

Natchez

GRAND HOTEL
and Suites



**CATERING & EVENTS
SERVICES**

www.natchezgrandhotel.com

601.446.9994

Dedicated to making your event a complete success

Thank you...

...for considering the Natchez Grand Hotel for your catering needs. Our Sales and Event Service Staff is dedicated to working with you, as a team, towards the complete success of your event. Please consult one of our professional, experienced managers if you have any questions about the enclosed information.



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Policies & Procedures

Banquet & Meeting Space | The hotel's quiet time begins at 11 P.M. Therefore, all events must end at 10 P.M. Meeting space is reserved in 4-hour increments; please consult your sales manager if additional prep time is required. Function space is reserved on availability, and The Natchez Grand Hotel reserves the right to change any assigned locations should there be an increase or decrease in the estimated number of attendees.

Menu Selections | Menus should be selected and submitted to the Events and Sales Coordinator at least thirty (30) days prior to the event. All food and beverage must be purchased through the The Natchez Grand Hotel and serviced by our staff.

Meal Guarantee | Final attendance numbers for food and beverage are due five (5) days prior to the function. If no guarantee is received, The Natchez Grand Hotel considers the number indicated on the Banquet Event Order (BEO) to be the correct number. *Fifty percent (50%) of all contracted food and beverage is due sixty (60) days in advance.*

Alcoholic Beverages | All alcohol consumed on the premises must be purchased through The Natchez Grand Hotel for meeting rooms and first floor hospitality rooms. If beverages are not purchased through hotel for hospitality suites on guest room floors, a \$200 corkage fee will be assessed.

Signs & Banners | All signs and banners must be pre-approved and our staff will install.

Security | The Natchez Grand Hotel is not responsible for any personal belongings left in function rooms or common areas. Options for on-site security services are available in our sales office.

All menu pricing is subject to 8.5% sales tax and 20% gratuity

Policies & Procedures

Entertainment | Flowers | Recreation & Theme Props | The Natchez Grand does not allow any flammable items or props. Smokeless, drip-less candles or flameless candles may be used.

Outdoor Functions | The starting times available for outdoor functions vary during the year due to our ongoing activities. Consult with the Event Services Manager to determine the available times for the function. All planned outdoor functions should have an alternate location assigned. The Natchez Grand Hotel reserves the right to make the decision to move any outdoor function to the inside alternate location based on the current and/or impending weather, as predicted by the National Weather Service, to include rain, temperature and/or wind conditions. The decision to move functions will be made, after consultation with group meeting planner and Event Services Manager, at 9:00 A.M. for Luncheons and 1:00 P.M. for Dinners and Receptions. Should the weather report indicate a 60% or greater probability of inclement weather, all outdoor functions will be moved to the alternate inside location. Should the group meeting planner wish to delay the move decision and inclement weather forces an indoor move later than the above specified time, a minimum reset fee of \$300 will apply.

Trade Show Services | Any variations to existing electrical or mechanical systems within the facility (i.e. special power for exhibit areas and entertainment), must be approved and the modifications performed by The Natchez Grand Hotel Engineering Department. For all events requiring special electrical or IT requirements, a \$75 Technician Fee per hour will be assessed. Telephone line activations are provided should you have phone or data projection requirements. An activation charge of \$40 per line per day will be assessed for this service. Seventy-two (72) hour notification is required. Internet connections for meeting rooms are available should your conference require them. Please consult Event Services Manager for details.

Policies & Procedures

Service and Labor Charges | All sales relating to functions held on the property at The Natchez Grand Hotel are subject to applicable State / Local Taxes and Fees (currently 8.5% food & beverage / 7% meeting space) and Service Charge (currently 18%). Taxes, Fees and Service Charges are subject to change without notice. Service labor fees for food functions, such as chef and carver fees, are set at \$75 per stationed attendant and per bartender required.

Room Rental | Refer to Sales Agreement

Set-Up | Clean-Up with Daily Service | 150 per day

- Common area cleaning and trash pick-up

Bartender Fee | One bartender per 100 guests for 3 hours | 75

- Per additional hour | 25

Chef | Carver Fee | 75

Attendant Fee | One per 40 guests | 50

Event Rental Items | Charged per day

Tableskirt Overlay | 3

Table Skirts | 10

Chocolate Fountain | 175

Punch Fountain | 175

Microphones | 35

A/V Cart | 10

Table-Top Podium | 20

Stand-Up Podium | 40

Laptop | 75

LCD Projector | 150

Screen | 20

Flip Chart with Stand | 25

Markers | 5

Easel | 15

Telephone | 100

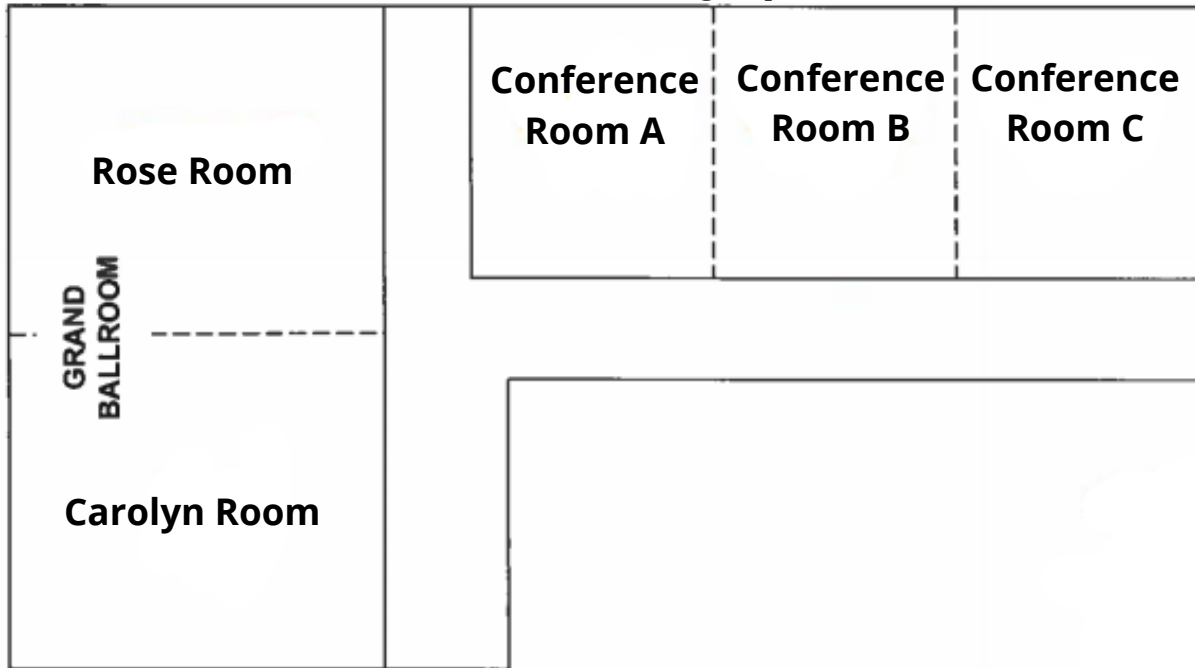
Stage* | 8x6 Sections | 35

Dance Floor* | 4x4 Sections | 25

***Stage and Dance Floor require a \$200 Set Up Fee**

Meeting & Reception Layout

Riverview Meeting Space



<u>Meeting Room</u>	<u>Square Feet</u>	<u>Theater</u>	<u>Banquet</u>	<u>Reception</u>	<u>Classroom</u>
Grand Ballroom	2,162	175	165	215	150
Carolyn Room	972	60	60	90	50
Rose Room	1,190	80	70	100	65
Conference Area	2,168	170	135	230	130
Conference Room A	828	70	56	75	50
Conference Room B	690	60	48	65	40
Conference Room C	650	50	30	50	32

Breakfast

Served Buffet or Plated | 17

Fluffy Scrambled Eggs
Southern Style Creamy Grits
Fresh Baked Biscuits
Sausage Links or Patties
Southern White Gravy
Fruit Juice Station
Fresh Brewed Coffee Station
Water Station

Hot Breakfast Additions

Buttermilk Pancakes | 4
Thick Cut French Toast | 5
Hashbrowns | 3
Applewood Smoked Bacon | 5
Tomato Gravy | 3
Turkey Sausage | 4
Chicken Tenders | 4

Cold Breakfast Additions

Assorted Cereals | 4.5
Fresh Whole Fruit | 3
Fresh Sliced Fruit | 4
Danishes | 3
Muffins | 3
Croissants | 3
Yogurt Parfait | 4

***Breakfast Menus are priced per person.
Above prices do not include tax and gratuity.***

Snack Break

Morning Snacks

Fruit & Nuts | 12

Build your own Fruit & Yogurt Parfait
Trail Mix
Fresh Brewed Coffee Station
Water Station

Pastries | 12

Assorted Muffins
Assorted Danishes
Fresh Brewed Coffee Station
Water Station

Afternoon Snacks

Sweet & Savory | 12

Fresh Vegetable Crudité with
Ranch Dressing
Assorted Cheese and Crackers
Coffee Station
Water Station

Chips & Cookies | 12

Assorted Fresh Baked Cookies or
Brownies
Assorted Potato Chips
Fresh Brewed Coffee Station
Water Station

Break Additions

Per Gallon

Fresh Brewed Coffee | 35
Fruit Juice (Orange & Apple) | 30

Per Dozen

Danishes & Pastries | 25
Bagels & Cream Cheese | 25
Donuts & Cinnamon Rolls | 32
Cookies & Brownies | 20

Per Item

Assorted Sodas | 2
Bottled Water | 2
Breakfast Bars | 3.5
Candy Bars | 3.5
Potato Chips | 2

Per Person

Trail Mix | 3

Above prices do not include tax and gratuity.

Working Lunches

Priced per person
All Items are Boxed

Chef Salad | 14

Tossed with chopped Ham,
Turkey, Cheddar Cheese,
Diced Tomatoes,
Cucumber, Hard Boiled
Eggs, & Shredded Carrots
Ranch & Italian Dressing

Chicken Salad Sandwich | 16

House-made Chicken Salad on a
Croissant
Lettuce & Tomato
Mayonnaise & Mustard served on
the side
Potato Salad

Deli Sandwiches | 15

Sliced Turkey, Ham, or
Roast Beef
White or Wheat Sliced
Bread
Swiss or Cheddar Cheese
Lettuce & Tomato
Mayonnaise & Mustard
served on the side
Potato Chips

Grilled Chicken Caesar Salad | 14

Romaine Lettuce, Caesar Dressing,
Parmesan Cheese, Garlic Bread

Make it a Wrap | 15

Sundried Tomato or Spinach
Potato Chips

- Deli Sandwich
- Chicken Salad
- Chicken Caesar
- Chef

*All Boxed Lunch options may be
converted to a Buffet for an
additional \$3 per person*

Above prices do not include tax and gratuity.

**All Boxed Lunch Options include a Community Tea Station & Water
Choice of Fresh Baked Cookies, Brownies, Lemon Squares or Fresh Fruit**

Reception

Priced per person

Option I | 23

Fresh Sliced Fruit Display
Assorted Cheese Tray
Specialty Pinwheels
BBQ or Sweet & Sour Meatballs
Fried Chicken Wings
Cream Cheese & Sausage Rotel
with Tortilla Chips

Option II | 25

Baked Brie topped with Praline
Sauce with Crackers
Fresh and Pickled Vegetable Tray
Chicken Salad Canapes
BBQ or Sweet & Sour Meatballs
Naked Baked Chicken Wings
Spinach & Artichoke Dip with Chips



Option III | 27

Andouille Sausage with Mustard
Specialty Mini Sandwiches
Cheese Stuffed Mushrooms
Chicken Kabobs with Onions &
Peppers
Roasted Corn & Shrimp Dip with
Chips
Chocolate Fountain with Assorted
Dipping Treats

Option IV | 30

Pasta Salad
Pulled Pork Sliders
Mini Crab Cakes with Jalepeño
Dipping Sauce
Bacon Wrapped Shrimp
Onion Soufflé with Chips &
Crackers
Chocolate Dipped Strawberries

*All Reception Packages include choice of Tea, Lemonade, or our Sparkling Apple
Ginger Punch with Water.*

Disposable products will be provided.

Above prices do not include tax and gratuity.

Three Course

Priced per person

Option I

Baked Red Fish
Louisiana Style Dirty Rice
Maque Choux

Lunch | 32

Dinner | 35

Option III

Spago Crab Louie
Tournedos of Beef
Garlic Mashed Potatoes
Roasted Normandy Vegetables

Lunch | 30

Dinner | 33

Option II

Stuffed Pork Loin
Creamed Sweet Potatoes
Flash Fried Mustard Greens

Lunch | 30

Dinner | 33

Option IV

Chicken Piccata
Lemon Risotto
Sauteed Mixed Vegetables

Lunch | 26

Dinner | 28

Above prices do not include tax and gratuity.

All options include tea, water, house salad, buttered rolls, and Chef's Choice Dessert



Group Tour Menu

Priced per person

Option I | 32

Baked Red Fish
Louisiana Style Dirty Rice
Maque Choux

Option III | 35

Beef Burgundy
Garlic Mashed Potatoes
Roasted Normandy Vegetables

Option II | 30

Stuffed Pork Loin
Creamed Sweet Potatoes
Flash Fried Mustard Greens

Option IV | 30

Chicken Piccata
Lemon Risotto
Sauteed Mixed Vegetables

~Vegetarian Options Available Upon Request~

Please notify sales department regarding any dietary restrictions 72 hours prior to arrival

All options include tea, water, house salad, buttered rolls, and Chef's Choice Dessert

Above prices do not include tax and gratuity.

Comfort Buffet Selections

Priced per person

Option I

House Salad
Herb Roasted Chicken
Slow-Cooked Roast with Gravy
Sautéed Green Beans
Garlic Mashed Potatoes
Buttered Rolls

Lunch | 30

Dinner | 35

Option II

Caesar Salad
Chicken Alfredo Fettuccine
Lasagna
Garlic Bread

Lunch | 30

Dinner | 33

Option III

House Salad with Dressing
Baked Chicken Breast with Wine
Sauce
Parmesan Crusted White Fish
Rice Pilaf
Sautéed Yellow Squash and Zucchini
Buttered Rolls

Lunch | 27

Dinner | 32

Option IV

Creamy Coleslaw
Signature BBQ Chicken
Slow-Cooked Pulled Pork
Macaroni & Cheese
Baked Beans
Buttered Rolls

Lunch | 29

Dinner | 32

Above prices do not include tax and gratuity.

All options include tea, water, house salad, buttered rolls, and Chef's Choice Dessert

Classic Buffet Selections

Priced per person | Minimum of 50 Guests | Maximum 1.5 hrs Consumption

Option I

Cajun Baked Chicken
Sausage Jambalaya
Black Eyed Peas
Flash Fried Mustard Greens
Corn Bread Muffins

Lunch | 31

Dinner | 33

Option II

Slow Roasted Beef Brisket
Baked White Fish with Lemon Dill
Garlic & Herb Roasted New Potatoes
Green Bean Amandine
Buttered Rolls

Lunch | 33

Dinner | 34



Option III

Blackened Pork Tenderloin
Chai Spiced Roasted Chicken
Roasted Sweet Potatoes
Sautéed Yellow Squash &
Zucchini

Buttered Rolls

Lunch | 32

Dinner | 34

Option IV

Baked Redfish with
Crabmeat Meunière
Beef Grillades
Savory Stone Ground Grits
Roasted Asparagus

Lunch | 34

Dinner | 36

Above prices do not include tax and gratuity.

All options include tea, water, house salad, buttered rolls, and Chef's Choice Dessert

Buffet Additions

Priced per person

Entreés

Herb Roasted Chicken | 5

Southern Fried Catfish | 6

Slow-Cooked Pulled Pork | 5

Chicken & Sausage Jambalaya | 5

Chicken Fettuccine Alfredo | 5

Chicken Breast with Mushroom Cream Sauce | 5

Slow-Roasted Beef Brisket | 8

Shrimp and Crawfish Alfredo over Penne | 6

Pork Tenderloin | 5

Vegetables | Grains | Legumes

Buttered Corn | 3

Black-Eyed Peas | 3

Baby Lima Beans | 3

Green Beans | 3

Broccoli Topped with Creamy Cheddar Cheese | 3

Vegetable Medley | 4

Cabbage | 4

Mustard Greens | 3

Sautéed Yellow Squash and Zucchini | 3

Spinach Madeline | 3

Oven-Roasted Asparagus | 4

Starches

Garlic Mashed Potatoes | 4

Wild Rice | 2

Sweet Potato Casserole | 3

Macaroni & Cheese | 3

Au Gratin Potatoes | 3

Parsley New Potatoes | 3

Alfredo Tossed Angel Hair Pasta | 3

Reception Additions

Priced per guest

Beef Brisket | 14

Slow-Roasted Beef Brisket
carved by our Sous Chef
Served with slider rolls,
mayonnaise, Creole
mustard, BBQ Sauce &
creamy horseradish sauce

Oven-Roasted Turkey | 12

Oven-Roasted Turkey
carved by Sous Chef
Served with slider rolls,
mayonnaise, honey
mustard, & onions

Carving Station Attendant | 75



Self-Serve Stations

Mexican Fiesta Station | 14

Grilled Chicken & Steak Fajitas
Peppers, Onions, Sour Cream,
Cheese & Salsa

Taste of New Orleans | 18

Crawfish Étouffée, Seafood Gumbo
with fluffy white rice, Chicken &
Sausage Jambalaya

Chocolate Paradise | 15

Milk Chocolate Fountain served with Strawberries,
Melons, Pound Cake, and Marshmallows

Above prices do not include tax and gratuity.

Cocktails

Beefeater Gin
Pinnacle Vodka
Bacardi Rum
Malibu Rum
Captain Morgan Spiced Rum
Jose Cuervo Tequila
Crown Royal
Jack Daniels
Maker's Mark
J&B Scotch
House White Wine
House Red Wine
Budweiser
Bud Light
Michelob Ultra

Cocktails | 8

Wine | 6

Beer | 4

Cash Bars | Hosted Bars | Tab Bars

Champagne Toast | 30

Chilled and set on/by tables with champagne flutes for tables up to 6 guests. Priced per bottle

Bloody Mary & Mimosa | 8

A perfect addition to any party or reception. Priced per cocktail.

Bartender Fee | 75

Above prices do not include tax and gratuity.