

# Breakfast Selections

## Hot Buffets

Coffee, Tea and Juice included  
Buffets are for groups of 20 or more

### Sunrise Deluxe

Traditional scrambled eggs, scallion hash browns served with French toast, choice of bacon *or* sausage, freshly baked muffins and fresh sliced fruit.

*\$12.50*

### Quiche Buffet

House made, open-faced pastry crust filled with a savory custard and cheese. Our buffet offers a meat lovers' quiche (ham, bacon and sausage) and a vegetable quiche. Served with sliced breakfast potatoes, fresh fruit and flavored croissants.

*\$12.00*

### New Dawn

Scrambled eggs, breakfast potatoes, choice of bacon *or* sausage served with muffins and fresh sliced fruit.

*\$11.75*

### Cheesy Scramble

Scrambled eggs with ham and cream cheese served with breakfast potatoes, assorted muffins, and fresh fruit.

*\$11.50*

## Plated

Coffee, Tea and Juice included

### Old Faithful

Scrambled eggs, choice of bacon *or* sausage, breakfast potatoes and muffins.

*\$10.00*

### French Style Country Vegetable Quiche

A traditional fresh egg custard quiche with Muenster cheese delicately blended with a variety of vegetables served with redskin skillet hash browns and freshly baked croissants.

*\$10.00*

Add ham to quiche

*\$1.25*

### Multigrain Croissant Sandwich

French style scrambled eggs, topped with ham and cheese, served on a fresh croissant accompanied by diced potatoes.

*\$10.00*

### Baked French Toast

A unique, deep dish French toast made from sourdough bread baked in cinnamon and brown sugar, served soufflé style with hash browns and crispy Dijon maple bacon.

*\$10.00*

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness*

## Break Time Options

Add Coffee to any Break: \$0.99

Add Soda to any Break: \$1.25

### **Deluxe Continental Break**

An array of freshly baked goods including pastries, bagels and muffins served with sliced fruit platter accompanied with juice, coffee and hot herbal tea.

*\$8.75*

### **Great Start Break**

Hot oatmeal served with brown sugar and milk, an assortment of yogurt served with granola, freshly baked muffins, freshly baked flavored croissants, hard boiled eggs and fresh sliced fruit served with juice, coffee and tea.

*\$9.25*

### **Traditional Oatmeal Bar**

Hot oatmeal with toppings of brown sugar, dried fruit, and walnuts, served with fresh fruit and sweet bread; served with juice, coffee and tea.

*\$8.00*

### **Bread Basket**

Freshly baked muffins and coffee cakes with flavored butters and served with juice, coffee and tea.

*\$6.50*

### **An Apple a Day**

Sliced Michigan Apples with caramel dipping sauce.

*\$6.75*

### **Feisty Hummus Feta Dip**

Zesty hummus blended with feta cheese and vegetables, served with fresh baked pita chips.

*\$6.75*

### **Cocktail Pâté, Terrine and Cheese Spread**

An elegant platter of gourmet cheese spread, flavored pâtés, vegetable terrine and fresh baked bagel chips.

*\$6.95*

### **Chips & Dip**

Tortilla chips served with queso dip, guacamole, and salsa.

*\$5.75*

### **Vegetable & Cheese Display**

Vegetables with ranch dip and gourmet cheese & crackers.

*\$6.00*

## A la Carte Break Items

- |   |   |
|---|---|
| <b>Cheese &amp; Crackers</b> ~ \$3.75                             | <b>Healthy Trail Mix</b> ~ \$2.25             |
| <b>Pita Chips &amp; Hummus</b> ~ \$3.75                           | <b>Sweet &amp; Salty Trail Mix</b> ~ \$2.25   |
| <b>Tortilla Chips &amp; Salsa</b> ~ \$3.00                        | <b>Low Fat Yogurt</b> ~ \$2.25                |
| <b>Chex Mix</b> ~ \$1.95  | <b>Whole Fresh Fruit</b> ~ \$1.29             |
| <b>Gourmet Mixed Nuts</b> ~ \$3.00                                | <b>Chocolate Dipped Pretzel Rods</b> ~ \$2.75 |
| <b>Antipasto Platter</b> ~ \$3.95                                 | <b>Gourmet Dipped Cookies</b> ~ \$3.50        |
| <b>Goat Cheese and Baguettes with<br/>Marinara Sauce</b> ~ \$4.00 | <b>Brownies</b> ~ \$2.75                      |
| <b>Spinach Dip with Bread Points</b> ~ \$3.75                     | <b>Assorted Cookies</b> ~ \$2.25              |
| <b>Vegetable Tray with dip</b> ~ \$3.75                           |   |

## A la Carte Beverages

- Coffee and herbal tea served with flavored creamers and condiments** ~ \$2.25
- Assorted Sodas** ~ \$2.00
- Juice Bar** (orange, cranberry and apple) ~ \$2.75
- Flavored SOBE Vitamin Water** ~ \$2.50
- Starbucks Double Shot Espresso and Cream** ~ \$4.00
- Starbucks Chilled Frappuccino** ~ \$4.00
- Gourmet Coffee Bar** ~ \$4.00  
Premium Arabica coffee served with flavored syrups, assorted creamers, whipped cream, shaved chocolate and biscotti.
- Thirst Quenchers** ~ \$3.75  
Coffee, hot tea and assorted sodas.

# Luncheon Selections

## Cold Sandwiches

Served with deli salad, chips and beverage  
Add soup du jour or house salad to any selection for additional \$1.95

### **Gouda Swirl Turkey Sandwich with Mackinac Cherry Mustard**

Roasted turkey, lettuce, tomato, complimented with Mackinac Cherry Mustard on a Gouda swirl roll.

*\$10.95*

### **Italian Mini Sub Sandwich**

A classic Italian sandwich with Ham, Pepperoni, Salami, cheese, lettuce, tomato, and light Italian dressing .

*\$10.95*

### **Traditional Croissant Sandwich of your Choice**

Ham & Cheddar, Turkey & Provolone, or Roast Beef & Swiss Cheese.

*\$11.00*

### **Wetland Turkey Club**

Roasted turkey breast, lean duck bacon, sliced roma tomatoes, and fresh romaine lettuce, served on a multigrain croissant.

*\$11.95*

### **Boxed Lunch – To Go Only**

Turkey or Ham with Chef's choice side salad and chips with a cookie and bottled water.

*\$12.50*

## Hot Sandwiches

Served with a hot side dish and beverage  
Add soup du jour or house salad to any selection for additional \$1.95

### **All American Burger**

Grilled Angus beef burger served with lettuce, tomato, colby jack cheese on a corn dusted Kaiser roll.

*\$10.75*

### **Baja Shrimp Taco**

A mixture of cabbage, tomato, avocado, and breaded shrimp on flat bread.

*\$12.95*

### **Grilled Kettle Chip Chicken Wrap**

Grilled and sliced chicken breast rolled in a sundried tomato tortilla nestled with colby jack cheese, lettuce, tomato, kettle chips and a tangy sauce.

*\$10.75*

### **Garden Herb Turkey Piadina Sandwich**

Grilled herbed turkey breast, asiago cheese, tomato, cucumber, lettuce, arugula and a parmesan garlic mayo on a fresh tortilla shell.

*\$10.95*

### **Asiago Crusted Chicken Melt**

Sliced chicken breast, sautéed mushrooms and provolone cheese served on a grilled sliced asiago sour dough bread with a side of olive tapenade.

*\$12.25*

### **Italian Toasted Bagel Sandwich**

Lightly toasted “everything” bagel with beef pastrami, melted provolone cheese, lettuce, tomato, and Italian mayo.

*\$11.50*

### **Grilled Turkey Naan Sandwich**

Grilled turkey, tomato, cucumber, and red onion served on Naan bread and dressed with hummus and mango chutney.

*\$11.50*

### **North Woods Roasted Pork Loin Sandwich**

Slow roasted pork loin topped with Michigan maple sauce, caramelized sweet onions, and smoked Gouda cheese.

*\$12.00*

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## Entrée Salads

Served with bakery fresh rolls and beverage

Add soup du jour to any selection \$1.95

### Heart of Romaine Chop Salad

Salad of cured ham, bacon, corn, potato, egg, tomato, and parmesan cheese served over romaine hearts.

\$10.95

### Maple Glazed Pecan Chicken Salad

Maple glazed pecan chicken breast served on a bed of mixed baby field greens topped with diced apples, pears, dried cherries and served with apple cider vinaigrette.

\$10.95

### Orchard Chicken Tenderloin Salad

Roasted chicken tenderloin on a bed of garden greens, topped with apples, grapes, berries and served with a Cabernet Sauvignon Dijon Blackberry Dressing.

\$10.95

### Beef Lo Mein Noodle Salad

Grilled marinated beef steak resting on a blend of Lo Mein noodles, tomato, green onion, fava bean, and red pepper tossed with toasted sesame dressing.

\$10.95

### Grilled Romaine Chicken Salad

Lightly grilled hearts of romaine topped with a chopped chicken, pistachios, and parmesan cheese.

\$10.95

## Plated Entrées

All entrées come with house salad, bakery fresh rolls, Chef's fresh vegetable and beverage

### Citrus Chicken

Marinated citrus chicken breast drizzled with a coconut sauce and served with roasted garlic red skins.

\$12.50

### Chicken Florentine

Tender chicken breast served over a bed of pasta with spinach and mushroom cream sauce.

\$12.50

### Caribbean Grilled Beef Steak

Rum glazed flat iron steak over a bed of roasted vegetables, served with fingerling potatoes.

\$13.00

### Michigan Pork Tenderloin

Apple marinated pork tenderloin slices, dried Michigan cherry salsa and served with three cheese au gratin potatoes.

\$12.50

### Cranberry Stilton Chicken

Seasoned chicken breast garnished with chive and cranberry stilton cheese served with mini roasted sweet potatoes.

\$12.50

### Lemon Pepper Chicken

Seasoned lemon pepper chicken served on a bed of grilled sweet peppers, baby carrots, and red onion with a rice blend.

\$12.50

### Prince Style Vegetarian Manicotti

Ricotta and mozzarella cheese, rolled in lasagna pasta topped with a creamy parmesan sauce, garnished with roasted peppers, served with broccoli spears

\$12.00

### Herbed Turkey Tenderloin Mignon

Turkey medallions wrapped with sliced bacon served over a creamy parmesan sauce and paired with chef's blend wild rice.

\$12.75

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## Casual Luncheon Buffets

For groups of 20 or more ~ Beverages included

### Deli Delight

Premium deli meats, gourmet cheese, assorted sandwich breads and an array of condiments served with a green salad, choice of potato *or* pasta salad, fresh fruit salad and homemade soup.

\$13.50

### Gourmet Pizza

Bistro style gourmet pizzas accompanied by classic Caesar salad, fresh fruit and served with sourdough garlic bread.

\$13.50

### Big Sandwich

Our Chef's own special gourmet sandwiches served with a mixed green salad, choice of potato *or* pasta salad, fresh fruit, root chips and homemade soup.

\$13.50

### Harvest Chili Buffet

Traditional Beef chili and white Chicken chili served with an array of chili condiments such as; cheddar cheese, onions, sour cream, corn chips and crackers. Also comes with a tossed garden salad, fresh fruit salad, rolls and butter.

\$13.50

### Baked Potato Bar

Baked Idaho potatoes served with a variety of toppings; butter, sour cream, chopped bacon, grated cheddar, steamed broccoli, and cheddar cheese sauce, served with a mini salad bar and fruit salad.

\$12.50      *add Beef Chili for \$2.25*

### Deluxe Soup and Salad Bar

Crisp garden greens with an array of toppings and variety of dressings. Choice of potato *or* pasta salad, fresh fruit salad, two homemade soups (broth and creamy) and fresh bread basket.

\$12.50      *add Beef Chili for \$2.25*

## Themed Luncheon Buffets

For groups of 20 or more ~ Beverages included

### Classic Taco Bar

Ground beef and ground turkey, flour tortilla and hard corn shells, tossed salad and fruit salad, with toppings including; sour cream, guacamole, jalapenos, shredded cheese, tomatoes, salsa, and taco sauce. Spanish rice, Santa Fe corn, tortilla chips.

\$13.50

### All-American Burger Bar

Grilled Angus beef burgers and vegetarian black bean burgers with assorted toppings including: mustards, mayonnaise, ketchup, guacamole, green olives, bacon, assorted cheeses, sautéed onions, lettuce, tomato and red onion. Served with roasted red skin and cheddar potato salad, fresh fruit and chips & dip.

\$14.00

### Taste of Italy

Grilled Italian chicken breast and pasta with Alfredo and Marinara sauces served with steamed vegetables, breadsticks, fresh fruit, and Caesar salad.

\$14.00

### Dashi Noodle Bar

Choice of two meats, Ginger chicken, garlic chili pork, or Korean beef mixed with vegetables, Oriental noodles and Jasmine rice served with Dashi broths, steamed rolls, fresh fruit, and Asian slaw.

\$14.00

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## Luncheon Entrée Buffets

For groups of 20 or more  
Includes beverages and rolls

### Corporate

Select One Entrée

*Comes with:*  
Green Salad  
Chef's Choice Starch  
Chef's Choice Vegetable

\$15.00

### Executive

Select One Entrée

*Comes with:*  
Green Salad  
Fruit Salad  
Chef's Choice Starch  
Chef's Choice Vegetable  
Cookies

\$16.00

### Presidential

Select Two Entrées

*Comes with:*  
Green Salad  
Fruit Salad  
Starch Salad  
Chef's Choice Starch  
Chef's Choice Vegetable  
Chef's Choice Dessert

\$19.00

## Entrees

### Poultry

Citrus Chicken  
Chicken Florentine  
Lemon Pepper Chicken  
Cranberry Stilton Chicken  
Herbed Turkey Tenderloin  
Mignon

### Beef and Pork

Tropical Grilled Beef  
Steak  
Traditional Flat Iron Beef  
Peaches and Cream  
Pretzel Crusted Pork Loin  
Root Beer Braised Pork Shank

### Fish and Vegetarian

Salmon with Olive Aioli  
Tropical Rum Sea Bass  
Vegetable Samosas  
Five Cheese Ravioli  
Prince Style Vegetarian  
Manicotti

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## Cold Hors d' oeuvres

Selections are priced per person

Domestic and Imported Cheeses with crackers ~ \$3.75

Fresh sliced fruit platter ~ \$3.75

Cheese ball rolled in crushed almonds, served with crackers ~ \$3.75

Assorted Crostini ~ \$3.75

Bruschetta with balsamic infused vegetables ~ \$3.75

Garden fresh vegetable tray with dip ~ \$3.75

Antipasto platter: artisan cheese, marinated vegetables and crackers ~ \$4.50

Shrimp Cocktail ~ \$6.75– 3 pieces per person

Toasted Bread Points with choice of:

*Spinach Dip* ~ \$3.75    *Roasted Red Pepper Hummus* ~ \$3.75    *Asiago Dip* \$3.75

## Hot Hors d' oeuvres

Selections are priced per person

Warm Goat Cheese with Sundried Tomato Marinara sauce and Baguette chips ~ \$4.00

Vegetable stuffed mushrooms ~ \$3.00 – 2 pieces per person

BBQ, Sweet & Sour, or Swedish meatballs ~ \$3.75 – 3 pieces per person

Chicken Quesadillas ~ \$4.00 – 2 pieces per person

Coconut Shrimp with Plum Sauce ~ \$6.75 – 3 pieces per person

Pot Sticker with dipping sauces ~ \$4.75 - 3 pieces per person

*Choice of Green Vegetable or Savory Pork*

## Reception Beverages

Selections are priced per person

### Punch Bowl

Punch only ~ \$2.50    Punch with premium nuts and mints ~ \$3.50

**Sparkling Lemonade** ~ \$2.75

**Gourmet Coffee Bar** ~ \$3.75

Premium Arabica coffee served with flavored syrups, assorted creamers, whipped cream, shaved chocolate and biscotti

**Sparkling White Grape Juice** ~ \$9.25 per bottle

(Approximately six glasses per bottle)

# Dinner Selections

All entrées served with our house salad, bakery rolls, Chef's fresh vegetable and beverage.

## Poultry

### **Great Lakes Chicken**

A cinnamon spiced chicken breast topped with pecans, dried fruit, goat cheese and honeycomb mustard served with apple honey freekeh (cracked wheat).

*\$19.00*

### **Mango Turkey Tenderloin**

Roasted turkey tenderloin, seasoned with mangos, bell peppers, and red onions served with roasted tomato orzo.

*\$19.00*

### **Cornbread Stuffed Game Hen**

A split Cornish game hen filled with a savory cornbread stuffing.

*\$19.00*

### **Chicken Supreme**

Chicken tenderloins wrapped with apple wood bacon, fresh basil leaves and seasoned with a balsamic glaze served with a rice terrine.

*\$19.00*

### **Smoked Apple Chicken Sausage**

Savory sliced chicken apple sausage served with honey dijon roasted sweet peppers and roasted red skins.

*\$18.50*

## Beef

### **Manhattan Stuffed Beef Tenderloin with Prosciutto Mushroom Demi-Glace**

Gorgonzola, arugula, and prosciutto stuffed beef tenderloin fillet served with demi-glace and roasted red skin mashed potatoes.

*Market price*

### **Grillin' Strip Steak**

Seasoned and Grilled 8-ounce steak topped with flame roasted succotash, served with a Yukon potato terrine.

*\$22.00*

### **Prime Rib of Beef**

Cut of prime rib rubbed with garlic, shallots and herb seasonings with Merlot enhanced au jus, served with fingerling potatoes.

*Market price*

### **Peppercorn Grilled Flat Iron Steak**

Grilled 8-ounce Flat Iron steak with a horseradish peppercorn sauce served with parsley buttered potatoes.

*\$22.00*

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## Pork

### **Peaches and Cream Pretzel Crusted Pork Loin**

Pretzel crusted pork loin with jalapeno peaches and cream sauce served with herbed potato gnocchi.

*\$21.00*

### **Apricot Stuffed Pork Loin**

Apricot stuffed pork loin sauced with a fruited honey mustard sauce and served with savory mashed potatoes.

*\$21.00*

### **Root Beer Braised Pork Shank**

Root beer infused BBQ braised pork shanks served with roasted garlic mashed potatoes.

*\$21.00*

## Fish

### **Lemon Chive Cod Cakes**

Homemade cod cakes seasoned with fresh lemon and chives, and served with fresh spinach steamed rice.

*\$20.00*

### **Browned Salmon**

Pan browned salmon served on a bed of mushrooms, fennel, tomatoes, and spinach, served with Basmati rice.

*\$21.00*

### **Tropical Rum Sea Bass**

Grilled sea bass with fruity tropical rum glaze and served with rice pilaf.

*\$23.00*

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# Vegetarian Options

## Prince Grilled Cheese

Cranberry walnut bread with Havarti, Boursin, and Provolone cheese, and arugula and dill.

*\$10.00 Lunch                      \$15.00 Dinner*

## Vegetarian Sloppy Joe with Black Beans

A classic flavor sloppy joe made of vegetables and black beans served on corn dusted Kaiser served with sweet potato fries.

*\$11.00 Lunch                      \$16.00 Dinner*

## Vindaloo Vegetable Skewers

Grilled vegetable skewers infused with Indian spices and a peanut dipping sauce served over Basmati rice.

*\$11.00 Lunch                      \$16.00 Dinner*

## Polenta Stacks with Eggplant, Tomato, and Mozzarella

A stack of Romano cheese polenta, roasted eggplant, tomato, and fresh mozzarella cheese seasoned with a balsamic vinegar glaze.

*\$11.00 Lunch                      \$16.00 Dinner*

## Vegetable Samosas with Tamarind Chutney

Vegetable turnover with carrot, onion and bok choy, served on a bed of jasmine rice.

*\$12.00 Lunch includes (4) samosas*

*\$17.00 Dinner includes (6) samosas*

## Prince Style Vegetarian Manicotti

Ricotta and mozzarella cheese, rolled in lasagna pasta topped with a creamy parmesan sauce, garnished with roasted peppers served with broccoli spears.

*\$ 13.00 Lunch                      \$18.00 Dinner*

## Chef's Vegetarian Selection

A creative and innovative selection prepared by our Chef.

*\$11.00 Lunch                      \$17.00 Dinner*

# Dinner Buffets

For groups of 30 or more

## Includes

Three Chef's specialty salads (green, fruit and starch)  
Bakery fresh rolls, Choice of potato, rice or pasta  
Seasonal fresh vegetables, Assorted Beverages

*Two Entrees: \$25.00*

*Three Entrees: \$28.00*

## Select from the following:

### Poultry

Citrus Chicken  
Chicken Florentine  
Lemon Pepper Chicken  
Cranberry Stilton Chicken  
Herbed Turkey Tenderloin  
Mignon

### Beef and Pork

Tropical Grilled Beef Steak  
Traditional Flat Iron Beef  
Peaches and Cream Pretzel Crusted  
Pork Loin  
Root Beer Braised Pork Shank

### Fish and Vegetarian

Salmon with Olive  
Aioli  
Tropical Rum Sea Bass  
Vegetable Samosas  
Five Cheese Ravioli  
Prince Style Vegetarian  
Manicotti

### ***Chef's Carving Stations***

Beef tenderloin *or* Carved Prime Rib  
*Market price*  
Carved Turkey *or* Ham  
*\$5.50*

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## Desserts

Add Coffee to Dessert: \$0.99

### **Cinnamon Sweet Potato Puff w/ Tahitian Vanilla Gelato**

Buttery sweet potato puff seasoned with cinnamon, nutmeg, and crushed pecans topped with vanilla Tahitian Gelato.

*\$5.00*

### **Red Velvet Cake**

Red velvet cake roll with cream cheese frosting garnished with fresh berries.

*\$5.00*

### **Mocha Latte**

Chocolate fudge cake, coffee mousse, whipped cream and cocoa.

*\$6.00*

### **Zesty Peach Vanilla Bean Cheesecake**

Mini vanilla bean cheesecake topped with sliced zesty peaches and cinnamon whipped cream.

*\$6.00*

### **Trifles (layered creations of custard and cake)**

Choose one:

~Strawberry Cream: Shortcake with strawberries, cream, and white chocolate pieces

~Crème Brulee: Vanilla custard with chocolate, caramel swirls and topped with toffee bits

~Salted Caramel: Vanilla bean cream with salted caramel crisps

~Bistro: Sponge cake with roasted pistachio and mascarpone cheese

~Brownie Rock Slide: Brownies, caramel, toasted pecans and chocolate ganache

*\$5.00*

### **Chocolate Decadence**

Flourless chocolate torte topped with fresh raspberries.

*\$6.00*

# Policies

## **Food & Beverage Service**

All food and beverage must be supplied by the Prince Conference Center. No food or beverage is allowed to be brought into the facility, with the exception of bakery cakes. When a cake is brought in, a service charge of \$0.50 per person is applied. In addition, no food prepared by the Prince Conference Center will be permitted to leave the premises. Alcoholic beverages are not allowed on property. Beverages served with all meals include coffee, tea, and lemonade.

## **Pricing**

A service charge of 18% applies to all food and beverage. Michigan state sales tax of 6% will be added to all charges. Menu prices are subject to change due to market conditions. Menu prices will be guaranteed 60 days before your scheduled event.

## **Minimums**

Lunch menu items are available from 11-3 PM. Dinner selections must be ordered after 3 PM. There is a \$15 per person minimum for reception events taking place after 3 PM.

## **Event Requirements**

Room set up, audio visual needs and meeting details must be confirmed 30 days prior to the event. Menu selections are due 30 business days prior to the event. Last minute changes made by guests are subject to additional labor charges. The Prince Conference Center reserves the right to adjust reserved space if the numbers of guaranteed guests requires. Menu items must be confirmed.

## **Room Decor**

Decorations brought in should tastefully reflect the Prince Conference Center. Glitter, confetti and helium balloons are strictly prohibited.

## **Audio Visual & Equipment Needs**

The use of equipment owned by the Prince Conference Center, including projectors, microphones and dance floor, is incorporated in the cost of the facility fee/room rental. Additional charges include, video and audio recordings and tech support in room.

## **Guarantee Policy**

A guaranteed number of guests must be received five business days prior to the event. This is the minimum number for which you will be charged. An increase in attendance will be accepted up to 3 business days prior to the event. No reduction in guarantee will be accepted less than five business days prior to the event. If any increases occur the day before or the day of the event, additional labor and food costs will apply. If a guarantee count is not provided, we will use the estimated number of guests provided at the time of initial reservation as the final count for room preparation, food preparation and billing.

## **Tax Exempt Groups**

Any group wishing to claim tax-exempt status must provide a hard copy of their tax-exempt form upon confirming space.

## **Cancellation Policy**

Notice of cancellation must be received in person by the Prince Conference Center representative 30 days prior to the event. If less than 14 days' notice is given, a charge of 100% of the projected total revenue will be assessed. If another group utilizes the space, the cancellation fee may be pro-rated or waived.

## **Liability**

Damage done to the property as a result of a group function will be at the host organization's expense. The Prince Conference Center cannot assume responsibility for the damages to, or loss of, any articles left prior to, during or following an event.

## **Deposits and Billing**

An advance deposit is required in order to confirm space. This deposit is non-refundable. Accounts are to be paid in full upon receipt of billing. An unpaid balance is subject to a finance charge.

## **Multiple Entree Selections**

Should a group wish to offer guests a choice of two entrees or a special diet menu, a breakdown indicating how many of each entrée is due five days prior to the event along with the guaranteed number of guests. The client will be responsible for providing color-coded place cards indicating entrée selections.

## **Breaks**

Breaks will be taken down after a maximum of two hours. Prince Conference Center is unable to accommodate longer times due to health code restrictions on temperatures and proper safety procedures. If requested to be out longer an additional charge will be incurred for an additional break.