

Food and Beverage Service Policies

We look forward to welcoming you to the Georgia Center. In order to provide your guests with the excellent service and food for which we are known, we provide the following information and due dates to assist you in planning your event.

Please contact your Event Coordinator with any questions.

Reset Charges - for any changes made to a function within 24 hours, a \$500 reset charge will be posted to the group's master bill.

Planning Timeline

Three weeks prior to your event, we will need to receive the following information:

- your menu choices
- estimated number of attendees
- room layouts
- service times

Please note that your menu choices and service times may not change after this date.

Service Times

- Breakfast - Meal pricing includes staffing and room occupancy for a maximum of 1.5 hours. Breakfast may begin as early as 7 a.m. and must conclude by 9:30 a.m.
- Lunch - Meal pricing includes staffing and room occupancy for a maximum of 1.5 hours. Lunch may begin as early as 11:15 a.m. and must conclude by 2 p.m.
- Receptions - Pricing includes staffing and occupancy for a maximum of 2 hours.
 - Receptions in public areas may begin as early as noon and must conclude by 9 p.m.
 - Receptions served in the Ballroom, Oak Room, Dogwood Hall or Mahler Hall may begin as early as 4 p.m. and must conclude by 9 p.m.
- Dinner - Meal pricing includes staffing and room occupancy for a maximum of 2 hours. Dinner may begin as early as 5 p.m. and must conclude by 9 p.m.

Your Event Coordinator will assist you in arranging additional access time if needed; charges may apply depending on request. The Georgia Center abides by all University policies relating to the service of alcohol at University sponsored functions.

Guarantees

In order to ensure the success of your event, a final attendance guarantee for all functions is due by 5 p.m. five business days prior to the start of your event (please see your Facilities and Services Agreement for specific date). You may not reduce these numbers after this date.

The Georgia Center will prepare food and set up for the guaranteed numbers. If a written guarantee is not received, the guarantee number will default to the attendance numbers indicated in your Facilities and Services Agreement. The final bill will reflect the guarantee numbers or the actual numbers, whichever is greater. Refunds are not given for reductions, cancellations or no-shows after the guarantee date.

The Georgia Center will accept and be prepared to provide meals for 5% over the guarantee. Increases above 5% may not be able to be accommodated due to limited space or resources. Once approved, these increases may result in extended service times or substitution of food and beverage items for additional guests.

Pricing, Service Charge, and Tax

All prices are per person unless otherwise noted. A service charge of 20% will be added to all food and beverage charges. The service charge and all other charges will be assessed the 8% Georgia sales tax. If you choose a menu with a minimum charge, it must be met before service charges and taxes are assessed.

Multiple Entrée Option

You may offer guests a choice between multiple entrée options. A guarantee number for each entrée must be received by 5 p.m. five business days before your event. The choice of appetizers, salads, and desserts must be the same for all entrées. An additional charge of \$4 per person, for the multiple entrée option, will apply.

This option does not permit a pre-set meal. The Georgia Center will provide color coded identification cards for guests to display at their place setting indicating to the banquet servers which entrée is to be served.

Lunch Buffets Served for Dinner

Lunch buffets may be served at dinner time for an additional \$6 per person added to the Lunch price.

Children's Meals

The Georgia Center offers the selected menu at half-price for all children 10 and under, provided the number of children does not exceed 25% of the group's total guarantee. Please speak with your Event Coordinator if you need to adjust your menu for children.

Special Diet Meals

We are pleased to be able to offer special diet meals for guests who require a variation from the chosen menu, such as guests with allergies or those who require a vegetarian option. These requests must be submitted to your Event Coordinator at the same time the final attendance guarantee is due. Requests received after this time may be accommodated at an additional charge.

For groups with 25 or fewer participants, or where the total number of special diet requests is less than 15% of the total number of guests, there will be no additional charge for this service if requests accompany the guarantee numbers. For groups with more than 25 people where the total of special diet requests exceed 15% of the guarantee, the requests will be considered an additional entrée, and a charge of \$4 per person will apply.

We will honor additional requests for special diet meals received during the food function as long as the Group agrees to pay for the additional meals prepared.

Standard Sets and Inclusions

All banquet pricing includes use of ballroom space for the time periods noted above. Use of other space for banquet meals will involve a room fee.

Banquet meal pricing includes our standard set of 60" round tables accommodating eight people, dishware, glassware, standard linens (breakfast, lunch, and dinner service includes black tablecloths and black napkins), centerpieces, and the banquet staff to set up, serve, and clear the room. Coat racks will be provided upon request, at no additional charge.

Our standard reception set anticipates a standing reception. If requested, seating may be provided for up to 50% of the guarantee at no additional charge providing space is available at the time the request is made. Additional seating may be provided for an additional charge.

Banquet Food Service

To ensure both quality and safety of the served food, it is the policy of the Georgia Center that all food and beverages intended for consumption in public areas, private banquet space, or meeting rooms within the Georgia Center must be furnished by Georgia Center Food Services.

Leftover food and beverages provided by the Georgia Center must remain under the control of the Georgia Center.

Entertainment

Please discuss entertainment plans with your Event Coordinator for approval prior to contracting with your entertainer. The Georgia Center reserves the right to deny any entertainment request if it is determined that it will interfere with another guest or group's enjoyment and use of the facility. A dance floor is required for all events with dancing; an additional fee will apply.

Decorations

All decorations used on Georgia Center property must be approved by your Event Coordinator before your event begins. Only masking tape is allowed to be used. Nails, glitter, confetti, silly string, and fog machines are prohibited. All banners must be hung by Georgia Center personnel and be arranged in advance of the event (additional charges apply). If the physical assistance of Georgia Center employees is used for placing decorations or programs, or providing other services, it must be requested in advance or signed for by the contact at the time of service. A \$34 per person/ per hour charge will apply.

It is the Group's responsibility to clean up and remove all decorations within one hour of the ending time specified in the Facilities and Services Agreement. The Georgia Center will not be responsible for any items left at the conclusion of the event. If decorations are not removed by the Group, restricted decorations are used, or damage occurs during the event, a clean-up and/or damage fee will be assessed. The minimum clean-up fee will equal the established rental fee of the space used. If damage occurs an additional fee will be assessed.

Parking/Directions

The University of Georgia's South Campus Parking deck is conveniently located next to the Georgia Center. The University charges a nominal fee for hourly and daily parking in the deck. Free parking is available in surface lots adjacent to the Georgia Center after 5 p.m. on weekdays and all day on weekends. These lots may not be available during athletic and other special events. Your Event Coordinator can provide detailed information about applicable rates for your participants, parking procedures, and options at the time of your event. Visit the Georgia Center website for directions and parking information: www.hotel.uga.edu.

Event Coordinators

The Georgia Center's policies are established to provide you and your guests with the best possible experience. Our Event Coordinators are here to work with you in the successful planning of your event. Please let us know how we can work together to make your vision come to life.

