



*“Going beyond your Expectations”*

The perfect venue for your next event from small meetings to a large multi-day convention or intimate gathering. The Vicksburg Convention Center and Palmtree’s Catering offer a contemporary venue located in Historic Downtown Vicksburg, scrumptious food and exceptional service.

**PALMERTREE’S CATERING**

**601.636.1830**

PROUDLY MANAGED BY



# Food and Beverage Policies and Procedures

Palmertree Catering is the exclusive food and beverage provider for the Vicksburg Convention Center. No food or beverage of any kind will be permitted to be brought into the VCC by the patron or any of the patron guests or invitees. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

## Menus

The following menus are designed as guidelines to assist you in the selection of your food and beverage services. Please note that our catering team welcomes the opportunity to customize menus and services to fit your needs.

## Facility Services

Banquet prices include white linens, glassware, china and flatware for the Vicksburg Convention Center. A standard table set is a round set for 8-10 persons.

Requests for China Service for more than 1,200 guests will incur rental charges of \$5.00 per person.

Any events requiring food and/or beverage service offsite or outdoors will incur additional labor/handling charges.

## Guarantees

To ensure the success of your event, we must receive your "FINAL GUARANTEE" (Confirmed attendance) for each meal function FIVE BUSINESS DAYS PRIOR TO YOUR EVENT. This will ensure the proper ordering of your food and beverage for your event.

**If the guarantee is not received as stated, the number specified on the VCC contract will be your guarantee. The guarantee is not subject to reduction after the 72- hour deadline. Food and Beverage functions that are contracted within 72 hours or increases in attendance given the final guarantee deadline will be subject to a 25% additional charge.**

The Food and Beverage department will prepare food product for seated functions 5% over the final guarantee to a maximum of 30 people. Additional seating will only be placed if needed. Pre-set salads and desserts will only be provided for the guarantee; any overset to include the 5% will be charged accordingly.

Accuracy in the guaranteed number of guests is vital to the success of your event. The Food and Beverage Department will make every effort to service additional guests based on availability of product and labor; however, the Food and Beverage Department will not be responsible or liable for serving these additional guests. Requests to replenish food after an event has commenced will incur a 50% service charge.

*Revised: February 23, 2017 - All Pricing Subject to Change*

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# Food and Beverage Policies and Procedures

## **Beverage Service**

We offer a complete selection of beverages to complement your function. The Mississippi Alcohol and Beverage Commission regulate alcoholic beverages and service. As the licensee, we are responsible for the administration of the regulations. Alcoholic beverages may not be brought onto the premises from outside sources. We reserve the right to refuse alcohol service to intoxicated persons. Alcoholic beverages may not be removed from the premises.

## **Pricing**

An 18% service charge will be applied to all food, beverage and related services. In addition, the current Mississippi sales tax of 7% and a restaurant tax of 1% will be added to all food, beverage, rental and service charges. The service charge is taxable under the Mississippi State Law. **Guarantees prices will be confirmed with a signed Banquet Event Order and specified deposit.**

## **Labor**

Catering personnel are scheduled as follows: breakfast, lunch and dinner shifts- 4 hour shifts. Shifts include set-up, service and breakdown. Any events requiring additional time or service will incur overtime charges of \$25 per person, per hour. In an effort to maximize the event experience, the **Vicksburg Convention Center** will not perform set-up or breakdown service while an event is occurring unless specifically requested by the client.

Groups with a guarantee of less than 50 people for plated and buffet meals will incur a \$75 set-up fee.

## **Cancellation Policy**

Cancellation of contracted services must be made in writing a minimum of 2 weeks prior to the scheduled function. If event is cancelled less than 14 days but more than 72 hours (3 business days) prior to the event, a fee of 75% of the total estimated services will be charged. Any event cancelled less than 72 hours (3 business days) prior to the event would incur 100% of the estimated charges.

## **Contracts**

If you are planning to include Food and Beverage with your event, you will need to execute a rental contract with the Vicksburg Convention Center Sales Manager and a Food and Beverage BEO with Palmertree's Catering.

**You will need to sign all necessary Banquet Event Orders (BEO) for your event. A BEO is your menu order and must be signed and received along with the Catering Contract no less than two (2) weeks prior to our event. The catering contract and BEO's signed by both parties with its stated terms and addendum (if applicable) constitutes the entire agreement between the client and Palmertree's Catering at the Vicksburg Convention Center.**

Any on-site additions to these contracted agreements will be accommodated, based upon availability, upon receipt of payment. This request must be signed by an authorized representative of the client and received prior to delivery of any additional items.

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# Food and Beverage Policies and Procedures

## Payment

100% of estimated charges are due, along with the signed contract, by the date specified in the Catering Contract to guarantee services.

An initial payment of 50% of estimated charges will be due no less than thirty (30) days prior to the event. The remaining balance will be due no less than five (5) business days prior to start of services (3 business days for credit card payments only).

Any increases in the final guarantee (above 5%) are due and payable prior to start of services. Any on-site adjustments, additions or replenishments of the contracted catering services will be reflected in a final invoice, payable within 10 days of receipt. The Catering Department approves direct billing to pre-qualified clients only. For all others, a guarantee payment is required for all functions. You may finalize your account by Company Check, Cashier's Check, Visa, MasterCard, American Express or Cash.

## Linens

Standard linen for plated and buffet functions include one (1) white 85"x85" square tablecloth per table and one (1) white napkin per person. The number of tables dressed will be based on the final guarantee plus 5%. An 8- point table cloth arrangement (an overlay that creates 8-point design) is available at a cost of \$5.00 per table.

Non- food service tables or additional guest tables above the guaranteed amount will be clothed at a charge of \$5.00 per table.

## Decorations

Each event is decorated upon discussion with caterer and client. Specific pricing and details are arranged prior to event.

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## Buffet Breakfasts

### Vintage

Bacon and Sausage  
Scrambled Eggs  
Buttered Cheese Grits  
Biscuits w/butter & jelly  
Fresh Fruit  
Coffee & Orange Juice

\$13.50

### Over the River

Biscuit w/butter & jelly  
Breakfast Casserole  
Assorted Pastries  
Breakfast Potatoes  
Coffee & Orange Juice

\$11.50

### Riverfront

Fresh Fruit  
Assorted Muffins  
Granola Bars  
Coffee & Orange Juice

\$9.50

### Light River City

Sliced Fruit  
Bagels w/Cream Cheese  
Fruit Yogurts  
Orange Juice & Apple Juice

\$10.00

### Hotty Toddy Fresh n' Fruity

Hot Cakes  
Sausage Links  
Fresh Fruit Toppings  
w/Whipped Cream

\$11.00

### A' la Carte

Assorted Yogurts	\$16.00 dozen
Fresh Brewed Coffee	\$22.00 gallon
Orange Juice or Apple Juice	\$10.00 carafe
Sausage and Biscuit	\$3.00 each
Assorted Muffins	\$16.00 dozen
Assorted Danish	\$16.00 dozen
Bagels w/cream cheese	\$16.00 dozen
Ham, Egg and Cheese Croissants	\$3.00 each
Croissants w/butter and preserves	\$20.00 dozen
Fresh Fruit Tray	\$3.00 per person
Bottled Water and Fruit Juices	\$2.00 each

## BREAKS

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(AM or PM)

Fresh Baked Cookies	\$15.00 dozen
Brownies	\$15.00 dozen
Candy Bars, assorted	\$15.00 dozen
Whole Fruits	\$14.00 dozen
Lemon Squares	\$15.00 dozen
Snack Mix	\$3.00 person
Ice Cream Bars, assorted	\$22.00 dozen
Yogurts, assorted	\$16.00 dozen
Fresh Brewed Coffee	\$22.00 gallon
Bottled Water & Soft Drinks, assorted	\$2.00 each
VCC Punch	\$16.00 gallon
Bags of Chips, Pretzels, Crackers	\$3.00 each
Granola Bars, assorted	\$2.00 each
Fresh Fruit Tray	\$3.00 person
Muffin & Danish	\$15.00 dozen
Orange Juice & Apple Juice	\$9.95 carafe
Water Station w/cups – All Day	\$19.95 each

### **BREAKFAST AND BREAK PACKAGES**

Based on 100 participants – Continental Breakfast, AM break w/coffee, assorted soft drinks and cookies, PM break w/bottled water, assorted soft drinks and ice cream bars -  
\$20.00 per person

#### **Cookie Break**

**\$6.00 per person**

Fresh Baked Cookies – assorted  
Soft drinks, assorted and bottled water  
Fresh Brewed Coffee  
Milk

#### **Fiesta Break**

**\$7.50 per person**

Tortilla Chips – variety  
Homemade Salsa, Sour Cream, & Guacamole  
Chili con Queso  
Soft drinks, assorted and bottled water  
Freshly brewed Coffee

#### **Sweet-n-Salty Break**

**\$5.00 per person**

Popcorn, Candies, assorted  
Soft drinks, assorted and bottled water  
Freshly brewed Coffee

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## Light Lunches

### Buffet

Everything Salad Bar – variety of green lettuces, tomatoes, cheese, hard boiled eggs, ham, turkey, bacon bits, onions, croutons, cucumbers, cottage cheese, sliced peaches, tuna salad, chicken salad, pimento and cheese salad, sliced breads, condiments, cake and iced tea  
\$14.95 per plate

### Served Luncheon Plates

Tomatoes stuffed w/chicken salad or mound of chicken salad w/sliced tomatoes, fresh fruit. Four finger sandwiches displayed on a bed of lettuce, hot rolls and sliced pound cake  
\$14.00 per plate

Fried Chicken Salad on bed of lettuce w/tomatoes, cheese, hard boiled eggs and bacon bits. Choice of ranch or honey mustard dressing.  
\$13.00 per plate

Caesar Salad w/grilled chicken, romaine lettuce, parmesan cheese, croutons, roma tomatoes w/fruit or pasta salad and Caesar salad dressing  
\$13.00 per plate

Virginia Baked Ham, potato salad, baked beans, Texas toast, dessert, iced tea  
\$13.00

Ham, turkey or chicken salad on po boy buns or croissants with condiments and dressings, chips, freshly baked cookies, pickle spear and a drink  
\$12.00

Hamburger or hot dog w/chips, cookie and drink  
\$10.00 per plate

## Hearty Lunches

These options provide a variety of hearty luncheons to appease the biggest of appetites. The following plates include choice of salad, vegetable, starch, dessert, roll, water and iced tea: (pick one of these delicious main dishes) Slice Roast Beef w/mushroom gravy , Italian Lasagna, Southern Fried Chicken, Rotel Chicken Spaghetti, Deep Fried Southern Catfish  
Buffet: \$17.00      Served: \$20.00

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# Lunch and Dinner Entrees

## Plates:

The following plates include choice of salad, vegetable, starch, dessert, roll, water & iced tea:

Lunch/Dinner Entrée	Buffett Price	Served Price
<b>Tara Wild Salmon</b> <i>(Wild Alaskan Salmon)</i>	<b>\$21.95</b>	<b>\$23.95</b>
<b>Pemberton Pasta</b> <i>(Chicken Fettuccine Florentine)</i>	<b>\$18.95</b>	<b>\$20.95</b>
<b>The Sultana</b> <i>(Smoked Beef Brisket)</i>	<b>\$19.95</b>	<b>\$21.95</b>
<b>Captain's Sprague Catch</b> <i>(Cajun Redfish with Crawfish Sauce)</i>	<b>\$22.95</b>	<b>\$24.95</b>
<b>Rollin' on the River</b> <i>(Roasted Pork Loin)</i>	<b>\$16.95</b>	<b>\$18.95</b>
<b>Siege of Bovinae</b> <i>(Sliced Roast Beef w/mushroom gravy)</i>	<b>\$20.95</b>	<b>\$22.95</b>
<b>Willie Dixon's Way Good Chicken</b> <i>(Parmesan Crusted Chicken Breast)</i>	<b>\$18.95</b>	<b>\$20.95</b>
<b>Catfish Row Filet</b> <i>(Deep Fried Southern Catfish)</i>	<b>\$21.95</b>	<b>\$23.95</b>
<b>Soldier's Rest</b> <i>(Italian Lasagna)</i>	<b>\$18.95</b>	<b>\$20.95</b>
<b>Martha Vick's Medallions</b> <i>(Pork Tenderloin Medallion w/fruit chutney)</i>	<b>\$20.95</b>	<b>\$22.95</b>
<b>Soul-thern Chicken</b> <i>(Southern Fried Chicken)</i>	<b>\$17.95</b>	<b>\$19.95</b>
<b>Old Depot Delight</b> <i>(Turkey and Dressing w/cranberry sauce &amp; gravy)</i>	<b>\$20.95</b>	<b>\$22.95</b>
<b>Palmertree's Pasta</b> <i>(Rotel Chicken Spaghetti)</i>	<b>\$17.95</b>	<b>\$19.95</b>
<b>Chamber's Street Chicken</b> <i>(Chicken Cordon Bleu)</i>	<b>\$19.95</b>	<b>\$21.95</b>
<b>Alfredo McRaven</b> <i>(Chicken or Shrimp Fettuccini Alfredo)</i>	<b>\$19.95</b>	<b>\$21.95</b>
<b>Hwy. 61 Pork</b> <i>(Pulled Pork with Buns)</i>	<b>\$16.95</b>	<b>\$18.95</b>
<b>Jazzy Pizzazz</b> <i>(Chicken Breasts in Mozzarella Sauce)</i>	<b>\$19.95</b>	<b>\$21.95</b>
<b>Blue Room Special</b> <i>(Beef Tips over Rice)</i>	<b>\$17.95</b>	<b>\$19.95</b>
<b>Bluesy BBQ</b> <i>(BBQ Chicken and Ribs)</i>	<b>\$19.95</b>	<b>\$21.95</b>
<b>Gold in the Game Hens</b> <i>(Cornish Game Hens)</i>	<b>\$20.95</b>	<b>22.95</b>
<b>Top of the Hill</b> <i>(Spaghetti)</i>	<b>\$13.95</b>	<b>\$15.95</b>
<b>Barry's Special</b> <i>(10 oz. Pork Ribeye)</i>	<b>\$17.00</b>	<b>\$19.00</b>
<b>Mulberry Street Steak</b> <i>(Chicken Fried Steak)</i>	<b>\$17.95</b>	<b>\$19.95</b>

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## **STEAKS**

Please ask for pricing information. Pricing based on market prices.

Filet Mignon  
Prime Rib  
New York Strip  
Rib Eye Steak

## **VEGETABLES**

Southern Green Beans  
Green Bean Casserole  
Whole Kernel Corn  
Corn Pudding  
Field Peas  
Broccoli w/cheese sauce  
Fresh Asparagus (steamed and chilled)  
Baked Beans  
Butter Peas  
Sunday Squash  
Lima Beans  
Broccoli Casserole  
Early Green Peas  
Glazed Carrots w/Ginger  
Marinated Carrots  
Corn-on-the-Cob  
Creamy Cole Slaw  
Fried Okra  
Vegetable Medley  
Baked Spinach  
Mustard Greens

## **STARCH**

Baked Potato  
Roasted Red Potatoes  
Twice Baked Potatoes  
Long Grain and Wild Rice  
Rice and Gravy  
Garlic Mashed Potatoes  
Scalloped or Au Gratin Potatoes  
Baked Potato Casserole  
Sweet Potato Casserole  
Candied Sweet Potatoes  
Macaroni and Cheese  
Potato Salad  
Hash Brown Casserole  
Seasoned Fries

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## **SALADS**

**(one (1) comes w/lunch and dinner)**

Fresh Spinach Salad w/Poppy Seed Dressing  
Combination Salad  
Mixed Greens with Mandarin oranges, pineapples, strawberries w/raspberry vinaigrette dressing  
Fresh Fruit Salad  
Pear Salad w/cheese and mayo  
Creamy Cole Slaw  
Congealed Salad  
Special Green Salad w/pecans, crunchy noodles and tomatoes  
Caesar Salad  
Crunchy Romaine

Salad Dressings: Buttermilk Ranch, 1000 Island, Comeback, Caesar, Italian, Raspberry Vinaigrette, Red Wine Vinaigrette, Poppy Seed Dressing, Blue Cheese

## **DESSERTS**

**(one (1) comes w/lunch and dinner)**

Triple Chocolate Cake  
Banana Pudding  
Lemon Pie  
Peach, Apple, Blackberry or Cherry Cobbler  
Death by Chocolate  
Cheesecake w/Toppings  
Strawberry Shortcake  
Home Made Bread Pudding  
Coconut Cake  
Lemon Cake  
Peanut Butter Pie  
Red Velvet Cake  
Pecan Pie  
Key Lime Pie  
Tiramisu

Dessert Stations are available with a variety of desserts.

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# Receptions

## HORS D'OEUVRES

### The VCC Special

**\$15.00 per person per item**

Fried Chicken Drumettes  
Fruit/cheese Tray  
Tomato Sandwiches  
Meatballs  
Tuzzi Dip

### Served Heated

**\$3.00 per person per item**

Chicken Drumettes  
Meatballs  
Cocktail Wieners  
Angel Biscuits and Ham  
Fried Mozzarella Cheese Sticks and Marinara Sauce  
Hot Ham and Cheese Mini Rolls  
Turkey and Chutney Mini Rolls  
Baked Pepper Cheese in a Flaky Crust w/marmalade sauce  
Eggs Rolls, meat or vegetable, w/sweet and sour sauce  
Swiss En Croute – Swiss cheese baked in a flaky crust  
Stuffed Potato Skins  
Sausage Stuffed Mushrooms  
Pig in a Blanket  
Sausage and Cheese Balls

### Served at Room Temp or Cold

**\$3.00 per person per item**

Deli Meat Tray – assorted meats w/rolls and condiments  
Tomato Sandwiches  
Smoke Salmon w/cucumber dill sauce  
Fresh Vegetables – assorted w/ranch dip  
Fruit Tray – assorted fresh fruits  
Fruit and Cheese Tray – assorted fresh fruits and cheeses  
Cheese Tray – trio of cubed cheese tray  
Roast Beef and Rolls  
Miniature Quiche  
Chicken Salad on Croissants  
Pastry Puffs – stuffed w/sausage dip  
Seafood Salads w/crackers  
Seasoned Pork Loins and Rolls

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Sweet Breads, assorted with Cream Cheese  
Vegetable Bars  
Dried Fruit Pate' w/cinnamon fingers  
Deviled Eggs  
Cheese Crispies  
Relish Tray, assorted  
Jalapeno Squares

**HORS D'OEUVRES**  
(Continued)

Small Ham Rolls  
Mexican Pinwheels  
Spinach Dip on bread rounds  
Chicken Kabobs w/fruit  
Chicken Salad w/crackers  
Antipasto Tray – choice of 4: BBQ sausage, hard boiled eggs, black olives, dill pickle spears, miniature quiche, cream cheese pinwheels  
Eggplant Squares  
Smoked Sausage in BBQ sauce  
Stuffed Celery  
Southwest Cheesecake  
Chocolate Mold w/strawberries  
Gulf Coast Delight  
Tex Mex – 7 layer dip

**\$4.00 per person per item**

Fancy Fruit Display  
Fried Chicken Tenders w/honey mustard sauce  
Cheese display – cubed cheese, string cheese w/cheese balls and crackers  
Jambalaya  
Red Beans and Rice  
Pasta Station  
Shrimp or Chicken Fettuccini  
Club Sandwiches  
3" Po-Boys  
Carving Station – VA Baked Ham or Turkey  
Mini Muffalettas

**\$6.00 per person per item**

Boiled Shrimp w/cocktail sauce  
Marinated Shrimp  
Towers of Fruits, Vegetables and Cheeses  
Carving Station – Prime Rib w/assorted rolls and condiments  
Crab Cakes w/Remoulade Sauce  
Gumbo  
Shrimp and Grits

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**Specializing In:(Ask for pricing)**

Children's Tables  
Candy Tables  
Mashed Potato Bar  
Chocolate Fountains

**FINGER SANDWICHES**

**\$3.00 per person per item**

Shaved Ham or Turkey Triangles  
Chicken Salad on Croissants  
Spinach Dip on wheat wedges  
Cucumber – open faced  
Roast Beef Wedges  
Egg and Olive  
Shrimp Spread  
Cream Cheese and Pineapple  
Egg Salad  
Tuna Salad  
Pimento Cheese on white or wheat wedge  
Smoke Salmon w/chive cream cheese on wheat round  
Smoked Chicken Salad w/walnuts on wheat round

**CHEESE BALLS**

**\$3.00 per person per item**

Cream Cheese and Pineapple  
Cheese Ring w/preserves  
Chipped Beef  
Chocolate w/Macadamia  
Strawberry Cream Cheese  
Cheddar Cheese and Smoked Bacon

**DIPS**

**\$3.00 per person**

Spinach Madeline  
Spinach and Artichoke Dip  
Hot Broccoli Dip  
Mexacali  
Hot Crabmeat  
Hot Artichoke and Shrimp  
Rotel w/corn chips

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Tuzzi Dip  
Black Eyed Pea  
Hot Mushroom and Sausage  
Hot Onion Soufflé  
Shrimp Dip  
Crab Dip

## **BAR SERVICE**

### **HOSTED BAR**

\*Bartender Service is \$20.00 an hour with a four (4) hour minimum required. There will be one (1) bartender required for each 100 guests attending. Client is responsible for cost of drinks for guests and for bartender services.

### **CASH BAR**

\*Bartender Service is \$20.00 an hour with a four (4) hour minimum required. There will be one (1) bartender required for each 100 guests attending. Client is responsible for bartender services and guests will pay for their own drinks at the time they are served.

## **BEVERAGE PRICING**

Premium Drinks - \$7.00  
House Drinks - \$6.00  
House Wine - \$5.00  
Beer (Imported) - \$4.00  
Beer (Domestic) - \$3.00  
Bottled Water and Soft Drinks - \$2.00

## **PREMIUM HOUSE BAR BRANDS**

Crown Royal, Absolut Vodka, Bacardi Rum, Tanqueray Gin, Johnny Walker Red, Jack Daniels Bourbon, Dekyper Peach Schnapps, Amaretto, Jose Cuervo 1800 Tequila, Sweet and Sour Vermouth, Woodbridge Wine, Barefoot Chardonnay, Moscato, Beringer Wine  
Beer: Budweiser, Bud Lite, Miller Light, Coors Light, Michelob, Heineken and Corona

Top Shelf brands are available upon request – pricing based on current market values.

\*NOTE: Required Bartender service will be determined by Management based on the projected attendance and the type of event scheduled to ensure quality service and safety for all clients.

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