

SAVOR...

Catering • Concessions • Special Events



Welcome to SAVOR...Cabarrus Catering by SMG, Cabarrus Arena & Events Center's premier catering, concessionaire and event services company. SMG is the largest facility management company in the world, built on a national reputation for superior food and beverage service. We enhance each table with more than just great food: providing creative event and menu planning, extensive hands-on experience, an extraordinary team of chefs, managers, and committed staff dedicated to exceeding your expectations.

SAVOR...Catering by SMG does not allow outside catering in the facility as it violates our contract with the county, our licenses, permits and is against corporate policy. However, under "special" circumstances whereby an "ethnic" food is required for an entire group and prepared by Chefs who specialize in that fare, consideration may be allowed under strict controls provided by the Cabarrus Arena & Events Center and Savor...Catering by SMG. Special consideration must be proven and can only be approved by the Director of Food & Beverage. Prior to the event taking place, the client and caterer must meet with the Director of Food & Beverage of the Cabarrus Arena & Events Center.

Thank you for allowing us to assist with your event planning needs. We look forward to serving you!

Barry Klapish, FMP
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Food & Beverage Policies

SAVOR...Cabarrus Catering by SMG is the exclusive Food & Beverage provider for the Cabarrus Arena & Events Center. No food and/or beverage of any kind will be permitted to be brought into the facility by the patron, patron's guests or invitees without prior written approval of the Director of Food & Beverage. Food & Beverage items may not be taken off the premises; however, excess prepared food and/or beverage is donated under regulated conditions to agencies feeding the underprivileged at SAVOR...Catering by SMG's sole discretion.

Guarantees

The Guaranteed number of attendance is required 5 business days prior to the date of the function (***a business day is defined Monday-Friday before 12 noon EST***). If the guarantee is not received as stated, the number specified on the BEO (Estimate Number) will be your guarantee. The guarantee is not subject to reduction after the 5-day deadline. Increases in attendance given after the final guarantee deadline will be subject to additional charges (30% surcharge) based upon availability of product and labor; however, the Food & Beverage Department will not be responsible or liable for servicing these additional guests. The Food & Beverage Department will prepare food product for functions 5% over the guarantee to a maximum of 30 people. Additional seating will only be placed if needed.

<u>First Event Day</u>	<u>Final Numbers Due by 12 Noon EST</u>
Monday	Prior Week Monday
Tuesday	Prior Week Tuesday
Wednesday	Prior Week Wednesday
Thursday	Prior Week Thursday
Friday	Prior Week Friday
Saturday	Monday
Sunday	Monday

Alcoholic Beverage Service

We offer a complete selection of beverages to complement your function. The North Carolina Alcohol and Beverage Commission regulates alcohol beverage service. As the licensee, we are responsible for the administration of these regulations. Alcoholic beverages may not be brought onto the premises. In compliance with ABC/ALE regulations, we reserve the right to ask patrons for proper identification for alcoholic beverage services and the right to refuse alcohol service to intoxicated or underage persons. Cabarrus Arena & Events Center employees must dispense all alcoholic beverages. Alcoholic beverages may not be removed from the premises. The client is responsible for general sobriety and conduct of its guests. Any alcohol charges incurred during the event must be settled the night of the event. There will be a bartender fee of \$100 per 100 guests. If any bar goes past 11:00pm EST and has more than 100 guests the client be charged for 1 police officer at a rate of \$30.00 per hour (minimum of 4 hours) from the start of the bar until the end of the event.

Due to fluctuating Food & Beverage prices, menu prices may change unless arrangements and selections are confirmed by a signed Banquet Event Order (BEO)

All events that require Food & Beverage are subject to Service Charge & Tax

Consuming raw or undercooked meats, seafood or eggs may increase your risk of food borne illness

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Menus

The following menus are designed as guidelines to assist you in the selection of your food and beverage services. Please note that your Director of Food & Beverage welcomes the opportunity to customize menus and services to create specialty or thematic events. All Food & Beverage service(s) are scheduled for 1 hour unless otherwise noted; however, they may be extended at an additional charge. For plated service, you must provide us with a method of identifying each guest's menu choice such as tickets, place cards, stickers, etc.

Pricing

A 19% service charge will be applied to all food, beverage, labor, rentals, and related services. A 7% sales tax will be applied to all food, non-alcoholic beverages, labor, service charges, rental equipment and floral arrangements. Any catering for 35 guests or fewer will incur a \$150 setup fee plus tax and service charge.

Labor

Catering personnel are scheduled in four-hour shifts for each meal period. These shifts include set-up, service and breakdown. Events requiring additional time for service will incur a charge of \$17.50 per server per hour.

Holiday Business

Due to the demand of catering services during the holiday season, our contract policy is modified for this special time of year. Your Director of Food & Beverage will discuss contract and policies for the holiday season. There will be an automatic additional premium labor fee for food and beverage service(s) or preparatory days on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

Contracts

If you are planning to include Food & Beverage with your event, you will need to complete a Use License Agreement with the Cabarrus Arena & Events Center to hold your space in the facility. In addition, you will need to sign our Catering policies/contract along with the Banquet Event Order (BEO). This will need to be turned into the Food & Beverage department 10 business days prior to your event date. The BEO is your menu order and must be signed along with the Catering Policies and received by our Food & Beverage Department no less than 10 business days prior to your event date. The Use License Agreement, Catering Policies and BEO signed by both parties, with its stated terms and deposit, constitute the entire agreement between the client and SAVOR...Catering by SMG. Cabarrus Arena & Events Center reserves the right to determine areas where food and beverage services are located.

Payment

Payment schedules are specified in Section 6 - Payment Terms and Exhibit B of the Use License Agreement with SMG/Cabarrus Arena & Events Center

Cancellation Policy

Cancellation of contracted Food & Beverage services must be made in writing a minimum of four weeks prior to the scheduled function. If the event is cancelled less than fourteen days but more than seventy-two hours (3 business days) prior to the event, a fee of 75% of the total estimated services will be charged. Any event cancelled less than 72 hours (3 business days) prior to the event will incur 100% of the estimated charges. This policy does not amend or effect any applicable Use License provisions.

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Facility Services

Round table seating of eight will be provided unless otherwise specified. Seating diagrams with numbered tables are available upon request. All prices quoted include disposable service and white linen. Glassware, china and flatware are available in the Cabarrus Rooms. For banquets, exceeding 300 guests, additional rental charges will apply. Requests for China/Glassware service in Gold Hall 1 and/or Gold Hall 2, Event Center A and/or B, or the Arena will incur an additional charge of \$1.25 per guest. All buffets are self serve and all meals have a self serve drink station.

Special Requests and Rentals

For Catering functions, we provide white tablecloths & white napkins on a complimentary basis. Additional colors, fabric, floor-length linens, chair covers, and sashes are available at additional costs. Please note that these items need to be ordered 10 business days prior to your event date. Once ordered, amounts requested cannot be reduced even if your guaranteed number of guests is lower than the amount(s) ordered. Increasing amounts will be subject to availability and will incur additional charges.

Additional Linen

All tables where food and/or beverage are served or displayed will have full linen at no additional cost to the client. Only the area(s) not pertaining to food/beverage service will be charged additional fees. Examples of these areas include registration/gift tables, vendor booths, DJ, photography, etc. Events that do not serve food items (such as dances, fashion shows, trade shows, graduations, etc.) will also be charged for table linen.

Decorations and Floral

Your Director of Food & Beverage is available to assist you with fresh floral arrangements, thematic decorations and specialty linens to enhance your event. The following decorations are prohibited by Cabarrus Arena & Events Center: freestanding candles, pyrotechnics, confetti, metallic confetti, rice, sand, marbles, glitter, rose/flower petals, loose candies/objects, and helium balloons. There is a Food & Beverage charge of \$10 per table for the clean up of each table that will be added into the final event settlement for the use of the prohibited items.

Outside Vendors

Deliveries of decorations, props, equipment, and rental items must be scheduled with Cabarrus Arena & Events Centers Event Coordinator at least 10 business days prior to the event. All props, equipment, and rentals will be admitted into Cabarrus Arena & Events Center only on the day of the event and after all day visitors have left the facility. Due to the delicate tile flooring, all props, equipment, and rentals must be carried or rolled in on dollies with rubber wheels. All table and metal chair legs must have rubber tips.

Tradeshow, Vendors, Exhibition Spaces

Sampling and/or distribution of food or beverage by any exhibitor or vendor must be approved by the Director of Food & Beverage two weeks (10 business days) prior to any function (must complete authorization request provided by the food & beverage department). SMG reserves the right to adjust, waive or modify exclusivity of these policies related to move-in and move-out of the facility for tradeshow, consumer or related events.

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Concession & Cash Sales Information

SAVOR...Cabarrus holds the exclusive right to sell food and/or beverages within the Cabarrus Arena & Event Center including but not limited to the Cabarrus Rooms, Arena, Event Center, Gold Halls, Parking Lot, and Midway. No unauthorized sale or complimentary distribution of food and/or beverages is permitted.

Exhibitors and vendors with booths may bring in candy bowls of individually wrapped mints or “penny-style” candies as complimentary favors for show attendees. No other food and/or beverage products are allowed unless approved by SAVOR...Cabarrus. Popcorn Machines and Logoed Bottled Water are not allowed.

In the Arena & Event Center we have permanent concessions stands which can be made available for ticketed (box office) shows and expositions which are open to the public. The concession stand(s) will be open on show days during show hours and close one hour prior to the show end time. SAVOR...Cabarrus reserves the right to approve locations and hours of all cash sales operations in addition to the right to close or open additional concession locations as business conditions warrant. If the client requires additional outlets beyond what is considered necessary to adequately service a group, a guarantee of minimum sales will be required at the additional outlets.

Permanent and/or Portable concession stands can be made available for any show day at a setup fee of \$300.00 per day. This fee will be waived if sales meet or exceed \$1,000.00 during each day of operation. Each “day of operation” for permanent concession operations is defined as any period up to four consecutive hours that the location is open for business.

Accepted & Agreed, Client Signature

Date

Barry Klapish, Director of Food & Beverage

Date

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Allowance of Ethnic Outside Food & Beverage (excluding alcohol)

We do not allow outside catering in the facility as it violates our contract with the county, our licenses, and permits and is against corporate policy. However, under “special” circumstances whereby an “ethnic” food is required for an entire group and prepared by Chefs who specialize in that fare, consideration may be allowed under strict controls provided by the Cabarrus Arena & Events Center and SAVOR...Catering by SMG. Special consideration must be proven and can only be approved by the Director of Food & Beverage. Prior to the event taking place, the client and caterer must meet with the Director of Food & Beverage of the Cabarrus Arena & Events Center to discuss the following:

Use of Kitchen

- What Equipment is needed?
- If using our chafers, do you have pans to fit?
- Who will clean the equipment?
- What type of refuse will be left?
- Who will take away the refuse?
- Are there any unusual cooking techniques used?
- Are any live animals expected to be brought into the facility?
- Do you require refrigeration storage or freezer storage?
- Do you need the loading dock for loading and unloading?
- Do you carry liability auto insurance?
- Do you employ more than two employees, if so do you carry workers comp insurance?
- We will not be responsible for items left after an event.

Presentation & Service

- What containers will be used to serve food?
- If caterer has containers, who will clean the containers and who will pick them up?
- How will the food stay hot? Will you need a Hot Box?
- Who will label the food on the buffet?
- Who will put out the buffet?
- What props or decorations will be utilized on the buffet?
- Who will replenish the buffet, will all food go out at once?
- We will not be responsible for items left after the event.

Based on information provided, kitchen and labor fees will be assessed in advance of any event and included in a Banquet Event Order (BEO). The BEO serves as a contract holding the client liable for any damages incurred to the facility or facility equipment by the caterer. The caterer must also provide two weeks prior to the function a current copy of their health permit in addition to the most recent health inspection. The inspection rating must be rated at an 80 or above. The caterer must also provide proof of Liability Insurance and Workers Compensation Insurance. The caterer must abide by all sanitation and food safety requirements. Our staff will check this during the entire process. The caterer must abide by all rules and regulations and any direction given by the Director of Food & Beverage, Executive Chef, or any Cabarrus Arena & Events Center employee.

Allowance of Ethnic Outside Food & Beverage (excluding alcohol)

\$5 per guest

- Allowance of Authentic outside Food & Beverage to be brought into the Facility
- Disposables (Fork, Knife, Spoon, Plate, and Cups)

Lessee

- Must provide or purchase Insurance Certificate of Liability for Event

Tablecloths

- \$5.00 each
 - 85x85 (White)
 - 120x54 (White)

Outside Caterer

- Must be Authentic
 - Provide Copy of Business License
 - Provide Copy of Certificate of Liability Insurance
 - Provide Copy of Health Score (Must be 80 or higher)
 - Must have a Food Permit (Provide Copy)
- Stays from start to end of the event
- Must abide by all rules and regulations by SAVOR...Catering by SMG

Servers (1 per 3 to 4 tables of 8 guests, 1 per buffet)

- \$17.50 hour with a 4 hour minimum

Dishwasher (1 per 100 Guests)

- \$17.50 hour with a 4 hour minimum

Chaffers (1 for each hot food item)

- \$15.00/each (up to 12, then \$25.00/each)
- Includes Sterno

Kitchen Use, Equipment Usage, and Additional Labor (including Management Labor)

- Will be assessed during the pre-event meeting

Extras

China (up to 300 Guests)
Dinner Fork, Salad Fork, Dinner Knife, Teaspoon,
Dinner Plate, Salad Plate, and Water Glass
\$5.00 per guest

Above is subject to 19% Service Charge & 7% State Sales Tax

Beverages & Liquors

	<u>Cash</u>	<u>Hosted</u>
Cordials & Liqueurs Mixed Drinks	\$6 per glass	\$5 per glass
House Pour (Merlot, Chardonnay, Pinot Grigio, and White Zinfandel)	\$5 per glass	\$4 per glass
Bottled Beer	\$4 per bottle	\$3 per bottle
Kegs (Domestic)	\$275 each	
Kegs (Import)	\$300 each	

Limited Hosted Bar

Domestic Bottle Beer, House Wine,
and Assorted Soft Drinks

\$11 per guest (Three Consecutive Hours)
\$2 per guest - Each Additional Hour

Hosted Bar

House Liquor, Domestic Bottled Beer, House Wine,
and Assorted Soft Drinks

\$13 per guest (Three Consecutive Hours)
\$3 per guest - Each Additional Hour

Sauza Blanco Tequila, Seagram's Extra Dry Gin, Smirnoff Vodka, Bacardi Light Rum, Jim Beam Bourbon, Cutty Sark Scotch,
Canadian Club Whiskey, E&J Brandy, Captain Morgan's, and Seagram's 7

Premium Hosted Bar

Premium Liquors, Domestic Bottled Beer, House Wine,
and Assorted Soft Drinks

\$15 per guest (Three Consecutive Hours)
\$5 per guest - Each Additional Hour

Jose Cuervo Tequila, Tanqueray Gin, Absolute Vodka, Bacardi 151 Rum, Jack Daniel's Bourbon, Dewar's White Label Scotch,
Crown Royal Whiskey, E&J Brandy, Captain Morgan's, and Seagram's 7

Hot Beverages

Fresh Brewed Coffee (Decaffeinated/Regular)
Hot Tea & Cocoa Assortment

\$30 per gallon
\$25 per gallon

Cold Beverages

Iced Tea - Includes Sweetener & Lemon
Sparkling Punch
Lemonade or Fruit Punch

\$25 per gallon
\$25 per gallon
\$20 per gallon

Individual Servings

Milk (Whole/Non Fat/Low Fat/Chocolate/Soy)
Assorted Soft Drinks, Bottled Water or Fruit Juices
Pepsi, Diet Pepsi, Sierra Mist, Mt. Dew, Aquafina Water
Water Service for Meetings

\$3 each
\$3 each

Please Call for Pricing

Bar Service & Bartenders

There is a minimum of \$100.00 for all bars for the bartender fee. There is a \$1 per guest charge after 100 guests.



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Wines by the Bottle

Tier I

Woodbridge by Robert Mondavi	White Zinfandel	\$15
Woodbridge by Robert Mondavi	Chardonnay	\$15
Woodbridge by Robert Mondavi	Pinot Grigio	\$15
Woodbridge by Robert Mondavi	Merlot	\$15
Woodbridge by Robert Mondavi	Cabernet	\$15
Woodbridge by Robert Mondavi	Pinot Noir	\$15
Champagne, Cooks	Extra Dry	\$15

Tier II

Robert Mondavi Private Selection	Chardonnay	\$22
Robert Mondavi Private Selection	Merlot	\$22
Robert Mondavi Private Selection	Pinot Grigio	\$22
Robert Mondavi Private Selection	Cabernet	\$22
Robert Mondavi Private Selection	Sauvignon Blanc	\$22

Tier III

Toasted Head	Chardonnay	\$27
Nobilo	Sauvignon Blanc	\$18
Blackstone	Merlot	\$22
Ravenswood	Cabernet	\$22

Tier IV

Clos du Bois	Chardonnay	\$25
Estancia	Pinot Grigio	\$25
Clos du Bois	Sauvignon Blanc	\$25
Clos do Bois	Merlot	\$32
Estancia	Cabernet	\$32

Reserved

Robert Mondavi "Carneros"	Pinot Noir	\$47
Estancia Meritage	Blend	\$57
Inniskillin "Pearl" Vidal	Ice Wine	\$141
Ravenswood Teldeschi	Zinfandel	\$86
Blackstone "Sonoma Reserve"	Merlot	\$43
Barossa Valley Estate E&E "Black Pepper"	Shiraz/Sarah	\$204
Robert Mondavi "Reserve"	Cabernet	\$282

Please note that the above wines are our recommendations. We are more than happy to assist you in getting your own special wine for your event.

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