

Banquet & Reception Services

2 Riverfront Place North Little Rock, AR 72114 Phone: (501) 371-9000 Fax: (501) 907-4800

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Breakfast

Rise & Shine

Freshly Brewed Coffee, Your choice of: Assorted Danishes, Assorted Donuts, or Assorted Muffins. Refreshed up to 1½ hours. Add Sliced Fresh Fruit for an additional \$2.95 per person.

The Continental

Orange & Apple Juices, Freshly Brewed Coffee, Assorted Danishes and Muffins. Refreshed up to 1½ hours. Add Sliced Fresh Fruit for an additional \$2.95 per person.

Arkansas Country Plated Breakfast

Orange Juice, Freshly Brewed Coffee, Scrambled Eggs, Bacon or Sausage, Golden Hash Browns, Hot Biscuits with Country Gravy, Butter & Preserves. Add Sliced Fresh Fruit for an additional \$2.95 per person.

Riverfront Plated Breakfast

Orange Juice, Freshly Brewed Coffee, Scrambled Eggs, Bacon or Sausage, Diced Potatoes, Muffins, Croissants, Butter & Preserves. Add Sliced Fresh Fruit for an additional \$2.95 per person.

Huntersville Breakfast Buffet Minimum of 25 people

Orange & Apple Juices, Freshly Brewed Coffee & Tea, Seasonal Sliced Fresh Fruit, Scrambled Eggs, Sausage & Bacon, Golden Hash Browns, Hot Biscuits with Country Gravy, Butter & Preserves. Add Country Ham \$2.95 additional per person.

Action Stations

Waffle or Omelet Station Minimum of 30 people Designed to enhance any of the breakfasts with cooked to order Waffles and Omelets prepared by a Uniformed Chef.

Waffle Station: Includes flavored syrups & fruit toppings. Omelet Station: Includes an Assortment of fillings and Toppings *Action Stations will add an additional fee of \$35.00 per hour of service.

> See Page 5 for Ala Cart Menu to Customize your Breakfast Prices do not include 20% service charge or applicable taxes.

\$13.95 per person

\$16.75 per person

\$6.00 per person

\$6.95 per person

\$8.95 per person

\$14.95 per person

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Groups under 20 add \$2 per person

I Need This Break

\$8.95 per person Assorted Candy Bars, Your Choice of Bag of Chips, Popcorn or Pretzels & Assorted Soft Drinks

For Your Health Break

Flavored Yogurt Cups, Granola Bars, Whole Fruit, Bottled Juices & Bottled Water

Ice Cream Sundae Break

Vanilla Ice Cream, Strawberry, Pineapple, & Chocolate Sauce, Whipped Cream, Cherries & Nuts

Sweet Treat Break **\$9.95 per person** Assorted Freshly Baked Cookies & Brownies, Mini Desserts and Fruit Punch

Health Nut Break

Fresh Vegetable Tray with Ranch Dip, Cheese Tray with Crackers, Trail Mix and Bottled Water

South Of The Border Break

Tortilla Chips with Queso & Salsa, Southwest Chicken Eggrolls, Raw Vegetable Tray and Fruit Punch

Homerun Break

Popcorn or Chips, Soft Pretzels with Cheese or Hot Mustard Dipping Sauce, Mini Corndogs and Assorted Soft Drinks

*See Page 5 for Ala Cart Menu to Customize your Theme Break

Prices do not include 20% service charge or applicable taxes

\$8.95 per person

\$8.95 per person

\$9.95 per person

\$9.95 per person

\$9.95 per person

Break Service

Beverages

Soft Drinks Bottled Juice Pitcher of Juice 64oz Bottled Water Iced Tea Fruit Punch Lemonade Coffee - We Proudly Brew All Day Drink Package



\$2.50 each
\$2.95 each
\$24.95 each
\$2.25 each
\$25.95 per gallon
\$24.95 per gallon
\$27.95 per gallon
\$31.95 per gallon
\$10.00 per person

Snacks

Popcorn **Candy Bars** Granola Bars Trail Mix (loz Individual Bag) **Yogurt** Cups Breakfast Sandwiches (Sausage or Ham & Cheese Biscuit) Individual Bags of Chips or Pretzels **Onion Dip with Potato Chips** Cheese Dip & Salsa with Tortilla Chips Assorted Fresh Vegetable Tray Sliced Fresh Fruit **Breakfast Burritos** Assorted Cheese Tray Mini Muffins Mixed Nuts Party Mix Nut Breads (8 slices per loaf) Warm Cinnamon Rolls Donuts, glazed Donuts, assorted Fresh Baked Cookies **Brownies** Danish, assorted Muffins, assorted Bagels, assorted, with Cream Cheese Warm Pretzels with Cheese or Hot Mustard Sauce Mini Croissants Pastries, assorted

\$1.95 per person \$2.75 each \$2.25 each \$2.25 each \$1.95 each \$3.25 each \$2.25 each \$2.95 per person \$2.95 per person \$2.25 per person \$2.95 per person \$3.25 each \$2.95 per person \$9.95 per dozen \$21.95 per pound \$18.95 per pound \$21.95 per loaf \$31.95 per dozen \$17.95 per dozen \$23.95 per dozen \$23.95 per dozen \$22.95 per dozen \$24.95 per dozen \$23.95 per dozen \$24.95 per dozen \$27.95 per dozen \$19.95 per dozen \$28.95 per dozen

Lunch Plated Entrees

All Served with Iced tea, Coffee, Hot Rolls & Butter, Salad, Two Sides & Dessert

Chicken Teriyaki \$16.95 per person Grilled Marinated Skinless Breast of Chicken, topped with Pineapples and Teriyaki Sauce

Grilled Breast of Chicken Rosemary

Grilled breast of chicken seasoned with Rosemary

Chicken Riverfront \$16.95 per person Sautéed, Boneless Chicken Breast Served with an Artichoke Heart Sauce

Lemon Pepper Chicken Grilled Chicken Breast of Chicken Seasoned with Lemon Butter Sauce

Chicken Fettuccini \$16.95 per person Sautéed Chicken Breast Tossed with Fettuccini Noodles in an Alfredo Sauce

Chicken Parmesan Parmesan Encrusted Chicken Topped with Marinara Sauce

Arkansas Fried Chicken Two Pieces of Hand-Breaded Chicken

Chicken Fried Chicken Hand-Breaded All White Meat Chicken Breast Served With or Without Gravy

Chicken Cordon Bleu Breast of Chicken Stuffed with Ham & Swiss, Breaded & Baked

Prices do not include 20% service charge or applicable taxes.

\$16.95 per person

\$16.95 per person

\$17.95 per person

\$16.95 per person

\$16.95 per person

\$18.95 per person

Lunch Plated Entrees, continued

Roasted Pork Loin Roasted Pork Loin topped with Creamy White Wine Sauce or Hunter Mushroom Sauce	\$17.95 per person
Arkansas Fried Catfish (2 Filets) Served with Hushpuppies, French Fries, & Coleslaw	\$19.95 per person
<i>Tilapia Picatta</i> Seared Tilapia Filet topped with a Traditional White Wine, Lemon and Caper Sa	\$17.95 per person nuce
Chicken Fried Steak Served with Whipped Potatoes with Cream Gravy & Country Style Green Beans	\$14.95 per person
Beef Tips Riverfront Braised Medallions of Beef with Onions & Mushrooms in a Demi-Glace, Over Rice	\$16.95 per person
London Broil Sliced Marinated Flank Steak Broiled & Topped with an Herb Sauce	\$19.95 per person
Sliced Roasted Sirloin with Hunter Sauce	\$21.95 per person
Petite Filet Mignon 602	\$25.95 per person
Children's Plated Dinner 2-11 years of age 2 Chicken Tenders, Macaroni and Cheese & Green Beans	\$13.95 per person

Lunch Buffets

{Groups of 30 or less will have an additional \$2.00 per person and \$25.00 setup fee}

Soup And Salad Bar

Four Assorted Salads - Choose from: Tossed Fresh Green Salad, Pasta Salad, Potato Salad, Fruit Salad, Cucumber Salad; 1 Meat Salad - Choose From: Crab, Tuna, or Chicken; Chef's Choice 2 Soups, Assorted Desserts, Iced Tea & Coffee. Add Baked Potato Bar. Shredded Cheese, Bacon Bits, Sour Cream, & Chives For Additional \$6.95 per person.

Deli Buffet

Pasta Salad & Potato Salad, Sliced Roast Beef, Turkey Breast & Ham, Sliced Cheeses, Hoagie Buns & condiments, Sliced Fresh Fruit Tray, Relish Tray, Potato Chips, Assorted Cookie and Brownie Tray, Iced Tea & Coffee. Add Soup for \$2.95 per person

BBO Buffet

Cole Slaw & Potato Salad, Two Entrees – Choose from: Pulled Pork, BBQ Brisket or BBQ Chicken. Served with Baked Beans, Warm Buns, BBQ Sauce, Assorted Fresh Baked Cookies and Brownies or Fruit Cobbler, Hot Rolls & Butter, Iced Tea & Coffee

Create Your Own Buffet

Four Assorted Salads - Choose from: Tossed Fresh Green Salad, Pasta Salad, Potato Salad, Fruit Salad, Cucumber Salad; Two Entrees – Choose from: Baked or Fried Chicken, Chicken Fried Chicken, Lasagna, Fried or Baked Country Pork Chops, Herb Roasted Chicken, Chicken Breast Riverfront, Baked Ham, Sliced Roast Beef, London Broil, Arkansas Meatloaf or Chopped Sirloin; Three Vegetables – Chef's Choice, Assorted Desserts, Hot Rolls & Butter, Iced Tea & Coffee

Mexican Buffet

Chips & Salsa, Oueso, Guacamole, Seasoned Ground Beef, Tacos Served With: Shredded Cheese, Lettuce, Sour Cream, & Diced Tomatoes, Fajitas; Chicken or Beef, Spanish Rice, Refried Beans, Jalapeno Corn, Assorted Desserts, Iced Tea & Coffee

Backyard Cookout Buffet

Hamburger Patties, Hot Dogs, Warm Buns, Baked Beans, Potato Salad, Potato Chips, Assorted Fresh Baked Cookies and Brownies or Fruit Cobbler, Iced Tea & Coffee

Italian Buffet

Garden Green Salad with Tomatoes & Cucumbers, served with Vinaigrette Dressing; Two Entrees-Chose From: Lasagna (Beef, Chicken, or Vegetarian), Fettuccini Alfredo with Grilled Chicken or Chicken Parmesan, Garlic Mashed Potatoes or Roasted Baby Red Potatoes, Baby Carrots, Broccoli Florets, Garlic Bread, Assorted Desserts, Iced Tea & Coffee

\$17.95 per person

\$18.95 per person

\$20.95 per person

\$21.95 per person

\$19.95 per person

\$19.95 per person

\$19.95 per person

Lunch Salads

All Served Chefs Choice Dessert, Tea and Coffee

Grilled Chicken Caesar Salad

Served with garlic bread sticks

Classic Chef Salad

Diced Ham & Turkey, Tomato & Egg Wedges, Shredded cheddar & Swiss cheeses on Romaine and iceberg lettuce. Served with Crackers

Taco Salad (maximum 50 people)

Garden Fresh Salad Served in a Tortilla Shell with Spiced Taco Beef, Onion, Tomato, Cheese, Sour Cream & Guacamole, Tortilla Chips & Picante Sauce.

Add Soup or Cheese Dip with Tortilla Chips \$3.95 Per Person

Box Lunches

Box Lunches Are Served With Whole Fruit, Potato Chips & Fresh Baked Cookie, Bottled Water And Soft Drinks Groups Of 30 Or Less Select 2, Groups Over 30 Select 3. Groups Over 100 Will Have A \$1.50 Per Person Upcharge

<i>The Submarine</i> A Deli Deluxe With Ham, Roast Beef, Turkey, American Cheese, Lettuce, Tomato, Condiments	\$15.95 per person
<i>Turkey Croissant Sandwich</i> Turkey & Swiss Cheese, Lettuce, Tomato, Condiments	\$14.95 per person
Ham Deluxe Hoagie Honey Ham & Cheddar Cheese, Lettuce, Tomato, Condiments	\$14.95 per person
Chicken Salad Croissant Served With Lettuce & Tomato, Condiments	\$14.95 per person
<i>Turkey Club</i> Shaved Turkey Breast, Bacon, Cheddar Cheese Served With Lettuce & Tomato, Condiments. Served On White Or Wheat Bread.	\$15.95 per person
All Box Lunches Can Be Served Plated: Fruit & Cookie Will Pasta Salad And Chefs Choice Of Dessert And Will With Iced Tea And Water	

*Make Any Sandwich Above A Wrap For An Additional \$.75 Per Person Prices do not include 20% service charge or applicable taxes.

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\$13.95 per person

\$13.95 per person

\$13.95 per person

Dinner Plated Entrees

All Served with Iced tea, Coffee, Hot Rolls & Butter, Salad, Two Sides & Dessert

Chicken Marsala Tender Breaded Chicken Breast with a Light Red Wine Mushroom Sa	\$22.95 per person nuce
Chicken Breast Riverfront Oven Roasted Boneless Chicken Breast finished with a light Artiche Cream Sauce	\$22.95 per person oke
Chicken Parmesan Parmesan Encrusted Chicken Topped with Marinara Sauce	\$22.95 per person
<i>Lemon Caper Chicken</i> Grilled Breast of Chicken Topped with a Lemon Caper Butter Sauce	\$22.95 per person
<i>Chicken Florentine</i> Chicken Breast Stuffed with Spinach, Mushrooms, & Cheese, topped with a Light Cream Sauce	\$24.95 per person
Chicken Cordon Bleu Tender Chicken Breast stuffed with Ham & Cheese	\$24.95 per person
Pecan Encrusted Salmon Oven Roasted Filet with a Crushed Pecan and Butter Topping	\$27.95 per person
<i>Tilapia Picatta</i> Seared Tilapia Filet Toped with a Traditional White Wine, Lemon and caper Sauce	\$23.95 per person
Roasted Pork Loin Roasted Pork Loin topped with Creamy White Wine or Hunter Mushroom Sauce	\$23.95 per person
Bacon Wrapped Pork Loin	\$24.95 per person

Prices Do Not Include 20% Service Charge Or Applicable Taxes.

Dinner Plated Entrees, continued

Medallions of Beef & Grilled Chicken Riverfront	\$30.95 per person
Surf & Turf 60z Filet & 60z Lobster Tail or two jumbo sautéed prawns	\$38.95 per person
<i>London Broil</i> Sliced Marinated Flank Steak Broiled & Topped with a Herb Sauce	\$23.95 per person
Roasted Sirloin of Beef	\$26.95 per person
Roast Prime Rib 12oz	\$32.95 per person
Rib Eye with Sautéed Mushrooms 14oz	\$32.95 per person
Charbroiled New York Strip 120z	\$34.95 per person
Filet Mignon with Garlic Butter Sauce 80z	\$36.95 per person
<i>Children's Plated Dinner</i> 2-11 years of age 3 Chicken Tenders, Macaroni and Cheese & Green Beans	\$15.95 per person

*Please ask your Catering Manager for suggestions on Additional upgraded dinner selections.

Accompaniments & Desserts Salad Selections

Fresh Green Garden Salad

Mixed Greens, Tomato & Cucumber Served With Your Choice Of Two Dressings

Spinach Salad

Fresh Spinach, Mushrooms, Fresh Chopped Bacon, Chopped Eggs, Shredded Parmesan Cheese & Raspberry Vinaigrette or Ranch Dressing

Caesar Salad

Crisp Romaine Lettuce With Parmesan Cheese, Croutons & Served With Caesar Dressing

Cole Slaw

Sides Selections

Green Beans	Bacon Wrapped Green Beans	Loaded Mashed Potatoes
Fresh Vegetable Medley	Glazed Baby Carrots	Wild Rice
Broccoli Florets	Green Bean Almandine	Cheese Grits
Corn O'Brien	Capri Blend	Garlic Mashed Potatoes
Roasted Asparagus Spears	Broccoli & Carrot Medley	Rice Pilaf
Bacon Wrapped Asparagus	Black Eyed Peas	Scalloped Potatoes
Whole Kernel Corn	Roasted Red Potatoes	Baked Potato(Dinner Only)

Dessert Selections

Please choose one of the following:

Pecan Pie	Lemon Meringue Pie	Red Velvet Cake
Apple Pie	Double Chocolate Layer Cake	Carrot Cake
Chocolate Cream Pie	New York Cheese Cake W/Strawberries	

Upgrade your dessert for an additional \$2.00 per person.

White Chocolate Raspberry Cheesecake Chocolate Godiva Cake Turtle Cheesecake

Dinner Theme Buffets

{Groups of 30 or less will have an additional \$2.00 per person and \$25.00 setup fee}

Mexican Fiesta

\$27.95 per person

Tortilla Chips with Queso, Guacamole, & Picante Sauce, Shredded Lettuce and South Cream, Cheese Enchiladas, Beef Tacos, Refried Beans, Mexican Rice, Jalapeno Corn, Assorted Desserts, Iced Tea & Coffee

Italian Buffet

\$27.95 per person

Garden Green Salad with Tomatoes & Cucumbers, served with Vinaigrette Dressing, Choice of two Entrées – Lasagna (Beef, Chicken, or Vegetarian), Fettuccini Alfredo with Grilled Chicken, Cheese Ravioli, or Chicken Parmesan. Garlic Mashed Potatoes or Herb Roasted Baby Red Potatoes, Broccoli Spears, and Baby Carrots, Garlic Bread Sticks, Assorted Desserts, Iced Tea & Coffee

BBQ Buffet

Coleslaw, Potato Salad, Garden Green Salad; Choice of Two Entrees – BBQ Ribs, Barbecued Chicken or Smoked Brisket, Baked Beans, Corn O'Brien, BBQ Sauce, Hot Rolls & Butter, Assorted Desserts, Iced Tea & Coffee

Create Your Own Buffet

Four Assorted Salads – Choose from: Garden Tossed Green Salad, Tomato & Cucumber Salad, Pasta Salad, Waldorf Salad, Three-Bean Salad, Corn Salad; Two Entrees - Choose from: Sliced Roasted Sirloin, London Broil, Chicken Fried Steak, Arkansas Fried Chicken, Chicken Fried Chicken, Charbroiled Pork Chops, Arkansas Fried Catfish, Pineapple Glazed Ham, Baked Tilapia with Lemon Pepper Sauce & Herb Roasted Chicken; Three Vegetables –Chef's Choice. Hot Rolls & Butter, Assorted Desserts, Iced Tea & Coffee

Prices do not include 20% service charge or applicable taxes.

\$29.95 per person

\$28.95 per person

Reception Hors d' Oeuvres

Hot Hors d' Oeuvres {in trays of 50pieces} Mini Franks Wrapped in Puff Pastry \$64.95 Mini Crab Cakes with Creole Remoulade \$109.95 Buffalo Style Chicken Wings with Bleu Cheese and Celery Sticks \$89.95 Chicken Tenders served with Honey Mustard or BBQ \$89.95 Meatballs, BBQ or Swedish \$89.95 Fried Cheese Sticks with Marinara \$84.95 Southwest Chicken Spring rolls \$89.95 **Stuffed Peppers with Cheese** \$84.95 Stuffed Mushroom Caps \$84.95 Spinach Dip served with Pita Chips \$84.95 **Stuffed Potato Skins** \$89.95 Mini Quiches \$89.95 Grilled Chicken Teriyaki Strips \$99.95 **Bacon Wrapped Shrimp** \$137.95 **Pulled Pork Sliders** \$109.95 Cheese Dip, Salsa with Tortilla Chips \$84.95

Carving Stations

Served with Silver Dollars Rolls & condiments.	
Inside Round of Beef {Serves 70}	\$245.00
Whole Roasted Beef Tenderloin {Serves 25}	\$295.00
Whole Roasted Pork Loin {Serves 35}	\$249.00
Roasted Tom Turkey Breast {Serves 70}	\$249.00
Baked Pit Ham {Serves 60}	\$295.00
Prime Rib of Beef (Serves 50)	\$ 450.00
Carving Fee Per hour (minimum 2 hours)	\$ 35.00

May We Suggest...6 Hors d'oeuvres per guest for an hour reception4 Hors d'oeuvres per guest when paired with a fruit or cheese station

Reception Hors d' Oeuvres, Continued

Cold Hors d' Oeuvres {in trays of 50}

\$49.95
\$84.95
\$79.95
\$79.95
\$89.95
\$84.95
\$129.95
\$89.95
\$25.95
\$99.95
\$150.00
\$195.00

Half orders are available upon request

Benihana Sushi Platters

Sushi: 16" Party Platter	\$41.00
Sushi: 18" Party Platter	\$50.00
Sushi: 18' Sushi/Nigiri Party Platter	\$62.00

Custom Ice Carvings

Add a special touch to your event with a custom ice carving. Ask your catering manager for details.

May We Suggest...6 Hors d'oeuvres per guest for an hour reception4 Hors d'oeuvres per guest when paired with a fruit or cheese station

Bar Services

Host Bar

A Fully Stocked Bar Hosted by Your Party & Served By Our Bartenders OR

Cash Bar

Guest Will Purchase Beverages from the Bartender Individually

	Host Price	Cash Price
Soft Drinks	\$2.50	\$2.50
Domestic Beer	\$4.00	\$4.50
Imported Beer	\$5.00	\$5.50
Red/White/Rose Wine	\$6.00	\$6.50
Premium Brands	\$7.50	\$8.00
Super Premium	\$9.00	\$9.50
Vou may oustomize the bar selecti	on to fit your budget and	Incode

You may customize the bar selection to fit your budget and needs.

Premium Brands

Absolute or Stolichnaya Vodka, Bacardi Rum, Tanqueray Gin, Jose Cuevo Tequlia, Dewar's or Johnny Walker Red Scotch and Jim Bean or Seagram Seven Whiskey

Super Premium Brands

Grey Goose Vodka, Bombay Sapphire Gin, Patron Tequila, Johnny Walker Black Scotch, Jack Daniels Whiskey, Crown Royal, Chevis Regal

Beer

Domestic Beer: Budweiser, Bud Light, Miller Light, Coors Light and Michelob Ultra Import Beer: Corona, Heineken and Sam Adams

Bartender Fees

Per Hour (Min 2 Hour)

\$35.00

Prices do not include 20% service charge or applicable taxes

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Bar Services Continued

Specialty Cocktails \$65.00 per Gallon Mimosa - Tangy Orange Juice mixed with a Sparkling White Wine

Hurricane - Myers Dark & Bacardi Light Rum with orange and pineapple juices with a splash of pomegranate juice.

Margarita – Jose Cuervo Tequila with Orange Flavored Liquor mixed with sweet and sour and served to perfection.

Bottled Wine Selections Whites and Sparkling Wines

Sycamore Lane Chardonnay	\$19.95
Woodbridge Chardonnay	\$22.95
Kendall Jackson Chardonnay	\$26.75
Prophecy Sauvignon Blanc	\$26.75
Cavit Pinot Grigio	\$19.95
Beringer Moscato	\$22.95
Sycamore lane White Zinfandel	\$19.95
Korbel Brut Sparkling Wine	\$29.95
La Marca, Prosecco, Italy Sparkling Wine	\$10.75

Reds

Sycamore Lane Cabernet Sauvignon	\$19.95
Beringer Cabernet Sauvignon	\$22.95
Kendall Jackson Cabernet Sauvignon	\$38.75
Robert Mondavi Cabernet Sauvignon	\$29.75
Prophecy Pinot Noir	\$24.75
Wild Horse Pinot Noir	\$29.00
Beringer Merlot	\$22.75

Equipment Rental

The following is a list of AV equipment we have available. A podium with a microphone is complimentary for all ballrooms.

Video

6x6 Screen (Breakout Rooms Only)	\$35.00
10x10 Ballroom Pull Down Screen Only	\$45.00
8x8 Tripod Screen	\$40.00
DVD Player(Requires Mixer For Sound)	\$45.00
LCD Projector(Short VGA or HDMI Included)	\$195.00
A/V Table with Power Strip & Cord Taped Down	\$12.00
VGA Cable: 50ft.	\$45.00
VGA Cable: 75ft.	\$55.00
VGA Cable: 100ft.	\$60.00
VGA Splitter Box	\$50.00
Laptop Computer	\$175.00
LED Up Lighting (Up to 4.2 Billion Color Changes,	\$40.00
Includes DMX & Power Con Cables) 12 Max	Each
	\$35.00 for
	8 or more

Audio

Enhanced Sound System	\$250.00
(2-200 Watt Speakers, 2 Tripods, 12 Channel Mixer & Amp)	
Microphones: Corded Handheld	\$30.00
Microphones: Cordless Handheld(200 ft. Range)	\$95.00
Cordless Lavalier (Lapel,200 ft. Range)	\$105.00
House Sound Patch	\$45.00
Extended Phone Lines	\$15.00
Hard Line Ethernet Cable (25 ft.)	\$15.00
Self-Contained Audio System (Used to Gain Sound & Mic	\$65.00
Capabilities in Breakout Rooms)	
2 Line Conference Phone	\$50.00

An additional 10% handling fee will be incurred on AV equipment orders placed less than 36 hours prior to your scheduled event. 20% service charge will be added to all AV

Equipment Rental, continued

Miscellaneous

Flip Chart (Includes Easel, Pad,& 2 Markers)	\$45.00
Whiteboard (Includes Easel)	\$35.00
4 Channel Mixer	\$35.00
6 Input Mixer	\$55.00
8 Channel Mixer	\$75.00
Wireless Laptop Remote	\$25.00
25 ft. Extension Cord with Powerstrip	\$15.00
Easel	\$10.00
Dance Floor 12x12	\$175.00
Dance Floor 15x15	\$220.00
Dance Floor 18x18	\$275.00
Dance Floor (Additional Square Footage)	\$75.00
	per 3 sq ft.
Audio/Visual Tech Fee	\$45 Per Hr

Vendor Services

\$10.00/Each
\$12.00/Each
\$20.00/Each
\$14.00 Per Ft.
\$20.00/Table
\$100/Table
\$10.00/Each

An additional 10% handling fee will be incurred on AV equipment orders placed less than 36 hours prior to your scheduled event. 20% Service Fee and applicable taxes will be added to all AV.



Meeting Room Assignments

Meeting and banquet rooms are assigned on the basis of the expected attendance at the discretion of the hotel. If there are fluctuations in the number of attendees, the hotel reserves the right to reassign rooms accordingly without prior notice. The hotel reserves the right to charge an additional fee for setup change less than 48 hours prior to the event.

Pricing

All food, beverage is subject to a taxable 20% service charge and applicable state sales tax. Menu pricing includes food, linen, dinnerware, stainless steel flatware, glassware, tables, and chairs within our inventory. Hotel banquet servers will set up and take down the tables and its accessories.

Tax Exemptions

A tax exempt certificate from the State of Arkansas must be submitted to the hotel 72 hours prior to the event for any group claiming tax exemption. Please note that a Non-Profit Certificate is not acceptable.

Food and Beverage

No food or beverage may be brought into the hotel public or event spaces (wedding and birthday cakes are the only exception to this policy). We reserve the right to refuse alcohol service to intoxicated persons and will not serve underage persons. No food or alcoholic beverages can be removed from the premise.

Guarantee

A hotel catering manager will contact you 14-days prior to your event to receive your menu selections. Three (3) business days before your event your final expected number of attendees will be due. The client will be charged the guarantee provided regardless, even if attendance falls below the guarantee. Should the attendance be higher than the guarantee, the client will be charges the actual attendance for the event. If a guarantee is not received, then the charges will revert back to the last estimate provided by the client.

Lost Articles

The Hotel is not responsible for any articles left in the hotel prior to or following your event. Security arrangements should be made on all exhibits or articles set up prior to an event or if left unattended. Any items left will be recorded on our lost & found website: <u>www.chargerback.com</u>. Please visit this website for any lost & found items for this hotel.

Smoking

The interior of the hotel is *smoke-free*. Smoking areas are located outside of the hotel in designated areas with urns and/or signs.

Security Requirements

The hotel provides security from the North Little Rock Police Department and Pulaski County. Their responsibility is to watch the parking area, as well as the entire hotel. However, they are not responsible for exhibit materials left unattended. We reserve the right to require security for any group. A security person can be arranged through the hotel at the cost of the normal hourly rate for your event if necessary.

Children

While children are welcomed as guests of the hotel, persons under 18 years of age should never in public areas of the hotel except in the company of an adult. The hotel is not able to provide babysitting services.

Shipping Materials

Materials will be accepted for your group up to 48 hours prior to the event. On the shipping boxes the following should be written: **name of the group, date of meeting, meeting contact person, and the name of your sales coordinator**. Please specify to the shipping company that the materials are to be delivered into the hotel. **Materials left after an event without return shipping arrangements made will be discarded.**

Hospitality Suites

Outside food and beverages are allowed in the Hospitality Suites only. The hotel will vacuum and perform any general maintenance to the room. Guest rooms are not allowed to be used at hospitality suites. No food should be present in the public areas, including lobby and display areas. Food should be confined to the hospitality suites.

Exhibitors

Items may not be attached to walls, floors or ceilings with nails, staples, tape or any other substance. A limited number of pre-approved signs are permitted in the meeting and pre-function areas. Exhibitors are not allowed to exhibit from private sleeping rooms. The hotel must hang all banners, etc.

Entertainment

Performers must comply at all times with local fire and safety codes as well as hotel policy regarding sound levels and decorations. The hotel reserved the right to stop any music or entertainment as deemed inappropriate.

Parking

For your convenience, the hotel offers complimentary self-parking.

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