

CATERING MENU

CALL FOR PRICES



  
**Sharonville**  
CONVENTION CENTER



Greater Cincinnati's only  
LEED Certified Event Facility



**SPECTRA**





## Break Packages

All Break Packages include Soft Drinks and Bottled Water

### Old Fashioned Break

Freshly Baked Cookies

Brownies and Dessert Bar

### Farmers Market Break

Sliced Seasonal Fruit

Artisan Cheese Display Featuring Regional and Local Cheeses

### Italian Break

Biscotti

Iced Coffee

Assorted Cake Breads

### The Mediterranean

Assortment of Tapenades and Hummus

Toasted Pita Bread

## 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

Chocolate Brownies

Assorted Cookies

Individual Bags of Chips

Gourmet Nut Mix (serves 12 guests)

Trail Mix

## 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.

### 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.

## Spectra Services & Policies

### Management Charge and Tax

A 22% management charge plus 7% Ohio state sales tax will be applied to all food and beverage purchased. Ohio law states that the management charge is subject to sales tax. Management charge and taxes are subject to change and are not paid to the employees as a gratuity. If group is tax-exempt, Spectra must be in receipt of your tax-exempt form prior to the date of event.

All catered events are subject to a 22% Management Charge. This Management Charge is the sole property of the food/beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. The Management Charge is not a tip, gratuity, or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests

### 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.

### 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

**Call for prices.** Prices will be guaranteed three (3) months prior to the event. Spectra Catering 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.