



## 502 EAST EVENT CENTRE *Wedding Menus*



Congratulations on your engagement and upcoming wedding! At 502 East Event Centre, let us help make your wedding day unforgettable.

We bring together flavorful food, service-minded staff and attention to the finer points to give you a special—and stress-free—wedding celebration. We designed several wedding menu packages for your choosing. Using only the freshest meats and produce—mixed with unique ingredients and seasonings—our culinary staff creates masterful dishes that are as delicious as they are artful.

With fine cuisine and the kind of white glove service that comes from more than a quarter of a century of hospitality expertise, our experienced wedding specialists and trained professional staff will lead you through every aspect of planning, so everything can be expertly executed exactly as you envision it.

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†Applicable sales tax and 22% service fee will be added to the bill  
Special accommodations for dietary restrictions available upon request.



EVENT CENTRE

## WITH OUR COMPLIMENTS *Package Amenities*

Each package at 502 East Event Centre comes with complimentary inclusions to simplify your planning and maximize your budget—so that you can focus on creating the most memorable evening for your guests.

### COMPLIMENTARY AMENITIES INCLUDE

Menu Sampling

On-site Venue Coordinator

Authentic Wood Dance Floor

Floor-length Tablecloths and Napkins in your Choice of Color,  
Including Crushed-Shimmer

Exquisitely Crafted China, Glassware, and Flatware

Cake Cutting Service



PRE-WEDDING SAMPLING



VENUE COORDINATOR



WOOD DANCE FLOOR



TABLE CLOTH + NAPKIN UPGRADES



CHINA, GLASSWARE, FLATWARE

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TEL 317-843-1234 ADDRESS 502 East Carmel Drive, Carmel, IN 46032

WEBSITE [www.502east.com](http://www.502east.com)



502E WEDDINGMENU 011917-R7



## FORMAL PLATED SERVICE PACKAGE 1

- MINIMUM OF 100 ADULT GUESTS -

\$49.99<sup>†</sup> per person  
\$14.95 per child (ages 4-11)  
Special menu provided for children

### CASH BAR SERVICE

Cash Bar Package  
Soft Drinks

A fully stocked bar will be open throughout the evening (maximum of 4 1/2 hours)

### STATIONED HORS D'OEUVRES

*(Service for one hour)*

Artisan and Regional Cheese Display

### DINNER SERVICE

#### First Course

Your choice of salad  
Fresh dinner rolls with butter

#### Second Course

Choose one of our chicken entrées and a vegetarian offering  
accompanied by your choice of a vegetable and a starch

### BEVERAGE SERVICE

Freshly brewed iced tea, lemonade, ice water, and coffee service

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## FORMAL PLATED SERVICE PACKAGE 2

- MINIMUM OF 100 ADULT GUESTS -

\$59.99<sup>†</sup> per person  
\$14.95 per child (ages 4-11)

Special menu provided for children

### BEER, WINE & SOFT DRINK PACKAGE

Sun King Sunlight Cream Ale, Upland Dragonfly IPA, Fat Tire Amber Ale, and Bud Light on draft  
Kenwood Chardonnay, Cabernet Sauvignon, and Pinot Noir and Brancott Pinot Grigio  
Soft Drinks

A fully stocked bar will be open throughout the evening (maximum of 4 1/2 hours)

### BUTLER-PASSED HORS D'OEUVRES

*(Service for one hour)*

Select two hors d'oeuvres

*See page 13 for selections*

### DINNER SERVICE

#### First Course

Your choice of salad  
Fresh dinner rolls with butter

#### Second Course

Choose one of our chicken entrées and a vegetarian offering

### BEVERAGE SERVICE

Freshly brewed iced tea, lemonade, ice water, and coffee service

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### FORMAL SERVICE PACKAGE 3

- MINIMUM OF 100 ADULT GUESTS -

\$69.99<sup>†</sup> per person  
\$14.95 per child (ages 4-11)

Special menu provided for children

#### HOUSE SELECTION FULL BAR PACKAGE

Assorted liquors, mixers, and juices

Sun King Sunlight Cream Ale, Upland Dragonfly IPA, Fat Tire Amber Ale, and Bud Light on draft  
Kenwood Chardonnay, Cabernet Sauvignon, and Pinot Noir and Brancott Pinot Grigio  
Soft Drinks

A fully stocked bar will be open throughout the evening (maximum of 4 1/2 hours)

#### BUTLER-PASSED HORS D'OEUVRES

*(Service for one hour)*

Select two passed hors d'oeuvres

*See page 13 for selections*

#### DINNER SERVICE

##### First Course

Your choice of salad  
Fresh dinner rolls with butter

##### Second Course

Your choice of any entrée and a vegetarian offering

#### BEVERAGE SERVICE

Freshly brewed iced tea, lemonade, ice water, and coffee service

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EVENT CENTRE

## *Formal Plated Service* **MENU SELECTIONS**

All plated entrées are exquisitely paired by our executive chef with seasonal fresh vegetables, a starch, fresh dinner rolls with butter, and your choice of salad. If for any reason, you'd like to substitute a starch or vegetable, a wedding specialist would be happy to help you customize your meal.

### • SALADS •

#### **Tossed Caesar Salad**

Crisp Romaine Hearts, Garlic Croutons, Parmesan Cheese  
Traditional Caesar Dressing

#### **Iceberg Wedge Salad**

Grape Tomatoes, Crispy Bacon, Blue Cheese, Thinly Sliced Red Onion  
Balsamic Blue Cheese Dressing

#### **Italian Chopped Salad**

Chopped Romaine Lettuce, Tomatoes, Olives, Onions, Sweet Peppers, Dry Salami and Provolone  
Cheese  
Red Wine Herb Vinaigrette

#### **Baby Spinach and Strawberry Salad**

Thinly Sliced Red Onion, Toasted Almonds and Feta Cheese  
Strawberry Balsamic

#### **Garden Harvest Salad**

Baby Salad Greens, Grape Tomatoes, Cucumbers, Red Cabbage, Grated Carrot and Sliced Red Radish  
Red Wine Balsamic Vinaigrette

### • ENTRÉES •

#### **CHICKEN**

#### **Pan-Roasted Range Chicken**

Multi-grain Pilaf, Sweet Onion, Tomato and Fennel Ragout

#### **Mustard Seed and Rosemary Roasted Chicken**

Smashed Red Skin Potatoes, Lemon Rosemary Jus

#### **Honey Pecan Crusted Chicken**

Sweet Potato Pancakes, Apple Cider Gastrique

#### **Spinach and Goat Cheese Stuffed Breast of Chicken**

Garlic Roasted Fingerling Potatoes, Fire-Roasted Red Pepper Sauce

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EVENT CENTRE

## *Formal Plated Service* **MENU SELECTIONS**

All plated entrées are exquisitely paired by our executive chef with seasonal fresh vegetables, a starch, fresh dinner rolls with butter, and your choice of salad. If for any reason, you'd like to substitute a starch or vegetable, a wedding specialist would be happy to help you customize your meal.

### • ENTRÉES •

#### VEGETARIAN

##### **Roasted Vegetable Wellington**

Braised Kale, Roasted Yellow Pepper

##### **Grilled Vegetable and Polenta Stack**

Basmati Rice, Stewed Tomato Fennel Sauce

##### **Grain-Stuffed Portobello Mushroom**

Braised Kale, Roasted Red Pepper Coulis

##### **Baked Four Cheese Ravioli**

Artichoke, Onion and Tomato Ragout, Balsamic Syrup

#### BEEF

##### **Ale-Braised Beef Sirloin**

Horseradish Chive Mashed Potato, Crispy Onion Confetti

##### **Kale and Mushroom Stuffed Flank Steak**

Roasted Garlic Mashed Potato, Cabernet Demi-Glace

##### **Chianti Braised Boneless Beef Short Rib**

Golden Potato Purée, Natural Pan Juices

#### SEAFOOD

##### **Pan-Seared Salmon**

Horseradish Chive Mashed Potato, Crispy Onion Confetti

##### **Grilled Salmon**

Saffron Herb Rice, Sun-Dried Tomato Dill Butter Sauce

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EVENT CENTRE

**SAMPLE**

*Formal Plated Service Menu*



**BUTLER-PASSED HORS D'OEUVRES**

- Shrimp Cocktail Shooter
- Caprese Salad Skewer

**SALAD COURSE**

- Italian Chopped Salad
- Chopped Romaine Lettuce, Tomatoes, Olives, Onions, Sweet Peppers, Dry Salami and Provolone Cheese
- Red Wine Herb Vinaigrette
- Fresh Dinner Rolls with Butter

**ENTRÉE COURSE**

- Pan-Roasted Free Range Chicken
- Multi-grain Pilaf and Sweet Onion, Tomato, and Fennel Ragout

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EVENT CENTRE

### **BUFFET PACKAGE A**

- MINIMUM OF 100 ADULT GUESTS -

\$39.95<sup>†</sup> per person

\$14.95<sup>†</sup> for children ages 4 - 11

#### **CASH BAR SERVICE**

Cash Bar Package

Assorted Soft Drinks

A fully stocked bar will be open throughout the evening (maximum of 4 1/2 hours)

#### **DINNER SERVICE**

Choice of two entrées, four sides and fresh dinner rolls with butter

#### **BEVERAGE SERVICE**

Freshly brewed iced tea, lemonade, ice water, and coffee service

### **BUFFET PACKAGE B**

- MINIMUM OF 100 ADULT GUESTS -

\$49.95<sup>†</sup> per person

\$14.95<sup>†</sup> for children ages 4 - 11

#### **BEER, WINE & SOFT DRINK PACKAGE**

Sun King Sunlight Cream Ale, Upland Dragonfly IPA, Fat Tire Amber Ale, and Bud Light on draft

Kenwood Chardonnay, Cabernet Sauvignon, and Pinot Noir and Brancott Pinot Grigio

Assorted Soft Drinks

A fully stocked bar will be open throughout the evening (maximum of 4 1/2 hours)

#### **DINNER SERVICE**

Choice of two entrées, four sides and fresh dinner rolls with butter

#### **BEVERAGE SERVICE**

Freshly brewed iced tea, lemonade, ice water, and coffee service

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EVENT CENTRE

### BUFFET PACKAGE C

- MINIMUM OF 100 ADULT GUESTS -

\$59.95<sup>†</sup> per person

\$14.95<sup>†</sup> for children ages 4 - 11

#### BEER, WINE & SOFT DRINK PACKAGE

Sun King Sunlight Cream Ale, Upland Dragonfly IPA, Fat Tire Amber Ale, and Bud Light on draft  
Kenwood Chardonnay, Cabernet Sauvignon, and Pinot Noir and Brancott Pinot Grigio  
Assorted Soft Drinks

A fully stocked bar will be open throughout the evening (maximum of 4 1/2 hours)

#### BUTLER-PASSED HORS D'OEUVRES

(Service for one hour)

Select two passed hors d'oeuvres

#### DINNER SERVICE

Choice of two entrées, four sides and fresh dinner rolls with butter

#### BEVERAGE SERVICE

Freshly brewed iced tea, lemonade, ice water, and coffee service

### BUFFET PACKAGE D

- MINIMUM OF 100 ADULT GUESTS -

\$69.95<sup>†</sup> per person

#### HOUSE SELECTION FULL BAR PACKAGE

Assorted Call/Well liquors, mixers, sodas, and juices

Sun King Sunlight Cream Ale, Upland Dragonfly IPA, Fat Tire Amber Ale, and Bud Light on draft  
Kenwood Chardonnay, Cabernet Sauvignon, and Pinot Noir and Brancott Pinot Grigio

A fully stocked bar will be open throughout the evening (maximum of 4 1/2 hours)

#### BUTLER-PASSED HORS D'OEUVRES

(Service for one hour)

Select two passed hors d'oeuvres

#### DINNER SERVICE

Choice of two entrées, four sides and fresh dinner rolls with butter

#### BEVERAGE SERVICE

Freshly brewed iced tea, lemonade, ice water, and coffee service

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## BAR AND BEVERAGE OPTIONS\*

### PREMIUM FULL BAR PACKAGE

Bombay Sapphire	Glenlivet Single Malt Scotch
Ketel One	Kenwood Chardonnay and Cabernet Sauvignon
Patrón	Kenwood Pinot Noir and Brancott Pinot Grigio
Jack Daniels	Upland Dragonfly IPA and Fat Tire Amber Ale
Crown Royal	Sun King Sunlight Cream Ale and Bud Light
Maker's Mark	Cranberry, Orange and Pineapple Juice
Johnnie Walker Black	Bottled Water
Assorted Soft Drinks	Complimentary Bottle of Champagne

### HOUSE SELECTION FULL BAR PACKAGE

Jose Cuervo	Amaretto
Smirnoff	Kenwood Chardonnay and Cabernet Sauvignon
Tanqueray	Kenwood Pinot Noir and Brancott Pinot Grigio
Bacardi Superior	Upland Dragonfly IPA and Fat Tire Amber Ale
Malibu Rum	Sun King Sunlight Cream Ale and Bud Light
Sailor Jerry Spiced Rum	Assorted Soft Drinks
Jim Beam	Cranberry, Orange and Pineapple Juice
Dewars	Bottled Water
Complimentary Bottle of Champagne	

### BEER, WINE & SOFT DRINK PACKAGE

Bud Light and Coors Light	Assorted Soft Drinks
Sun King Cream Ale and Fat Tire Amber Ale	Bottled Water
Kenwood Chardonnay and Cabernet Sauvignon	Complimentary Bottle of Champagne

\*All packages include licensed bartenders, glassware and a 4-1/2 hour timeframe.  
Additional brands are available upon request with custom pricing.

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EVENT CENTRE

## *Hors D'oeuvres*

### DISPLAYS

#### **Fresh Fruit Tray**

Serves 30-40 guests

A variety of fresh seasonal fruit

\$89.95<sup>†</sup>

#### **Domestic Cheese Tray**

Serves 40-50 guests

Assorted domestic cheeses and a selection of gourmet crackers

\$139.95<sup>†</sup>

#### **Vegetable Tray**

Serves 30-40 guests

Fresh vegetable crudité with homestyle Ranch dipping sauce

\$89.95<sup>†</sup>

#### **Salsa Station**

Crisp tortilla chips, chipotle salsa, tomatillo salsa, and sweet mango salsa

\$3.95<sup>†</sup>

per guest

#### **Spread Trio**

Pita chips and crackers served with your choice of three: roasted red pepper hummus, spinach artichoke dip, garlic hummus, olive tapenade, or black bean and corn salsa

\$3.95<sup>†</sup>

per guest

#### **Fruit & Cheese Tray**

Assorted cheese cubes served with gourmet crackers along with seasonal fresh fruit and a marshmallow dipping sauce

\$5.95<sup>†</sup>

per guest

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# *Butler Passed* **HORS D'OEUVRES**

## **CHICKEN**

- Chicken and Corn Empanada
- Chipotle Maple Glazed Bacon Wrapped Chicken
- Curried Chicken Salad in a Mini Wonton Cup
- Chicken Quesadilla
- Mediterranean Chicken Kabob

## **SEAFOOD**

- Coconut Shrimp, Mango Sweet Chili Sauce
- Bacon Wrapped Scallop
- Mini Crab Cake, Red Pepper Remoulade
- Chicken Fried Shrimp, Roasted Corn Cocktail Sauce
- Shrimp Cocktail Shooter
- Crostini with Mango Shrimp Salsa

## **PORK**

- Pork Pot Sticker
- BLT Pinwheel
- Mushroom Cap Stuffed with Spicy Italian Sausage

## **BEEF**

- Grilled Beef Kabob, Chimichurri
- Teriyaki Beef Satay
- Mini Beef Wellington
- Mini Cheesesteak Slider

## **VEGETARIAN**

- Grilled Vegetable Flatbread
- Spanakopita
- Antipasto Kabob with Mozzarella
- Caprese Salad Skewer
- Fresh Fruit Kabob
- Sun-Dried Tomato and Gorgonzola Bruschetta
- Crudite Shooter
- Roasted Parmesan Potato Skewer
- Mediterranean Pizza

**SPECIALTY HORS D'OEUVRE STATION PRICING IS AVAILABLE UPON REQUEST**

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EVENT CENTRE

## *Stationed* HORS D'OEUVRES

Appetizer bars are an interactive way to allow your guests to customize their selections. Combine three or more for your dinner to offer your guests endless possibilities!

### **Potato Station**

Your choice of mashed potatoes or baked potatoes  
Your choice of six toppings: shredded cheddar cheese, bacon, broccoli, sautéed mushrooms, salsa, sour cream, butter, chives, brown or white gravy

\$7.95<sup>†</sup>  
per guest

### **Macaroni and Cheese Station**

Jonathan Byrd's famous macaroni and cheese with toppings that include: bacon, ham, blue cheese, cheddar cheese, sautéed mushrooms, and hot sauce

\$8.95<sup>†</sup>  
per guest

### **Fajita Station**

Grilled chicken topped with a variety of toppings including sautéed onions and bell peppers, shredded cheese, pico de gallo, guacamole, sour cream, shredded lettuce on a flour tortilla

\$10.95<sup>†</sup>  
per guest

### **Pasta Station**

Your choice of two pastas: bowtie, rigatoni, angel hair or fettuccine  
Your choice of two sauces: marinara, Alfredo, meat, or Basil pesto  
Your choice of two toppings: grilled chicken, Italian sausage, meatballs, or sautéed mushrooms  
Served with Parmesan cheese and breadsticks

\$11.95<sup>†</sup>  
per guest

### **NEW!**

### **Combination Station**

Your choice of one display (see page 12) and one station listed above  
Note: This pairing is specially designed for cocktail receptions and includes larger portion sizes!

\$29.95<sup>†</sup>  
per guest

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EVENT CENTRE

# Buffet Menu Selections

## SIDES

### • SALADS •

- Garden Harvest Salad
- Tossed Caesar Salad
- Italian Chopped Salad
- Baby Spinach and Strawberry Salad
- Roasted Red Skin Potato Salad
- Crunchy Apple Cole Slaw
- Italian Penné Pasta Salad

### • STARCHES •

- Roasted Garlic Mashed Potatoes and Gravy
- Twice Baked Cheesy Potato Casserole
- Macaroni and Cheese
- Toasted Quinoa and Brown Rice With Herbs
- Multi Grain Pilaf with Parsley and Scallions
- Whipped Golden Potatoes with Sour Cream and Chives
- Buttered Orzo Pasta with Garlic and Citrus
- Roasted Red Skin Potatoes with Garlic and Rosemary

### • VEGETABLES •

- Sautéed Zucchini with Balsamic Glaze
- Roasted Seasonal Fresh Vegetables
- Sautéed Green Beans with Sweet Red Peppers
- Carrots with Honey Glaze
- Golden Corn with Butter
- Southern Style Green Beans with Bacon
- Steamed Broccoli Florets

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EVENT CENTRE

# Buffet Menu Selections

## ENTRÉES

• BEEF •

**Braised Beef Tips**

With Mushrooms in a Red Wine Sauce

**Grilled Flank Steak**

With a Green Peppercorn Sauce

**Smoked Beef Brisket**

JB's Cider Barbecue Sauce

**Ale-Braised Beef Sirloin**

Top Sirloin Braised in Ale and Beef Stock

**Slow-Roasted Sirloin**

Caramelized Onions and Balsamic Vinegar Reduction

**Roasted Tri-Tip**

With Pan Juices

• PORK •

**Grilled Pork Chops**

With Rosemary Apple Sauce

**Roast Pork Loin**

With Grain Mustard and Shallots

**Slow-Roasted Smoked Pork Shoulder**

With JB's Cider Barbecue Sauce

• CHICKEN •

**Mustard Seed and Rosemary Roasted Chicken**

With Lemon Rosemary Jus

**Roasted Italian Chicken**

Tender Chicken Seasoned with a blend of Basil, Thyme, and Garlic

**Pan-Roasted Free Range Chicken**

With Roasted Fennel Cream

**Parmesan Crusted Chicken**

With Savory Herb Marinara Sauce

**Quartered Chicken**

Braised with Tomato and Herbs

**Jonathan Byrd's Signature Fried Chicken**

Crispy Fried Chicken with a Savory Mix of Seasonings

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EVENT CENTRE

# Buffet Menu Selections

## ENTRÉES

(continued)

### • SEAFOOD •

#### **Baked Tilapia**

Citrus and Capers

#### **Parmesan-Crusted Tilapia**

Topped with Lemon and Herbs

#### **Pan-Roasted Salmon**

Sun Dried Tomato and Tarragon

#### **Pan-Seared Salmon**

With a Balsamic Glaze

### • VEGETARIAN •

#### **Vegetable Lasagna**

Spinach, Broccoli, Cauliflower, and Carrot in Smooth Ricotta

#### **Indiana Mushroom Strudel**

Seasonal Local Mushrooms, Brown Rice, and Herbs

#### **Baked Four Cheese Ravioli**

Tomato Herb Sauce and Shaved Parmesan

#### **Grilled Eggplant**

With Brown Rice, Roasted Vegetable and Tomato Ragout

#### **Roasted Vegetable and Bean Cassoulet**

Local Root Vegetables Slow Cooked with Tomatoes, Herbs and Heirloom Beans

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EVENT CENTRE

# SAMPLE *Buffet Menu*



## BUTLER-PASSED HORS D'OEUVRES

- Mushroom Cap Stuffed with Spicy Italian Sausage
- Chicken Fried Shrimp  
with Roasted Corn Cocktail Sauce
- Spanakopita

## SALAD

- Baby Spinach and Strawberry Salad  
Thin Sliced Red Onion, Toasted Onion, and Feta Cheese  
Served with Champagne Vinaigrette

## ENTRÉE

- Parmesan Crusted Chicken
- Ale Braised Beef Sirloin
- Roasted Garlic Mashed Potatoes
- Seasonal Fresh Vegetable Medley
- Carrots with Honey Glaze

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EVENT CENTRE

VENUE AND CATERING POLICIES

Thank you for choosing the 502 East Event Centre for your upcoming event. Our staff and management are committed to providing all the professional services required to make your event an absolute success. As with most successful businesses, certain guidelines and procedures will help ensure your requests and our requirements are understood. Please review the following terms and conditions and contact your Sales Manager with any questions.

- 1. Scheduling Events: A \$2,000.00 or 20% non-refundable deposit is required at the time of booking to secure your desired event date. This deposit will be applied to the final billing invoice.
2. Payment Terms: Payment in full is to be paid ten (21) days prior to the event date for all events. Cash, a cashier's certified or corporate check, American Express, Master Card, Visa and Discover are acceptable forms of payment. In the event additional charges are accumulated, we will require a valid credit card for the balance.
All menu selections will incur a 22% service charge, a 7% state sales tax and a 2% county food and beverage tax unless otherwise noted by your sales manager. If your organization or event is tax-exempt, it is the responsibility of the event organizer to provide the caterer with proper documentation prior to invoicing. Documentation provided after invoicing will not constitute an adjustment on event invoice. In the event 502 East Event Centre is required to hire an attorney for the purposes of collecting any amounts due from client, the attorney fees and court costs incurred by caterer will be due and payable by client.
3. Guest Count: Client agrees to inform the caterer, by phone or in writing, 21 days in advance of event, as to the final number of guests. All changes related to the services listed in the invoice must be made no later than this date. Client will be charged for the number of guests and services on the invoice if no alternate final number is received. After confirmation of your event, the number of guests may not be lowered.
4. Client's Responsibility: The caterer is not responsible for any items provided by client to the event. (i.e. favors, flowers, cake, gifts, dishes, glassware, serving pieces, etc.) The caterer is only responsible for those items listed on invoice as provided by caterer and no other items. It is understood that the client will conduct the event in an orderly manner, and in full compliance with all applicable laws, ordinances and regulations, and facility contract.
5. Facility Fees: Should function be held in a facility requesting additional fees or permits for the caterers use of the facility, these additional fees will be invoiced to the client. When booking an event with 80 guests or more, 502 East Event Centre will allow the use of our facility for up to five event hours at no charge. For an additional hour (with prior approval) there is a room rental charge of \$250.00, bar and beverage service additional.
6. Time Schedule: Client agrees to begin the event promptly at the scheduled guest arrival time on the event contract and to vacate the facility at the indicated guest departure time. The client further agrees to pay overtime charges or other expenses incurred if the event continues past the indicated guest departure time.
7. Default: Caterer's performance is contingent upon the absence of strikes, labor disputes, accidents, severe weather, or any other cause beyond the caterer's control. The caterer assumes no responsibility in the event the facility is unwilling or unable to have the event take place on the event date. Caterer, may, at its sole discretion, make reasonable substitutions to menu, equipment, and other services listed on the invoice.
8. Prices: Prices stated are subject to change according to the market price of products and with final guaranteed number of guests. Caterer will inform Client of market price changes no later than 30 days prior to the event. Client will have the option of revising products and service to reduce costs prior to payment as described in Term 2. Upon payment the final price is fixed and may only change due to a change in number of guests or mutually agreed upon changes in the services and products provided.
9. Contracts: A signed copy of the Catering Contract must be returned to the Sales Manager twenty-one (21) business days prior to all events. The signed contract with its stated terms and addendum (if applicable), constitutes the entire agreement between the client and 502 East Event Centre.
10. Food Service: All buffets will remain in place for service for a maximum of one and a half hours (90 minutes), and no remaining food may be taken out of the facility, in accordance with the Indiana Department of Health Guidelines.
11. No food or beverage of any kind may be brought into the facility by patrons or their guests or attendees without approval by management.
12. Take Down - Event End Times: All equipment, decorations, floral, band instruments, dj equipment, etc. must be completely removed within 1 hour of the end of your event. Any overtime incurred due to longer take-down activities will be at the client's expense. 502 East Event Centre will not be responsible for any items left; this includes floral, vases, equipment, decorations, client's personal property or client's guests' personal property.
13. Inclusions: All of the menu selections in this packet include the following items in addition to what is listed on each package (Some restrictions apply) 1) tables, chairs, china, flatware, and glassware; 2) Linen tablecloths for the buffet
14. Additional Rental Options: We can arrange for any type of rentals you may need: tents, tables, chairs, staging, props, linen upgrades, etc.
16. Special Menu Requests: This menu is designed to give you a taste of what 502 East Event Centre can offer your event. A wide variety of other menus are available upon request.
17. Service Charges: The service charge is not a gratuity, but is an additional charge that is used to cover certain additional costs that are associated with each event. The front of the house service staff that works the event does not receive any part of the service charge. The service charge covers the following cost: administrative costs such as appointments, scheduling, ordering, paperwork, banking and any possible credit card fees (if applicable). We also have other indirect costs such as office and set-up staff that work behind the scenes on every event, but aren't included in your labor fees. Liability insurance is required to cover any damages or injuries caused by our staff or our equipment to any guests or property. This relieves the client of liability or responsibility when an accident is our fault. Vehicle insurance and costs not covered by a delivery/fuel charge. The service charge helps offset the costs of going the extra mile, such as handling the rental equipment and assisting with the non-catering related elements of a party, wedding or event, therefore, a service charge of 22% is added to all events.
18. Availability and Bookings: We book parties, events and weddings on a "first come, first served" basis. Once you have received a menu and price quote from our events office, please do not hesitate to call us with any changes or questions. We do our best to create your vision, the way you want it and we are always open to our client's wants and needs. Once you are satisfied with the menu and quote, please let us know so we can get a contract and event worksheet to you right away. A deposit is required to hold the date.

†Applicable sales tax and 22% service fee will be added to the bill
Special accommodations for dietary restrictions available upon request.