



SMYRNA TOWN CENTRE

2008

Room Rental Rates

&

Food & Beverage Pricing

**Smyrna Town Centre
100 Sam Ridley Parkway
Smyrna, Tennessee 37167
(615) 459-4444**

Smyrna Town Centre
100 Sam Ridley Pkwy. East
Smyrna, TN 37167
(615)459-4444

To Whom It May Concern:

The management and staff of the Smyrna Town Centre wish to welcome you to our facility. We encourage you to hold your next function with us. Our years of experience will insure it to be the best that it can be.

The Smyrna Town Centre provides an ideal facility for seminars, banquets, weddings, receptions, community functions, and civic meetings. Our room capacities are the largest in the area. The Town Centre has ample free parking with a covered loading area.

Our staff looks forward to serving you. It is our desire to offer an excellent meeting facility and genuine "old fashion" hospitality to our community, as well as the surrounding communities. No matter how large or small the group, our customers are first and foremost.

This booklet will give you some insight on what the Smyrna Town Centre can do for you. If you have any questions regarding the information in this booklet, feel free to call (615)459-4444. We look forward to hearing from you.

Sincerely,

SMYRNA TOWN CENTRE
Management & Staff

POLICIES

1) PAYMENTS, DEPOSITS, AND CANCELLATIONS

- Full payments for all events are due 3 days prior to the function. If you accrue additional expenses for your event, those charges must be paid immediately following the function. Any discrepancies should be resolved at that time.
- If a function must be cancelled, the paid deposit will be refunded in full if the Town Centre has received notification of the cancellation at least ninety days for Weddings and thirty days for business meetings prior to the function date. If not, the deposit will be retained.
- Deposits and contracts are required within (10) business days of the initial booking date, the amount of the deposit will depend on the room that is booked. If the deposit and contract is not received within (10) ten business days, the function will be removed from the books.
- All functions are subject to a 20% service charge and applicable state and local taxes. Tax exempt status must be verified by sending a copy of the organization's tax-exempt certificate and a letter requesting tax exemption at the time of contract.
- Your date will NOT be held without a signed contract and reservation deposit paid.

2) TENTATIVE BOOKINGS

- All tentative bookings must be confirmed within (10) days of booking. Should your function date be less than (10) ten days we will need confirmation within (48) forty-eight hours.

3) GUARANTEES

- A guaranteed number of guests must be confirmed and the balance due paid no later than (3) working days prior to your function. Failure to make payment by the agreed date on your contract will result in your function being cancelled and loss of deposit. Guarantee counts are the minimum your group will be charged even if fewer guests attend your function.
- If your numbers exceed the amount guaranteed and additional food is to be made, then payment for the additional food will need to be paid before the event ends.

4) MEETING ROOMS

- All dinnerware, silverware and glassware will be provided with food purchases. All tables, chairs, linen, and napkins are also included.
- Room assignments are made according to the anticipated number of guests and room set up requested.
- Room set-ups are at our discretion. If you desire a special set-up, we will work with you to provide a functional arrangement for the room. However, we are familiar with the size and shapes of the rooms and will almost always know what will serve you best.
- Guests will be admitted to the function room and expected to depart at the times agreed upon on the contract.
- All functions must be completed by 11:00 pm.

5. DECORATIONS

- You are responsible for all personal decorations, therefore, we must ask that display items not be affixed to any painted wall, floor, or ceiling fixtures with nails, staples, tape, or any other substance. If you are in doubt, please check before securing anything to these surfaces.
- Decorations or displays brought into the Town Centre by the patron must be approved prior to arrival to ensure compliance with local fire regulations.
- We have decorations for rent, please refer to the Town Centre Equipment Rental page in this packet.
- **NO CONFETTI, GLITTER, BIRD SEED, SPARKLERS, OR SILLY STRING IS ALLOWED INSIDE OR OUTSIDE THE FACILITY.**
- No fog machines are allowed.
- Deposits may be retained if excessive cleaning is required from your event.

6. FOOD

- A buffet can be served when there is a minimum guarantee of fifty guests. We will prepare 10% over your final guarantee. The buffet will remain in the room for **one hour**.
- No food is allowed to be removed from the building.
- You are allowed to bring specialty cakes into the facility with the approval of the manager, this rule applies to wedding receptions, birthday parties, showers, etc.

7. LIABILITY

- The management or staff reserves the right to inspect and control all functions. Liability for damages to the premises will be charged to the representative of your function.
- The Town Centre of Smyrna is not responsible for personal property and equipment brought into the facility.

6. ALCOHOL

- An ABC licensed bartender must serve the alcohol during your event. The bartender must be chosen from the Town Centre's approved list.
- You may provide alcohol for your function. If you provide hard liquor then a mixer bar must be purchased from the Town Centre. Please refer to the Functions Policy & Procedures page of this booklet.
- Should inappropriate behavior arise, the Smyrna Town Centre reserves the right to close a function down, without refunds. This action is to protect both the patrons and the facility.
- Absolutely no alcoholic beverages are allowed outside of the function room, this is strictly enforced.
- All alcohol will be removed from the banquet room 30 minutes before the event is scheduled to end.

SMYRNA FIRE DEPARTMENT
Fire Safety Inspection Division

Smyrna Town Centre
Fire Code Safety Rules

All these rules are mandatory with no exceptions and the Fire Inspector as needed can require more stringent rules.

1. Absolutely no smoking in this building.
2. No open flames or burning of any type of incense, insect coils, heater, gas logs, fireplaces, etc.
3. All aisles, exits, fire extinguishers, and hallways must be kept clear at all times.
4. No hay, straw, cornstalks, or any other products of this nature are allowed in the building.
5. No flammable or combustible liquids allowed in this building.
6. Flammable gases of any type are not permitted in this building.
7. The fire inspector must approve nonflammable gases prior to being used in this building.
8. All electrical cord, power strips, etc. must be of proper size for use and contain no splices, breaks, or cuts.
9. All cooking appliances must be approved by the fire inspector prior to being placed in operation. No open flame type appliances are allowed.
10. A 20 foot area in front and beside all fire hydrants must be kept clear. Any vehicle parked in these areas may be towed at the owner's expense.

All of the above are from the 2001 NFPA fire codes, which is an adopted ordinance of the Town of Smyrna, Tennessee. Any violations of these rules can result in the person or persons being instructed to leave the building and/or a citation to appear in court being issued.

For questions concerning this matter, please call
Jim Warren, Fire Inspector SFD
615-459-9742, ext. 7525

SMYRNA TOWN CENTRE
100 SAM RIDLEY PARKWAY WEST
SMYRNA, TENNESSEE 37167
PHONE 615-459-4444 FAX 615-459-9731

BANQUET AND MEETING ROOM CONTRACT

FUNCTION NAME _____ CONTACT PERSON _____

FUNCTION DATE _____ HOME PHONE _____ WORK PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ROOMS _____ NUMBER OF GUEST _____ ENTERTAINMENT (Please specify) _____

ARRIVAL TIME _____ AM _____ PM DEPARTURE TIME _____ AM _____ PM

All functions must be completed by 11:00pm

REQUIRED DEPOSIT \$ _____ BRIDE CAKE _____ GROOM CAKE _____ BIRTHDAY CAKE _____

ROOM RENTAL TOTAL COST OF ROOM RENTAL \$ _____

* The room rental fee must be paid up front as a deposit for your function.

FOOD & BEVERAGE TOTAL COST OF FOOD & BEVERAGE \$ _____

EQUIPMENT RENTAL

AUDIO VISUAL (TV/VCR/Projector) TOTAL COST OF AUDIO/VISUAL \$ _____

COLUMNS/ARCH (rental is \$125.00) TOTAL COST COLUMNS/ARCH \$ _____

STAGES (rental is \$10.00 for each 4x8 section) TOTAL COST OF STAGES \$ _____

CANDLE CENTERPIECES (Rental is \$15.00 each) TOTAL COST OF CENTERPIECES \$ _____

DISH RENTAL (Rental is \$15.00 for any amount needed) TOTAL COST OF DISHES \$ _____

(Includes: plates, forks, napkins, glasses, punch cups)

CHAMPAGNE FOUNTAIN (rental is \$55.00) TOTAL COST OF FOUNTAIN \$ _____

SERVICE CHARGE \$ _____

SALES TAX \$ _____

GRAND TOTAL OF FUNCTION \$ _____

NOTICE OF CANCELLATION FOR THE BALLROOM MUST BE MADE 90 DAYS PRIOR IN ORDER FOR YOUR DEPOSIT TO BE REFUNDED. ALL OTHER ROOMS MUST BE CANCELLED 30 DAYS PRIOR. FAILURE TO CANCEL YOUR FUNCTION BY _____ WILL RESULT IN LOSS OF DEPOSIT.

A GUARANTEED NUMBER OF GUEST MUST BE CONFIRMED AND THE BALANCE DUE PAID NO LATER THAN (3) THREE WORKING DAYS PRIOR TO YOUR FUNCTION. FAILURE TO MAKE PAYMENT BY _____ WILL RESULT IN YOUR FUNCTION BEING CANCELLED AND LOSS OF DEPOSIT. GUARANTEE COUNTS ARE THE MINIMUM YOUR GROUP WILL BE CHARGED EVEN IF FEWER GUESTS ATTEND YOUR FUNCTION.

THE SMYRNA TOWN CENTRE MUST (with the exception of alcohol) PROVIDE ALL FOOD AND BEVERAGE.

ALL FUNCTIONS ARE SUBJECT TO A 20% SERVICE CHARGE AND APPLICABLE STATE AND LOCAL SALES TAXES. IF YOU'RE ORGINAZATION IS TAX-EXEMPT PLEASE PROVIDE YOUR TAX I.D. CERTIFICATE NUMBER AT THE TIME OF CONTRACT. IF YOU ARE A NON-PROFIT ORGANIZATION THEN A COPY OF THE 501C MUST BE PROVIDED AT THE TIME OF CONTRACT.

ANY ADDITIONAL PURCHASES MADE DURING THIS FUNCTION ARE DUE IMMEDIATELY FOLLOWING THE EVENT.

CREDIT CARD GUARANTEE _____ VISA _____ M/C _____ EXP _____

FUNCTION COORDINATOR

DATE

TOWN CENTRE STAFF

DATE



TOWN CENTRE BANQUET FACILITY

Function Policy & Procedures When Alcohol is Served

1. When functions are booked where a meal is not served, just hors d'oeuvres, there will be a minimum of \$11 per head charge for the function.
2. A security guard is required when a function exceeds 200 people.
3. When alcohol is served a licensed bartender with a current Tennessee Alcohol Beverage Commission card is required. Expenses will be paid by the individual booking the function. The Town Centre will provide an approved bartender list to choose from. At no time will alcohol be served by a bartender that does not have a current TN ABC permit.
4. Fire Code Occupancy maximums will be observed at all times. Should a function exceed the fire code maximum at any time the function coordinator will be contacted by the manager on duty and request that individuals leave the room until the fire code maximum is met. If the first request is not complied with then the manager on duty will take one of the security officers with them and inform the function coordinator that the function will be stopped until our request is complied with.

I have read and understand the above policy regarding functions at the Town Centre where alcohol is being served. By signature I agree to comply with these policy and procedures.

Function Coordinator Signature

Date

Town Centre Staff Signature

Date

Policy Effective Date: May 6, 2008

EQUIPMENT RENTAL

TV/VCR OR DVD	\$55.00
Wireless Internet Access	N/C
Overhead Projector	\$30.00
Screen	\$35.00
Flipchart (Stand & Pad)	\$30.00
Dry Erase Board with Markers	\$30.00
Champagne Fountain with glasses or punch cups	\$55.00
Silver Coffee Urn	\$55.00
Silver Punch Bowl with Glass Cups	\$55.00
Cake Colonnade	\$125.00
Glass Centerpieces with Pillar Candles	\$15.00

Room Rental Policy

<u>Meeting Rooms</u>	<u>Charge</u>	<u>Occupancy</u>
Art	\$80	25
Tokyo	\$105	35
London	\$125	41
Art/Tokyo	\$140	60
Tokyo/London	\$210	76
Art/Tokyo/London	\$270	100
Grand Ballroom	\$775	297
Ballroom-A	\$525	186
Ballroom-B	\$310	98
Ballroom-2	\$155	48
Ballroom-1	\$155	49
Zama	\$210	58
Smyrna	\$450	130
Lobby	\$325 (only if meeting rooms are not rented)	
Entire Building	\$3,500	600

Occupancy is the maximum number of persons allowed by the Fire Marshall.
The required room set up determines how many people will actually fit in the room.

There is a ninety-day notice required to cancel a function in the Grand Ballroom and Entire Building.

There is a thirty-day notice to cancel functions in remaining rooms.

An attendance guarantee is required three (3) working days prior to your function date. If the attendance for that function should increase or decrease by 75% of the original expected attendance, the Town Centre reserves the right to reassign your function to an appropriate room.

Dinner Banquet Buffet Menu

Includes

Entrée
One Starch or Potato
Two Vegetables
Salad Bowl
(with choice of dressings)
Rolls
Assorted Desserts
Ice Tea, Coffee, and Water

Choice of One Entrée
\$15.50

Choice of Two Entrées
\$18.50

Choice of Three Entrées
\$20.50

Country Fried Steak
Meat Loaf (Tomato or mushroom gravy)
Stuffed Bell Peppers
Whole Carved Beef (Carver \$25.00)

◇◇

Southern Fried Chicken
Herb Baked Chicken Breast (with lemon juice & herbs)
Roasted Turkey Breast (Carver in room \$25.00)

◇◇

Fried Catfish
Vegetable Lasagna
Mexican Lasagna

◇◇

Herb Roasted Pork Tenderloin
Pulled Pork Bar-B-Que
Fried Pork Chops
Baked Pork Chops with Onions
Whole Carved Ham (Carver \$25.00)

Entrées can be selected from any of the above selections

Dinner Banquet Buffet Menu, continued

Includes:

One (1) Starch or Potato

Two (2) Vegetables

Starches or Potatoes

Mashed Potatoes (with gravy)

Oven Brown Potato Wedges

New Potatoes

Whole Baked Potatoes

Wild Rice

White Rice

Macaroni & Cheese

Vegetables

Green Beans

Broccoli Casserole

English Peas

Fresh Veggie Medley

Lima Beans

Fried Okra

Boston Baked Beans

Sweet Baby Carrots

White Beans

Whole Kernel Corn

Pinto Beans

Spiced Apples

Service Charge of 20% and Sales Tax of 9.75% will be added to the final charge.

Additional Buffet Selections

Our buffets are planned for a minimum of fifty (50) guests. The chef will prepare approximately 10% over the guaranteed number of guests.

Bar-B-Que: \$11.95

Smoked pulled bar-b-que, buns, baked beans, corn on the cob, coleslaw potato chips, homemade brownies and cookies, iced tea, and water.

Fried Chicken Buffet: \$11.95

Tossed garden salad, crispy fried chicken, mashed potatoes with gravy, green beans, rolls, homemade cobblers, iced tea, and water.

Country Fried Steak: \$11.95

Tossed garden salad, hand breaded country fried steak with gravy, mashed potatoes, green beans, rolls, pecan pie and chocolate meringue pie, iced tea, and water.

All-American Spaghetti Buffet: \$11.95

Tossed garden salad, meat sauce, spaghetti noodles, alfredo sauce, fettuccini noodles, Italian meatballs, parmesan cheese, garlic herb French bread, cheesecake topped with strawberry or punchbowl cake, iced tea and water.

Town Centre Catfish Buffet: \$11.95

Cucumber, onion, and vinegar salad, fried catfish, french fries, coleslaw, white beans, cornbread, homemade cobblers, iced tea, and water.

Mexican Buffet: \$11.95

Includes chicken fajitas, cheese and chicken quesedillas, beef enchiladas, beef tacos, refried beans, spanish rice, pico de gallo, sour cream, lettuce, and nacho chips, punchbowl cake, iced tea and water.

Town Centre Breakfast Buffet: \$9.95

Includes bacon, sausage, city ham, scrambled eggs, biscuits, gravy, hash browns, assorted muffins, fruit tray, juice, coffee, and water.



HOLIDAY MENU

Tossed Salad
Roast Turkey and Dressing
Honey Baked Ham
Mashed Potatoes and Gravy
Whole Kernel Corn
Green Beans
Sweet Potato Casserole with Crunchy Topping
Rolls
Assorted Desserts
Coffee, Tea, and Water

\$19.95 Dinner
\$11.95 Lunch

HOR D'OEUVRES

(50 Pieces Per Tray)

	<i>Market Price</i>
<i>Peeled Shrimp on Ice</i> <i>Served with Cocktail Sauce</i>	
<i>Fried Coconut Shrimp</i> <i>Served with Orange Sauce</i>	\$90.00
<i>Finger Sandwiches served on a Roll</i> <i>Your choice of Ham, Turkey, or Beef.</i>	\$90.00
<i>Homemade Chicken Salad</i> <i>Made with Grapes & Pecans served with crackers</i>	\$85.00
<i>Chicken Teriyaki on a Stick</i>	\$90.00
<i>Pineapple Chunks Wrapped in Bacon, 100 pieces</i>	\$90.00
<i>Vegetable Egg Rolls</i> <i>Served with Sweet & Sour Sauce</i>	\$75.00
<i>Vegetable Quesadillas</i> <i>Served with Salsa & Sour Cream</i>	\$75.00
<i>Spanakopita</i> <i>Spinach & Feta Cheese wrapped in a Phyllo Dough</i>	\$75.00
<i>Crispy Asparagus with Asiago</i> <i>Crispy Asparagus with Asiago Cheese wrapped in a Phyllo Dough</i>	\$75.00
<i>Italian Meatballs</i> <i>Served with Barbecue & Sweet & Sour Sauce</i>	\$75.00
<i>Hot, Mild, or Barbecue Wings</i> <i>Served with Bleu Cheese or Ranch Dressing</i>	\$75.00
<i>Fried Chicken Fingers</i> <i>Served with Ranch & Honey Mustard</i>	\$75.00
<i>Mushroom Caps</i> <i>Stuffed with your choice of Crabmeat or Sausage Stuffing</i>	\$80.00
<i>Portabella Mushroom Pockets</i>	\$80.00

Service Charge of 20% and Sales Tax of 9.75% will be added to the final charge.

DIPS * CHEESE BALLS * FRUIT & VEGGIE TRAYS

(Serves 50 Guest)

<i>Cream Cheese Ball served with Crackers</i>	<i>\$60.00</i>
<i>Seasoned with Natural Herbs & Garlic rolled in Pecans, Shrimp, or Crabmeat.</i>	
<i>Tortilla Chips served with Hot Spinach Artichoke Dip</i>	<i>\$75.00</i>
<i>Potato Chips served with Onion Dip</i>	<i>\$45.00</i>
<i>Nachos served with Rotel Dip</i>	<i>\$75.00</i>
<i>Fruit & Cheese Tray with Crackers and Dip</i>	<i>\$155.00</i>
<i>Raw Vegetables served with Dip</i>	<i>\$100.00</i>

****SPECIALTY ITEMS****

Fruit, Cheese, & Vegetable Display served with two dips

<i>Under 100 guests</i>	<i>\$550.00</i>
<i>100 – 150 guests</i>	<i>\$625.00</i>
<i>150 or more guests</i>	<i>\$700.00</i>

Chocolate Fountain includes fruit, pretzel rods, marshmallows, etc.

<i>150 guests</i>	<i>\$750.00</i>
<i>200 guests</i>	<i>\$800.00</i>
<i>250 guests</i>	<i>\$850.00</i>

****CARVING STATIONS****

Serves approximately 100 people

<i>Carved Beef with Rolls</i>	<i>\$300.00</i>
<i>Carved Turkey with Rolls</i>	<i>\$285.00</i>
<i>Carved Ham with Rolls</i>	<i>\$285.00</i>

**** SPECIALTY STATIONS****

<i>Pasta Station, serves approximately 90 people</i>	<i>\$600.00</i>
<i>Includes Spaghetti, Fettucini, Marinara Sauce, Alfredo Sauce, and Italian Meatballs.</i>	
<i>Mashed Potato Martini Bar, serves approximately 50 people</i>	<i>\$300.00</i>
<i>Includes Mashed Potatoes, Whipped Butter, Chives, Sour Cream, Crumbled Bacon, Cheddar Cheese, Brown Gravy, and English Peas.</i>	
<i>Sweet Potato Martini Bar, serves approximately 50 people</i>	<i>\$300.00</i>
<i>Includes Mashed Sweet Potatoes, Whipped Butter, Brown Sugar, Chopped Pecans, and Cinnamon.</i>	

Service Charge of 20% and Sales Tax of 9.75% will be added to the final charge.

****BREAKFAST ITEMS****

<i>Assorted Danish, Muffins, & Bagels</i>	<i>\$1.75 each</i>
<i>Sausage, Bacon, & Ham Biscuits</i>	<i>\$1.75 each</i>
<i>Sausage/Bacon, Egg, & Cheese Biscuit</i>	<i>\$2.25 each</i>

****SWEETS****

<i>Cookies</i>	<i>\$1.50</i>
<i>Banana Pudding, serves approximately 25 people</i>	<i>\$100.00</i>
<i>Punch Bowl Cake, serves approximately 50 people</i>	<i>\$125.00</i>
<i>Cobblers, serves approximately 25 people</i>	<i>\$75.00</i>
<i>Your choice of apple, peach, or cherry and served with whipped topping</i>	
<i>Soft Serve Ice Cream Sundae Bar</i>	<i>\$150.00</i>
<i>Soft serve ice cream served with a variety of different toppings.</i>	
<i>Chocolate Lovers Display or Mini Cheesecake Display</i>	<i>\$225.00</i>
<i>Serves approximately 50 people</i>	
<i>Strawberries Dipped in Chocolate</i>	<i>\$1.00 each</i>

*** SNACKS***

<i>Trail Mix (26 oz. bowl)</i>	<i>\$35.00</i>
<i>Fancy Mixed Nuts (1 lb.)</i>	<i>\$18.00</i>
<i>Fresh Popped Popcorn</i>	<i>\$30.00</i>
<i>Pretzels served with Ranch Dip</i>	<i>\$35.00</i>
<i>Individual Bags Chip</i>	<i>\$.75 each</i>
<i>Granola Bars</i>	<i>\$1.25 each</i>

****BEVERAGES****

<i>Bottled Water (8 oz.)</i>	<i>\$1.25</i>
<i>Sodas, each</i>	<i>\$1.50</i>
<i>2 Liter Sodas</i>	<i>\$3.00</i>
<i>Coffee, per container, approximately 12 cups</i>	<i>\$12.50</i>
<i>Large Coffee Urn, approximately 100 cups</i>	<i>\$120.00</i>
<i>Ice Tea, per gallon, approximately 6 pitchers</i>	<i>\$14.00</i>
<i>Sweet Ice Tea, per gallon</i>	<i>\$16.00</i>
<i>Assorted Bottle Juice, each</i>	<i>\$1.75</i>
<i>Chilled Fruit Party Punch, per gallon (32 punch cups)</i>	<i>\$16.00</i>
<i>Blends of natural fruit juices</i>	
<i>Chilled Fruit Tea, per gallon, approximately 6 pitchers</i>	<i>\$18.00</i>

Service Charge of 20% and Sales Tax of 9.75% will be added to the final charge.

ALCOHOL INFORMATION

You may bring your own alcoholic beverages, however when bringing hard liquor you must purchase a mixer bar from us.
Absolutely no cash bars allowed.

MIXER BAR

1 – 25 people	\$150.00
26 – 50 people	\$200.00
51 – 100 people	\$250.00
101 – 200 people	\$375.00
201 – 300 people	\$450.00

Each mixer bar will come supplied with the following items:

	1-25	26-50	51-100	101-200	201-300
Coke	18	24	36	48	60
Sprite	18	24	36	48	60
Diet Coke	18	24	36	48	60
Club Soda	1	1	2	3	4
Tonic Water	1	2	4	5	6
Grapefruit	1	2	4	5	6
Cranberry	1	2	4	5	6
O.J. (Pitcher)	2	3	5	6	7
Water (Pitcher)	1	2	3	3	4
Sweet & Sour	1	1	1	2	3
Margarita Mix	1	2	2	3	4
Bloody Mary	1	1	2	2	3
Lime Juice	1	1	1	1	1
Worcester	1	1	1	1	1
Tabasco	1	1	1	1	1

Every bar will include cups, ice, napkins, stirrers, cherries, limes, olives, lemons and margarita salt according to the size of the mixer bar ordered.

There is a \$25.00 handling charge.

Mixer Bar supplies are not to be removed from the premises.

Service Charge of 20% and Sales Tax of 9.75% will be added to the final charge.