



DCC CATERING MENU

FINE FOODS FOR EVERY OCCASION

BAR SERVICES



Hosted packages

billed to master account.
priced per person - all open bar packages include house red and house white wine

OPEN BAR

one-hour service
premium brand \$14++
top shelf brand \$16++

each additional hour
premium brand \$8++
top shelf brand \$10++

BEER, WINE AND SODA ONLY

house wine, domestic and imported beer,
assorted soft drinks and bottled water

one hour \$13++
two hours \$17++
three hours \$22++
four hours \$27++



cash and consumption bar packages

consumption bar package bills the master account based on consumption for the following drinks & prices.
cash bar: drinks are paid by guests at prices listed below.

COCKTAILS AND BEER

cocktails
premium brand \$8++
top shelf brand \$10++

domestic beer \$5++
imported beer \$6++
craft \$8++
wine \$8++
bottled water \$2++
sodas and juices \$2++

champagne toast
available per bottle
standard house brand \$40++
sparkling cider \$10++



Brands



premium brand liquor includes:

PREMIUM

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:

TOP

Grey goose vodka, Ciroc vodka, Bombay gin, patron tequila, mt. gay rum, maker's mark bourbon, crown royal whiskey, johnny walker black scotch, Hennessy

(919) 956-9404 durhamconventioncenter.com

301 WEST MORGAN STREET, DURHAM, NC 27701



Convention Services Policies

convention services policies

SPECIAL STAFFING REQUESTS

the following positions can be requested at additional charge to the client.

number of staff will be determined by the Durham convention center events team.

wine pourers- \$25++ per person per hour

passed appetizers- \$25++ per person per hour

at the Durham convention center, we are committed to making your event a memorable experience for you & your guests. we would be more than happy to design a drink to enhance your evening's experience. also, if you would like to request a certain brand of liquor, beer or wine, please ask your convention services consultant. we would be happy to find out if it is available and any additional fees that may apply.

a \$75 bartender fee will be assessed for all bars producing less than \$300 in revenue. one bar and one bartender for every one hundred and fifty guests will be provided. a request for additional bartender service is at \$75 per bartender.

the N.C. state liquor commission regulates the sale of alcoholic beverages. guests are not permitted to bring liquor into the Durham convention center.



OUTSIDE FOOD AND BEVERAGES

no food or beverage of any kind will be permitted to be brought into the facility by the patron or patron's guests or invitees without prior written approval of the general manager or food and beverage director. food items may not be taken off the premises; however, at the Durham convention center's sole discretion, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

FOOD AND BEVERAGE SAMPLING

Durham convention center exhibitors may distribute food and beverage samples in authorized space but must not be in competition with products or services offered by dcc food services. samples must be representative of products manufactured or sold by the exhibiting company. free samples are limited to 2 ounces of non-alcoholic beverages and 1 ounce of food. exact descriptions of sample and portion size must be submitted to the food and beverage office for written approval 14 days prior to the opening of the event. no alcoholic samples may be distributed. any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the North Carolina department of health.

BEVERAGE 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. as the licensee, we are responsible for the administration of these regulations. alcoholic beverages may not be brought onto the premises from outside sources. in compliance with ABC regulations, we reserve the right to ask patrons for proper identification for alcoholic beverage service, and we reserve the right to refuse alcohol service to intoxicated or underage persons. alcoholic beverages may not be removed from the premises.



LABOR

catering personnel are scheduled for four-hour shifts for each meal period. events requiring additional time for service over the five-hour period will incur an overtime charge of \$25 per waiter per hour. an additional labor fee will be charged for groups of less than 25 guests. an additional labor fee will be charged for food and beverage preparation and service for events on the following holidays: New Year's Eve, New Year's Day, Memorial Day, fourth of July, Labor Day, thanksgiving day, Christmas eve and Christmas day.

MANAGEMENT FEE AND TAX

all catered events are subject to a management charge, at prevailing rates. this management charge is the sole property of the food/beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. The management charge is not a tip, gratuity, or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the management charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

*menu items are not limited to these specific selections. please ask your events manager for accurate pricing based on your request.

++All catered events are subject to Management Charge and applicable NC State Tax.



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DIETARY CONSIDERATIONS

the Durham convention center is happy to address a special dietary request for individual guests with a 10-day advance notice. dcc will prepare 2% vegetarian dinners for plated served dinners. additional fees may apply.



CANCELLATION

cancellation of a food function must be sent in writing to your DCC sales representative. any cancellation received more than 30 days of the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges. any cancellation received less than 30 days in advance of the scheduled event will result in a fee of 50% of the estimated food and beverage charges. any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charges on the affected banquet event order(s).

LINENS

all plated and buffet meal prices include white, ivory or black table linens and your choice of a variety of pre-selected linen napkin colors. your catering sales managers is happy to assist you with custom linen orders for an additional charge.

PAYMENTS

all food and beverage must be paid in advance of event. a non-refundable deposit of 50% of the total estimated food and beverage charge is required along with the signed catering contract and banquet event orders no less than two weeks prior to the event; with the anticipated balance due no later than three days prior to the event. a credit application and a credit card authorization must be completed for any incidental charges which occur during event.

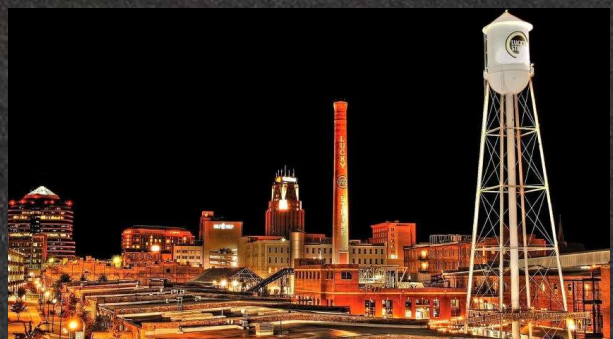
dcc will gladly accept credit card payments from master card, visa and American express.

GUARANTEES

guarantees

a final guarantee of attendance is required seven (7) business days prior to all food and beverage events. in the event dcc does not receive a final guarantee prior to 7 business days, the expected number will become the guarantee number. the Durham convention center will make every attempt to accommodate any increases in guarantee numbers after the 7 business days, however, the guarantee may not decrease inside of 7 business days prior to event.

in the event of a split entree, the client is responsible to notify the dcc of the exact count of each item 7 business days prior to the event.



PRICES

prices will be guaranteed 3 months prior to the event. DCC catering services reserves the right to substitute menu items due to market availability and will always make every effort to inform our clients of these substitutions

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