



# Catering Menu

501-748-0454

[www.42barandtable.org](http://www.42barandtable.org)

[www.clintonpresidentialcenter.org](http://www.clintonpresidentialcenter.org)

# Beverages

## Beverage Station

\$10 half day | \$20 full day

Coffee, Decaf, a Selection of Hot Teas  
Creamer and Almond Milk, Sugar, and Sweeteners  
Flavored Syrups (Sugar-Free options available)  
and Other Accoutrements  
Fruit Juices, Bottled Water, Coca-Cola Products

# Breakfast

## Continental Buffet

\$14

Sliced Seasonal Fruits with Infused Honey Yogurt Dip

### Choose Two:

CPC Bakeshop Honey Glazed Biscuits  
CPC Bakeshop Croissants  
NY Style Bagels with House-made Jellies and Jams, Whipped Butter, and Cream Cheese  
CPC Bakeshop Assorted Muffins  
CPC Bakeshop Cinnamon Rolls  
CPC Bakeshop Danishes

### Enhance your Continental Breakfast with these options:

#### Yogurt Bar with House-Baked Granola

\$8

Plain and Strawberry Yogurt  
Assorted toppings of: Shredded Coconut, Toasted Pecans, Sliced Almonds,  
Assorted Fresh Berries, Dried Cranberries, and Local Honey

#### Old Fashioned Oatmeal Bar

\$8

Selection of toppings to include Sliced Almonds, Toasted Pecans,  
Raisins, Maple Syrup, Brown Sugar, and Cinnamon

#### Ham and Swiss Quiche

\$8

#### Seasonal Vegetable Frittata

\$8

#### Breakfast Taco Bar

\$16

Warm Tortillas with Scrambled Eggs, 42 Candied Bacon, Chorizo, Shredded Cheese,  
Jalapeño Peppers, Sour Cream, and Salsa Fresca

Prices and availability are subject to change based on season and are subject to a 25% taxable service charge and applicable taxes.

# Breakfast

## A La Carte

<b>Sliced Seasonal Fruits with Infused Honey Yogurt Dip</b>	<b>\$8</b>
<b>CPC Bakeshop Items</b> (price per dozen)	<b>\$30</b>
Assorted Muffins	
Assorted Scones	
Croissants	
Cinnamon Rolls	
Assorted Danishes	
<b>Warm Breakfast Sandwiches</b> (price per dozen)	<b>\$60</b>
Sausage and Cheddar Kolache	
Jalapeno and Candied Bacon Croissant	
Sausage and Cheddar Biscuit	
Ham and Swiss Cheese Croissant	
<b>Hot Breakfast Buffet</b> (20-person minimum)	<b>\$25</b>
42 Candied Bacon	
House-made Smoked Maple and Sage Sausage Patties	
Fluffy Scrambled Eggs	
Shredded Cheddar, Diced Tomatoes, Green Onion	
<b>Choose One:</b>	
Cheddar Grits	
House-made Biscuits with Sausage Gravy (can be made vegetarian on request)	
Sautéed Potatoes O'Brien (with onions and peppers)	
<b>Enhance your Hot Breakfast Buffet with these options:</b>	
<b>Old Fashioned Oatmeal Bar</b>	<b>\$8</b>
Selection of toppings to include Sliced Almonds, Toasted Pecans, Raisins, Maple Syrup, Brown Sugar, and Cinnamon	
<b>House-smoked Salmon with NY Style Bagels</b>	<b>\$20</b>
Whipped Cream Cheese, Capers, Sliced Red Onion, and Diced Hard-Boiled Eggs	
<b>Waffles</b>	<b>\$14</b>
Warm Maple Syrup, Whipped Cream, Toasted Pecans, and Macerated Strawberries	
<b>Sauteed Shrimp and Cheddar Grits</b>	<b>\$20</b>
Creole Etouffee	
<b>Classic Eggs Benedict</b>	<b>\$18</b>
Poached Egg with Smoked Ham and Hollandaise Sauce on Toasted English Muffin	

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# Boxed Lunches

## Kids Sack Lunch

**Pre-K through 3rd Grade** **\$10**  
Includes Carrot Sticks or Cookie, Whole Fruit, Appropriate Condiments, and Bottled Water

**4th Grade through 12th Grade** **\$14**  
Includes a Bag of Kettle Chips, Carrot Sticks or Cookie, Whole Fruit, Appropriate Condiments, and Bottled Water

**Choice of:**

Peanut Butter and Jelly  
Turkey and Cheese  
Ham and Cheese  
Pimento Cheese

## Adult Box Lunch **\$20**

**Chicken Salad Sandwich**  
Sliced Grapes, Diced Celery and Onions, Toasted Pecans, Whole Grain Mustard Aioli, and Pesto Grilled Chicken Breast on Honey Wheat Berry Bread

**BLT Sandwich**  
42 Candied Bacon, Lettuce, and Sliced Tomato on Honey Wheat Berry Bread.

**Grilled Chicken Salad**  
Grilled Chicken on a Bed of Mixed Greens with Cherry Tomato and Pickled Red Onions, Champagne Vinaigrette (Gluten Free)

**Presidential Club**  
Hickory Smoked Turkey, Black Forest Ham, Lettuce, and Sliced Tomato on Honey Wheat Berry Bread

**Roasted Vegetables Wrap**  
Roasted Squash, Zucchini, Grilled Mushrooms, Baby Spinach, Shaved Red Onion, Tomatoes, Cucumber, and Balsamic Reduction on Honey Wheat Tortilla Wrap

**Box Lunches include a Bag of Kettle Chips, Whole Fruit, House-made Cookie, and Appropriate Condiments.**

**Add Bottled Water to Boxed Lunch** **\$3**

# Lunch

## Lunch Entrée Composed Salad

<b>Southwest Steak Salad</b> Grilled Marinated Flat Iron Steak, Mixed Field Greens, Smoked Corn, Black Bean Salsa, Queso Fresco, Avocado Ranch	<b>\$25</b>
<b>Asian Salmon Salad</b> Seared Soy Marinated Salmon, Baby Kale and Greens, Grape Tomatoes, Peanuts, Crispy Noodle and Sesame Dressing	<b>\$23</b>
<b>Greek Grilled Chicken Salad</b> Marinated Sliced Grilled Chicken Breast, Mixed Greens, Feta Cheese, Kalamata Olives, Grape Tomatoes, Red Wine Vinaigrette	<b>\$20</b>
<b>Southern Cobb Salad</b> Fried Chicken Tenderloin, Mixed Greens, Grape Tomatoes, Blue Cheese Crumbles, Bacon Bits, Avocados, Chopped Eggs, Buttermilk House Ranch Dressing	<b>\$20</b>
<b>Grilled Shrimp Caesar</b> Romaine Lettuce, Herb Croutons, Parmesan Cheese, Classic Caesar Dressing	<b>\$22</b>

## Specialty Breaks

<b>Ballpark</b> Corn Dogs, Cracker Jacks, Soft Pretzels with Mustard, Freshly Popped Popcorn, and Peanuts	<b>\$16</b>
<b>Picnic</b> Fresh Seasonal Sliced Fruit, Yogurt, Granola Bars, and Crudités with Hummus	<b>\$16</b>
<b>Sweet Tooth</b> Assorted House-made Cookies, Brownies, Lemon Squares, Mini Assorted Cheesecakes	<b>\$14</b>

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# Lunch (20-person minimum)

## Soup, Salad, and Sandwich Buffet

**\$22**

**Choose One:**

Basil Tomato Bisque  
Broccoli Cheddar  
Chicken and Rice  
Vegetarian Minestrone  
Mushroom Bisque  
Chilled Gazpacho

**Choose One:**

Traditional Caesar Salad with Herb Croutons, Parmesan Cheese, Classic Caesar Dressing  
Seasonal Mixed Greens Salad with Chef's Choice Toppings and Dressings

**Choose Two:**

Turkey and Cheddar  
Ham and Swiss  
Chicken Salad Sandwich  
Presidential Club  
Roasted Vegetable Wrap

**Choose One:**

Chocolate Brownie  
Assorted House-Baked Cookies  
Seasonal Fruit Parfait

**Accompanied by House-Made Potato Chips, Pickles, Condiments, and Accoutrements.**

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# Composed Buffets (20-person minimum)

**Lunch | Dinner**  
**\$24 | \$30**

## South of the Border

House-Made Salsa Fresca  
Tomatillo Cilantro Salsa  
Smokey Tomato Cheese Dip  
Fried Tortilla Chips  
Tortillas, Grilled Peppers and Onions, Sour Cream, Shredded Lettuce,  
Shredded Cheddar, and Pico de Gallo

### Choose Two:

Cilantro Lime Marinated Grilled Chicken  
Chipotle Grilled Skirt Steak  
Taco Seasoned Ground Beef  
House-Made Pork Carnitas

### Choose One:

Spanish Rice  
Green Chili Cheese Rice Casserole

### Choose One:

Refried Beans  
Roasted Red Pepper Black Beans with Queso Fresco

### Dessert:

Churros with Cinnamon Sugar

## Southern Comfort

**\$30 | \$36**

Seasonal Mixed Greens Salad with Ranch Dressing  
White Cheddar "Mac" n' Cheese  
Fried Chicken Tenders with Pepper Jelly and House-Made Hot Sauce

### Choose One:

Smoked Beef Brisket  
Smoked Pulled Pork  
With House Barbecue Sauce and Rolls

### Choose One:

Bacon Braised Collard Greens  
Caramelized Onion and Maple Green Beans

### Choose One:

Sweet Potato Pie  
Pecan Pie  
Arkansas "Moon Shine" Bread Pudding

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# Composed Buffets (20-person minimum)

**Lunch | Dinner**  
**\$30 | 36**

## Italian Market

Traditional Caesar Salad with Herb Croutons, and Classic Caesar Dressing  
Marinated Fresh Mozzarella, Grape Tomatoes, and Basil Caprese  
Pesto Marinated Olives  
Garlic Bread Sticks

### Choose Two:

Chicken Parmesan with House Marinara  
Penne Primavera with Seasonal Vegetables and Arrabbiata Sauce  
Grilled Chicken Alfredo  
House Meatballs with Spaghetti  
Traditional Lasagna finished with Parmesan

### Dessert:

Tiramisu

## Cajun Creole

**\$33 | 39**

New Orleans Soaked Salad with Tomatoes and Olives tossed in Red Wine Vinaigrette

### Choose Two:

Chicken and Andouille Gumbo with Rice  
Spinach and Artichoke Soup  
Red Beans and Rice  
Crawfish Etouffee with Rice  
Blackened Catfish with Lemon Butter  
Roasted Chicken in Creole Cream  
Pasta Jambalaya

### Choose Two:

Fried Okra  
Corn Maque Choux  
Stewed Okra and Tomatoes  
Sautéed Potatoes O'Brien with Onions and Peppers

### Dessert:

New Orleans Bread Pudding with Whiskey Sauce

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# Composed Buffets (20-person minimum)

## French

Lunch | Dinner  
\$35 | \$44

### Choose One:

Salade de Saison *Seasonal Mixed Greens with Champagne Vinaigrette*  
Champignons and Artichauts a La Grecque *Greek Marinated Mushrooms and Artichokes Salad*  
Soupe a l'oignon *French Onion Soup au Gratin*  
Bisque de Crevettes *Shrimp Bisque*  
Crème Dubarry *Cauliflower Soup*  
Vichyssoise *Cold Leek and Potato Soup*

### Choose Two:

Boeuf Bourguignon *Red Wine Beef Stew*  
Supreme de Poulet a La Crème *Chicken Breast in Mushroom Cream*  
Saumon au Beurre Nantais *Salmon Steak with Lemon Butter*  
Roti de Porc aux Champignons *Roasted Pork Loin with Mushroom Demi*  
Filet de Cabillau Duglere *Cod Filet in Tomato Cream*  
Filet de Boeuf Roti Sauce au Poivre *Roasted Beef Tenderloin with Pepper Demi* + \$10  
Gigot d'agneau Provençal *Garlic Encrusted Leg of Lamb* + \$8

### Choose Two:

Gratin Dauphinois *Au Gratin Potatoes*  
Pomme Puree *Mashed Potatoes*  
Riz Pilaf *Rice Pilaf*  
Haricot Verts *French Green Beans*  
Carottes Vichy *Glazed Carrots*  
Ratatouille *Roasted Seasonal Vegetables*  
Spaetzle *Egg Noodles*  
Asperge Vapeur *Steamed Asparagus*

### Dessert:

Tarte aux Pommes *Apple Tart*  
French Petits Fours *Assorted Mini Sweets*

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# Plated & Served

## Salads

Choose one:

<b>Seasonal Mixed Greens Salad</b> Sustainable and Seasonal Chef's Choice Toppings and Dressings	<b>included</b>
<b>Caesar Salad</b> Romaine Lettuce, Herb Croutons, Parmesan Cheese, Classic Caesar Dressing	<b>included</b>
<b>Baby Spinach and Warm Bacon Dressing</b> Sliced Mushrooms, Hard Boiled Eggs, and Grape Tomatoes	<b>+ \$1</b>
<b>Greek Salad</b> Grape Tomatoes, Kalamata Olives, Crumbled Feta, and Red Wine Vinaigrette	<b>+ \$1</b>
<b>The Wedge</b> Iceberg Lettuce, 42 Candied Bacon Bits, Grape Tomatoes, and Bleu Cheese Dressing	<b>+ \$1</b>

## Entrées

	<b>Lunch   Dinner</b>
<b>Herb Roasted Chicken Breast</b> Rosemary Jus	<b>\$26   \$29</b>
<b>Buttermilk Fried Chicken Breast</b> House Hot Sauce	<b>\$26   \$29</b>
<b>Pecan Crusted Chicken Breast</b> White Wine Cream	<b>\$28   \$32</b>
<b>Chicken Piccata</b> Lemon Caper	<b>\$26   \$29</b>
<b>Roasted Pork Loin</b> Mushroom Demi	<b>\$26   \$29</b>
<b>Marinated Grilled Pork Chop</b> Wild Berry Compote	<b>\$35   \$35</b>
<b>Pesto Grilled Salmon Steak</b> Lemon Butter	<b>\$29   \$34</b>
<b>Blackened Catfish Filet</b> Crawfish Etouffee	<b>\$29   \$32</b>

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# Plated and Served

## Entrées

Lunch | Dinner

<b>Sautéed Tilapia Amandine</b> Toasted Almonds and Lemon Butter	<b>\$28   \$31</b>
<b>Teriyaki Marinated Mahi Mahi</b> Pineapple Salsa	<b>\$29   \$33</b>
<b>Pan Seared Cod Florentine</b> Spinach, White Wine, and Cream	<b>\$29   \$33</b>
<b>Roasted Prime Rib of Beef (Queen Cut)</b> Horseradish Jus	<b>\$45</b>
<b>Roasted Prime Rib of Beef (King Cut)</b> Horseradish Jus	<b>\$50</b>
<b>Grilled Beef Tenderloin</b> Cognac Green Peppercorn Demi	<b>\$50</b>
<b>Grilled Marinated Flat Iron Steak</b> Wild Mushroom Gravy	<b>\$36</b>
<b>Filet Oscar</b> Beef Tenderloin, Lump Crabmeat, and Asparagus with Bearnaise	<b>\$56</b>
<b>Surf and Turf</b> Beef Tenderloin and Lobster Tail with Choron Sauce	<b>\$70</b>
<b>Chicken and Shrimp</b> Seared Chicken Breast and Marinated Shrimp with Scampi Butter	<b>\$40</b>

**Entrées served with Chef's choice of Seasonal Vegetables and Yeast Roll with Whipped Butter.**

**Plated and Served banquets with a selection of two or more entrées will be charged an additional fee of \$5 per plate.**

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# Plated and Served

## Vegetarian Entrées

\$20

### Clinton's Curry

Brown Rice

### Spicy Chickpea and Vegetable Ratatouille

White Quinoa

### Wild Mushroom Risotto

Roasted Root Vegetables

### Grilled Vegetable Lasagna

House Marinara

### Soy Marinated Tofu

Stir Fry Fried Rice and Vegetables

## Desserts

\$8

### Flourless Chocolate Torte

### New York Style Cheesecake with Seasonal Fruits

### Crème Caramel

### Panna Cotta

### Lemon Mousse Tart

### Peanut Butter Pie

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# Cocktail and Reception

## Hors D'oeuvres (price per item)

<b>Tandoori Grilled Chicken Satay</b> Spicy Peanut Sauce	<b>\$3</b>
<b>House-Cured Smoked Duck Ham</b> Crostinis, Old Style Mustard, and Cornichon	<b>\$4</b>
<b>Jamaican Jerk Shrimp</b> Corn Crisp and Pineapple Salsa	<b>\$4</b>
<b>Beef Carpaccio</b> Herb Crostinis, Truffle Baby Kale, and Parmesan	<b>\$5</b>
<b>Vegetable Eggroll</b> Sweet Chili Sauce	<b>\$3.50</b>
<b>Moody Blue Cheesecake</b> Potato Chip Crust	<b>\$4</b>
<b>Asian Beef Skewer</b> Hibachi Glaze	<b>\$4</b>
<b>Sesame-Encrusted Ahi Tuna</b> Wasabi Aioli and Wonton Crisp	<b>\$5</b>
<b>Sausage Stuffed Mushroom</b> Parmesan Crust	<b>\$4</b>
<b>New Orleans Style Crab Cake</b> Remoulade	<b>\$4.50</b>
<b>Salmon or Tuna Tartare</b> Sesame Waffle Cone	<b>\$5</b>
<b>Mini Chicken and Waffle</b> Spicy Maple Jam	<b>\$4</b>
<b>Gazpacho Shooter</b>	<b>\$3.50</b>
<b>Southern Devilled Egg</b>	<b>\$3</b>
<b>Baked Brie Tartlet</b> Pepper Jelly	<b>\$3</b>
<b>Cilantro Grilled Shrimp</b> Cherry Tomato and Feta Salsa	<b>\$4.50</b>

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# Cocktail and Reception

## Hors D'oeuvres (price per item)

<b>Smoked Salmon Mousse Tartlet</b> Capers and Onions	<b>\$3.50</b>
<b>Beef Wellington Bouchée</b> Mushroom Duxelle	<b>\$5</b>
<b>Buffalo Chicken Bites</b> Bleu Cheese Dressing	<b>\$3.50</b>
<b>Caprese Skewer</b> Balsamic Glaze	<b>\$3.50</b>
<b>Traditional Bruschetta Crostini</b>	<b>\$3</b>
<b>Jumbo Shrimp Cocktail</b> In Mini Martini	<b>\$6</b>

## Sweet Bites (price per item)

<b>Assorted House-Made Truffles</b>	<b>\$3</b>
<b>Assorted Mini Cheesecakes</b>	<b>\$4</b>
<b>Baklava</b>	<b>\$3.50</b>
<b>Fresh Fruit Tartlets</b>	<b>\$4</b>
<b>Assorted Macarons</b>	<b>\$4</b>
<b>Mini Cannoli</b>	<b>\$4</b>

## Dips

<b>Spinach and Roasted Artichoke</b> Pita Chips	<b>\$8</b>
<b>Hummus Duo</b> Traditional and Red Pepper with Pita Chips	<b>\$7.50</b>
<b>Smoked Tomato White Queso</b> Tortilla Chips	<b>\$7</b>
<b>Salsa Bar</b> Salsa Fresca, Tomatillo, Pineapple Black Bean, and Tortilla Chips	<b>\$7</b>

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# Cocktail and Reception

## Carving Stations (price per person, 20-person minimum)

<b>Black Angus Beef Tenderloin</b> Chimichurri and Dijonnaise	<b>\$32</b>
<b>Prime Rib of Beef</b> Creamy Horseradish and Au Jus	<b>\$28</b>
<b>BBQ Rubbed Turkey Breast</b> House-Made BBQ	<b>\$18</b>
<b>Honey Glazed Petit Jean Ham</b> Old Style Mustard	<b>\$18</b>
<b>Maple Glazed Pork Loin</b> Dijon Mustard	<b>\$16</b>

**All Carving Stations served with Fresh Rolls or Biscuits.**

**Carving Stations are subject to an additional \$200 fee per Chef.**

## Buffet Enhancements (price per person, 20-person minimum)

<b>Mashed Potatoes</b> Idaho and Sweet Mashed Potatoes, 42 Candied Bacon Bits, Green Onions, Shredded Cheddar, Toasted Pecans, and Brown Sugar	<b>\$10</b>
<b>Sauteed Shrimp and Cheddar Grits</b> Creole Etouffee	<b>\$20</b>
<b>Assorted Wild Mushrooms and Polenta</b> Lemon, Garlic, and Parmesan	<b>\$16</b>
<b>Dessert Fondue</b> Melted Chocolate and Caramel with Sliced Fruit, Marshmallows, Cake Squares, and Graham Crackers	<b>\$16</b>

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# Cocktail and Reception

## Displays

<b>Charcuterie Board</b> Salumetti, House-made Pâtés, Prosciutto Ham, Chorizo, Cornichon, Old Style Mustard, French Baguette, and Lavosh	<b>\$16</b>
<b>Gourmet Cheeses</b> Assortment of Imported and Domestic Cheeses, Grapes, Fresh Apples, Berries, and Lavosh	<b>\$12</b>
<b>Meat and Cheese Board</b> Chef's Selection of Cheeses and Charcuterie, French Baguette, and Lavosh	<b>\$16</b>
<b>Sliced Seasonal Fruit and Berries</b> Honey Yogurt Dip	<b>\$10</b>
<b>Garden Vegetable Crudité</b> Choice of Two Dips: Ranch, French Onion, Hummus, or Bleu Cheese	<b>\$10</b>
<b>Baked Brie en Croute</b> (serves 20) Whole Brie Wheel in Puff Pastry, Pecans, and Apple Chutney	<b>\$120</b>
<b>Sliders</b> Angus Beef Patties, BBQ Pork, and Italian Sausage served with Proper Accoutrements	<b>\$16</b>
<b>Oysters on the Half Shell</b> Cocktail, Mignonette, and House Hot Sauces, Lemon Wedges, and Saltine Crackers	<b>MKT</b>
<b>New Orleans Shrimp Boil</b> (50-person minimum) Shell-On Boiled Shrimp, Corn, Potatoes, and Smoked Sausage served warm with Cocktail and Remoulade Sauces	<b>\$20</b>

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# Bar Services (price per person)

## Beer and Wine

**2 hours \$20 | Additional Hours \$6**

We offer a mix of local and regional craft beers, seltzers, and cider along with international and domestic favorites. Offerings are based on their availability and may include the following selections: Ozark Beer Company, Flyway Brewing, Core Brewery, Black Apple Cidery, Lost Forty, Miller Lite, Dos XX Ambar, Michelob Ultra

**Fox Brook Winery:** Cabernet Sauvignon, Merlot, Chardonnay, Pinot Grigio

**Sparkling:** Pol Rene Brut

## Standard Spirits

**2 hours \$25 | Additional Hours \$8**

Includes all selections offered in the Beer and Wine package and the spirits below:

**Whiskey, Bourbon, and Scotch:** Evan Williams 1783 Small Batch, Old Grandad Bourbon, Rock Town Whiskey, Dewars Scotch

**Gin:** Hayman's, Delta Dirt, Tall Cotton

**Vodka:** Rock Town, Silver Star

**Rum:** Bacardi Silver, Admiral Nelson,

**Tequila:** Rancho Alegre Blanco & Reposado

**Cordials and Spirits:** Trader Vic's Amaretto, Rock Town Triple Sec, Dolin Vermouths, Bitters

## Premium Spirits

**2 hours \$32 | Additional Hours \$10**

Includes all selections offered in the Beer and Wine package and the spirits below:

**Whiskey, Bourbon, and Scotch:** Maker's Mark, Jameson Irish Whiskey, Bulleit Rye, Woodford Reserve, Glenlivet 12 Year Scotch, Johnnie Walker Red

**Gin:** Tanqueray, Bombay, Hendrick's

**Vodka:** Grey Goose, Ketel One, Tito's, Rock Town

**Rum:** Mount Gay, Malibu Black, Bacardi Silver

**Tequila:** Patron Silver & Anejo

**Cordials & Liqueurs:** Disaronno, Grand Marnier, Rock Town Triple Sec, Hennessy, Dolin Vermouths, Bitters

**Coca-Cola products and tea available on all bars. Non-alcoholic beer is available upon request.**

**Assorted juices, mixers, and fruit garnish available with spirits.**

# Standard Timelines and Procedures

## Event Services Agreement

The Event Services Agreement, or contract, outlines specific agreements between the customer and the Clinton Presidential Center Department of Food, Beverage, and Events. Customers must return the signed agreement, along with the required deposits, within 10 business days of receipt and no less than two weeks in advance of the scheduled event. A 50% deposit is required, as noted on the agreement.

## Food and Beverage Order Specifications

To ensure the proper planning of your event, we request that all food and beverage specifications be submitted in writing no less than 30 days prior to the date of your scheduled event. Please note, a \$15 per person minimum is required for any event at the Clinton Center.

Upon receipt of all written food and beverage specifications, the Department of Food, Beverage, and Events staff will review them and, in turn, provide you with a written banquet event order (BEO) confirming the services you have requested. Menu selections and floor plans of rented rooms(s) or space(s) must be finalized 14 business days before the event.

## Guarantees

To ensure the success of your event(s), it is necessary we receive your final guarantee, the final and confirmed attendance for each meal function, by the following schedule:

- Events up to 300 people require the final guarantee three (3) business days prior to the first scheduled event.
- Events between 301-500 people require the final guarantee five (5) business days prior to the first scheduled event.
- Please note the above schedule excludes weekends and holidays.
- Once the final guarantee is due, the count may not be decreased.

# Standard Timelines and Procedures

## Cancellation Policy

### On-Premises Events:

Cancellation of any event must be sent in writing to the Department Food, Beverage, and Events. If client cancellation notice is received at least 30 prior to event, then client must forfeit the deposit. If client cancellation notice is received between 15 and 29 days prior to event, then client will be charged the remainder of the facility fee. If client cancellation notice is received between 4 and 14 days prior to event, then if BEO has been approved, cancellation payment is 75% of the balance due on the latest invoice; if BEO has not been approved, client will be charged the remainder of the minimum. If client cancellation notice is received between 0 and 3 days prior to event, then cancellation payment is 100% of the balance due on the latest invoice. Any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charges on the affected event order(s).

### Off-Premises Events:

Cancellation of any event must be sent in writing to the Department Food, Beverage, and Events. If client cancellation notice is received at between 15 and 30 days prior to event, then client must forfeit the deposit. If client cancellation notice is received between 4 and 14 days prior to event, then if BEO has been approved, cancellation payment is 75% of the balance due on the latest invoice; if BEO has not been approved, client will be charged the remainder of the minimum. If client cancellation notice is received between 0 and 3 days prior to event, then cancellation payment is 100% of the balance due on the latest invoice. Any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charges on the affected event order(s).

## Acceptable Forms of Payment

The Department of Food, Beverage, and Events accepts checks, all major credit cards, and wire transfers as payment for products and services. Any wire transfer fees incurred are the responsibility of the customer.

## Payment Policies

Department of Food, Beverage, and Events policy requires full payment in advance at the time of final guarantee (3-5 business days).

## Service Charge and Tax

All food and beverage items are subject to a 25% service charge and applicable sales tax. In some areas, the service charge may be subject to applicable sales tax. Labor fees are subject to applicable sales tax. Service charge and sales tax are subject to change without notice.