



RICHMOND HILL CITY CENTER

Where Meetings Flow

520 Cedar Street
Richmond Hill, GA 31324



Wedding Packages 2016



**RICHMOND HILL
CITY CENTER**

Where Meetings Flow

Dear Guest,

On behalf of all of us at the Richmond Hill City Center, we wish you a heartfelt congratulations on your engagement!

We appreciate your consideration for your upcoming wedding and are looking forward to welcoming you and your guests.

Whether grand or intimate, our professional team is at your service to make your dream a reality. Our event planning staff attends to the details of your day allowing you to relax as you join your guests to celebrate.

The center provides several settings for your event. Our beautiful garden is a natural environment that can be the perfect location for your ceremony. The Great Ogeechee Ballroom with its glass filled walls and porch allow guests to enjoy the areas scenic beauty while in comfort. For smaller more intimate weddings, the Red Bird Creek provides a perfect venue for brunches, luncheons and dinners.

Allow us to show you how we can provide you with a memorable moment. To schedule a site visit or to speak in more detail about your event contact us at (912)445-0043.

We are looking forward to celebrating your very special day.

*Best Wishes,
The Richmond Hill City Center Team*

*Beverly Cosmann
General Manager*

*Caitlin Young
Catering and Conference Manager*

*Greg Tanner
Executive Chef*

Richmond Hill City Center Policies

Thank you for choosing the Richmond Hill City Center.

We look forward to delivering the outstanding service and culinary excellence you expect.

Please take a moment to review the following information to help us serve you better.

- ◆ The Richmond Hill City Center has limited space for 2016. Please contact our Catering and Conference Sales Manager to confirm your event date. *Space is not guaranteed until a contract is signed and a deposit is received per the contract.*
- ◆ The Richmond Hill City Center requires a food and beverage minimum and/or room rental minimum for all events. The food and beverage minimum is based on the space required and number of estimated guests. This total excludes (20%) service charge (7%) GA sales tax and room rental fees. In the event that your food and beverage minimum is not met, you will be responsible for the remaining balance in the form of room rental or you will have the option to upgrade your menu to meet the minimum.
- ◆ In order to comply with State law, no food or beverage, to include alcoholic beverages, shall be brought into or removed from function rooms by attendees.
- ◆ All final arrangements, including menu selections and guarantees, should be received by the Catering department at least 7 days prior to function.
- ◆ A minimum of 25 guests is required to receive menu pricing. Should your guest count be less than 24 guests, a surcharge will be applied in the amount of \$100.00 plus service charge and sales tax.
- ◆ In accordance with state and local law, it is the Richmond Hill City Center's policy to (a) request proper identification (photo I.D.) of any person of questionable age and refuse alcoholic beverage service if the person is either under the age of 21 or proper identification cannot be provided and (b) refuse alcoholic beverages to any person who, in the Richmond Hill City Center's sole judgment, appears intoxicated. All Federal, State and Local laws with regard to alcoholic beverage purchase and consumption will be strictly adhered to. A 3% state liquor tax will be applied to spirit sales.
- ◆ All vendors participating in your event at the Richmond Hill City Center must be licensed and insured. All vendors are guaranteed access to the function room approximately 2 hours prior to the start of your event. Vendors will not be permitted to consume alcoholic beverages during their contracted time. Vendors are required to breakdown and clean all of their supplies and equipment at the conclusion of the event.
- ◆ No storage will be provided for left items. The Richmond Hill City Center accepts no responsibility for lost or misplaced items. In the event that supplies, equipment or decorations have been left on Richmond Hill City Center property after the event has concluded, a \$500.00 charge will be applied to the event master account. Items that remain behind will be discarded.
- ◆ Menu tasting may be scheduled Monday through Friday on a mutually agreed upon date. Appointments may be made a maximum of two (2) months in advance. A tasting is available upon request for parties with a contracted food and beverage minimum of \$5,000.00 or more, and is complimentary for up to two (2) guests. For parties with a contracted food and beverage minimum less than \$5,000.00, a tasting is available for a fee of \$50.00 per person. The Catering Manager will assist you with menu selections and guidelines.

Richmond Hill City Center Wedding Packages



All Packages Include the Following:

Three Butler Passed Hors d'oeuvres
Choice of Plated, Buffet or Reception
Stations
Champagne Toast
Coffee and Tea Service

Butler Passed Hors d'oeuvres

Select three

Cold Hors d'oeuvres

Oysters on the Half Shell
Jumbo Shrimp Cocktail in Martini Glass
Tomato Basil Bruschetta on Crostini
Smoked Salmon with Dill on Fried Bagel Crisps
Goat Cheese and Kalamata Olive Topenade Tartlets
Mozzarella & Grape Tomato Skewer with Pesto & Basil
Asparagus Tips en Croute with Prosciutto
Peel & Eat Shrimp with Cocktail sauce

Hot Hors d'oeuvres

Bacon Wrapped Scallops
Mini Crab Cakes with Roasted Red Pepper Remolaude
Blue Crab & Gorgonzola Mushrooms
Sliced Tenderloin on Crostini with horseradish Remoulade
Chicken Satay with Ponzu Peanut Sauce Spanikopita
Southwestern Chicken Spring Rolls with Smokey Tomato Dip
Vegetable Spring Rolls
Rice and Shrimp Spoons
BLT Skewers
Beef Satay
Coconut Shrimp with House Dipping Sauce

Plated Dinner Package

Salad Course

(Select One)

The House Salad:

Fresh Artisan Blend with Cucumber, Tomatoes & Shredded Cheese with a choice of Two Dressings

The Georgian Salad:

Baby Spinach, Red Onion, Strawberries & Peaches with a Balsamic Vinaigrette Dressing

The Caesar Salad:

Fresh Romaine Hearts with Shaved Asiago Cheese, Herbed Croutons with Classic Caesar Dressing

The Grecian Salad:

Mixed Greens, English Cucumber, Feta Cheese, Red Onion, Kalamata Olives & Pepperoncinis with a Greek Vinaigrette Dressing

Main Course Tier I

(Select One)

Spring Roasted Breast of Chicken
Sweet Potato Tartlet &
Wild Mushroom Shallot Ragout

Grilled Chicken Breast
Sun-Dried Tomato & Parmesan
Polenta with Roasted Chicken Jus

Grilled Filet of Ribeye
Garlic Mashed Potatoes &
Cabernet Wine Demi

Sautéed Swai with
Sweet Lobster Sauce
Roasted Red Bliss Potatoes &
Grilled Asparagus

\$49 per person

Main Course Tier II

(Select One)

Cilantro, Pesto Basted Salmon
Carolina Gold Rice Pilaf &
Chipotle Honey Butter

Filet of Beef with Lobster Tail
Twice Baked Potato with
Saffron Burre Blanc

Jumbo Lump Crab Cakes
Collard Greens, Black Eyed Pea Ra-
gout & Lemon Pepper Remoulade

Grilled Filet Mignon
Dauphinoise Swiss Cheese
Potatoes & Portabella with
Mushroom Duxelle

\$59 per person

Buffet Dinner Package

Salad Course

(Select One)

The House Salad:

Fresh Artisan Blend with Cucumber, Tomatoes & Shredded Cheese with a choice of Two Dressings

The Georgian Salad:

Baby Spinach, Red Onion, Strawberries & Peaches with a Balsamic Vinaigrette Dressing

The Caesar Salad:

Fresh Romaine Hearts with Shaved Asiago Cheese, Herbed Croutons with Classic Caesar Dressing

The Grecian Salad:

Mixed Greens, English Cucumber, Feta Cheese, Red Onion, Kalamata Olives & Pepperoncinis with a Greek Vinaigrette Dressing

Entrée Selections

(Select Two)

Grilled Chicken Rosemary

Chicken Marsala

Pork Loin with Peach Barbeque Sauce

Alfredo Cream Penne Pasta with Shrimp

Sliced Roast Beef with Merlot Reduction

Flank Steak with Mushroom Demi Glace

Side Selections

(Select One)

Garlic & Herb Mashed Potatoes

Roasted Red Skin Potatoes

Low Country Jasmine Rice

Italian Macaroni & Cheese

Wild Rice

Side Selections

(Select Two)

Seasonal Mixed Vegetables

Green Bean Almandine

Sweet Corn & Red Pepper Relish

Steamed Asparagus

Broccoli Au Gratin

\$62 per person

Specialty Station Menu

Salad Display

(Select One)

The House Salad:

Fresh Artisan Blend with Cucumber, Tomatoes & Shredded Cheese with a choice of Two Dressings

The Georgian Salad:

Baby Spinach, Red Onion, Strawberries & Peaches with a Balsamic Vinaigrette Dressing

The Caesar Salad:

Fresh Romaine Hearts with Shaved Asiago Cheese, Herbed Croutons with Classic Caesar Dressing

Display

(Select One)

Antipasto Display

Salami, Provolone Cheese, Pepperoni, Roasted Peppers, Italian Black & Green Olives & Marinated Artichoke Hearts

Artisan Cheese Display

Served with Selection of Gourmet Crackers, Shaved Prosciutto & Cotto Salami Mortadella, Assorted Summer Melons & Mission Figs

Seafood Display

Chilled Georgia Jumbo Shrimp with Traditional Accompaniments

Action Stations

Pasta Station

(Attendant Required)

Fresh Pasta Provencal Tossed with Sun-Dried Tomato or Basil Pesto Sauce Accompanied with Shaved Parmesan Cheese, Crushed Red Pepper & Toasted Pine Nuts

Carving Board Station

(Attendant Required)

Black Angus Tenderloin Au Poivre
Cabernet Demi-Glaze & Horseradish Semi-Freddo

Peach Glazed Pork Tenderloin
Fresh Georgia Peaches & Natural Pork Jus

Carving Board Stations are Served with Roasted Red Potatoes, Grilled Vegetable Medley & Silver Dollar Rolls

Enhancements



Fresh Vegetable Crudités

Served with a Dill Dipping Sauce

Serves Approximately 50 guests ~ \$100.00

Grilled Vegetable Display

Served with a Dill Dipping Sauce

Serves Approximately 50 guests ~ \$120.00

Seasonal Fruit Extravaganza

Serves Approximately 50 guests ~ \$120.00

Domestic Cheese Selection

Served with Artisan Crackers

Serves Approximately 50 guests ~ \$150.00

Baby Spinach & Artichoke Cream Cheese Dip

Served with Artisan Crackers

Serves Approximately 50 guests ~ \$75.00

Hot Crab Florentine Dip

Served with Garlic Pita Chips

Serves Approximately 50 guests ~ \$150.00

Full Baked Brie En Croute

Served with a Peach Preserves and Crostinis

Serves Approximately 50 guests ~ \$130.00

Home-Made Nacho Bar

Served with Jalapeño Queso and Fresh Tomato Salsa

Serves Approximately 50 Guests ~ \$100.00

Attended Action Stations

Carving Stations Require a Minimum of 20 Guests
Should Group Count Fall Below 20 Guests a Service Charge of \$100++ will Apply

All Carving Stations are Served with Silver Dollar Rolls

Prime Rib

with Horseradish Cream

\$9 per person

Glazed Virginia Ham

\$7 per person

Oven Roasted Turkey

\$8 per person

Herb Roasted Pork Loin

\$8 per person

Beef Tenderloin

\$9 per person

Carvery Enhancements

Garlic Mashed Potatoes

Grilled Vegetables

Spaghetti Squash

Sweet Potato Fries

Steak Fries

Cream of Spinach

Add \$2.00++ per person

All Carving Stations Require a Chef Attendant of \$100 per Attendant
One Attendant per 100 Guests Advised

Attended Action Stations

Stations Require a Minimum of 20 Guests

Should Group Count Fall Below 20 Guests a Service Charge of \$100++ will Apply

Low Country Shrimp & Grits Station

Southern Style Grits Topped with Boiled Shrimp
in a White Wine Parmesan Cheese Cream Sauce
Served in a Martini Glass

\$8 per person

Slider Bar

Choose One

Pulled Pork **OR** Beef Burger
OR Brisket **OR** Grilled Chicken
All Served on Silver Dollar Rolls
Topped with a Tomato Onion Relish,
Ketchup, Mustard, Barbecue Sauce
Served with Mashed Potatoes

\$12 per person

Asian Station

Choose One

Chicken **OR** Beef
Served with Stir Fried Vegetables
Fried Rice
With a Soy Boursin Sauce
Served in a Paper Chinese Container

\$10 per person

Add Shrimp \$2.00 ++ per person

Fajita Bar

Spicy Strips of Chicken **OR** Beef with Mini Flour
Tortillas, Lettuce, Tomato, Onion, Jalapeño,
Peppers, Cheese, Sour Cream, Guacamole & Salsa

\$8 per person

Add Shrimp \$2.00 ++ per person

Chicken Wing Bar

A Chef Attendant will Prepare your Chicken Wings
Fried Chicken Wings with Carrots,
Celery & Ranch Dressing

Choose Two:

Parmesan Garlic Sauces **OR** Mild
OR Hot **OR** Barbecue **OR** Siracha

\$10 per person

Pasta Station

A Chef Attendant will Prepare your Pasta
Penne Pasta with an Assortment of Toppings to
Include: Mushrooms, Peppers, Garlic,
Ham & Chicken with an Assortment of Spices
Choice of Marinara Tomato or Alfredo Sauce

\$10 per person

Add Shrimp for Additional

\$2.00 per person

Grilled Cheese Bar

Made to Order Miniature Grilled Cheese Triangles
With a Choice of: Cheddar, Swiss or Havarti Cheese
Toppings to Include: Tomatoes, Spinach, Thinly
Sliced Prosciutto & Assorted Spices

\$10 per person

All Action Stations Require a Chef Attendant of \$100 per Attendant

One Attendant per 100 Guests Advised

All food is served on small plates



Richmond Hill City Center □ 520 Cedar Street □ Richmond Hill, GA 31324



Beverage 2016

Host Bar Services

Full Host Sponsored Bar per Person

*House Liquors, House Wine,
Assorted House & Premium Beer,
Soft Drinks, Soda Waters, Juices & Mixers*

One Hour	\$19
Two Hours	\$23
Three Hours	\$29
Four Hours	\$35

Beer & Wine Host Sponsored Bar per Hour

*Featuring Assorted House & Premium Beer, House
Wine & Soft Drinks*

One Hour	\$17
Two Hours	\$21
Three Hours	\$25
Four Hours	\$29

*Packages are Priced per Guest by the Hour and
Charged Based on Guaranteed Number or Actual
Attendance, if Higher*

Host Sponsored Bar per Drink

House Brands	\$7.00 per drink
Premium Brands	\$8.00 per drink
House & Premium Beer	\$6.00 per drink
House Wine	\$6.00 per drink
Soft Drinks & Juices	\$3.00 per drink

*Full Bar Setup is Included & Charges are Based
on the Actual Number of Drinks Consumed
Prices Listed are Subject to 20% Service Charge,
7% Sales Tax & 3% Liquor Tax on Spirits*

*Speak with your Catering Specialist about
Upgrading your Bar Brands*

Cash Bar Services

Cash Bar

House Brands	\$8.00 per drink
Premium Brands	\$9.00 per drink
House & Premium Beer	\$7.00 per drink
Desoto House Wine	\$7.00 per drink
Soft Drinks & Juices	\$3.00 per drink

*Full Bar Setup is Included
Prices Listed Include 20% Service Charge, 7% Sales Tax & 3%
Liquor Tax on Spirits*

*Bartender Fee of \$100 per Bartender Required
One Bar per 100 Guests is Recommended*

Beverage Brands

Premium Brands

Vodka—Ketel One
Gin—Tanqueray
Rum – Captain Morgan White
Bourbon—Makers Mark
Scotch – Johnnie Walker Red, Johnnie
Walker Black, Chivas Regal
Whiskey – Jameson, Crown Royal
Tequila – Patron Silver

House Brands

Vodka – Absolut
Gin – Beefeater
Rum—Bacardi
Scotch – Famous Grouse, Dewars
Bourbon – Jim Beam
Whiskey – Jack Daniels, Seagrams 7
Tequila – Jose Cuervo Gold, Camarena

Specialty Liquors

Available for House & Premium Bars

Rum: Malibu, Captain Morgan Spiced Rum
Spiced Whiskey: Fireball

House Beers

Bud Light
Michelob Ultra
Yuengling

Premium Beers

Heineken
Corona
Guinness Stout
Sweet Water 420
Fat Tire

Event Upgrades

The Signature Drink

Let our Mixologist Suggest a Signature Drink to be Featured at your event

Ketel One Martini Bar

Up to 6 flavors of Martinis with Specialty Garnishments
\$9 per drink

Ice Sculptures

Customize your event with an Ice Sculpture or Lounge for your bar

Butler Passed

Butler Pass Wine or Champagne as your guests enter the event

Table Side Wine Service

Offer a Red and a White
We can pair your meal with the perfect bottle of Red & white Wine
\$32 per bottle