



# Sharonville CONVENTION CENTER



Greater Cincinnati's only  
LEED Certified Event Facility

CATERING  
MENU



**SPECTRA**  
BY COMCAST SPECTACOR



# Break Packages

---

**All Break Packages include Soft Drinks and Bottled Water**

Old Fashioned Break..... 11.50

- Freshly Baked Cookies
- Brownies and Dessert Bar

Farmers Market Break..... 12.50

- Sliced Seasonal Fruit
- Artisan Cheese Display Featuring Regional and Local Cheeses

At The Park Break ..... 13.00

- Peanuts
- Warm Pretzels with Cheese Sauce
- Crackers Jacks

Give Me a Break..... 10.95

- Assorted Candy Bars and Bagged Sweets

Take a Dip..... 12.95

- Assortment of Chips and Breads
- Served with Dips Consisting of Virgin Olive Oil with Balsamic Vinegar
- Garlic Hummus
- Spinach and Artichoke
- Caramelized Onion with Malt Vinegar
- Fresh Tomato, Basil and Mozzarella

# A La Carte Break Selections

---

|  |                   |
|--|-------------------|
| Sliced Seasonal Fresh Fruit Platter (serves approx. 12 guests) ..... | \$40.00 each      |
| Assorted Whole Fruit.....  | \$2.00 each       |
| Warm Soft Pretzels with Spicy Dijon Mustard and Cheese Sauce .....   | \$25.00 per dozen |
| Chocolate Brownies .....   | \$22.00 per dozen |
| Assorted Cookies .....   | \$20.00 per dozen |
| Individual Bags of Chips.....  | \$2.00 each       |
| Assorted Classic Ice Cream Bars .....                                | \$3.00 each       |
| Gourmet Nut Mix (serves 12 guests) .....                             | \$25.00 per pound |

*\*Please contact your Sales Professional as we are willing to customize menus based on your needs and budget.*



# Spectra Services & Policies

---

## **Exclusive Caterer**

Spectra Food Services and Hospitality maintains the exclusive right to provide all food and beverage and concession services at the Sharonville Convention Center.

## **Outside Food and Beverages**

No food or beverage of any kind will be permitted to be brought into the facility by the patron or patron's guests or invitees without prior written approval of the General Manager or Food & Beverage Director. Food items may not be taken off the premises; however, at Spectra sole discretion, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

## **Food & Beverage Sampling**

Sharonville Convention Center exhibitors may distribute food & beverage samples in authorized space, but must not be in competition with products or services offered by Spectra Food Services and Hospitality. Samples must be representative of products manufactured or sold by the exhibiting company. Free samples are limited to 2 ounces of non-alcoholic beverages and 1 ounce of food. Exact descriptions of sample and portion size must be submitted to the Food and Beverage Office for written approval 14 days prior to the opening of the event. No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the Cincinnati Department of Health.

## **Beverage Service**

Spectra offers a complete selection of beverages to complement your function. The Ohio Alcohol and Beverage Commission regulate alcohol and beverage service. As the licensee, we are responsible for the administration of these regulations. Alcoholic beverages may not be brought onto the premises from outside sources. In compliance with ABC regulations, we reserve the right to ask patrons for proper identification for alcoholic beverage service, and we reserve the right to refuse alcohol service to intoxicated or underage persons. Alcoholic beverages may not be removed from the premises.

## **Labor**

**Catering personnel are scheduled for four-hour shifts for each meal period. Events requiring additional time for service over the four-hour period will incur an overtime charge of \$25.00 per server per hour.**

An additional labor fee will be charged for groups of less than 25 guests.

At the customer's request Room or Set up Changes made the day of the event will incur a labor charge of \$75 per 50 guests in room, \$150.00 per 50 guests to move rooms.

An additional labor fee will be charged for food and beverage preparation and service for events on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

*\*Please contact your Sales Professional as we are willing to customize menus based on your needs and budget.*



### **Dietary Needs**

Spectra is happy to address a special dietary request for individual guests with a (3) day advance notice. Spectra will prepare 2% vegetarian dinners for plated served dinners.

### **China Service**

China service is standard for all catering services on the 3rd floor and in the 2nd floor meeting rooms. For coffee services with china, Spectra will set out at least 10% of disposable ware so that guests may take their beverage with them. China is not allowed on the Exhibit Hall floor unless it is carpeted. High-grade disposable ware will be used on uncarpeted Exhibit Hall floors.

### **Linens**

All plated and buffet meal prices include house white, black or ivory table linens and your choice of a variety of pre-selected linen napkin colors (7 days to allow for delivery). If a client opts to rent linens and napkins through another source, any returns and charges associated with the rental are the sole responsibility of the client, also, the customer will be responsible for receiving and returning the linens.

### **Payments**

All food and beverage must be paid in advance of event. A non-refundable deposit of 50% of the total estimated food and beverage charge is required along with the signed catering contract and banquet event orders no less than two weeks prior to the event; with the anticipated balance due no later than three days prior to the event. A credit application and a credit card authorization must be completed for any incidental charges which occur during event.

Any payments made within 2 weeks prior to the event must be made either by cashier's check or by credit card.

Spectra Food Services and Hospitality will gladly accept credit card payments from MC, Visa & American Express.

### **Guarantees**

A final guarantee of attendance is required three (3) business days prior to all food and beverage events. In the event Spectra does not receive a final guarantee prior to (3) business days, the expected number will become the guarantee number. Spectra will make every attempt to accommodate any increases in guarantee numbers after the (3) business days, however, the guarantee may not decrease inside of (3) business days prior to event.

In the event of a split entree, the client is responsible to notify the Sharonville Convention Center of the exact count of each item three (3) business days prior to the event.

### **Applicable Fees and Taxes**

Please contact the Spectra Food Services and Hospitality Manager for more information on Applicable Fees and Sales Tax.

*\*Please contact your Sales Professional as we are willing to customize menus based on your needs and budget.*



**Cancellation**

Cancellation of food function must be sent in writing to your Spectra sales representative. Any cancellation received more than 30 days of the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges. Any cancellation received less than 30 days in advance of the scheduled event will result in a fee of 50% of the estimated food and beverage charges. Any cancellation received after the Final Guarantee has been provided will result in a fee equal to 100% of the charges on the affected Banquet Event Order(s).

**Prices**

Prices will be guaranteed three (3) months prior to the event. Spectra Food Services reserves the right to substitute menu items due to market availability and will always make every effort to inform our clients of these substitutions.

**Additional Fees for Changes and Additions within 4 hours of event time**

Room changes and additions made within 4 hours of an event start time will incur an additional fee of 20% (\$75.00 minimum) to cover labor.

*\*Please contact your Sales Professional as we are willing to customize menus based on your needs and budget.*