



VICKSBURG

CONVENTION CENTER

MANAGED BY VENUWORKS

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 Palmertree's Catering offer a contemporary venue located in Historic Downtown Vicksburg, scrumptious food and exceptional service.

PALMERTREE'S CATERING

601.636.1830

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: October 30, 2019 - All Pricing Subject to Change

An 18% Service Charge will be added to all food, beverage and related services. In addition, the current Mississippi sales tax of 7% and a special restaurant tax of 3% will be added to all food beverage and other related charges.

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 2% 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

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BREAKS

(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, grilled chicken, chicken salad, pimento and cheese salad, sliced breads, condiments, cake and iced tea
\$16.95 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

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

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(Chicken Fried Steak)		
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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 Crouete – 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
Seafood Salads w/crackers

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Seasoned Pork Loins and Rolls
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 Muffalattas

\$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, DeKuyper 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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