



Music City Center

Booth Catering Order Form

Renaee.Droege@nashvillemcc.com

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Contact Name: _____	
Address: _____	City, State, Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Early Morning & Break Items	Qty	Cost	# Days	Total	Delivery Date(s)	Delivery Time	Removal Time
Blueberry Muffins, Cream Cheese Danish and Plain Bagels(dz) Circle One		48.00					
Whole Seasonal Fresh Fruit (dz)		23.50					
Broad Snack Mix (per pound)		18.00					
Fresh Baked Brownies or Cookies (dozen) Circle One		44.00					
Tortilla Chips & Salsa or Potato Chips & French Onion Dip (Per Person)Circle One		5.75					
Full Size Assorted Candy Bars (dz)		48.00					
Assorted Individual Bags of Chips and Snacks (each)		3.25					
Fresh Crudite & Pita Chips with Red Pepper Hummus (Serves 10 People)		90.00					
Domestic Cheese Display with Assorted Crackers (Serves 10 People)		110.00					
Sliced Seasonal Fresh Fruit (Serves 10 People)		87.50					

Boxed Meal Selections	Qty	Cost	# Days	Total	Delivery Date(s)	Delivery Time	Removal Time
Bagel with Cream Cheese, Boiled Egg, Cheddar Cheese, and Fruit Cup, Choice of Bottled Juice or Water		27.00					
Scrambled Eggs, Sausage and Cheese Biscuit, Mini Danish, and Fruit Cup, Choice of Bottled Juice or Water		29.00					
Turkey and Swiss Cheese on a Whole Wheat Kaiser Roll, Chips, Cookie and Choice of Soda or Water		29.00					
Roast Beef and Provolone Cheese on a Ciabatta Square, Chips, Cookie and Choice of Soda or Water		29.00					
Portobello Mushrooms on a Whole-Grain Roll with Grilled Squash, Roasted Red Peppers and Boursin Cheese Spread, Chips, Cookie and Choice of Soda or Water		33.00					
Caesar Salad with Romaine Hearts, Parmesan Cheese, Croutons, Roma Tomato and Caesar Dressing, Chips, Cookie and Choice of Soda or Water		31.00					

Beverages	Qty	Cost	# Days	Total	Delivery Date(s)	Delivery Time	Removal Time
Regular or Decaf Coffee (gal) Circle One		75.00					
Herbal Tea Bags, with lemon & honey (gallon)		75.00					
Assorted Bottled Fruit Juice (each)		5.00					
Bottled Spring Water (each)		3.95					
Assorted Coca Cola Soda (each)		3.95					
Host House Cocktails **(per drink)		9.00					
Host House Wine ** (per drink)		9.00					
Host Imported Beer * (each)		7.25					
Host Domestic Beer* (each)		6.50					
Domestic Beer by the 1/2 Keg* (Budweiser, Bud Light, or Miller Lite)		550.00					
Import/Craft Beer by the 1/2 Keg* Serves Approximately 124 Servings (Heineken, Sam Adams Boston Lager or Yazoo Pale Ale-Nashville)		600.00					
Bartender (4 hour minimum)		180.00					

*Bartender is Required @ \$180 minimum of 4 hours. additional hours are \$45 per hour per bartender, **Cocktails & Wine are subject to an additional 15% beverage tax.

Show management must approve all beverage on show floors

Other Options	Qty	Cost	# Days	Total	Delivery Date(s)	Delivery Time	Removal Time
Ice Cubes (10 lb bag)		5.00					
Keurig Machine, Water, and 1 dozen variety of (12) K-Cups		175.00					
1 Dozen Variety of (12) K-Cups		50.00					
Popcorn Machine*		175.00					
Freshly Popped Popcorn (pre bag), Butter, or Ranch Salt, (Circle One) 200 bag minimum		2.75					
Cookie Oven* (Cookies Purchased Separately - See Above)		175.00					
Booth Attendent (4 hour minimim)*		180.00					
Water Cooler with 5 Gallon Water Bottle		85.00					
Additional 5 Gallon Bottle of Water		40.00					

*Booth Attendent is Required @ \$180.00 minimim of 4 hours

Client Initials:

All orders must be received 30 days prior to event day. Please add 24% Catering Service Fee, 9.25% Sales Tax and .50% Zone Fee.
ALL ORDERS RECEIVED WITHIN 10 business days of event day WILL BE SUBJECT TO A 25% ADDITIONAL CHARGE.

Payment Authorization & Fees: Your signature on this form authorizes Centerplate at the Music City Center to charge the credit card provided for payment of services ordered on this form. Centerplate at the Music City Center accepts Visa, MasterCard, Discover & American Express. These payments may be made via mail or phone.

Sub-Total:	
Service Fee (24%)	
Sales Tax 9.25%	
Zone Fee .50%	
Total:	

Please Make Company Checks, Cashier Checks or US Bank Money Orders payable to: Centerplate

Credit Card: American Express Mastercard Visa Discover

Billing Zip Code: _____

Credit Card Number: _____ Exp. Date: _____ CVC# _____

(Print) Card Name: _____ Signature: _____ Date: _____

Mail To: Catering Sales, Music City Center 201 Rep. John Lewis Way South, Nashville, TN 37203

Terms and Conditions

Please review the terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute **Craveable Experiences** and **Raveable Results** for our clients and our guests. If you do not see exactly what you are looking for above, please reach out to your catering sales manager for additional menu items.

Centerplate at the Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility. Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through Centerplate at the Music City Center.

PAYMENTS: Payment in full and signed contract must be rendered prior to food service being provided.

CANCELLATION: If cancellation occurred within 10 days of event 100% of the ordered items will be charged.

The Music City Center Food and Beverage Department does not provide serving tables or electrical for Booth Delivery Service. Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center Catering Sales Manager.

25% Additional Charge will be added to all orders received within 10 days of the event date. **24%** Catering Service Fee, **9.25%** Sales Tax and **.50%** Zone Fee will be added to all orders. Prices are subject to change without notice.

Payment Authorization & Fees: Your signature on this form authorizes Centerplate at the Music City Center to charge the credit card provided for payment of services ordered on this form. The Music City Center accepts a company check (payable to Centerplate) or Visa, MasterCard, American Express, and Discover as credit card payment options via mail or phone.

Date: _____ Client Initials: _____

Updated: October 2023

Music City Center, 201 Rep. John Lewis Way South - Nashville, TN 37203