



Wedding Package



Congrats on your engagement!

Durham Convention Center, DCC for short, is thrilled that you are considering us for your upcoming wedding reception. Planning such a big day can be a monumental undertaking, and we are here to make the entire process as simple as possible. Whether you're looking to plan an extravagant affair, or want to keep things simple and classy, our team is here for you.

Our team of sales and event specialists bring sophistication, creativity, and innovation along with the logistical expertise to make your wedding day truly spectacular. With over 20 years of experience successfully executing events, our team of event artists will work with you to design the perfect day.

We can't wait to get started. To request more information, or to set-up a venue tour, please fill out the [RFP form](#) on our website or call 919-956-9404.

Sincerely,

Durham Convention Center Team





What's Included?

Each package comes with the below included:

- 1 bridal suite with full-length mirror
- (3) hours for decorating, (4) hours of event time, and (1) hour for move-out
- Event manager to assist with pre-event specifics and on-site execution
- Event insurance
- Tables with lap length linen and golden chairs
- Mirror plate centerpieces and 3 votives (available in gold and glass) per table
- Dance Floor

Wedding Enhancements

Durham Convention Center is more than a venue, we are high-end event designers. We offer several additions that you can add-on to enhance your event. Costs and fees may vary.

DJ

Further elevate your event with sound and lighting packages from DJ America. DJ America's services start at \$650 and the photobooth starts at \$1,200. Find more info on [their website here](#).

Equipment

- Teak Wooden Dance Floor – \$10 per 3'x3' piece
- Spandex Chair Covers (available in white or black) – \$1/per chair
- Floor Length/Specialty Linen – \$12/linen
- Overlays (available in black, red, and gold) - \$10/overlay
- Specialty Lighting – Provided by DJ America or Scott Brown Media Group

Flowers

The DCC team would be happy to work with you to design and order beautiful arrangements that match your color scheme.

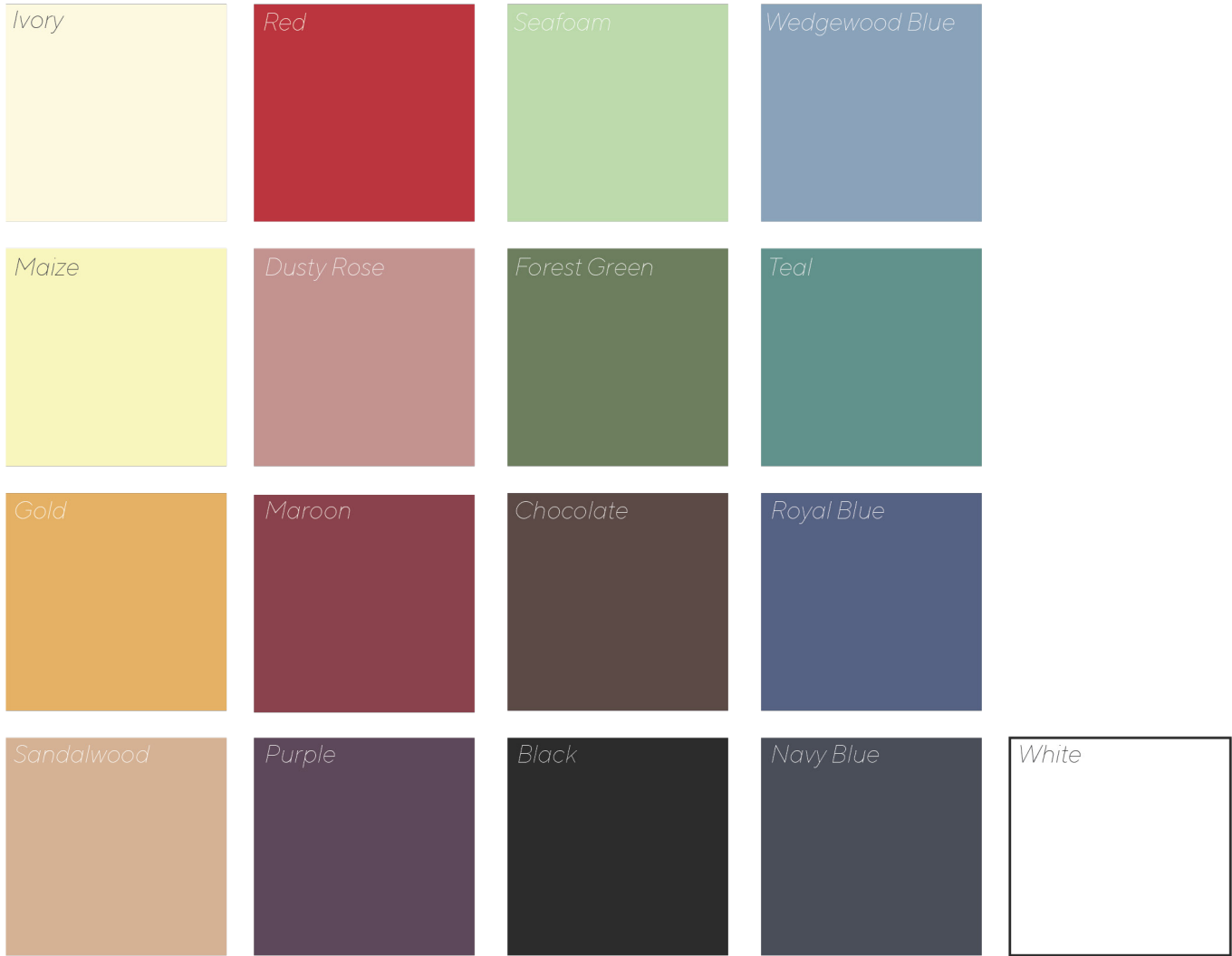
Rentals

Top quality rentals can help any event pop, and our team knows what works. Let us design your event with you! Rental requests are due at least 30 days prior to your event.

Linen Colors

Lap length linens are provided for all tables at no additional cost. Floor length and specialty linens are available to rent for \$12 per table. Overlays are available for \$10 per. Not all colors are available in all table sizes/linen types.

Please consult with your event manager for current color and size availability.



Plated Dinner Reception

\$101++ Per Person

SALAD SELECTIONS

(Select two)

House Salad with Tomatoes, Cucumbers and Shredded Carrots (VG)

Classic Caesar Salad

DCC Signature Salad with Mesclun Greens, Toasted Pecans, and Shaved Parmesan

ENTREE SELECTIONS

(Select two)

Grilled Airline Chicken Breast with Tomato Provençal Sauce

Diamond Cut Tenderloin Steak with Tobacco Onions

Blackened Grilled Salmon Fillet with Citrus Chardonnay Sauce

Portobello Napoleon (VG)

Vegetable Strudel with Tomato Sauce (V)

Butternut Squash Ravioli with Brown Butter and Sage (V)

Premium Entrees

(Select two)

Crab Stuffed Chicken Breast with Dijon Dill Sauce

Blue Cheese Stuffed Filet Wrapped in Bacon with Béarnaise

Pan Seared Diver Scallops with Fennel and Lemon Salad

*Alternative sauces available for any of the above entrees.

*Premium entrees cost an additional \$8/person

*Additional proteins add \$7/person

SIDE DISHES

(Select two)

Starches

Basmati Rice Pilaf with Lemon

Parsley Potatoes

Au Gratin Potatoes

Garlic Mashed Potatoes

Polenta Cake

Vegetable

Chef's Vegetable Medley

Green Bean Almondine

Steamed Broccoli

Seasonal Vegetable Medley

Asparagus

++All events are subject to a 22% management charge and NC State Tax.

Custom menus are available upon request. Consult with your event manager to develop special menus perfect for your event.

VG = Vegan | V = Vegetarian | GF = Gluten Free



Buffet Dinner Reception

\$87++ Per Person

SALAD SELECTIONS

(Select two)

House Salad with Tomatoes, Cucumbers and Shredded Carrots (VG)

Classic Caesar Salad

DCC Signature Salad with Mesclun Greens, Toasted Pecans, and Shaved Parmesan

ENTREE SELECTIONS

(Select two)

Goat Cheese Stuffed Chicken Breast

Hanger Steak with Sauteed Onions and Mushrooms

Grilled & Marinated Chicken Breast with Tomato Provençal Sauce

Herb Roasted Salmon Fillet

Grilled Marinated Flank Steak

Baked Shrimp & Crab Stuffed Flounder

*Alternative sauces available for any of the above entrees.

SIDE DISHES

(Select two)

Green Bean Almandine

Twice Baked Potato

Garlic Mashed Potatoes

Basmati Rice Pilaf with Lemon

Green Beans with Roast Peppers

Chef's Vegetable Medley

Seasonal Roasted Vegetable Medley

Saffron Risotto

Mushroom & Herb Rice Pilaf

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Enhance your Reception

Table Displays

Seasonal Fruit Display (VG, GF)

\$100 - \$300++ based on guest count

Pineapple, Honey Dew, Cantaloupe, Grapes, and Berries

Local Gourmet & Assorted Domestic Cheese

\$95 - \$250++ based on guest count

Selection of Assorted Cheeses with Crackers and Bread

Antipasto (GF)

\$90 - \$400++ based on guest count

Black Olives, Artichoke Hearts, Mozzarella, Prosciutto, Hearts of Palm, Salami, Pepperoni, and Roasted Peppers

Mediterranean (VG)

\$40 - \$200++ based on guest count

Hummus, Baba, Tabouli, Artichokes, and Assorted Olives served with Fresh Pita

Fresh Vegetable Crudité (VG, GF)

\$75 - \$200++ based on guest count

Assorted Vegetables Including: Broccoli, Celery, Carrots, Cauliflower, Red Peppers, Radishes, and Squash Served with Spinach Ranch Dip (not VG)

Mini Pastry Table

\$16++ per person

Fresh Fruit Tartlets, Chocolate Espresso Cups, Assorted Miniature Pastries, and Chocolate Dipped Strawberries

Chef Attended Stations

Chef fee of \$75++ applies

Pasta Bar

\$15++ per person

Featuring Penne and Bow Tie Pasta with Roasted Garlic Alfredo, Marinara, or Pesto and Assorted Meats and Toppings

Prime Rib of Beef

\$300++ per 25 guests

Served with Horseradish Cream Sauce and Miniature Rolls

Marinated Breast of Turkey

\$150++ per 50 guests

Served with Herbal Mayonnaise, Honey Mustard, and Miniature Rolls

Peppered Tenderloin

\$325++ per 25 guests

Served with Dijon Mustard, Horseradish Cream, and Miniature Rolls

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Passed or Stationary Hors D'oeuvres

Priced Per Piece / Minimum order of 25 pieces per item

**Passed hors d'oeuvres comes with an additional labor charge of \$28 per server per hour, with a (4) hr minimum.

Spinach Spanakopita – \$2.50++

Thai Satay (Choice of Beef or Chicken with Peanut Sauce) (GF) – \$3.25++

Vegetarian Spring Roll with Sweet Chili Sauce (VG) – \$2.50++

Buffalo Chicken Spring Rolls – \$3.25++

Bacon Wrapped Scallops – \$3.75++

Mini Crab Cakes with Remoulade Sauce: \$3.75++

Wild Mushroom Bouche – \$2.50++

Sausage Stuffed Mushrooms – \$2.50++

Risotto Balls Stuffed with Mozzarella – \$2.50++

Roasted Tomato and Brie Crostini – \$2.50++

Pepper Beef Tenderloin with Horseradish Sauce (GF) – \$3.75++

Smoked Salmon Crostini – \$3.75++

Chilled Cocktail Shrimp with Sauce (GF) – \$3.75++

Marinated Artichoke and Kalamata Skewer (VG, GF) – \$2.25++

Pan Seared Scallop with Salsa on Tortilla Crisp – \$3.75++

Curried Chicken Salad Bouche – \$2.50++

Chef's Assorted Finger Sandwiches – \$4.00++

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Bar Services

Liquor, beer, and wine may only be served by DCC staff and must remain in the facility during the event. All bars are priced per person and sold for the full guest count. Services have a 2-hr minimum. Glassware is available, upon request. All bars include soda and bottled water.

Open Bar

Premium Brand Liquor Two Hours: \$22++
*additional hours \$8++

Top Shelf Brand Liquor Two Hours: \$26++
*additional hours \$10++

Beer and Wine Bar

Two Hour Service: \$17++
*additional hours \$5++

Cash Bar Packages

Cash bar is where drinks are paid by guests at the prices listed below. There is no cost to you.

Cocktails/Liquor

Premium brand \$8++
Top shelf brand \$10++

Domestic beer \$5++
Imported beer \$6++
Craft beer \$8++
Wine \$8++
Bottled water \$2++
Sodas and juices \$2++

Premium Brand Liquor Includes:

Absolut Vodka, Tanqueray Gin, Jose Cuervo Tequila, Captain Morgan Spiced Rum, Chivas Regal Scotch, Jack Daniels Bourbon, Seagram's 7 Whiskey

Top Shelf Brand Liquor Includes:

Grey Goose Vodka, Ciroc Vodka, Bombay Gin, Patron Tequila, Mt. Gay Rum, Maker's Mark Bourbon, Crown Royal Whiskey, Johnny Walker Black Scotch, Hennessy

Add Ons:

Champagne toasts are available, upon request. Standard house champagne is \$40++ and sparkling cider is \$10++. Passed beverage service may be requested and costs \$28/hr/server with a minimum of (4) hrs.

Durham Convention Center understands that a one-size fits all approach may not work for every event.

We would be happy to design a drink to enhance your night. Custom cocktail tastings are available, upon request, and must be made at least 60 days in advance of your event. If you would like to request a certain brand of liquor, beer, or wine, consult with your event manager at least 30 days in advance.

A \$100 bartender fee will be assessed for all bars producing less than \$500 in revenue. (1) bar and bartender will be provided for every (100) guests. Additional bartenders may be requested for an additional cost of \$32/hr with a minimum of (4) hrs. Security is required for bar service and will be billed at \$28 per hour.

The N.C. state liquor commission regulates the sale of alcoholic beverages. Guests are not permitted to bring liquor in or out of Durham Convention Center.



Policies

Bar Service

Durham Convention Center offers a complete selection of beverages to compliment your function. The North Carolina Alcohol and Beverage Commission regulates alcohol and beverage service. In compliance with ABC regulations, we reserve the right to ask patrons for proper identification for alcoholic beverage service and reserve the right to refuse alcohol service to intoxicated or underage persons.

Dietary Considerations

Durham Convention Center is happy to address a special dietary request for individual guests with a 30-day advance notice. DCC will prepare 2% vegetarian, GF, or vegan meals at no additional cost. If more than 2% of your attendees need special meals, additional fees will apply.

Guest Count

An estimated guest count is due when you contract your event with the sales department. That number will be the minimum guaranteed count. A final guest guarantee is due (7) business days prior to your event. If the actual guest count exceeds the estimated or guaranteed count, billing will be based on the actual count. If the actual count is less than the guaranteed count, billing will be based on the guaranteed count. Changes made within (7) business days are subject to a 15% surcharge and may be denied.

Labor

Catering personnel are scheduled for four-hour shifts for each event. Events requiring additional time over the four-hour period will incur an overtime charge of \$28 per waiter per hour. (1) bartender is supplied at \$100 per every (100) guests. (1) bartender fee will be waived per every \$500 in bar revenue. Additional bartenders can be added at the client's request at \$32/ hr with a minimum of 4 hrs. Security is required for events with bar service. Security will be billed at \$28/hr/person. Passed appetizer service and wine pourers can be requested at \$28/hr with a minimum of 4 hrs.

Management Fee and Tax

All events are subject to a 22% management charge and 7.5% sales tax. The management charge is not a tip, gratuity, or service charge.

Outside Food and Beverages

No outside food or beverage of any kind may be brought into the facility by the patron or invitees, with exception for wedding and groom cakes. DCC food and beverages may not be taken off the premises.

Payments

All charges must be paid by (7) business days before your wedding. DCC will gladly accept credit card payments from Mastercard, Visa, Discover, and American Express.

Rentals

You are responsible for having all rented items – chairs, tables, linens, etc – setup 5 hours in advance of event start for plated meals. All client-provided decorations must be removed within 1-hr of event end. Additional time can be purchased at \$250/hr.

Tastings

Once your contract has been signed and initial deposit received, we will gladly schedule a complimentary tasting for up to (3) people. Tastings can be for your desired menu or custom cocktail. Tastings are scheduled based on staff availability and can only be scheduled during business hours Monday-Friday 8:30AM-5:30PM. Tastings must be scheduled between 60-90 days in advance of your event.





DURHAM
CONVENTION
CENTER

301 W Morgan St, Durham, NC 919-956-9404

durhamconventioncenter.com