

TWELVE09

CATERING



GRAPEVINE CONVENTION CENTER
PALACE ARTS CENTER
CONCOURSE EVENT CENTER
1209 S. MAIN STREET
GRAPEVINE, TX 76051
(O) 817.410.3459 (F) 817.410.3090
WWW.GRAPEVINECONVENTIONCENTER.COM
WWW.PALACE-THEATRE.COM
WWW.GRAPEVINECONCOURSE.COM



THANK YOU

Thank you for choosing us to help make your event a success. We hope to exceed your expectations both in service and taste. We have assisted our clients in planning their catering needs since 1989. We want to assure you that Twelve09 Catering will help you in planning your catering needs to the best of our abilities, be it with cold sandwiches, appetizers or hand battered parmesan chicken. Our event coordinators will be glad to work with you in making your event as special as it should and can be.

We look forward to working with you. Thank you.

Twelve09 Catering Staff

CATERING AGREEMENT

We look forward to working with you on your upcoming event. Please review the following guidelines and policies, as they will assist you in pre-planning for your event.

MENUS

In addition to our standard catering menus, we also provide custom menu planning to meet any creative or budgetary needs for your event. Due to fluctuating market prices, catering quotes are subject to change up to 30 days before your event. Due to food safety practices, leftover food or beverages are not permitted to be taken off property.

CATERING OPTIONS

Option (1) Twelve09 Catering can accommodate your food and beverage needs. You will work with your event coordinator (EC) on menu items.

Option (2) A Food Service Fee (rate depends on room size) will be administered, allowing you to bring in a caterer of your choice or your own food & beverages. When paying the FSF, it is the client's responsibility to clean-up the facility in regards to catering trash. Tablecloths must be provided for all food related tables. Use of the kitchen must be prearranged with your EC. Selling food or any type of concessions on property is not allowed without prior approval from management.

IN-HOUSE CATERING SET-UP

All our meals are setup buffet style, where guests are able to serve themselves. Meals are served on clear acrylic plates, with disposable flatware, napkins and beverage cups. Wait staff is not provided with regular menu ordering, but are available as an upgrade. Tablecloths are included with all buffet meals for any tables where food will be present. There is a limited color selection; please check with your EC on options. Skirted serving tables are provided for all Twelve09 Catering buffet tables.

TRADE SHOW FOOD SAMPLING

Exhibitors may distribute food samples in their booth upon approval from Management. Exhibitors must manufacture the products they are distributing/sampling. The exhibiting company must adhere to the "Sampling Procedures" and Tarrant County Health Department regulations. All booths are subject to inspection by the health department. A FSF may apply.

CATERING AGREEMENT (CONT.)

CONCESSIONS

Twelve09 Catering can offer a concession stand for your event. Requests for concessions must be made thirty (30) days prior to event date. A minimum in sales of \$300.00 per day must be met for each event day. If the minimum is not met, it is the client's responsibility to pay the difference. Menu selections, hours of operation and pricing are made by Twelve09 Catering, suggestions are considered. All concessions for the Palace Arts Center need to be discussed with your EC.

WATER SERVICE

We are happy to provide complimentary water service for the speaker's lectern and head tables upon request. Office Style water coolers (5-gallons) with disposable cups can be provided for \$35.00 per dispenser and \$15.00 per each 5-gallon replenishment.

ALCOHOLIC BEVERAGES

Alcohol is allowed in all venues with payment of a FSF/bar fee. Client is responsible for all bar equipment and supplies including but not limited to bar glasses, drink garnishes, cork screws, straws and napkins. Client is responsible for cleaning up all alcohol related trash. Alcohol served or consumed on the premises must be in compliance with Texas Alcoholic Beverage Commission (TABC) regulations. The serving of alcohol at any party/event given in honor of a minor is prohibited. Additional security in the form of an off-duty Grapevine Police Officer(s) will be required anytime alcohol is served. Your EC will determine the number of officers required. Security will be present from the time the bar opens until the rental lease time expires.

When providing alcohol there are two options:

Option (1) **Host Bar:** Client supplies all alcohol, which is served complimentary to guests. No B.Y.O.B. allowed; all alcohol must be brought in & out by the client. TABC certified bartenders are required to serve all alcohol.

Option (2) **Cash Bar:** Client brings in a licensed business to sell alcoholic beverages to guests. The business must receive a permit from TABC for a "license to sell" alcohol in our facility.

MINIMUMS & GUARANTEES

Twelve09 Catering has a minimum of twenty five (25) guests for all buffets. Additional charges may be incurred for all buffets and/or meals below the minimum. An estimated number of guests can/will be used when placing your initial catering order (30) days prior to event. **A minimum guarantee of the number of guests attending each function must be received (5) business days prior to the function.** This guarantee cannot be reduced and will be the basis for a minimum charge. If a number greater than the guaranteed number is served, charges will be based on the number served. If vegetarian meal options are needed, they must be presented with original catering guarantee.

Any changes with food and beverage or the pre-arranged set up, start or end time of the event(s), may be subject to additional charges that will be determined at the time of the requested change.

TAX, GRATUITIES AND SERVICE CHARGES

All food & beverage and equipment rentals are subject an 8.25% sales tax. There are no service charges or gratuities added to food & beverage or equipment rentals.

PAYMENT

A 50% payment of catering fees are due (5) business days prior to the event with your guaranteed food count. Final payment of all catering charges will be collected following your event, unless other arrangement are made with management.

MORNING MEALS

All Breakfast Buffets are served for groups of 25 or more. Orange Juice and freshly brewed Regular and Decaf Coffee are served with each meal.

CONTINENTAL BREAKFAST **\$ 12.50 PP**

An assortment of fresh muffins, danishes, scones and bagels with butter, jams and cream cheese; Hot Tea is also served.

HOT & FRESH BREAKFAST **\$ 13.95 PP**

Scrambled eggs, bacon, sausage, breakfast potatoes and freshly baked biscuits with country gravy; Hot Tea is also served.

BREAKFAST SOUFFLÉ **\$ 13.95 PP**

Eggs, bacon and sausage served casserole style with breakfast potatoes on the side, freshly baked biscuits and jam; Hot Tea is also served.

OLD EL PASO BREAKFAST **\$ 13.95 PP**

Freshly scrambled eggs, bacon, sausage, breakfast potatoes, salsa and tortillas.

BREAKFAST BISCUITS **\$ 7.95 PP**

Choice of Sausage, Egg & Cheese; Bacon, Egg & Cheese or Sausage on freshly baked biscuits.

MORNING ADDITIONS

These items may be added to any breakfast buffet.

FRESH CUT FRUIT	\$2.00 PP
YOGURT AND GRANOLA	\$2.00 PP
CHEESE BLITZ	\$2.00 PP

MORNING BY THE DOZEN

Make your own buffet assortment with our à la carte option.

MUFFINS	\$ 15.00 PER DOZEN
DANISHES	\$ 15.00 PER DOZEN
BAGELS	\$ 15.00 PER DOZEN
SCONES	\$ 15.00 PER DOZEN
WHOLE FRESH FRUIT	\$ 18.00 PER DOZEN
SAUSAGE KOLACHES (HOMEMADE!)	\$ 15.00 PER DOZEN
BREAKFAST BURRITOS	\$ 24.00 PER DOZEN

(Sausage, Egg & Cheese/Hashbrown, Egg & Cheese/Bacon, Egg & Cheese)

SEASONAL FRUIT TRAY	\$ 65.00 PER TRAY
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SALAD & SANDWICHES

Freshly brewed Iced Tea and water is served with each meal.
Served to groups of 25 or more.

CHEF SALAD **\$12.75 PP**

Iceberg lettuce, shredded carrots, red cabbage, tomatoes, cucumbers, diced eggs, shredded cheese, turkey and ham, croutons and dressing. Served with your choice of Fresh Baked Cookies or Brownies.

GRILLED CHICKEN SALAD **\$12.75 PP**

Grilled chicken breast atop a bed of lettuce, tomatoes, cucumbers, shredded cheese, croutons and dressing. Served with your choice of Fresh Baked Cookies or Brownies.

BAKED POTATO & SALAD BAR OR SOUP **\$12.75 PP**

A baked potato served with chili, real bacon bits, broccoli, butter, sour cream, cheese, chives and your choice of a tossed or Caesar salad or substitute a homemade soup. Served with your choice of Fresh Baked Cookies or Brownies.

DELI BOXED LUNCH* **\$11.50 PP**

A deli-style sandwich with lettuce, tomato and cheese served with bags of potato chips and cookies with a pickle and condiments on the side. (*Served to groups of 15 or more)

*Meat Choices include Ham, Turkey, Roast Beef, Tuna Salad, Chicken Salad and Veggie Wraps;
Minimum of 15 orders per meat option required.

DELI BUFFET **\$12.50 PP**

Build your own deli-style sandwich with a select choice of meats (Ham, Turkey or Roast Beef), lettuce, cheese, tomato, pickles and onions served with bags of potato chips and cookies.

EXECUTIVE DELI BUFFET** **\$13.25 PP**

Build your own deli-style sandwich on assorted breads with a select choice of meats (Ham, Turkey, Roast Beef, Tuna or Chicken Salad), lettuce, assorted cheeses, tomato, pickles and onions; choice of potato or broccoli salad, bags of chips, freshly baked cookies and brownies.

**Meat choice selection is dependent on final number of guests;
(25-100 guests get up to 3 choices; 101+ guests get up to 5 choices).

MINI VEGGIE WRAPS (serves 20-25 people) **\$60.00 PER TRAY**

ADD SOUP TO ANY MEAL \$3.00 PP

Soup choices include: Tomato Basil, Loaded Potato, French Onion,
Vegetable and Chicken Enchilada

HOT SANDWICHES

All Hot Sandwiches are served to groups of 25 or more.
Freshly brewed Iced Tea and Freshly Baked Cookies are served with each meal.

- HAMBURGERS & HOTDOGS** **\$14.25 PP**
Angus hamburgers, all-beef hot dogs, baked beans, potato salad, sliced cheese and all the fixings.
- GRILLED CHICKEN SANDWICH** **\$14.25 PP**
Large grilled and seasoned chicken breast on pretzel rolls, baked beans and potato salad.

READY SET BUFFETS

All Ready Set Buffets are served to groups of 25 or more. Let us do the picking and menu selecting, just choose your favorite dessert. Freshly brewed Iced Tea and water are served with each meal. Dessert choices include: Fruit or Pecan Cobbler, Cookies & Brownies, Cheesecake, Banana Pudding, Apple or Cherry Pie or Cake Assortment.

- BAR-B-QUE** **\$15.50 PP**
Beef Brisket and smoked sausage served with BBQ sauce, potato salad, coleslaw, baked beans, bread, pickles, onions and jalapeños. **ADD BBQ CHICKEN (LEGS, THIGHS & BREASTS) \$3.50 PP**
- STEAK AND CHICKEN FAJITAS** **\$15.50 PP**
Marinated, grilled and mixed with red and green peppers and onions; served with lettuce, tomatoes, cheese, sour cream and jalapeños; Fire-roasted corn in Spanish rice, refried beans and tortilla chips with freshly made salsa. **ADD GUACAMOLE OR QUESO FOR \$2.00 PP**
- TACO BAR** **\$15.50 PP**
Seasoned ground beef with soft and crunchy tacos; served with lettuce, tomatoes, cheese, sour cream and jalapeños; Fire-roasted corn in Spanish rice, refried beans and tortilla chips with freshly made salsa. **ADD GUACAMOLE OR QUESO FOR \$2.00 PP**
- PARMESAN CHICKEN** **\$15.50 PP**
Hand battered chicken breast served with rice pilaf, a vegetable medley, marinara sauce, choice of tossed or Caesar Salad and garlic bread.
- LASAGNA** **\$15.50 PP**
Beef and vegetarian, served with a vegetable medley, choice of tossed or Caesar salad and garlic bread.
- PRIME RIB** **\$24.95 PP**
Slow roasted prime rib served with mashed potatoes, a vegetable medley, choice of tossed or Caesar salad and artisan rolls.

BE CREATIVE BUFFETS

All Be Creative Buffets are served to groups of 25 or more. Design your own entrée, sides, salad and desserts starting at \$15.50 per person. Every meal includes choice of sides, salad, bread and dessert. Freshly brewed Iced Tea and water are served.

CHICKEN FRIED STEAK	\$15.50 PP
Served with country gravy and choice of two sides	
SOUTHERN FRIED CHICKEN	\$15.50 PP
Served with country gravy and choice of two sides	
POT ROAST	\$15.50 PP
Served with choice of two sides	
CHICKEN ALFREDO	\$15.50 PP
Fettuccini served with creamy alfredo and sliced grilled chicken served with choice of one side	
HAWAIIAN CHICKEN	\$15.50 PP
Marinated chicken breast and served with choice of two sides	
SEASONED GRILLED CHICKEN BREAST	\$15.50 PP
Served with choice of two sides	
PORK LOIN CHOPS	\$15.50 PP
Grilled pork loin chop and served with choice of two sides	

BE CREATIVE CHOICES:

Choose from the options below or if you have a creative choice you'd like to use please share your ideas.

<u>VEGETABLE</u>	<u>STARCH</u>	<u>SALADS</u>	<u>BREAD</u>	<u>DESSERTS</u>
Baby Carrots	Mac-n-Cheese	Broccoli	Artisan Bread	Apple Pie
Baked Beans	Mashed Potatoes	Caesar	Biscuits	Banana Pudding
Broccoli	Rice Pilaf	Cole Slaw	Dinner Rolls	Cake (Assorted)
Corn	Roasted New Potatoes	Pasta	Garlic Bread	Cheesecake
Green Beans	Spanish Rice	Potato	Sliced Bread	Cherry Pie
Vegetable Medley	Baked Sweet Potatoes	Tossed		Cookies & Brownies
				Fruit Cobbler
				Pecan Cobbler

ADD A SECOND MEAT TO ANY MEAL	\$4.00 PP
ADD AN ADDITIONAL SIDE TO ANY MEAL	\$2.00 PP
ADD A SECOND DESSERT TO ANY MEAL	\$3.00 PP

BEVERAGES

FRESHLY BREWED COFFEE	(Regular & Decaf)	\$25.00 GALLON
FRESHLY BREWED ICED TEA	(Sweet & Unsweet)	\$45.00 PER STATION
ICED COFFEE		\$30.00 PER GALLON
HOT TEA		\$15.00 GALLON
ORANGE JUICE		\$18.00 GALLON
LEMONADE		\$15.00 GALLON
SOFT DRINKS		\$ 2.00 EACH
BOTTLED WATER		\$ 2.00 EACH
WATER STATION		\$ 35.00 PER STATION*
		* \$15.00 PER REFILL

LINENS & CHINA

LINEN TABLE CLOTHS		\$8.00 EACH
DINNER NAPKINS	(ordered in bundles of 50)	\$.50 EACH
ROLLED FLATWARE		\$3.00 EACH
CHINA PLATES		\$2.00 EACH
CERAMIC COFFEE MUGS		\$2.00 EACH
DINNER BEVERAGE GLASSES		\$1.50 EACH
TABLE BUSSERS	(4 hour min. per server)	\$20.00 PP PER HOUR

PLASTIC UPGRADE PACKAGE \$3.00 PP

White plastic plates and silver-colored plastic ware rolled in a paper napkin.

DINNER UPGRADE PACKAGE \$6.50 PP

China plates, rolled flatware, dinner glasses and bussers.

Coffee mugs and appetizer plates are not included.

CONCESSIONS

MATINEE PACKAGE

\$3.50 PP

Freshly popped popcorn and choice of soft drink or bottled water

MOVIE PACKAGE

\$5.75 PP

Freshly popped popcorn, candy bar and choice of soft drink or bottled water

OPENING NIGHT PACKAGE

\$8.75 PP

Freshly popped popcorn, candy bar , hot dog and choice of soft drink or bottled water

SWEET & SALTY

MINI PRETZELS	\$2.00 PER PERSON
POPCORN	\$2.00 PER PERSON
MIXED NUTS	\$2.00 PER PERSON
TRAIL MIX	\$2.00 PER PERSON
CANDY BARS	\$2.00 EACH
FRESHLY BAKED COOKIES	\$16.00 PER DOZEN
FUDGE BROWNIES	\$16.00 PER DOZEN
SEVEN LAYERED DESSERT BARS	\$18.00 PER DOZEN

APPETIZER TRAYS

TORTILLA CHIPS W/ QUESO & SALSA	\$45.00 PER TRAY
VEGETABLES W/ DIP	\$45.00 PER TRAY
MINI MEAT SANDWICH ROLLS (Choice of Turkey, Ham, Roast Beef, Chicken Salad or Tuna; one selection per tray)	\$50.00 PER TRAY
ASIAN MEATBALLS	\$55.00 PER TRAY
HOT WINGS	\$55.00 PER TRAY
MINI CHICKEN QUESADILLAS	\$55.00 PER TRAY
MINI EGG ROLLS	\$55.00 PER TRAY
MINI QUICHE	\$55.00 PER TRAY
TAQUITOS	\$55.00 PER TRAY
MINI VEGGIE WRAPS	\$60.00 PER TRAY
CHEESE & CRACKERS	\$65.00 PER TRAY
SEASONAL FRUIT	\$65.00 PER TRAY
SPINACH & ARTICHOKE DIP W/ CHIPS	\$65.00 PER TRAY
MINI CHICKEN FAJITAS	\$75.00 PER TRAY
SHRIMP COCKTAIL	AS PER MARKET VALUE

Each tray will serve 20-25 people. Acrylic plates, loose plastic utensils, beverage napkins and appropriate condiments are served alongside each tray.

Upgrade to china plates for \$2.00 each
Upgrade real forks for \$1.00 each