



Durham Convention Center Wedding Package



DURHAM
CONVENTION
CENTER

2019 - 2020



Congratulations on your engagement!

If you are looking for a wedding location in the heart of Downtown Durham, look no further! Our Sales and Event

Professionals will work with you from start to finish to ensure only the best on your big day!

To simplify planning for you, we offer packages to include everything you will need for a beautiful wedding reception. See pages 3 and 4 for menu choices then check out pages 5-7 for additions you may wish to make. For both buffet and plated

receptions, we will provide you with the following items complimentary:

Included for your reception

Rental of a beautiful ballroom in central downtown Durham for 8 hours*

Golden Colored Banquet Chairs

Round tables with Floor Length Linen (white, black, and ivory)

White Spandex Table Covers for Gift Table, Party Favors, etc.

Mirrored centerpieces with votive candles on each table

Oak Dance floor

Champagne Toast for Bridal Party

Cheese and Fruit display for cocktail hour

Waived Bartending Fees

Complimentary Cake Cutting

Durham Convention Center Branded Champagne Flutes

Complimentary Meeting Rooms for Bridal Suite based on availability*

*2 hours for decorating, 5 hours for the party, 1 hour for decoration removal

Additional hours available for a nominal fee.

*Meeting Room added to package based on availability

*menu items are not limited to these specific selections. please ask your events manager for accurate pricing based on your request.

++All catered events are subject to a Management Charge at prevailing rates and applicable NC State Tax.

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Buffet Dinner Reception

\$52++ Per Person

Salad Selections

(Select one)

House Salad with Tomatoes, Cucumbers and Shredded Carrots

Classic Caesar Salad

DCC Signature Salad with Mesclun Greens, Toasted Pecans and Shaved Parmesan

Entrée Selections

(Select two)

Goat Cheese Stuffed Chicken Breast

Diamond Cut Sirloin Steak with Tobacco Onions

Grilled & Marinated Chicken Breast with Tomato Provençal Sauce

Grilled Salmon Filet

Grilled Marinated Flank Steak

Baked Shrimp & Crab Stuffed Whitefish

**Alternative Sauces available for any of the above selections.*

Side Dishes

(Select two)

Green Bean Almandine

Garlic Mashed Potatoes

Roasted New Potato Gratin

Green Beans with Roast Peppers

Seasonal Roasted Vegetable Medley

Twice Baked Potato

Basmati Rice with Lemon

Chef's Vegetable Medley

Saffron Risotto

Mushroom & Herb Rice Pilaf

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Plated Dinner Reception

\$53++ Per Person

Choice of Salad, two Entrees with Sauce, Vegetable and Starch

Entrées:

Grilled Marinated Chicken Breast

Diamond Cut Sirloin

Grilled Salmon

Vegetarian Entrée Selections:

Portobello Napoleon—(Vegan)

Vegetable Strudel—with Tomato Sauce

Butternut Squash Ravioli with Brown Butter & Sage

Premium Entrées:

\$5++ additional per person

Crab Stuffed Chicken Breast with Dijon Dill Sauce

Bleu Cheese Stuffed Filet Wrapped in Bacon with Béarnaise

Pan Seared Diver Scallops With Fennel & Lemon Salad



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Enhance your Reception

Table Displays

Seasonal Fruit Display

\$70++ - \$295++ based on guest count

Pineapple, Honey Dew, Cantaloupe, Grapes and Berries

Local Gourmet & Assorted Domestic Cheese

\$95++ - \$250++ based on guest count

Selection of Assorted Cheeses with Crackers and Bread

Antipasto

\$175++ for 50 guests

Black Olives, Artichoke Hearts, Mozzarella, Prosciutto, Hearts of Palm, Salami, Pepperoni and Roasted Peppers

Mediterranean

\$50++ - \$195++ based on guest count

Hummus, Baba, Tabouli, Artichokes and Assorted Olives served with Fresh Pita

Fresh Vegetable Crudit 

\$50++ - \$195++ based on guest count

Assorted Vegetables including: Broccoli, Celery, Carrots, Cauliflower, Red Peppers, Radishes and Squash
Served with Spinach Ranch Dip

Mini Pastry Table

\$7++ per person

Fresh Fruit Tartlets, Chocolate Espresso Cups, Assorted Miniature Pastries and Chocolate Dipped Strawberries

Chocolate Fondue

\$250++ for 50 guests

Strawberries served with Chocolate Fondue, Salted Pretzels Rods, Marshmallows, Graham Crackers, Oreo Cookies and Sprinkles

Chef Attended stations

Chef fee of \$100++ applies

Pasta Bar

\$10.50++ per person

Featuring Penne and Bow Tie Pasta with Alfredo Romano and Marinara Sauce and Garlic Bread

Roast Tenderloin or Prime Rib Station

\$7.00++ per person

Served with Horseradish Cream Sauce or Au Jus with Miniature Rolls

Roasted Breast of Turkey

\$4.00++ per person

Served with Herbal Mayonnaise, Honey Mustard and Miniature Rolls

Grilled Moroccan Salmon

\$5.00++ per person

Served with Curried Mayonnaise

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Passed Appetizers

Priced Per Piece / Minimum order of 25 pieces

Spinach Spanakopita: \$2.50++

Thai Sate (Choice of Beef or Chicken, with Peanut Sauce): \$2.50++

Vegetarian or Buffalo Spring Roll: \$2.00++

Bacon Wrapped Scallop: \$2.75++

Mini Crab Cakes w. Remoulade Sauce: \$2.75++

Wild Mushroom Bouche: \$2.50++

Sausage Stuffed Mushrooms: \$2.00++

Risotto Balls Stuffed with Mozzarella: \$2.50++

Shrimp Crostini w. Pesto Aioli On French Baguette: \$2.75++

Grilled Peppered Tuna on Pita Chip w. Wasabi Sauce: \$2.75++

Tenderloin Rolls Stuffed with Arugula & Bleu Cheese: \$2.75++

Smoked Salmon: \$3.75++

With Dill Cream on Crouton: \$2.75++

Chilled Cocktail Shrimp: \$2.75++

Marinated Artichoke & Kalamata Skewer - \$2.00++

Tequila Cured Salmon with Lime Aioli on Tortilla: \$3.00++

Curried Chicken Salad in Tartlet Shell: \$2.50++

Chef's Assorted Finger Sandwiches: \$2.00++

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Bar Services

Hosted packages to compliment buffet or plated reception

Priced per person - all open bar packages include house wine domestic and imported beer, assorted soft drinks and water

Open Bar

Premium Brand Liquor Four Hours: \$38++

*additional hours \$8++

Top Shelf Brand Liquor Four Hours: \$46++

*additional hours \$10++

Beer and Wine(only) Bar

House wine, domestic and imported beer, assorted soft drinks and bottled water

Four hour Service: \$27++

*additional hours \$5++

Cash and Consumption Bar Packages

Consumption bar package bills the master account based on consumption for the following drinks & prices.

Cash bar: drinks are paid by guests at prices listed below.

Cocktails

Premium brand \$8++

Top shelf brand \$10++

Domestic beer \$5++

Imported beer \$6++

Craft beer \$8++

Wine \$8++

Bottled water \$2++

Sodas and juices \$2++

Premium Brand Liquor Includes:

Absolut Vodka, Tanqueray Gin, Jose Curevo Tequila, Captain Morgan Spiced Rum, Chivas Regal Scotch, Jack Daniels Bourbon, Seagram's 7 Whiskey

Top Shelf Brand Liquor Includes:

Grey Goose Vodka, Ciroc Vodka, Bombay Gin, Patron Tequila, Mt. Gay Rum, Maker's Mark Bourbon, Crown Royal Whiskey, Johnny Walker Black Scotch, Hennessy

At the Durham Convention Center, we are committed to making your reception a memorable experience for you and your guests.

We would be happy to design a drink to enhance your night. Also, if you would like to request a certain brand of liquor, beer or wine, please ask your event manager and we will find out if it is available and what additional fees may apply.

One bar and one bartender for every 150 guests will be provided. a request for additional bartender service is at \$75 per bartender.

The N.C. state liquor commission regulates the sale of alcoholic beverages. Guests are not permitted to bring liquor into the Durham Convention Center.

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Policies

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. Food items may not be taken off the premises; however, at the Durham Convention Center's sole discretion, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

Bar Service

Durham Convention Center offers a complete selection of beverages to complement your function. The North Carolina Alcohol and Beverage Commission regulates 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 five-hour period will incur an overtime charge of \$25 per waiter per hour. An additional labor fee will be charged for groups of less than 25 guests. 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.

Guarantees

A final guarantee of attendance is required seven (7) business days prior to all food and beverage events. In the event DCC does not receive a final guarantee prior to 7 business days, the expected number will become the guarantee number. The Durham Convention Center will make every attempt to accommodate any increases in guarantee numbers after the 7 business days, however, the guarantee may not decrease inside of 7 business days prior to event. In the event of a split entree, the client is responsible to notify the DCC of the exact count of each item 7 business days prior to the event.

Dietary Considerations

The Durham Convention Center is happy to address a special dietary request for individual guests with a 10 day advance notice. DCC will prepare 2% vegetarian dinners for plated served dinners. Additional fees may apply.

Management Fee and Tax

All catered events are subject to a management charge at prevailing rates. 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.

DCC will gladly accept credit card payments from master card, visa and american express.

*the Durham convention center would like to thank
and recognize the following*



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official sponsors:

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