornitos Tequila, Johnnie Walker Red Scotch, Kahlua and Bailey's Irish Cream*
\$12.00

House Wine by the Glass

Red, Blush or White
\$8.00

Domestic Beer

Selections may include Budweiser, Bud Light, Michelob and Coors Light
\$5.00

Craft & Imported Beer

*Selections may include Rogue Dead Guy, 10 Barrel Apocalypse IPA,
Widmer Hefeweizen, Corona, Heineken, and Stella*
\$6.00

House Wine by the Bottle

Red, Blush or White
\$28.00

Champagne by the Bottle

\$20.00

Do you have a specialty wine we don't carry, or a vendor hosting your event?

Corkage fees:

750 wine bottle \$15.00 per bottle

Beer Keg, with your own tap \$100 per keg

Advance notice is required and approval by hotel management prior to your event.

Prices are subject to change up to 60 days in advance of your event.

Add 20% service charge to all hosted items and corkage fees.

Best Western Plus Agate Beach Inn Catering Policies

We kindly ask you to read, sign and return the following Catering Policies with your signed Event Order:

1. All prices are guaranteed 90 days prior to the function. Any function booked beyond 90 days may be subject to price changes based on prevailing market costs.
2. We require a 72-hour guarantee of the number of people that will be in attendance for all food and beverage functions. This number will be considered a guarantee, not subject to reduction. The hotel will be prepared to serve 5% over the guarantee. All food charges are based on the guaranteed attendance or the actual number of guests served whichever is greater. When providing a split entrée selection, the higher priced entrée will prevail as the overall entrée cost. All entrees served over the guaranteed number will be at an appropriate meal surcharge (\$3 per breakfast, \$5 per lunch and \$7 per dinner)
3. Please note that a 25-person minimum attendance is required for all entrée meal selections and all buffets are priced for one hour of service. Additional per person charges will be assessed for buffets lasting more than 1 hour.
4. No food or beverage of any kind may be brought into the hotel by patrons, guests, or invitees from the outside without the special permission of the hotel. The hotel reserves the right to charge accordingly for the service of such food and beverages.
5. The hotel specifically prohibits the removal of food from the hotel premises by the patron or any of the patron's guests or invitees. Any exception to this rule will be made at the discretion of Hotel Management only. In such cases, the hotel waives any liability whatsoever resulting from the transport; refrigeration or preparation of said food once it leaves the hotel premises or the food event has ended.
6. Payment shall be made in advance of the function unless credit has been established to the satisfaction of the hotel. Satisfactory arrangements include a valid credit card or completed credit application. Once credit is approved, via the credit application, the balance is due and payable 30 days after the date of the invoice. A credit application will be provided from a Catering or Sales Representative. Once your group's application has been approved, all catering charges can be direct billed. All requests for direct billing must be submitted and authorized by the Hotel Accounting office at least 45 days prior to the scheduled event.
7. A deposit is required to secure your catering event as a definite commitment, which will be applied toward your final bill at full value. If any catering function is to cancel within 90 days of the date of the function, the deposit shall then become the property of the hotel. Furthermore, any function which cancels 30 days or less prior to the booked date will be subject to a cancellation fee equal to the full room rental for the room held. Should any meal function be canceled less than 72 hours prior to the function, the client will be required to pay 100% of the estimated food revenue.
8. All catering arrangements and event planning must be established 30 days prior to arrival. Should the setup of the meeting room be changed per catering contract later than 24 hours prior to the function, a \$75.00 fee will be assessed.
9. We may impose a fee for any damaged or missing items provided by the hotel.
10. All displays or exhibits, if any, must conform to the City Code fire ordinance rules. The Hotel will not permit the affixing of anything to the walls, floors, or ceilings of rooms with nails, staples, or any substance unless the Sales or Catering Office, in writing, gives approval. In the event this is done without our authorization and any damage is suffered, the cost of repair and/or replacement will be billed to the patron.
11. The Hotel will not assume responsibility for damage or loss of any merchandise or articles left in the Hotel prior to, during or following the function. Any freight or shipping charges incurred as a result of materials, i.e., literature, audio/visual and/or video equipment, books, etc., being shipped to Best Western Plus Agate Beach Inn remains the sole responsibility of the conference, association or group. It is the client's responsibility to contact the freight carrier and properly pack and label all boxes to be shipped to the hotel, 2 days prior to the scheduled event.
12. Function rooms are assigned based on the projected number of persons expected. If actual guaranteed attendance decreases or increases, we reserve the right to change to a room suitable for that number of attendees. Requests for function space to be held on a 24-hour basis will be considered and may incur an additional charge.
13. The Hotel applies a mandatory 20% service charge to all food and beverage service, room rental charges, and set up fees.
14. All entertainment must be approved by hotel management prior to your event, for the comfort and consideration of all our hotel guests, any entertainment to continue past 10:00pm, must be approved by hotel management.

I have read and do hereby accept the above policies.

Signed: _____

Dated: _____

Audio Visual Equipment & Price List

Prices are per day. Inventory is limited and subject to availability.

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Exhibitor/Vendor or Auction Tables</u>
Screens			(6' or 8' table) \$25.00 each/day
Portable 6 x 6	3	\$10.00	includes (1) table, skirting,
Mounted 12 x 12 (or) 6 x 6	2/1	No Charge	white tablecloth & chair
Tabletop 8 x 6	2	\$15.00	Exhibit 6' 20
35 MM Slide Projector w/Remote	1	\$25.00	Exhibit 8' 37
Overhead Projector Standard 3-M	2	\$25.00	<u>Tables included in your set up</u>
Web Camera on Tripod	2	\$50.00	(Includes one white cloth)
LCD Projector	2	\$150.00	Classroom Tables
LCD Projector with Laptop	1	\$200.00	18" x 6' 20
Projector Stand	1	\$5.00	18" x 8' 37
50" TV Monitor on Stand	1	\$50.00	Round Tables 34
DVD w/ 50" TV Monitor	1	\$75.00	½ Round Table 2
Lavaliere Microphone (cordless)	1	\$50.00	Serpentine Table 8
Cordless Handheld Microphone	2	\$50.00	Rectangular Tables
Corded Handheld Microphone	5	\$25.00	3' x 6' 20
Microphone Stand	2	No Charge	3' x 8' 28
Standing Podium	2	No Charge	<u>Table Skirting</u>
Tabletop Lectern	1	No Charge	Black, White, Maroon or
Flip Charts w/Pad and Markers	2	\$25.00	Navy Blue
Cork Message Board	2	No Charge	<u>Linens</u>
Easel	4	No Charge	Please ask about available colors.
White Board w/Markers	3	\$10.00	(White Tablecloths with light blue,
Riser 8 x 6 Sections w/2 access ramps	6	\$10.00 each	mint green or navy-blue Napkins are
Dance Floor 324-12 x 12 pieces			included in your set-up)
Largest 18 x 18	1	\$100.00	Additional colors available at an
Coat Rack	1	No Charge	additional cost.
American/State Flag	1 each	No Charge	Tablecloths: \$4.00 each
Extension Cord	10	\$5.00	Napkins: \$0.50 each
Surge Protector	8	\$5.00	Chair Covers: \$7.00 each
Speaker Phone	2	\$50.00	(Champagne only)
Phone Line (per room)	1	No Charge	
Basic AV Package		\$15.00	<u>Decorations</u>
(Screen, Corded Mic, AV table)			Please ask about our complimentary

Dedicated AV Tech \$35.00 per hour (2-hour min.)

Our dedicated tech will troubleshoot hotel equipment. Your own equipment is not guaranteed to interface with the hotel equipment, and you may need to provide your own cords/adapters.