Sharonyille CONVENTION CENTER



Greater Cincinnati's only LEED Certified Event Facility







A La Carte Breakfast Service

Beverages

Freshly Brewed Wallingford™ Regular Coffee and Decaffeinated Coffee	\$34.00 per gallon
Hot Water with Assorted Herbal Teas	\$32.00 per gallon
Fruit Punch, Lemonade or Freshly Brewed Iced Tea	
Individual Bottled Juices	-
Bottled Water	
Can Soft Drinks	

Self-Service Water Coolers Available For In-Room Placement

Installation is \$20.00 plus sales tax for a water cooler with a five-gallon bottle of water. Each additional five-gallon bottle of water will be charged at \$15.00 plus tax.

Continental Selections

All Continental packages include Assorted Chilled Bottled Juices, Freshly Brewed Wallingford™ Regular and Decaffeinated Coffee and Assorted Herbal Tea

Skinny Continental	10.95
Assortment of Danish, Coffee Cake, and Muffins served with Butter and Preserves	
Sharonville Continental	14.95
Fresh Baked Danish, Muffins and Breakfast Breads served with Butter and Preserves	
Sliced Fruit Display	
Executive Continental	15.95
Fresh Baked Cinnamon Rolls and Breakfast Breads served with Butter and Preserves	
Homemade Scones with Marmalades and Jams	
Large Butter Croissants, Muffins and Danish	
Seasonal Fruit Display	



Breakfast Buffets

All Breakfast buffets include Assorted Chilled Bottled Juices, Freshly Brewed Wallingford™ Regular and Decaffeinated Coffee and Assorted Herbal Tea

Fresh Baked Danish, Muffins and Breakfast Breads served with Butter and Preserves Sliced Fruit Display Scrambled Eggs Breakfast Potatoes Smoked Sausage Bacon French toast with Warm Maple Syrup Granola with Yogurt

Fresh Baked Danish, Muffins and Breakfast Breads served with Butter and Preserves Sliced Fruit Display Broccoli and Cheddar Frittata Breakfast Potatoes Hickory Smoked Ham Steaks Bacon Granola with Yogurt

Something Southern	19.95
Fresh Baked Cinnamon Rolls and Breakfast Breads with Butter and Preserves	
Scrambled Eggs with Cheddar Cheese	
Home fries with Peppers and Onions	
Bacon	
Seared Sausage Patties	
Biscuits and Gravy	
Home-style Grits with Butter and Honey	



Plated Breakfasts

All Plated Breakfast options include Fresh Baked Muffin and Sliced Fruit, Orange Juice, Freshly Brewed Wallingford[™] Regular and Decaffeinated Coffee and Assorted Herbal Tea.

Farmhouse Breakfast Fresh Scrambled Eggs, Bacon, Breakfast Potatoes	16.95
It's A Wrap Chorizo, Egg and Cheese Breakfast Burrito joined with Breakfast Potatoes	16.95
Great Oaks Ham and Cheddar Frittata with Potatoes O'Brian	16.95
The Benny Eggs Benedict with Creamy Hollandaise and Roasted Potatoes.	18.95

A La Carte Breakfast Selections

Cinnamon Rolls	\$25.00 per dozen
Assorted Croissants served with Butter and Preserves	\$23.00 per dozen
Assorted Bagels served with Cream cheese	\$21.00 per dozen
Assorted Danish and Pastries	\$19.00 per dozen
Assorted Muffins	\$19.00 per dozen
Sausage, Ham or Bacon Sandwich	\$30.00 per dozen
Biscuits and Gravy	\$30.00 per dozen
Assorted Chilled Yogurts	\$2.75 each
Assorted Individually Packaged Cold Cereals with Milk	\$3.25 each



Deluxe Meeting Planner Menu's

Pre-Meeting Continental Breakfast

Platters of Fresh Sliced Seasonal Fruit Baker's Basket of Assorted Breakfast items served with Butter and Preserves Freshly Brewed Regular Coffee, Decaffeinated Coffee and Hot Tea Orange, Cranberry and Apple Juices

Mid-Morning Refresher

Freshly Brewed Regular Coffee, Decaffeinated Coffee and Assorted Hot Tea Assorted Soft Drinks Bottled Water

Afternoon Delight

Fresh Baked Jumbo Cookies and Brownies Freshly Brewed Regular Coffee, Decaffeinated Coffee and Hot Tea Assorted Soft Drinks and Bottled Water

Create Your Own Lunch Buffet:

Pick One:

Garden House Salad Mediterranean Pasta Salad Classic Caesar Salad Cucumber Tomato Salad

Pick Two:

Yukon Gold Smashed Potatoes Roasted Garlic and Parmesan Polenta Steamed Wisconsin Wild Rice Rosemary Roasted Red Bliss Potatoes Fontina and Sherry Mac n Cheese Romano Roasted Broccoli Spears Honey Glazed Carrots Fresh Vegetable Medley Green Beans with Julienne Carrots



Pick Two:

Roasted Chicken Breast with Lemon caper sauce Grilled Chicken Breast with a Roasted Tomato and Basil Sauce Roasted Pork Loin with a Boursin Cream Ancho Chili Pork Chops White Wine and Tarragon Poached White Fish Baked Salmon with Roasted Red Pepper Coulis / add \$2.00 per person Slow Roasted Sirloin with a wild Mushroom Ragout / add \$2.00 per person Chianti Braised Beef / add \$2.00 per person Vegetable Lasagna

Pick One:

New York Cheesecake Triple Layer Chocolate Cake Peach Cobbler Granny Smith Apple Pie

Standard Meeting Planner Menu's

Includes: Afternoon Delight, Mid-Morning Refresher and Pre-Meeting Continental Breakfast from Deluxe Package

Working Deli Lunch

Sliced Roast Beef, Ham and Smoked Turkey Breast Selection of Domestic Cheeses Pasta Salad Chips Assorted Rolls and Breads Appropriate Condiments Assortment of Desserts Iced Tea, Assorted Soft Drinks Bottled Water



Box Lunch Selections

All boxed lunches include a Fresh Whole Fruit, Sweet Treat and Chips.	
Roasted Turkey with Lettuce, Tomato and Swiss Served with a Sundried Tomato Aioli	14.95
Roast Beef with Lettuce, Tomato and Cheddar Served with Horseradish Cream	15.95
Spring Ham with Lettuce, Tomato and Swiss Served with a Sweet Honey Dijon	13.95
Roasted Vegetable Wrap	
Served with a fresh Herb Cream Cheese Spread	
Albacore Tuna Croissant	
Served with Lettuce and Tomato	
Roasted Chicken Salad Croissant	
Served with Lettuce and Tomato	

Box Lunch Beverages



Plated Lunch Selections

All Plated Lunches are served with a House Salad, Chef's Choice of Dessert, a Basket of Rolls and Butter, Iced Tea, Iced Water, Freshly Brewed Wallingford™ Regular and Decaffeinated Coffee and Herbal Tea.

Cold Plates

Chef Salad
Spring Greens with Shaved Turkey and Ham, Julienne Carrots and Onions, Grape Tomatoes
English Cucumbers, Shredded Cheddar and Romano Cheese
Classic Chicken Caesar Salad16.9
Crisp Romaine Lettuce topped with Garlic Croutons, Shaved Parmesan, Red Pepper curls and
a creamy Caesar dressing. Finished with Grilled Chicken Breast.
Cobb Salad
Spring Greens With Chopped Bacon, Diced Turkey, Diced Tomato,
Chopped Egg, Diced Avocado, Diced Red Onion
Hot Plates
Chicken Piccata
Roasted Chicken Breast with a Lemon Caper Cream, Roasted Garlic and Cheddar Polenta, Fresh Green Beans with
Julienne Carrot
Apple Fennel Chicken
Seared Chicken Breast topped with an Apple/Fennel Compote. Served with Roasted Garlic Whipped Potatoes And a Grilled Italian Vegetable Medley
Slow Roasted Pork Loin
Pork Loin with a Boursin Cream, Rosemary Roasted Red Potatoes and a Fresh Vegetable Medley
Poached White Fish18.9
White wine and Tarragon poached White Fish with Wisconsin Wild Rice, Roasted Broccoli Spears with Lemon Zest
Roasted Sirloin
Slow Roasted Sirloin with a Wild Mushroom Ragout, Yukon Gold Smashed Potatoes and

Fresh Green Beans with Caramelized Onions



Custom Lunch Buffet Selections

All Lunch Buffets are served with Iced Tea, Iced Water, Freshly Brewed Wallingford™ Regular and Decaffeinated Coffee and Herbal Tea.

Pick One:

Garden House Salad Mediterranean Pasta Salad Classic Caesar Salad Cucumber Tomato Salad

Pick Two:

Yukon Gold Smashed Potatoes Roasted Garlic and Parmesan Polenta Steamed Wisconsin Wild Rice Rosemary Roasted Red Bliss Potatoes Fontina and Sherry Mac n Cheese Fresh Green Beans with Julienne Carrots Romano Roasted Broccoli Spears Honey Glazed Carrots Fresh Vegetable Medley

Pick Two:

Vegetable Lasagna Roasted Chicken Breast with Lemon caper sauce Grilled Chicken Breast with a Roasted Tomato and Basil Sauce Roasted Pork Loin with a Boursin Cream Ancho Chili Pork Chops White Wine and Tarragon Poached White Fish Baked Salmon with Roasted Red Pepper Coulis / add \$2.00 per person Slow Roasted Sirloin with a wild Mushroom Ragout / add \$2.00 per person Chianti Braised Beef / add \$2.00 per person

Pick One:

New York Cheesecake Triple Layer Chocolate Cake Granny Smith Apple Pie Peach Cobbler



Lunch Buffet Selections

All Lunch Buffets are served with Iced Tea, Iced Water, Freshly Brewed Wallingford[™] Regular and Decaffeinated Coffee and Herbal Tea.

The Market 17.95

Soup Du Jour Garden Green Salad Assorted Chips Sliced Ham, Roast Beef and Turkey Sliced Tomato, Onion and Lettuce Assorted Rolls and Bread Fresh Baked Cookies and Brownies

Creamy Southern Slaw Grilled Hamburgers BBQ Chicken Breast Fresh Sweet Corn on the Cobb Baked Beans Mac N Cheese Apple Pie

Something Southern19	.95
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Harvest Cornbread with Sweet Cream Butter Bacon and Cheddar Potato Salad Southern Fried Chicken Honey Glazed Ham Buttermilk Whipped Potatoes Southern Style Green Beans Sweet Pecan Pie



South of the Border
Cumin, Roasted Tomato and Cucumber Salad
Black Bean and Corn Salad
Chicken Fajitas with Onions and Peppers
Carne Asada with Fresh Pico De Gallo
Fresh Tortillas
Mexican Rice
Refried Beans
Churros
The Islands21.95
Fresh Fruit Salad
Baked Tilapia with Citrus Salsa
Pineapple and Chili Braised Chicken
Black Beans with Peppers and Onions
Cilantro and Lime Rice
Key Lime Pie
Key Linie Fie
The Ranch
Grilled Vegetable Salad
Pablano and Roasted Red Pepper Stuffed Pork loin with a White Queso Sauce Fire Grilled Chicken Breast with a Black Bean Cilantro Salsa
Chive and Butter Whipped Potatoes
Roasted Corn with Onions and Peppers
Strawberry Short Cake
A Taste of Italy
Caesar Salad
Garlic Bread Sticks
Chicken Picatta
Chianti Braised Beef or Beef Lasagna
Vegetable Lasagna
Roasted Italian Vegetables
Tiramisu



Break Packages

All Break Packages	include Soft Drinks	and Bottled Water
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Old Fashioned Break
Farmers Market Break
At The Park Break
Give Me a Break
Take a Dip.12.95Assortment of Chips and BreadsServed with Dips Consisting of Virgin Olive Oil with Balsamic VinegarGarlic HummusSpinach and ArtichokeCaramelized Onion with Malt VinegarFresh Tomato, Basil and Mozzarella

A La Carte Break Selections

Sliced Seasonal Fresh Fruit Platter (serves approx. 12 guests)	
Assorted Whole Fruit	
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



Dinner Buffet Selections

All Dinner Buffets are served with Iced Tea, Iced Water, Freshly Brewed Wallingford™ Regular and Decaffeinated Coffee and Herbal Tea. Dinner Rolls and Butter included unless otherwise noted.

The Princeton
House Salad
Dijon Grilled Chicken
Slow Roasted Pork Loin
Steamed Green Beans
Baked Macaroni and Cheese
Chef's Dessert Display
Patriot Pointe
Taste of Italy. 24.95 Caesar Salad Garlic Bread Sticks Antipasto Display Chicken Saltimbocca Chianti Braised Beef or Beef Lasagna Cavatappi Pasta with Fresh Vegetables in a Light Lemon Cream Sauce Roasted Italian Vegetables Tiramisu



The Chester
Spinach Salad with Cucumber, Shaved Red Onion and Dried Cranberries
Broccoli and Radicchio Slaw
Citrus Honey Roasted Chicken Breast
Pesto Rubbed Flank Steak with Grilled Tomatoes
Garlic Roasted Yukon Gold Potatoes
Seared Asparagus with Lemon Butter
Chef's Assortment of Cakes
Southown Front 21.05
Southern Feast
Tomato and Dandelion Green Salad
Sliced Strip Loin of Beef with Hunter Sauce
Chicken Fried Chicken with Pan Gravy
Chive Whipped Potatoes
Southern Style French Beans with Julienne Carrots
Chef's Sweet Southern Desserts
The Woodlawn
Field greens with Honey Roasted Pecans and Dried Cranberries
Slow Braised Short Ribs with Pinot Noir Reduction
Baked Salmon with Tomato Ragout
Au Gratin Potatoes
Lemon Infused Asparagus

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

Chef's Dessert Display



Custom Dinner Buffet \$31.95 for 2 entrées | \$37.95 for 3 entrées

All Dinner Buffets are served with Iced Tea, Iced Water, Freshly Brewed Wallingford™ Regular and Decaffeinated Coffee and Herbal Tea. Dinner Rolls and Butter included unless otherwise noted.

Cold Selections: (choice of two)

House Salad Caesar Salad Fresh Sliced Seasonal Fruit Platter Tomatoes and Mozzarella with Fresh Basil in Virgin Olive Oil Garden Fresh Mixed Greens with Roasted Walnuts and Tomatoes Spinach Salad with Mushrooms, Cherry Tomatoes and Bacon Marinated Artichoke Heart Salad in Herb Vinaigrette Mediterranean Cavatappi Pasta Salad

Pick Two

Yukon Gold Smashed Potatoes Roasted Garlic and Parmesan Polenta Steamed Wisconsin Wild Rice Au Gratin Potatoes Rosemary Roasted Red Bliss Potatoes Fontina and Sherry Mac n Cheese Fresh Green Beans with Julienne Carrots Romano Roasted Broccoli Spears Honey Glazed Carrots Lemon Roasted Asparagus Spears Fresh Vegetable Medley

Pick Two for \$31.95 or Pick Three for \$37.95 per person:

Roasted Chicken Breast with Lemon caper sauce Grilled Chicken Breast with a Roasted Tomato and Basil Sauce Pancetta and Fontina Stuffed Chicken Breast with a Roasted Red Pepper Sauce Roasted Pork Loin with a Boursin Cream Roasted Red Pepper and Boursin Stuffed Pork Loin Ancho Chili Pork Chops White Wine and Tarragon Poached White Fish Crab Stuffed Tilapia with Lime Butter Baked Salmon with Roasted Red Pepper Coulis / add \$2.00 per person Grilled Flank Steak with Rosemary Jus / add \$2.00 per person Slow Roasted Sirloin with a Wild Mushroom Ragout / add \$2.00 per person Chianti Braised Beef / add \$2.00 per person

Pick Two:

New York Cheesecake Triple Layer Chocolate Cake Peach Cobbler Granny Smith Apple Pie Layered Carrot Cake



Plated Dinner Selections

All Plated Dinners served with Salad and Dessert, Rolls & Butter, Ice Water and Ice Tea, Freshly Brewed Wallingford™ Regular Coffee and Decaffeinated Coffee, Assorted Herbal Teas.

Portobello Mushroom Napoleon
Pesto Lasagna Roll
Blackberry BBQ Chicken Breast
Chicken Piccata
Pancetta and Fontina Stuffed Chicken Breast
Slow Roasted Pork Loin
Baked White Fish
Miso and Ginger Glazed Salmon
Crab Stuffed Tilapia
Braised Short Ribs
Seared Filet of Beef



Reception Display Selections

Antipasto Display
International Cheese Display
Sliced Fresh Fruit Display
Market Fresh Vegetable Display
Brie En Croute
Tahini Hummus Dip 250.00 Grilled and Marinated Vegetable Display Served with Toasted Pita Bread (Serves approximately 100)



Reception Sweets

An Elaborate Display of Cubed seasonal Fresh Fruit. Accompanied by Homemade Pound cake Served with Chocolate Fondue and Whipped Cream (Serves approximately 100)

A Sophisticated display of Rich Desserts. (Serves approximately 100)

Reception Action Stations

Menu selections to be carved or served in room. One Chef Attendant recommended per 75-100 guests at \$125.00 per Chef attendant. Silver Dollar Rolls included in Station price.

Cola Glazed Bone-in Spiral Ham
Rosemary-Spiced Turkey
Ancho Chili Roasted Pork Loin
Salmon En Croute with Dill
Slow Roasted Baron Of Beef
Horseradish Crusted Strip Loin of Beef



Specialty Stations

These Specialty Stations are set up as either buffet bar or made-to-order station within the room by Chef Attendant. \$125.00 fee for each Chef Attendant. Minimum of 25 guests required for order.

Mashed Potato Bar	5
Pasta Bar 9.9	5
Served with Penne and Cavatappi Pasta Featuring Fresh Vegetables, Grilled Chicken, Italian Sausage Finished with Homemade Sauces: Pesto, Alfredo and Marinara	
Shrimp and Grits Station	5
Florida Coast Shrimp sautéed in a Lemon Infused Oil Served over Southern Style Grits	
Pan Seared Crab Cakes14.9	5
Jumbo Lump Crab Cakes with choice of sauce. Sauces choices include: Lemon Caper Aioli or Roasted Red Pepper Coulis	-
Asian Station	5
Asian Vegetables Teriyaki Chicken Szechuan Beef and Thai Chili Bay Shrimp	
Served on a bed of White Rice or Noodles	
Fajita Station	5
Grilled Chicken and Beef	-
Sautéed Peppers and Onion Flour Tortillas	

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

Salsa, Sour Cream, Guacamole



Hors D'oeuvres

Based on buffet-style service. Hors D'oeuvres Butlers available to pass hors d'oeuvres at \$25.00 per server per hour. *minimum order 50 pieces per selection

Mix and Mingle Hors D'oeuvres

Lemongrass Chicken Skewers	2.75
Asian Beef Skewers	2.75
Homemade meat balls with your choice (Demi, BBQ, Thai Chili)	2.00
Conch Fritters	
Zucchini Fritters	2.00
Reuben Lollipops	2.75
Panko and Sesame Crusted Chicken Bite	2.75
Coconut Shrimp	3.25
Boursin Stuffed Baby Red Potato	2.75
Seared Jumbo lump Crab Cake	3.75
Seared Beef on Crostini with Onion compote	
Vegetable Brochette	2.50
Fried Ravioli with Marinara	2.75
Buffalo Chicken Bites	2.50

Cold Canapé and Hors D'oeuvres

Cheese Stuffed Cherry Tomato with Bacon	2.75
Tomato, Basil, Parmesan Bruschetta	2.50
Petit Finger Sandwiches	2.25
Sesame Seared Tuna, Wasabi Cream	3.25
Prosciutto wrapped cantaloupe	2.75
Chicken Salad in Phyllo	2.75
Citrus Crab Salad in a Pancetta cup	4.00
Smoked Salmon on toast points	2.75
Vegetarian Asian lettuce wraps	2.25



Bars & Beverages

Bar / Bartender Cost: \$150.00 per Bar / bartender; 4 hour minimum and \$25.00 per hour thereafter. We recommend there be 1 bartender for every 100ppl. Bar beverages priced by drink unless otherwise noted. Spectra Food Services and Hospitality has the right to refuse alcohol service and must dispense all alcohol. It is unlawful to remove alcoholic beverages from the premises.

Cash Bar

Premium Beer	\$6.00 each
Domestic Beer	\$5.50 each
Cocktails Brands	\$6.50 each
House Wine by the glass	\$6.00 each
Bottled Water	\$2.50 each
Soda, Juice	

Liquor Tiers

Standard	
Includes: Smirnoff Vodka, Tanqueray Gin, Cruzan Rum, Jose Cuervo Gold, J&B Scotch, Jim Beam Bourbon,	
Canadian Club, E&J Gallo	

Hosted Bar Service - Priced per guest by hour

Standard Tier Full Hosted Bars	
First Hour	\$12.00
Each Additional Hour	\$7.00
Premium Tier Full Hosted Bars	
First Hour	\$14.00
Each Additional Hour	\$8.00
Top Shelf Tier Full Hosted Bars	
First Hour	\$16.00
Each Additional Hour	\$9.00



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.

<u>Labor</u>

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.



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.

<u>Linens</u>

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.



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.