

502 EAST EVENT CENTRE Corporate Event Packages







At 502 East, you'll be inspired as every last detail of your corporate event is perfectly executed from the spacious and flexible accommodations for event activities to the upscale menus sure to please any crowd.

Let us take care of the details so you can take care of business. We bring together flavorful food, service-minded staff and attention to the finer points to give you a stress-free gathering. Using only the freshest meats and produce-mixed with unique ingredients and seasoningsour culinary staff creates masterful dishes that are as delicious as they are artful. Several menu packages are available for your choosing.

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 event professionals and support staff are here to help execute your event all the way down to the smallest detail.

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

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













BREAKFAST BUFFET

CONTINENTAL BREAKFAST

\$7.95 per guest

Assorted Freshly Baked Muffins and Donuts Seasonal Fruit Salad

JB'S GREAT DAY CONTINENTAL BREAKFAST

\$8.95 per guest

Freshly Baked Coffee Cake and Hot Cinnamon Rolls Seasonal Fruit Salad

HEALTHY CHOICE CONTINENTAL BREAKFAST

\$12.95 per guest

Oatmeal Station with a Large Assortment of Toppings Seasonal Fresh Fruit Presentation

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PLATED BREAKFAST SELECTIONS

Served with Water, Orange Juice, Regular & Decaf Coffee

ROASTED VEGETABLE FRITTATA

\$16.95 per guest

Spinach, Asparagus, Tomato and Sweet Onion Grilled Chicken and Apple Sausage

ALL-AMERICAN SCRAMBLED EGGS

\$15.75 per guest

Choice of Applewood Smoked Bacon or Pork Sausage Links Crispy Hash Brown Potatoes

CARMEL SUNRISE CINNAMON BRULÉE FRENCH TOAST

\$16.95 per guest

Apple Walnut Compote, Thick Sliced Canadian Bacon Warm Maple Syrup

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BUFFET BREAKFAST SELECTIONS

Served with Water, Orange Juice, Regular & Decaf Coffee

NEW DAY BUFFET

\$18.95 per guest

Freshly Baked Muffins Freshly Picked Fruit Salad Scrambled Eggs with Cheddar Cheese and Scallions Crispy Bacon Hash Brown Potatoes

JB'S INDIANA HOSPITALITY BUFFET

\$22.95 per guest

Fresh Baked Muffins and Breakfast Pastries Sliced Seasonal Fresh Fruit Presentation Scrambled Eggs with Local Farmstead Havarti Cheese and Scallions French Toast or Pancakes Bacon, Sausage, or Ham Home Fried Potatoes

• A LITTLE EXTRA •

Made-to-Order Action Stations Available with the purchase of any breakfast buffet For groups of 50 or less guests, per guest pricing is inclusive of chef attendant Pancake or Waffle Action Station \$4.25 Omelette Action Station \$3.95

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BREAKS

BEVERAGE BREAK

\$6.95 per guest

Coffee, Decaffeinated Coffee, Herbal Teas, Bottled Water and Assorted Soft Drinks

GARDEN HARVEST BREAK

\$7.95 per quest

Seasonal Fresh Vegetable Presentation with Minted Yogurt Dip Freshly baked Zucchini Bread

PASSION FOR CHOCOLATE BREAK

\$7.95 per guest

2% Milk and Chocolate Milk Double Chocolate Brownies, Chocolate Chip Muffins Chocolate Chip Cookies

POPPING BREAK

\$5.95 per guest

Fresh Popped Popcorn with a Variety of Toppings Caramel Corn and Cheese Popcorn

ICE CREAM BREAK

\$5.95 per guest

Ice Cream Cart Attendant will serve either 3 Novelties or Scooped Ice Cream Scooped Ice Cream includes a Variety of Toppings

CANDYLAND BREAK

\$6.95 per guest

5 assorted Candy Options

BALLPARK BREAK

\$7.95 per guest

Mini Hot Dogs Pretzel Bites served with Beer Cheese SnoKones

"WOW" BREAK

Market price

A Custom Selection Specially Designed For Your Event

POWER BREAK

\$9.95 per guest - MAXIMUM OF 100 GUESTS -

Toasted Pita Chips with Hummus, Trail Mix, and Whole Fresh Fruit Basket

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Plated entrées include your choice of Side Salad, Seasonal Fresh Vegetable Selection,
Dessert and our Signature Rolls.
Beverages include Iced Tea, Water, Regular & Decaf Coffee

• ENTRÉES •

PETITE BEEF TENDERLOIN MEDALLION AND COLOSSAL SHRIMP

\$59.95 per guest

Rosemary Red Skin Mashed Potato, Port Wine Demi-Glaze, Charred Vegetable Salsa

GRILLED NEW YORK STRIP STEAK

\$38.95 per guest

Herbed Potato Galette, Indiana Mushroom Ragout

CHIANTI BRAISED BONELESS BEEF SHORT RIB

\$34.75 per guest

Golden Potato Purée, Natural Pan Sauce

ALE-BRAISED BEEF SIRLOIN

\$33.50 per guest

Horseradish Chive Mashed Potato, Crispy Onion Confetti

SHORT RIB AND CHICKEN

\$44.95 per guest

Roasted Golden Potato, Shallot Demi-Glaze, Charred Pumpkin Seed Salsa

ITALIAN CHICKEN

\$26.95 per guest

Breast of Chicken, Pan Seared and Rubbed with Italian Herbs & Spices Rosemary Roasted Red Potatoes

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(continued)

PAN-ROASTED RANGE CHICKEN

\$26.95 per guest

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

MUSTARD SEED AND ROSEMARY ROASTED CHICKEN

\$26.95 per guest

Smashed Red Skin Potatoes, Lemon Rosemary Jus

PORK RIB CHOP

\$33.50 per guest

Potato Leek Hash, Apricot Chutney

GRILLED PORK TENDERLOIN

\$27.95 per guest

Rosemary Roasted Sweet Potato, Rhubarb Cherry Chutney

GRILLED SALMON

\$31.95 per guest

Saffron Herb Rice, Sun Dried Tomato Dill Butter Sauce

GRILLED VEGETABLE AND POLENTA STACK (V)

\$27.95 per guest

Basmati Rice, Stewed Tomato Fennel Sauce

BAKED FOUR CHEESE RAVIOLI (V)

\$24.95 per guest

Artichoke, Onion and Tomato Ragout, Balsamic Syrup

GRAIN-STUFFED PORTOBELLO MUSHROOM (V)

\$24.95 per quest

Braised Kale, Roasted Red Pepper Coulis

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(continued)

SIDE SALADS •

PEAR, ARUGULA, AND BLUE CHEESE SALAD

Candied Pecans, Grape Tomatoes Pear Champagne Vinaigrette

ITALIAN CHOPPED SALAD

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

TOSSED CAESAR SALAD

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

ICEBERG WEDGE SALAD

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

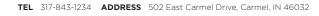
BABY SPINACH AND STRAWBERRY SALAD

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

MARKET HOUSE SALAD

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

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DESSERTS •

NEW YORK CHEESE CAKE

Tart Cherries, Whipped Cream

CHOCOLATE GANACHE TART

Salted Caramel Sauce, White Chocolate Mousse

LEMON CURD TART

Raspberry Coulis, Chantilly Cream

RED VELVET CAKE

Whipped Cream and Berry Garnish

CARROT CAKE

Jonathan Byrd's Famous Carrot Cake Layered with Velvety Cream Cheese Frosting & Crunchy Walnuts

CHOCOLATE LAYER CAKE

Moist Chocolate Cake Layered with Chocolate Fudge Icing

APPLE STREUSEL TART

Spiced Apples in a Short Dough Crust with Streusel Topping

OREO COOKIE TART

Creamy White Chocolate Mousse with Chunks of Oreo Cookies in a Crisp Tart Shell & Chocolate Sauce

FRESH FRUIT TART

Seasonal Fruits and Berries on a Bed of Pastry Cream with a Vanilla Coated Tart Shell

CHOCOLATE FLOURLESS TORTE

With Crème Anglaise

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CUSTOM BUFFET

Served with Iced Tea, Water and Coffee

CARIBBEAN BUFFET

\$23.95 per guest

Caribbean Jerk Chicken
Slow Roasted Pork with Guava Barbecue Sauce
Cabbage Salad with Tamarind Cane Syrup Dressing
Fresh Rolls with Butter
Black Bean Soup with Lime Cream
Coconut Rice

MEXICAN BUFFET

\$23.95 per guest

Your Choice of One of the Following:
Chicken Tinga, Pork Carnitas, or Seasoned Ground Beef served with Soft Corn Tortillas with Lettuce, Tomatoes, Grated Cheese, Salsa, and Sour Cream
Cheese Enchiladas
Spanish Rice
Refried Beans
Tomato, Corn, and Scallion Salad with Chili Lime Vinagrette
Green Bean and Jicama Salad with Cilantro and Citrus

JB'S CLASSIC

\$24.95 per guest

JB's Fried Chicken
Carved Inside Round of Roast Beef
Market House Salad with Ranch and Italian Dressings
Fresh Rolls with Butter
Southern Style Green Beans
Corn Casserole
Mashed Potatoes with White Gravy

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CUSTOM BUFFET

(continued)

BBQ BUFFET

\$24.95 per guest

Slow Roasted Chicken with Honey Barbecue Glaze Smoked Beef Tri Tip with Caramelized Onions Spinach Salad JB's Broccoli Salad Fresh Rolls with Butter Molasses Baked Beans Sweet Corn Spoon Bread

ASIAN BUFFET

\$23.95 per guest

Spicy Peanut Chicken
Roast Pork with Pineapple Sweet and Sour
Soba Noodle Salad with Crisp Vegetables and Sweet Chili Vinaigrette
Almond, Citrus, and Sprout Salad on Asian Mixed Greens and Napa Cabbage
Sesame Sauteed Green Beans
Steamed Jasmine Rice

ITALIAN BUFFET

\$25.95 per guest

Baked Ziti Pasta with Sausage and Ricotta Braised Chicken Marsala Tossed Caesar Salad Italian Breadsticks Marinated Tomatoes and Peppers Sauteed Zucchini with Tomato and Oregano Roasted Rosemary Potatoes

THE SANDWICH BOARD DELI BUFFET

\$19.95 per guest

Premium Sliced Roast Beef, Turkey, Ham, Cheddar, Swiss Garden Harvest Salad, JB's Creamy Macaroni Salad Fresh Baked Artisan Bread Selection Green Leaf Lettuce, Tomato, Sliced Red Onion, Dill Pickle Spears House Made Kettle Chips

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CUSTOM BUFFET

(continued)

STOCK POT AND GARDEN BAR BUFFET

\$19.95 per guest

Indiana Corn Chowder and Chicken Noodle Soups Fresh Baked Corn Muffins and Soft Bread Sticks

Garden Bar to Include:

Chopped Lettuce, Baby Lettuce Mix, and Baby Spinach Grape Tomatoes, Sliced Cucumber, Red Onion, Grated Carrot, Blue Cheese Crumbles, Cheddar Cheese, Garlic Crutons, Sunflower Seeds, Assortment of Creamy and Vinagrette Dressings Sliced Seasonal Fresh Fruit Presentation

GOURMET GRILL BUFFET

\$24.95 per guest

Black Angus Burger, Bratwurst, and All-Beef Hot Dogs JB's Famous Country Cole Slaw Roasted Red Skin Potato Salad Whole Wheat, Toasted Onion, and Hot Dog Buns Green Leaf Lettuce, Tomato, Sliced Red Onion, Dill Pickles Assorted Cheeses Mayonnaise, Mustards, Ketchup, and Relish Southern Style Green Beans and Golden Corn Casserole

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Served with Iced Tea, Water and Coffee All Buffets come with Dinner Rolls & Butter

PACKAGE 1 •

\$20.95 per guest

Your Choice of Side Salad Your Choice of Vegetable Your Choice of Starch Your Choice of One Entrée

PACKAGE 2 •

\$25.95 per guest

Your Choice of Side Salad Your Choice of Vegetable Your Choice of Starch Your Choice of Two Entrées

PACKAGE 3

\$31.95 per guest

Your Choice of Side Salad Your Choice of Vegetable Your Choice of Starch Your Choice of Three Entrées

DESSERTS •

Add a dessert for \$3.95 per guest
Dessert Buffet of three options for \$7.95 per guest
Assortment of Cookies and Brownies for \$2.95 per guest
Assortment of three Dessert Bars for \$4.95 per guest

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(continued)

SIDE SALADS •

TOSSED CAESAR SALAD

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

MARKET HOUSE SALAD

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

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

ROASTED RED SKIN POTATO SALAD

Apple-Wood Smoked Bacon, Green Onions and Creamy Grain Mustard Dressing

CRUNCHY APPLE COLE SLAW

Red Onion, Roasted Caraway, Creamy Apple Cider Dressing

BROCCOLI SALAD

A Jonathan Byrd's Favorite Crisp Broccoli Florets in a Creamy Dressing With Sunflower Kernels and White Onion

FRUIT SALAD

Seasonal Fresh Fruits & Berries Tossed & Served Chilled

ITALIAN PENNÉ PASTA SALAD

Penné Pasta with Balsamic Vinaigrette Roasted Tomato, Olives, Charred Red Pepper, and Artichoke Hearts

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(continued)

• STARCHES •

Roasted Red Skin Potatoes with Garlic and Rosemary
Twice Baked Cheesy Potatoes
Creamy Mashed Potatoes with Gravy
Whipped Golden Potatoes with Sour Cream and Chives
JB's Traditional Macaroni & Cheese
Toasted Quinoa with Brown Rice and Herbs
Buttered Orzo Pasta with Garlic and Citrus
Multi Grain Rice Pilaf with Parsley and Scallions

VEGETABLES •

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

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(continued)

BEEF ENTRÉES •

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 TRI-TIP

Carmelized Onions and Balsamic Vinegar Reduction

CARVED INSIDE ROUND OF BEEF

\$75 Chef Attendant Fee Served with Au Jus

• PORK ENTRÉES •

GRILLED PORK CHOPS

Rosemary Apple Sauce

PULLED SLOW-SMOKED PORK SHOULDER

JB's Cider Barbecue Sauce

ROAST PORK LOIN

With Grain Mustard and Shallots

CARVED APRICOT GLAZED PORK LOIN

\$75 Chef Attendant Fee

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DESIGN A BUFFET (continued)

POULTRY ENTRÉES

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

ROSEMARY MUSTARD SEED CHICKEN

Pan Roasted Breast of Chicken with Fresh Rosemary & Whole Grain Mustard Rub

ITALIAN CHICKEN

Breast of Chicken, Pan Seared and Rubbed with Italian Herbs & Spices

SMOKED BREAST OF CHICKEN

Cherry Wood Smoked Free Range Chicken Breast

CARVED ROASTED BREAST OF TURKEY

Shallot and Sage Pan Gravv \$75 Chef Attendant Fee

TURKEY TETRAZZINI

A Creamy Turkey Noodle Casserole with a Buttery Crisp Crust

SEAFOOD ENTRÉES

BAKED TILAPIA

Citrus and Capers

OTHER SEAFOOD OPTIONS AVAILABLE UPON REQUEST

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DESIGN A BUFFET (continued)

VEGETARIAN ENTRÉES •

ROASTED VEGETABLES AND BEAN CASSOULET

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

INDIANA MUSHROOM TART

Seasonal Indiana Mushrooms, Brown Rice and Herbs Baked in a Light Flaky Pastry Crust

BAKED FOUR CHEESE RAVIOLI

Savory Tomato Herb Sauce, Shaved Parmesan

VEGETABLE LASAGNA

Spinach, Broccoli, Cauliflower, and Carrot in Smooth Ricotta

GRILLED EGGPLANT

With Brown Rice, Roasted Vegetables and Tomato Ragout

• DESSERTS •

Strawberry Shortcake
Chocolate Flourless Torte
Traditional Cheesecake with Berry Compote
Cookies and Brownies
Gourmet Dessert Bars
Carrot Cake
Chocolate Cake
Apple Pie
Cherry Pie

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RECEPTION: HORS D'OEUVRES

-PRICED BY PIECE; MINIMUM FOUR DOZEN-

CHICKEN:

HOT:

Chicken and Corn Empanada	
Chicken Quesadilla	
Mediterranean Chicken Kabob	
COLD:	
Curried Chicken Salad in Mini Wonton Cup	\$2.95
PORK:	
HOT:	
Pork Pot Sticker with Garlic Black Bean Sauce	\$2.95
Mushroom Cap Stuffed with Spicy Italian Sausage	
Potato and Chorizo Firecracker Spring Roll	. \$2.95
COLD:	
BLT Pinwheel	\$2.95

SEAFOOD:

HOT:

Coconut Shrimp, Mango Sweet Chili Sauce	\$3.95
Chicken Fried Shrimp, Roasted Corn Cocktail Sauce	\$4.95
Bacon Wrapped Scallops	\$3.75
Mini Crab Cake, Red Pepper Remoulade	\$3.95

COLD:

Shrimp Cocktail Shooter	\$3.95
Crostini with Mango Shrimp Salsa	
Corn Blini with Smoked Salmon and Chives	\$3.50
NEW! Tequila Shrimp Tostada	. \$3.75

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RECEPTION: HORS D'OEUVRES

-PRICED BY PIECE: MINIMUM FOUR DOZEN-

VEGETARIAN:

HOT:

Grilled Vegetable Flatbread	\$2.95
Spanakopita	\$2.95
COLD:	
Caprese Salad Skewer	\$3.50
Fresh Fruit Kabob	\$3.25
Crudité Shooter	\$3.25
Roasted Potato Skewer, Romanesco	\$2.95
Pickled Watermelon, Red Onion and Feta	
Sun Dried Tomato and Gorgonzola Bruschetta	

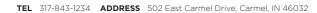
Antipasto Kabob with Mozzarella.....\$2.95 NEW! Crispy Pita Chip with Local Goat Cheese......\$2.95

BEEF:

HOT:

Grilled Beef Kabob, Chimichurri	\$3.25
Teriyaki Beef Satay	
Mini Cheese Steak Sliders	
Mini Beef Wellington	\$3.75
Chipotle Beef with Avocado + Homemade Tostada	\$3.75

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STATIONS & DISPLAYS

Hors d'oeuvres bars are a fun, interactive way to allow your guests to customize their selections. Please note, these are a smaller portion and would not be suitable to use in place of a meal.

CRUDITÉ

\$4.95 Per Guest

Seasonal Fresh Vegetables Displayed with Buttermilk Ranch Dip

CHEESE

\$7.95 Per Guest

Artisan and Regional Cheeses Served with Gourmet Crackers and Flatbreads

ANTIPASTO

\$8.95 Per Guest

Grilled, Roasted, and Marinated Vegetables, Olives, Peppers, Cured Meats, Artisan Cheeses, Served with Olive Oil, Aged Vinegars, Flatbreads and Grissini

RISOTTO

\$9.95 Per Guest
MAXIMUM OF 75 GUESTS— CHEF ATTENDED Creamy Arborio Rice Prepared with a Selection of Roasted Vegetables, Mushrooms, Herbs and Shaved Parmesan Cheese

SPREAD TRIO STATION

\$4.95 Per Guest

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

SALSA TRIO

\$3.95 Per Guest

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

FRUIT & CHEESE DISPLAY

\$5.95 Per Guest

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

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STATIONS & DISPLAYS

POTATO STATION

\$7.95 Per Guest

Your choice of mashed potatoes or baked potatoes
Your choice of six toppings: shredded cheddar cheese, bacon, broccoli, saut*éed m*ushrooms, salsa, sour cream, butter, chives, brown or white gravy

MACARONI & CHEESE STATION

\$8.95 Per Guest

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

FAJITA STATION

\$12.95 Per Guest

Your Choice of Grilled chicken or beef 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

PASTA STATION

\$11.95 Per Guest

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

Fondue Station NEW!

\$8.95 Per Guest

A Creamy blend of Gruyere, Grand Cru, and Fontina Cheeses with a hint of freshly grated Nutmeg and Cayenne Pepper. Served with French Baguette Bread cubes and Crisp Garden Fresh Vegetables

Slider Station NEW!

Angus beef Patty with Caramelized Onions, and Cheddar Cheese, Crispy Pork Tenderloin with Sweet and Sour Braised Red Cabbage, and Garlic Aioli, Vegetarian Quinoa Patty with Grated Zucchini, Parmesan Cheese and Roasted Plum Tomato All Served on Specialty Slider Buns

\$10.95

per guest

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BAR AND BEVERAGE MENU

PREMIUM FULL BAR PACKAGE

\$27.95 per adult

- up to four hours-

Grey Goose Bombay Sapphire Gin Jack Daniels Patron Tequila - Silver

Crown Royal Bacardi Rum

Maker's Mark Captain Morgan Spiced Rum

Johnnie Walker Black Malibu Coconut Rum

Amaretto Kenwood Wines Peach Schnapps Bottled Water Pepsi , Diet Pepsi , & Mist Twist

BEER SELECTION:

Sun King Singlight Cream Ale • Fat Tire • Dragonfly IPA • Bud Light

HOUSE SELECTION FULL BAR PACKAGE

\$21.95 per adult – up to four hours–

Smirnoff Vodka Beefeater Gin

Jim Beam Bourbon Jose Cuervo Tequila

Dewar's Scotch Bacardi Rum

Amaretto Sailor Jerry Spiced Rum

PeachSchnapps Malibu Coconut Rum

Kenwood Wines Bottled Water Pepsi, Diet Pepsi, & Mist Twist

BEER SELECTION:

Sun King Singlight Cream Ale • Fat Tire • Dragonfly IPA • Bud Light

BEER, WINE & SOFT DRINK PACKAGE

\$17.95 per adult

up to four hours

Assorted Craft & Domestic Beers Kenwood Wines Pepsi , Diet Pepsi, & Mist Twist Bottled Water

BEER SELECTION:

Sun King Singlight Cream Ale • Fat Tire • Dragonfly IPA • Bud Light

SOFT DRINK PACKAGE

\$3.95 per guest – up to four hours–

Pepsi, Diet Pepsi, Mist Twist & Bottled Water

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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 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 fourteen (14) 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 buisness phone or in writing, fourteen (14) days prior to the event, as to the final number of guests. Guest Count may increase up to 10% within 5 business days of your event with no penalty incurred. If your guest count increases between 11-35% of your original count there will be an additional \$250 charge. If the guest count increases above 35% there will be an additional \$500 charge. Changes made within 5 business days of event will be subject to additional charges based on the services requested. 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. **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.
- 6. **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. Caterer, may, at its sole discretion, make reasonable substitutions to menu, equipment, and other services listed on the invoice.
- 7. 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.
- 8. **Contracts:** A signed copy of the Catering Contract must be returned to the Sales Manager fourteen (14) 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.
- 9. **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.
- 10. No food or beverage of any kind may be brought into the facility by patrons or their guests or attendees without approval by management.
- 11. **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.
- 12. **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.
- 13. Additional Rental Options: We can arrange for any type of rentals you may need: tents, tables, chairs, staging, props, linen upgrades, etc.
- 14. **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.
- 15. 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.
- 16. **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.

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

