GEORGETOWN COLLEGE
CONFERENCE CENTER
100 Crawford Drive
Georgetown, KY 40324
  http://conferencecenter.georgetowncollege.edu

Sr. Event Manager/Accountant – Vickie Masterson 502-868-6589
Convention Services – Bobby Downs 502-868-6343

Featuring
Made From Scratch Catering
Owner: Claudia Costello
Catering Manager: Jessica Costello Greathouse
Breakfast Buffet Selections
Priced Per Person

The Continental  $7.50
Seasonal Fresh Cut Fruit
Assorted Breakfast Pastries, Muffins & Breads
Orange Juice
Regular & Decaffeinated Coffee
Hot Tea & Ice Water

Basic Breakfast  $7.95
Fluffy Scrambled Eggs
Fried Potatoes
Choice of One: Bacon or Sausage
Assorted Muffins
Orange Juice
Regular & Decaffeinated Coffee
Hot Tea & Ice Water

The French Connection  $7.95
French toast
Fluffy Scrambled Eggs
Hash Brown Casserole
Choice of One: Bacon or Sausage
Orange Juice
Regular & Decaffeinated Coffee
Hot Tea & Ice Water

All Prices are Subject to 19% service charge and 6% sales tax
Breakfast Buffet Selections

Priced Per Person

**Quiche**  $12.95
Ham & Cheese, Quiche Lorraine & Cheese Quiche
Hash Browns
Seasonal Fresh Fruit
Orange Juice
Regular & Decaffeinated Coffee
Hot Tea & Ice Water

**The Healthy Start**  $8.75
Assorted Yogurts & Cereals
Whole Wheat Bagels & Bran Muffins
Seasonal Fresh Fruit & Skim Milk
Orange Juice
Regular & Decaffeinated Coffee, Hot Tea & Ice Water

**Breakfast by Design Buffet**  – “Create your own”  $9.99
Fluffy Scrambled Eggs & Seasonal Fresh Fruit

Please Make the Below Selections:

*Choice of One:* Belgian Waffles, Pancakes or French toast
*Choice of One:* Bacon, Sausage or Ham
*Choice of One:* Biscuits & Gravy, Toast or Cheese Grits
*Choice of One:* Hash Browns, Hash Brown Casserole or Fried Potatoes
Orange, Apple, Tomato and Grapefruit Juice
Regular & Decaffeinated Coffee, Hot Tea & Water

All Prices are Subject to 19% service charge and 6% sales tax
Breakfast Selections

Breakfast by the Dozen

Priced per Dozen

Sausage Biscuits $12.50
Ham Biscuits $15.50
Jumbo Cinnamon Rolls with Cream Cheese Icing $16.50
Bagels with Cream Cheese $15.50
Assorted Muffins $15.50
Assorted Pastries $15.50
Assorted Donuts $11.00
Assorted Breakfast Breads $15.25
Assorted Scones $15.50
Sausage, Egg Cheese Biscuit $19.50
Ham, Egg Cheese Croissant $19.50

Additional Breakfast Items

Seasonal Fresh Cut Fruit $4.50 per person
Assorted Yogurts $2.95 each
Whole Fresh Fruit $1.50 each
Mini Quiche $110.00 per 100
Selection of Cold Cereals (skim & 2% milk) $2.50 each
Assorted Breakfast Bars $1.75 each

All Prices are Subject to 19% service charge and 6% sales tax
Plated Sandwiches & Salads

All Selections Below Include: Regular & Decaffeinated Coffee, Iced Tea & Water

Soup & Salad  $8.45

Choice of One Soup: Vegetarian Vegetable, Home-style Tomato, Potato Chowder, Broccoli Cheddar or Chicken Noodle Served with Crackers

Choice of One Salad: Mixed Green Salad with Assorted Dressings, Caesar Salad or Spinach Salad with Bacon Dressing
Garlic Cheddar Biscuits or Yeast Rolls
Assorted Desserts

Grilled or Fried Chicken Salad  $9.95

Mixed Salad Greens Topped With Grilled or Fried Chicken Strips
Cucumbers, Tomatoes & Colby Cheese Wedge
Served with Assorted Dressings
Honey Buttered Croissant
Assorted Desserts

Cobb Salad  $11.50

Mixed Salad Greens topped w/Grilled Chicken
Bacon, Egg, Tomato, Avocado & Blue Cheese
Honey Buttered Croissant
Assorted Desserts

All Prices are Subject to 19% service charge and 6% sales tax
Plated Sandwiches & Salads
All Selections Below Include: Regular & Decaffeinated Coffee, Iced Tea & Water

Charbroiled Chicken Sandwich  $11.25
Mesquite Charbroiled Chicken Breast served on a Wheat Bun
With Lettuce, Tomato & Additional Condiments
Seasoned French Fries & Cole Slaw
Assorted Desserts

Grilled Chicken Caesar Wrap  $12.25
Warm Grilled Chicken Wrapped in a Flour Tortilla
With Lettuce, Tomato, Black Olives & Creamy Caesar Dressing
Fruit Salad & Potato Chips
(2) Assorted Cookies

Prime Rib Sandwich  $14.50
Orange & Strawberry Spinach Salad
Prime Rib on Ciabatta Bread with Lettuce, Tomato
& Horseradish Sauce
Baked Potato Casserole
Assorted Desserts

The Club  $10.75
Toasted Bread Stacked with Turkey, Ham, Bacon, Cheese,
Lettuce & Tomato
Ranch Pasta Salad & Potato Chips
(2) Assorted Cookies

Roast Beef or Turkey  $9.95
Open-Faced Hot Roast Beef or Turkey Sandwich
Served with Whipped Potatoes & Gravy
Fruit Salad
Assorted Desserts

All Prices are Subject to 19% service charge and 6% sales tax
Plated Sandwiches & Salads

All Selections Below Include: Regular & Decaffeinated Coffee, Iced Tea & Water

Turkey Club or Chicken Salad Croissant  $10.75
Sliced Turkey & Bacon or Chicken Salad Served on a Croissant
Lettuce & Tomato
Fruit Salad
Potato Chips
(2) Assorted Cookies

All-American  $10.50
Angus Beef Burger Served on an Onion Bun
Lettuce, Tomato, Pickles, Red Onion & American Cheese
Cole Slaw
Seasoned French Fries
Brownies

The Chicken Philly  $10.75
Diced Chicken with Swiss cheese, Grilled Peppers, Onions & Mayonnaise on a French Roll
Ranch Pasta Salad
Seasoned French Fries
Assorted Desserts

Pulled Pork BBQ Sandwich  $10.25
Pulled Pork BBQ
Cole Slaw
Baked Beans
Assorted Desserts

All Prices are Subject to 19% service charge and 6% sales tax
Buffet Selections

All buffet selections below include: Regular & Decaffeinated Coffee, Iced Tea & Water

**Soup and Salad Buffet**  $9.95
Mixed Salad Greens, Diced Ham & Turkey, Tomatoes, Cucumbers, Onions, Carrots, Green Peppers, Broccoli, Cauliflower, Shredded Cheese, Eggs & Seasoned Croutons
Assorted Dressings
Choice of One Soup: Vegetarian Vegetable, Home-style Tomato, Potato Chowder, Broccoli Cheddar or Chicken Noodle
Assorted Warm Breads
Assorted Cookies

**The Deluxe Deli Buffet**  $11.75
Sliced Turkey, Ham & Roast Beef
Chicken Salad, Tuna Salad, Egg Salad & Pimento Cheese
Assorted Breads & Rolls
Assorted Cheese
Lettuce, Onion & Tomato Slices; Mayonnaise, Mustard, Spicy Mustard & Honey Mustard
Pasta Salad & Pickle Spears
Bowls of Potato Chips
Assorted Cookies
**Add Soup for $1.50**

**The Chili Buffet**  $8.95
Chili with Beans
Chopped Onions, Shredded Cheese & Spaghetti Noodles
Crackers (Saltines & Oyster)
Fresh Pimento Cheese Sandwiches
Fudge Brownies
**Add Hot Dogs for $1.00**

All Prices are Subject to 19% service charge and 6% sales tax
Buffet Selections

All buffet selections below include: Regular & Decaffeinated Coffee, Iced Tea & Water

The Healthy Buffet  $9.25
Grilled Chicken & Pita Bread
Lettuce, Tomatoes, Green Peppers, Red Onion, Cucumbers, Avocado & Feta Cheese
Salsa and Ranch Dressing
Light Pasta Salad
Choose One: Light Tomato Bisque Soup or Vegetarian Vegetable Fruit Salad

Italian Buffet  $12.25
Caesar Salad
Jumbo Cheese Stuffed Shells, Fettuccini Pasta & Cheese Tortellini
Marinara & Alfredo Sauce
Garlic Bread Sticks
Assorted Desserts
**Add Meatballs for $1.00

South of the Border  $12.25
Grilled Chicken & Grilled Steak
Flour Tortillas
Green Onions, Green Peppers, Jalapeño Peppers, Shredded Cheese, Lettuce, Diced Tomatoes & Sour Cream
Tortilla Chips & Salsa
Mexican Rice & Refried Beans
Assorted Desserts
**Add Seasoned Taco Beef & Hard Shells for $1.25

All Prices are Subject to 19% service charge and 6% sales tax
Buffet Selections
All buffet selections below include: Regular & Decaffeinated Coffee, Iced Tea & Water

Burger Bar  $12.50
Angus Beef Hamburgers & Turkey Burgers
White & Wheat Buns
Assorted Cheese, Red Onions, Tomatoes, Lettuce & Pickles
Additional Condiments
Choice of Three: Baked Potato Salad, Pasta Salad, Kettle Baked Beans, Country Green Beans, Cole Slaw, Sweet Potato French Fries, Onion Rings or Fruit Salad
Assorted Desserts

Lasagna Buffet  $12.75
Mixed Green Salad with Assorted Dressings
Baked Italian Lasagna & Baked Vegetarian Lasagna
Garlic Breadsticks
Assorted Desserts

Southern Fried Chicken Buffet  $12.75
Mixed Green Salad with Assorted Dressings
Fried Chicken
Whipped Potatoes & Gravy
Buttered Corn & Country Green Beans
Honey Biscuits
Assorted Desserts

All Prices are Subject to 19% service charge and 6% sales tax
# Dinner by Design Buffet

**Buffets Include:** Warm Yeast Rolls with Butter & Assorted Desserts  
Regular & Decaffeinated Coffee, Iced Tea & Water

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## Step One ..........Choose 1 Entrée

*(This determines the price of the meal)*

<table>
<thead>
<tr>
<th>Entree</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roasted Prime Rib</td>
<td>$23.95</td>
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<tr>
<td>Fire Seared Salmon</td>
<td>$17.95</td>
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<tr>
<td>Bourbon Glazed Pork Loin</td>
<td>$17.95</td>
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<tr>
<td>Beef Pot Roast</td>
<td>$17.95</td>
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<tr>
<td>Pineapple Glazed Baked Ham</td>
<td>$14.95</td>
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<tr>
<td>Stuffed Chicken Breast Wrapped in Bacon</td>
<td>$15.50</td>
</tr>
<tr>
<td>Tortilla Crusted Tilapia</td>
<td>$14.50</td>
</tr>
<tr>
<td>Rotisserie Chicken (Quarters)</td>
<td>$14.50</td>
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<tr>
<td>Peppered Beef Medallions</td>
<td>$14.50</td>
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</tbody>
</table>

## Step Two ..........Choose an additional Meat

<table>
<thead>
<tr>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>Pan Fried Chicken</td>
</tr>
<tr>
<td>Old Fashion Meatloaf</td>
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<tr>
<td>Manicotti with Marinara Sauce</td>
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<tr>
<td>Chicken &amp; Dumplings</td>
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<tr>
<td>Baked Boneless Chicken Breast (Garlic Cream Sauce, Tomato Basil or BBQ Sauce)</td>
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<tr>
<td>Roasted Turkey</td>
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<tr>
<td>Smoked Pork Chops</td>
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<tr>
<td>Beer Battered Cod</td>
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</tbody>
</table>

## Step Three .............Choose 1 Salad

*(Add Additional Salads for $1.25 each)*

<table>
<thead>
<tr>
<th>Salad</th>
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</thead>
<tbody>
<tr>
<td>Mixed Green Salad with Assorted Dressings</td>
</tr>
<tr>
<td>Caesar Salad with Creamy Caesar Dressing</td>
</tr>
<tr>
<td>Spinach Salad with Bacon Dressing</td>
</tr>
<tr>
<td>Cole Slaw</td>
</tr>
</tbody>
</table>

## Step Four ...........Choose 2 Side Items

*(Add Additional Vegetables for $1.25 each)*

<table>
<thead>
<tr>
<th>Side Item</th>
<th>Side Item</th>
<th>Side Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macaroni &amp; Cheese</td>
<td>Wild Rice</td>
<td>New Red Potatoes</td>
</tr>
<tr>
<td>Country Green Beans</td>
<td>Steamed Broccoli</td>
<td>Potato Casserole</td>
</tr>
<tr>
<td>Turnip Greens</td>
<td>Glazed Carrots</td>
<td>Baked Potato</td>
</tr>
<tr>
<td>Steamed Vegetable Medley</td>
<td>Herb Stuffing</td>
<td>Scalloped Potatoes</td>
</tr>
<tr>
<td>Buttered Corn</td>
<td>Confetti Corn</td>
<td>Garlic Mashed Potatoes</td>
</tr>
<tr>
<td>Vegetarian Pasta Salad</td>
<td>Corn Pudding</td>
<td>Mashed Sweet Potatoes</td>
</tr>
<tr>
<td>Peas with Pearl Onions</td>
<td>Baby Bakers</td>
<td>Whipped Potatoes with Gravy</td>
</tr>
</tbody>
</table>

*All Prices are Subject to 19% service charge and 6% sales tax*
Plated Entrées

All below entrees include: Warm Yeast Rolls with Butter, Assorted Desserts, Regular & Decaffeinated Coffee, Iced Tea and Water.

Choice of One: Mixed Green Salad with Assorted Dressings or Caesar Salad
Choice of One: Buttered Corn, Country Green Beans, Glazed Carrots, Macaroni & Cheese, Rice Pilaf, Broccoli Casserole, Chef's Blend of Vegetables, or Steamed Broccoli

The King $19.50
Grilled Angus Beef Rib Eye Steak *(Cooked Medium-Well)*
Baked Potato
Choice of Vegetable

Chicken Fest $11.95
Baked Boneless Chicken Breast with choice of Garlic Cream Sauce, Tomato Basil Sauce or BBQ Sauce
Whipped Potatoes
Choice of Vegetable

Tortilla Crusted Tilapia $15.50
Tortilla Crusted Tilapia
Baked Potato
Choice of Vegetable

The Favorite $12.75
Simmered Beef Pot Roast
Whipped Potatoes with Gravy
Choice of Vegetable

Glazed Baked Ham $10.25
Pineapple Glazed Baked Ham
New Red Potatoes
Choice of Vegetable

All Prices are Subject to 19% service charge and 6% sales tax
Plated Entrées

All below entrees include: Warm Yeast Rolls with Butter, Assorted Desserts, Regular & Decaffeinated Coffee, Iced Tea and Water.
Choice of One: Mixed Green Salad with Assorted Dressings or Caesar Salad
Choice of One: Buttered Corn, Country Green Beans, Glazed Carrots, Macaroni & Cheese, Rice Pilaf, Broccoli Casserole, Chef’s Blend of Vegetables, or Steamed Broccoli

Teriyaki Chicken $11.75
Marinated Teriyaki Chicken Breast
Wild Rice
Choice of Vegetable

Roast Turkey $10.95
Roasted Turkey with Gravy
Whipped Potatoes
Choice of Vegetable

Chicken Fingers $9.75
(4) Chicken Fingers served with BBQ Sauce & Honey Mustard
French Fries
Cole Slaw
Assorted Desserts

Childs Plate $6.50
(Available for Children 6 & under)
Mixed Green Salad with Assorted Dressings
(3) Chicken Strips
Adult Vegetable
Dessert

All Prices are Subject to 19% service charge and 6% sales tax
Pasta Entrées

All selections below include: Mixed Green Salad with Assorted Dressings or Caesar Salad
Assorted Desserts
Regular & Decaffeinated Coffee, Iced Tea & Water

Baked Italian  $11.00
Add Meatballs for $1.00
Jumbo Cheese-Stuffed Pasta Shells
Smothered in Marinara sauce and topped with Parmesan cheese
Garlic Breadsticks

Tortellini Pasta  $8.95
Cheese Stuffed Tortellini in a Basil Sauce
Garlic Breadsticks
** Add Grilled Chicken for $1.95

Alfredo Grilled Chicken  $8.95
Fettuccini Noodles in a Creamy Alfredo Sauce
Topped with Grilled Chicken
Garlic Breadsticks

California Pasta  $9.50
Ziti Pasta with Sun-dried Tomatoes, Mushrooms & Grilled Chicken
Tossed in a Light Garlic Sauce
Garlic Breadsticks

Lasagna  $11.00
Baked Italian Lasagna or Baked Vegetarian Lasagna
Garlic Breadsticks

All Prices are Subject to 19% service charge and 6% sales tax
Conference Breaks

*Priced Per Person*

**Salty Break**  $6.00
Potato Chips & Ranch Dip, Tortilla Chips & Salsa
Pretzels & Mixed Nuts

**Sweet & Salty Break**  $7.50
Potato Chips, Pretzels, Popcorn, Candy Bars & Mixed Nuts

**The Bakery Shoppe**  $4.95
Fudge Brownies, Fresh Baked Cookies
Iced Pitchers of White & Chocolate Milk (2% & Skim)
Regular & Decaffeinated Coffee

**Sports Break**  $5.75
5oz. Hot Pretzels or Pretzel Bits with Mustard, Cracker Jacks, Assorted Candy Bars & Nachos

**Salsa Bar**  $7.50
Mild and Hot Salsa, Queso, Guacamole, Sour Cream, Black Bean & Corn Salsa served with Tortilla Chips

**Ice Cream Shoppe:** *(Make your own Sundae)*  $6.95
Vanilla & Chocolate Ice Cream, Hot Fudge, Chocolate Sauce, Caramel Sauce, Whipped Cream, Sprinkles, Nuts & Additional Condiments

**Coffee Bar**  $4.25
Regular & Decaffeinated Coffee, Flavored Creamers, Chocolate Straws & Syrups
Biscotti

**Healthy Break**  $8.00
Whole Fresh Fruit, Vegetables & Dip, Cheese Cubes, Assorted Crackers & Assorted Yogurts

**Cheese Break**  $9.00
Beer Cheese with Chips & Celery
Cheddar Cheese Ball
Brie & Colby Wedge
Assorted Crackers

*All Prices are Subject to 19% service charge and 6% sales tax*
### Break Selections

- **Assorted Cookies** $16.00 per dozen
- **Iced Fudge Brownies** $15.95 per dozen
- **Assorted Desserts** $2.95 per person

<table>
<thead>
<tr>
<th></th>
<th>Small Serves 10-15 people</th>
<th>Large Serves 15-20 people</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetable Tray with Dip</td>
<td>$26.00</td>
<td>$38.00</td>
</tr>
<tr>
<td>Fruit Tray with Dip</td>
<td>$28.75</td>
<td>$53.50</td>
</tr>
<tr>
<td>Cheese Tray with Asstd. Crackers</td>
<td>$34.25</td>
<td>$63.50</td>
</tr>
<tr>
<td>Bowl of Potato Chip with Ranch Dip</td>
<td>$6.95</td>
<td>$13.50</td>
</tr>
<tr>
<td>Bowl of Pretzels</td>
<td>$6.95</td>
<td>$13.50</td>
</tr>
<tr>
<td>Bowl of Mixed Nuts</td>
<td>$6.50</td>
<td>$12.95</td>
</tr>
<tr>
<td>Chips and Salsa</td>
<td>$14.50</td>
<td>$23.95</td>
</tr>
<tr>
<td>Spinach &amp; Artichoke Dip w/Pita Chips</td>
<td>$17.25</td>
<td>$24.00</td>
</tr>
<tr>
<td>Bowl of Popcorn</td>
<td>$6.50</td>
<td>$9.75</td>
</tr>
<tr>
<td>Hot Crab Dip with Crackers</td>
<td>$36.95</td>
<td>$48.95</td>
</tr>
</tbody>
</table>

**Priced Per Item:**

- Assorted Bags of Potato Chips and Pretzels $1.95
- Chex Mix (Bags) $2.75
- Candy Bars $1.75
- Whole Fruit $1.50
- Assorted Yogurt $2.95
- Assorted Ice Cream Bars $1.95

*All Prices are Subject to 19% service charge and 6% sales tax*
Beverages:

Regular and Decaffeinated Coffee --------------- $25.00 per gallon
Assorted Hot Teas------------------------------- $1.50 per tea bag
Hot Chocolate-------------------------------- $1.50 per packet
Iced Tea-------------------------------------- $12.95 per gallon
Sweet Tea------------------------------------- $13.50 per gallon
Raspberry Tea-------------------------------- $13.50 per gallon
Orange Juice-------------------------------- $10.75 per gallon
Assorted Bottled Juices----------------------- $1.50 each
Assorted Canned Soft Drinks-------------------- $1.75 each
Bottled Water-------------------------------- $2.25 each
Assorted Bottled Gatorade-------------------- $1.75 each
Orange-Pineapple Punch------------------------ $15.95 per gallon
Sparkling Red Punch--------------------------- $15.95 per gallon
Non-alcoholic Champagne Punch---------------- $19.50 per gallon
Lemonade------------------------------------- $11.50 per gallon

(Minimum of 3 gallons for punch)

All Prices are Subject to 19% service charge and 6% sales tax
Display Selections
Priced Per person

Vegetable Display  $2.75
An Array of Vegetables on a tiered display
Served with Ranch Dip

Cheese Display  $3.50
Swiss, Colby & Pepper Jack Cheese
Served with an Assortment of Crackers

Fruit Display  $4.25
An Assortment of Fresh Fruit on a tiered display
Served with Fruit Dip

Combo Display
Choose any two of the above for  $7.50
Choose any three of the above for  $9.95

Crudités Display  $10.50
Array of Vegetables, Fruit & Cheese surrounded by Pepperoni
Summer Sausage & an Assortment of Crackers

All Prices are Subject to 19% service charge and 6% sales tax
Reception Menu
Priced Per 100 Pieces

Pinwheels  $110.50
Asst. Mini Quiche - $110.50
Bacon Wrapped Scallops - $195.00
BBQ Meatballs - $97.50
Pot Stickers - $97.50
Broccoli Cheddar Bites - $124.00
Chicken Fillet Strips - $130.00
Chicken Quesadillas - $130.00
Coconut Shrimp - $188.50
Crab Cakes - $165.00
Italian Meatballs - $97.50
Mini Country Ham Biscuits - $110.50
Mozzarella Cheese Sticks - $150.00
Baby Burgers - $156.00
Pork Egg Rolls - $105.00
Sausage Balls - $65.00
Stuffed Mushrooms - $150.00
Teriyaki Beef Skewers - $195.00
Petite Chicken Salad Croissants - $162.50
BBQ Mini-Rib - $162.50
Turkey & Ham Yeast Roll Sandwiches - $110.50
Chicken & Pineapple Skewers - $169.00
Water Chestnuts in Bacon - $143.00
Beef Wellington - $245.00
Italian Sausage Rounds - $143.00
Hot Browns (Bite Size) - $143.00
Raspberry & Brie Tartlets - $169.00
Mini Desserts - $188.50
Mini Cheesecakes - $162.50

All Prices are Subject to 19% service charge and 6% sales tax
**Georgetown College Conference Center**

**Event Terms and Conditions:**

1. **CANCELLATIONS:** If this event is canceled within 60 – 30 days of the event date, the undersigned client agrees to reimburse Georgetown College 50% of the estimated value. 30 Days or less prior to the event date, the undersigned agrees to pay 100% of the estimated value. Any event booked within a 30-day time frame will be subject to full cancellation fees.

2. **DEPOSITS:** Payment shall be made in advance for all Wedding Receptions and Social Events. A deposit will be required with a signed contract and paid in full before the event date. All Deposits made are NONREFUNDABLE. If a portion of the food and beverage for the event is “based upon consumption” Client will be invoiced and should pay the remaining balance within a 30-day time period.

3. **Forms of Payment:** Georgetown College will accept cash or checks as forms of payment, no credit cards are accepted.

4. **CAKE CUTTING SERVICE:** Wedding and Social Event Cakes may be brought into the Conference Center. All Cakes are subject to a cake cutting fee of $25.00 for small cakes and $60.00 for Large Cakes and Wedding Cakes. A member of the Catering Staff will cut and serve all cakes. If the client chooses to decline this service, the client must cut the cake as well as provide plates, forks and napkins.

5. **INVOICING:** If satisfactory Corporate Credit has been established with Georgetown College, an invoice will be sent within a week following the event. All invoices must be paid within a 30-day period. Should any unpaid portion of the account be placed for collection with an outside agency or attorney, the undersigned agrees to be responsible for all costs of collection.

6. **ADDITIONAL CHARGES:** A service charge of nineteen percent (19%) and an applicable sales tax (6%) will be added to the final cost of the event. Groups must show proper tax identification to be considered sales tax exempt.

7. **FINAL NUMBER OF GUESTS:** A final guaranteed number of guests must be given to the conference center by noon three business days (72 hours) prior to the event date. This is the number of meals in which the client will be charged. If a final number is not received by the date and time indicated, the Conference Center will prepare and charge for the tentative number of guests.
8. **BUFFETS:** Lunch & Breakfast Buffets are *maintained* for 30 minutes and Dinner Buffets are *maintained* for 45 minutes. Guests will be able to go through the buffet line once and food will be refilled as needed for the above amount of time. After the allotted time period, any additional food will remain out for guests to enjoy seconds. Food will not be left out longer than (1) one hour. Buffets are offered for guests to enjoy a variety of food in which to choose, not as “all you can eat.”

9. **OUTSIDE FOOD & BEVERAGE:** Client agrees to purchase all food and beverage through the conference center. No outside food or beverages may be brought into the Conference Center for any event. The only exceptions to this rule include wedding and social event cakes.

10. **FOOD TO GO:** No arrangements will be made to take any portion of leftover food or beverages out of the conference center. We are very conscious of waste and will make arrangements for any remaining food.

11. **ALCOHOLIC BEVERAGES:** *Georgetown College* does not allow alcoholic beverages on its premises. If evidence of alcohol is found in or around the conference center during an event, the event will immediately be closed and guests will be asked to leave.

12. **ROOM ASSIGNMENTS:** The Conference Center reserves the right to assign an alternate room for the Client’s function in the event the room designated shall be unavailable or inappropriate, based on the Client’s final guaranteed number of guests. Room Rates shall be subject to change.

13. *Georgetown College* will not assume or accept any responsibility for damage to or loss of any merchandise or articles brought onto the premises prior to, during or following the Client’s event at the Georgetown College Conference Center. The Client is responsible for providing security for special events whenever deemed necessary. Such security is to be reviewed and approved by Georgetown College in advance.
**Directions to the Georgetown College Conference Center**

**Directions from the South:**
I-75 North to Exit 125 (Georgetown); turn left off the ramp onto U.S. 460. Take a left at the first traffic light onto U.S. 460 Bypass West. At the third traffic light, turn right onto Lemons Mill Rd. (Hwy 1962 West). Pass the “Johnson Controls” Plant on the right & turn right onto “Crawford Drive.” Continue on Crawford Drive to the Georgetown College stop sign and turn left. The Conference Center is on the right.

**Directions from the North:**
I-75 South to Exit 126 (Georgetown); turn right off ramp onto Cherry Blossom Way (U.S. 460 bypass) At the sixth (6th) traffic light turn right onto Lemons Mill Rd. (Hwy 1962 West). Pass the “Johnson Controls” Plant on the right & turn right onto “Crawford Drive.” Continue on Crawford Drive to the Georgetown College stop sign and turn left. The Conference Center is on the right.

**Directions from the West:**
I-64 East to Exit 69 (Georgetown); turn left off ramp onto U.S. 62. Proceed approximately 3 Miles and turn right onto U.S. 460 bypass. Continue on the bypass (approximately 3.5 miles) and turn left at the 3rd traffic light onto Lemons Mill Rd. (Hwy 1962 West). Pass the “Johnson Controls” Plant on the right & turn right onto “Crawford Drive.” Continue on Crawford Drive to the Georgetown College stop sign and turn left. The Conference Center is on the right.

**Directions from the East:**
I-64 to I-75 north and follow the directions from the South (above)

*****When using a GPS System or Map Quest, please enter your destination as “794 Lemons Mill Road” as this is the closest residence to our facility. Our Crawford Drive address will not display correctly on a GPS System. Please look for the Georgetown College Sign*****