



**Music City Center
Booth Catering Order Form**

Eileen.Adams@nashvillemcc.com

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Contact Name: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Breakfast & Break Items	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Muffins or Assorted Danish (dozen) Circle One			42.00						am / pm	am / pm
Assorted Bagels with Cream Cheese (dozen)			42.00						am / pm	am / pm
Ham & Cheese English Muffin or Sausage Biscuits (dozen) Circle One			45.00						am / pm	am / pm
Fresh Baked Brownies or Cookies (dozen) Circle One			39.00						am / pm	am / pm
Tortilla Chips & Salsa or Potato Chips & French Onion Dip (serves 25 ppl) Circle One			100.00						am / pm	am / pm
Warm Jumbo Pretzels with Cheese Sauce & Spicy Mustard (dozen) & an (attendant required)			57.00						am / pm	am / pm
Box Lunch Selections	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
OPTION 1: Roast Beef & Provolone Cheese, Lettuce, Tomato on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			23.00						am / pm	am / pm
OPTION 2: Ham & Cheddar Cheese, Lettuce, Tomato on a wheat Kaiser Roll, Chips, Cookie, and Bottled Water			23.00						am / pm	am / pm
OPTION 3: Roasted Turkey with Swiss Cheese, Lettuce, Tomato on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			23.00						am / pm	am / pm
OPTION 4: Grilled Market Vegetables, Olive Oil Infused served on a Wrap, Chips, Cookie, and Bottled Water			23.00						am / pm	am / pm
Refreshments and Beverages	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Regular or Decaf Coffee (gallon) Circle One			69.00						am / pm	am / pm
Herbal Tea Bags, with hot water, lemon & honey (gallon)			69.00						am / pm	am / pm
Orange, Cranberry, or Apple Bottled Juice (each)			4.50						am / pm	am / pm
Dasani Bottled Water (each)			3.75						am / pm	am / pm
Assorted Coca Cola Soft Drinks (each)			3.00						am / pm	am / pm
Host House Cocktails **(per drink)			8.50						am / pm	am / pm
Host House Wine ** (per drink)			8.50						am / pm	am / pm
Host Imported Beer * (each)			7.00						am / pm	am / pm
Host Domestic Beer* (each)			6.00						am / pm	am / pm
Domestic Beer by the 1/2 Keg* (Budweiser, Bud Light, or Miller Lite)			475.00						am / pm	am / pm
Import/Craft Beer by the 1/2 Keg* Serves Approximately 124 Servings (Heineken, Sam Adams Boston Lager or Yazoo Pale Ale-Nashville)			525.00						am / pm	am / pm
Bartender (4 hour minimum)			150.00						am / pm	am / pm

*Bartender is Required @ \$150 minimum of 4 hour. additional hrs are \$40 per hr per bartender, **Cocktails & Wine are subject to an additional 15% beverage tax.
Show management must approve all beverage on show floors

Deli Platters	Quantity	Serves 10-15	Serves 20-25	#Days	Total	Delivery Date(s)	Delivery Time	Removal Time
Garden Fresh Vegetable Tray		125.00	200.00				am / pm	am / pm
Gourmet Cheese and Fruit Tray		150.00	250.00				am / pm	am / pm
Pre-made Assorted Deli Sandwiches		225.00	375.00				am / pm	am / pm

Other Options	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Ice Cubes (10 lb bag)			5.00						am / pm	am / pm
Keurig Machine, Water , and 1 dozen variety of (12) K-Cups			150.00						am / pm	am / pm
1 Dozen Variety of (12) K-Cups			36.00						am / pm	am / pm
Popcorn Machine*			175.00						am / pm	am / pm
Freshly Popped Popcorn (pre bag), Butter, or Ranch Salt, 200 bag minimum			2.50						am / pm	am / pm
Cookie Oven*			150.00						am / pm	am / pm
Booth Attendent (4 hour minimim)*			150.00						am / pm	am / pm
Water Cooler with 5 gallon water bottle			85.00						am / pm	am / pm
Additional 5 Gallon bottle of Water			40.00						am / pm	am / pm

*Booth Attendent is Required @ \$150.00 minimum of 4 hours

Client Initials:

ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST

All orders must be received 72 hours in advance of delivery. Please add 23% Catering Service Fee, 9.25% Sales Tax and .25% Zone Fee. ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A <u>25% ADDITIONAL CHARGE.</u>	Sub-Total:	
	Service Fee (23%)	
Payment Authorization & Fees: Your signature on this form authorizes Centerplate to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.	Sales Tax 9.25%	
	Zone Fee .25%	
	Total:	
Please make Company Checks, Cashier Checks or US Bank Money Orders payable to: Centerplate		
Credit Card: <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	Billing Zip: _____	
Credit Card Number: _____ - _____ - _____	Exp. Date: _____ - _____	CVC# _____
(Print) Card Name: _____ Signature: _____	Date: _____	
Revised June 2018	Mail To: MCC 201 5th Avenue South, Nashville, TN 37203	

Terms and Conditions

Please review the below terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute **Craveable Experiences** and **Raveable Results** for our clients and our guests.

The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility. Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through the Music City Center.

PAYMENTS: **A.** Payment in full and signed contract must be rendered prior to food service being provided. **B.** All orders must be received 72 hours in advance of delivery. **C.** Orders placed within 72 hours of delivery will be subject to a **25% additional charge.**

CANCELLATION: Full charges will be applied to the cancellation of any menu items received within 72 hours prior to scheduled event dates

The Music City Center does not provide serving tables or electrical for Booth Delivery Service. Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center catering sales manager.

25% Additional Charge will be added to all orders received within 72 hours of delivery order date. **23%** Catering Service Fee will be added to all orders. **9.25%** Sales Tax will be added to all orders. **.25** Business Development Fee will be added to all orders. Prices are subject to change without notice.

Payment Authorization & Fees: Your signature on this form authorizes Centerplate at the Music City Center to charge the credit card provided for payment of services ordered on this form. The Music City Center accepts a company check (payable to Centerplate) or Visa, MasterCard, American Express as credit card payment options via mail or phone.

Date: _____ Client Initials: _____