



EVENT MENU 2019

WELCOME TO AC HOTELS

A new way to meet where the hotel is your canvas.

AC Hotel Atlanta Buckhead at Phipps Plaza is proud to present our Event Menu. Our talented event team is ready to serve you modern and localized food and beverages that cater to the progressive tastes of our guests. We will ensure a beautiful and seamless experience that will help you feel more creative, effective and inspired.

Keys to Success:

- Modern design offering stylish, yet efficient spaces
- Attentive service
- Free Wi-Fi in meeting space and sleeping rooms
- Modern and localized menu
- Indoor whirlpool
- 24 Hour Fitness center
- AC Kitchen
- AC LoungeSM





BREAKFAST

10-person minimum for all breakfast packages

AC Kitchen is available for smaller groups



AC SIGNATURE BREAKFAST

AC KITCHEN

(suitable for groups less than 25, served in the AC Kitchen with voucher)

Bananas, Seasonal Hand Fruit, Seasonal Cut Fruit
Assorted Milks w/ non-dairy options
Fresh Fruit
Assorted Chobani Yogurt
Granola, dried fruits, nuts
Hard Boiled Eggs
Assorted Savory and Sweet Breakfast Tarts
Selection of sliced meats and cheeses w/
condiments
La Quercia sliced prosciutto
Assorted Cereal
Freshly Baked All-Butter Croissants
Whole Grain Bread
Sweet Butter and Jams
Selection of Homemade Muesli and Chia Puddings
Torrefazione Italia Coffee (hot and iced)
Tazo Teas
Fresh Juices

\$15/Guest

AC EUROPEAN CONTINENTAL

Savory Breakfast Tart
All-Butter Croissants
Sweet Butter and Jams
Fresh Fruit
Selection of Muesli or Chia Pudding
Sliced Turkey and Cheddar Cheese w/
condiments
Fresh Juices
Hot Regular Coffee (decaf by request)
\$21/Guest

Options Exclude Buckhead Boardroom In-Room Service



BREAKFAST

MAKE YOUR OWN EGG SCRAMBLE

Groups of 20 or less

Scrambled Eggs
Fresh Peppers
Grated Parmesan Cheese
Shredded Gouda

Choice of Bacon or Sausage

Crispy Sea Salt Potatoes

Regular Coffee (*decaf on request*)
Hot Water & Assorted Tea

\$24/Guest

BREAKFAST SANDWICHES

Fresh Baked Croissant, Bacon & Cheese

English Muffin, Soft Scrambled Eggs,
Sausage & Cheese

\$6/Guest per Sandwich

Options Exclude Buckhead Boardroom In-Room Service

CONTINENTAL

Fresh Juices
Fresh Whole Fruit
Assorted Bagels
Assorted Muffins
Sweet Butter & Jams
Regular Coffee (*decaf on request*)
Hot Water & Assorted Tea

\$15/Guest

CHARCUTERIE CONTINENTAL

Sliced Fresh Fruit
Assorted Chobani Yogurt
Artisan Cured Meats and Cheeses
Assorted Bagels
Assorted Muffins
Regular Coffee (*decaf on request*)
Hot Water & Assorted Tea

\$19/Guest



BREAKFAST

1KEPT BRUNCH *20 person minimum*

– *Weekend Offering Only* –

Select Two:

-Southwestern Scramble: Chorizo, Bell Peppers, Onions, Queso

-Americano Scramble: Country Sausage, Cheddar Cheese, Tomatoes

-Vegetarian Scramble: Spinach, Mushrooms, Onions, Gruyere

Choice of Bacon or Sausage

Hash Browns

Coffee & Hot Tea

\$30/Guest

ENHANCEMENTS

Waffles - \$3/Guest

ENHANCEMENTS

Assorted Muffins: Blueberry, Banana, Walnut

\$30/Dozen

Assorted Bagels: Plain, Blueberry, Sesame, Asiago

\$30/Dozen

Assorted Danishes: Mini Apple, Cheese, Raspberry, Cinnamon Raisin

\$30/Dozen

SWEET / SAVORY EGG TARTS

-Gruyere, Spinach, Leek

-Bacon, Swiss

-Blueberry, Granola, Cream Cheese

-Cranberry, Apple

\$25 per Tart (*Serves 7*)

SMOKED SALMON

Bagels, Cream Cheese, Capers, Red Onion, Sliced Tomatoes

\$12/Guest

\$9/Guest as an *Add On to any Continental*



LUNCH

All catering and banquet charges are subject to a 22% service fee and current state tax of 8.9%.



AC EUROPEAN LUNCH

SMALL MEETINGS MENU – FOR GROUPS OF 5 – 10 GUESTS

AC TORRADA BUFFET

(Setup either in-meeting room or in the AC Kitchen for groups of 12 or less)

(CHOOSE TWO)

Red Pepper & Feta Toast

Tomato & Manchego Cheese Toast

Chicken BLT Toast

Turkey, Arugula and Gouda Croissant Sandwich

(CHOOSE ONE)

Apple & Manchego Cheese Salad

AC Antipasto Salad

Crispy Sea Salt Potatoes w/ Garlic Aioli

Carafe Sweet & Unsweet Tea

Still & Sparkling Water

\$25/Guest

AC FAMILY MEAL

(Setup as either a pleasant family-style meal for groups of 12 or less and buffet for larger groups)

Herb Rubbed Chicken w/ Tomato & Olives

Salmon w/ Spiced Lentils

(CHOOSE ONE)

Red Pepper & Feta Toast

Tomato & Manchego Cheese Toast

Chicken BLT Toast

Apple & Manchego Cheese Salad

AC Antipasto Salad

Crispy Sea Salt Potatoes w/ Garlic Aioli

Carafe Sweet & Unsweet Tea

Still & Sparkling Water

\$35/Guest



LUNCH 1KEPT

TRIO OF SALAD SANDWICHES

Trio of Salads: Chicken, Egg, Tuna Salad
Choice of One (1) Side Item
Choice of One (1) Salad
Chef Selection Dessert
\$28/Guest

SANDWICH BUFFET

Selection of Three (3) Sandwiches
Choice of One (1) Side Item
Choice of One (1) Salad
Choice of One (1) Dessert
\$30/Guest

BOX LUNCH

Selection of One (1) Cold Sandwich
Selection of Pasta or Potato Salad
House Made Chips
Seasonal Whole Fruit
Fresh Baked Cookie
Minimum of Five (5) of the same sandwich option is required
\$24/Guest

COLD SANDWICH OPTIONS

VEGETARIAN WRAP: House made hummus, spring mix, bell peppers, tomatoes, mushrooms, carrots, onions

TUNA SALAD: Choice of: Wrap, Salad or Sandwich – Celery & cucumber

SMOKED CHICKEN SALAD Choice of: Wrap, Salad or Sandwich - Celery, cucumber, apples

TURKEY & SWISS

ITALIAN: Salami, capicola, black forest ham, provolone

LUNCH INCLUDES

Carafe Sweet & Unsweet tea and infused water

Bottled Beverages are \$4/person on consumption

A LA CARTE

Sandwich: \$10/Guest

HOT SANDWICH OPTIONS

SOUTHERN FRIED CHICKEN SANDWICH: Pimento cheese, house pickles

PULLED PORK SANDWICH: Coleslaw, grain mustard, house pickles, BBQ sauce

HOT HAM & SWISS

GRILLED SKIRT STEAK SANDWICH: Chimichurri, horse radish aioli

MEATBALL SANDWICH: Pork meatballs, arabiatta-goat cheese sauce, Parmesan

SLIDERS Choice of One (1):

- Chicken: Fried or Grilled
- Meatball: Arrabiatta-goat cheese sauce, parmesan
- Angus Beef: House ketchup & pickles
- Vegetarian: Hummus, daily vegetables

See Page 11 – Sides & Salad Options



LUNCH 1KEPT

LUNCH BUFFET OPTION 1

One (1) Entrée
One (1) Side or One (1) Salad
One (1) Dessert

\$30/Guest

LUNCH BUFFET OPTION 2

Two (2) Entrées
One (1) Side and One (1) Salad
One (1) Dessert

\$33/Guest

LUNCH BUFFET OPTION 3

Three (3) Entrées
Two (2) Sides or Salad
Two (2) Desserts

\$35/Guest

PASTA BUFFET

Choice of Three (3) Pastas
One (1) Side or One (1) Salad
One (1) Dessert

\$33/Guest

See Page 11 – Sides & Salad Options

ENTRÉE OPTIONS

GRILLED CHICKEN: Red wine sauce

ROASTED CHICKEN: Lemon-thyme jus

CHICKEN PARMESAN: Marinara, mozzarella

PORK LOIN: Apple cider glaze

MEATLOAF: Red sauce or gravy

PAN SEARED SALMON: Citrus dressed

SPAGHETTI BOLOGNESE: Meat sauce

FETTUCINE ALFREDO - Add: Chicken or Shrimp - \$5pp

PENNE PESTO - Add: Chicken or Shrimp - \$5pp

CARBONARA: Parmesan cream sauce, bacon, English peas - Add: Chicken or Shrimp - \$5pp

LASAGNA: Beef or Vegetarian

A LA CARTE

Entrée or Pasta: \$10/Guest

LUNCH INCLUDES

Carafe Sweet & Unsweet tea and infused water

Bottled Beverages are \$4/person on consumption



LUNCH 1KEPT

FRESH AND HEALTHY

Spinach Salad – Craisins, Apples, Roasted Sweet Potatoes, Toasted Pecans, Balsamic Vinaigrette

Pasta Salad – Cherry Tomatoes, Cucumber, Red Onion, Castelvetrano Olives, Citrus Vinaigrette

Hummus with Pita

Sautéed Garlic Green Beans

PROTEINS (CHOOSE 2)

Grilled Chicken

Roasted Salmon

Roasted Pork Loin

\$34/Guest

SOUTHERN TACO BAR

PROTEINS: Sirloin Beef, Shredded Chicken and Pulled Pork

TORTILLAS: Corn or Flour

ACCOMPANIMENTS: Sour Cream, Salsa, Onions, Cilantro, Lettuce, Tomatoes, Cheese

\$30/Guest

ENHANCEMENTS

Guacamole + \$6/Guest

BUILD YOUR OWN GRAIN BOWL

BASE

Quinoa and Cous Cous

TOPPING (CHOOSE 5)

Roasted Sweet Potatoes

Crispy Brussel Sprouts

Cucumbers

Squash

Zucchini

Grilled Asparagus

Chickpeas

Broccoli

Cauliflower

Sun-dried Tomatoes

Fresh Tomatoes

Olives

Fresh Spinach

Arugula

Feta or Goat Cheese

PROTEINS (CHOOSE 2)

Grilled Chicken

Pan Seared Salmon

Roasted Pork Loin

\$34/Guest

ENHANCEMENTS

Avocado + \$2.50/Guest

Seared Tuna + \$8/Guest

SOUTHERN BBQ

House Salad with Champagne Vinaigrette
OR Buttermilk Poppy Seed Ranch

Cornbread

(CHOOSE 1)

Collard Greens, Creamed Corn, Potato Salad, Macaroni & Cheese

PROTEINS (CHOOSE 2)

Pulled Pork

Beef Brisket

Smoked Chicken Breast

Peach Fatalii Barbeque Sauce OR Tomato Molasses BBQ

\$34/Guest

ENHANCEMENTS

Brunswick Stew + \$4.50/Guest

St. Louis Pork Ribs + \$4.50/Guest

Additional Side + \$4/Guest

Additional Dressing/Sauce + \$3/Guest

ALL LUNCHES INCLUDES

Carafe Sweet & Unsweet Tea and Infused Water

Bottled Beverages are \$4/person on consumption



LUNCH 1KEPT

SALADS

CEASAR SALAD: House croutons, cherry tomatoes, pecorino

WEDGE SALAD: Bacon, tomatoes, cucumber, poppy seed buttermilk ranch dressing

SPINACH SALAD: Candied pecans, currants, goat cheese, shallot vinaigrette dressing

CHOP SALAD: Corn, carrots, broccoli, cauliflower, cucumber, poppy seed buttermilk ranch dressing

CAPRESE SALAD: House made mozzarella, basil, Roma tomatoes, balsamic

FIELD GREENS: Walnuts, cranberries, oranges, blue cheese crumbles, balsamic vinaigrette

MIXED GREENS: Balsamic vinaigrette

A LA CARTE

Additional Salad, Side, or Dessert:
\$6/Guest

SIDES

Seasoned Vegetable Medley

Mashed Potatoes

Roasted Red Potatoes

Scalloped Potatoes

Asparagus with Lemon Butter

Macaroni and Cheese

Broccoli Casserole

Grits

Pasta Salad

Potato Salad

Housemade Chips

DESSERTS

Chocolate Buttermilk Pie

Bread Pudding

Banana Pudding

Lemon Bars

Brownies (gluten free available)

Chocolate Chip Cookies

Fruit Salad

MINIMUMS AND OUTSIDE CATERING

1KEPT FOOD MINIMUMS: \$300/Day

1Kept Menu options listed are provided by 1Kept, a preferred vendor of AC Hotel Atlanta Buckhead at Phipps Plaza.

If you choose to select an outside caterer, a \$250++ fee per day will be included per day per meal service. Please see last page of Menus for full details.

All outside caterers must be approved by the hotel and waiver/release must be signed by client.

ALL Lunch Options Exclude Buckhead Boardroom Service

Lunch will be served in either AC Kitchen or AC Lounge when booking the Buckhead Boardroom

All catering and banquet charges are subject to a 22% service fee and current state tax of 8.9%.





BREAKS

COFFEE BREAKS

ALL DAY BEVERAGE BREAK

Torrefazione® Italia coffee, Assorted Tazo® teas, Assorted Bottled Sodas & Bottled Water

**Select 4 Refresh Times*

\$30/Guest

ALL DAY COFFEE BREAK

Torrefazione® Italia coffee

**Select 4 Refresh Times*

\$20/Guest

2-HOUR BEVERAGE BREAK

Torrefazione® Italia coffee, Assorted Tazo® teas, Assorted Bottled Sodas & Bottled Water

\$12/Guest *Min of 10 Guests

2-HOUR COFFEE BREAK

Torrefazione® Italia coffee

\$8/Guest *Min of 10 Guests



COMPOSED BREAKS

CANDY LAND BREAK

Gummy Bears
Skittles
Starbursts
Tootsie Rolls

\$10/Guest

PASTRY SHOP BREAK

Assorted Muffins & Danishes
Whole Fruit
Kind Bars

\$15/Guest

MAKE YOUR OWN TRAIL MIX

M&M's, Pretzels, Chex Mix,
Toasted Whole Almonds,
Toasted Pecan Halves,
Cashews, Sesame Sticks,
Golden Raisins

\$12/Guest

Options Exclude Buckhead Boardroom

In-Room Service

SWEET AND SALTY

Pretzel Crisps - Choice of One (1):
Buffalo, Garlic Parmesan, Original or
Sesame
Mixed Dried Berries
Bark Thins – Choice of One (1):
Dark chocolate pretzels with sea salt or
Dark chocolate almonds with sea salt

\$14/Guest

KEEP IT SWEET

Assorted Cookies: Chocolate Chip, Sugar,
& Oatmeal Raisin
Assorted Cake Pops
Assorted Macaroons

\$15/Guest

BALLPARK BREAK

Caramel Popcorn
Pretzels, Peanuts & M&M's

\$14/Guest

*All Breaks Include Assorted Soft Drinks &
Bottled Water with Freshly Brewed Coffee*

AC SWEET TREATS

Seasonal Berries & Nutella
Freshly Baked Croissants and Chocolate
Croissants

\$14/Guest

AC MARKETPLACE

Assortment of AC Market Snack Boxes
Bark Thins
Tate's Cookies
Local Chips
Whole Fruit

\$20/Guest

AC ARTISAN MEATS & CHEESES

(Choose One)
La Quercia Prosciutto
Salami

(Choose One)
Manchego Cheese
Brie Cheese

Toasted Rustic Bread w/ Olive Oil
Chili & Citrus Marinated Olives
Cilantro Lime Pistachios & Pepitas

\$15/Guest

CHEESE BOARD

Gouda, Manchego & Brie cheese
Artisanal Bread, Crackers & Dried Fruit

\$15/Guest





BEVERAGES

All catering and banquet charges are subject to a 22% service fee and current state tax of 8.9%.



COFFEE, TEA & BEVERAGES

FIT & FRESH

Water station, assorted juice, Kind bars, whole fruit

\$12/Guest

INFUSION BAR 2-HOUR SERVICE

Blackberries
Blueberries
Raspberries
Mint
Cucumber
Oranges (quartered)
Lemon
Lime
Gallon of Ice Water

\$16/Guest

AC ALL-DAY HYDRATION & ENERGY BEVERAGES

Bottled Still & Sparkling Water, Assorted Pepsi Products
Starbucks Iced Coffee, Assorted Red Bull

Complimentary house made trail mix

\$20/Guest

A LA CARTE

Torrefazione Italia Coffee & Tazo Teas

\$65/Gallon

FRESH JUICE CARAF

\$12/Carafe – Serves 4

\$55/Gallon – Serves 32

ICE TEA OR LEMONADE

\$10/Carafe – Serves 4

\$40/Gallon – Serves 32

BOTTLED SODAS

\$4/Each

BOTTLED WATER

\$4/Each – Still or Sparkling Water

ASSORTED SLICED OR WHOLE FRUIT

\$4/Guest

ASSORTED KIND BARS

\$4/Guest





RECEPTIONS

1KEPT LITE + HEARTY BITES

LITE BITES

\$ - POPCORN: Black Truffle w/ fresh shaved parmesan

\$ - AVOCADO: Jicama slaw, sea salt cracker

\$ - SMOKED SALMON: Balsamic pearls, micro greens, creme fraiche, benne seed cracker

\$ - VEGETARIAN SUSHI ROLLS: Cucumber, carrots, basil, rice vinegar

\$ - *SOUTHWESTERN CANAPÉS: Marinated chicken, black beans, roasted corn, cotija cheese

\$ - HOUSEMADE HUMMUS: Cucumber, carrots, rice vinegar, pita bread

\$\$ - *PIMENTO CHEESE & BACON JAM: Grilled sourdough

* - Can be made vegetarian

HEARTY BITES

\$\$ - CHICKEN or PORK EMPANADAS

\$\$ - VEGETARIAN EMPANADAS

\$\$ - GRILLED CHICKEN SKEWERS:

Please select your sauce:

- Woodford BBQ
- Teriyaki
- Cuban Mojo

\$\$ - MEATBALL SKEWERS:

Please select your sauce:

- Woodford BBQ
- Teriyaki
- Tomato Glaze

\$\$ - SLIDERS:

- Chicken: Fried or Grilled
- Meatball: Arrabbiata-goat cheese sauce, parmesan
- Angus Beef: House ketchup & pickles
- Vegetarian: Hummus, daily vegetables

Menu options listed are provided by 1Kept, a preferred vendor of AC Hotel Atlanta Buckhead at Phipps Plaza.

FLATBREADS

\$ - MARGUERITE: Blistered cherry tomatoes, house mozzarella, pecorino romano, barrel aged balsamic

\$ - WATERMELON & FETA: Basil-pesto, frisée, local honey

\$\$ - ALL-MEAT FLATBREAD: Chorizo, bacon, arrabbiata sauce, mozzarella, chili oil, herbs

\$\$ - CHICKEN AND MUSHROOM: Roasted Corn and Bechamel

PRICING

\$ - 3.50/Guest

\$\$ - 4.50/Guest

*The suggested # of item selections per person for a 2hr function is 2-4 items per person

Offerings can be served passed or buffet.

Passed OR Buffet requires 1 server per/25ppl, \$25/hour with a 3-hour minimum required per server.

MINIMUMS

Minimum order is \$350++

All catering and banquet charges are subject to a 22% service fee and current state tax of 8.9%.



PACKAGE BAR

PACKAGE BAR | PER PERSON

First Hour 18
Each Additional Hour 12

Package pricing includes: House Wine & Domestic Beer, Pepsi Products & Aquafina Water

HOUSE WINE | Select 3
Canyon Road Pinot Noir
Canyon Road Merlot
Purple Cowboy Red Blend
Canyon Road Pinot Grigio
Canyon Road Chardonnay
Canyon Road Moscato
Vino Rose

PREMIUM PACKAGE BAR | PER PERSON

First Hour 22
Each Additional Hour 14

Package pricing includes: House Wine & Domestic Beer, Pepsi Products & Aquafina Water

PREMIUM HOUSE WINES | Select 3
Black Stallion Pinot Noir
Firesteed Pinot Noir
Hess Cabernet Sauvignon
Silver Palm Merlot
St. Supery Sauvignon Blanc
Virginia Dare Chardonnay
Jean Leon Chardonnay

Beer selections on a rotating basis – please inquire with your Events Manager



PACKAGE BAR A | PER PERSON

First Hour 26
Each Additional Hour 16

Package pricing includes:

Beefeater Gin
Titos Vodka
Makers Mark
Four Roses
Jack Daniels
Hennessy
1800 Tequila
Bacardi Rum

3 House Wines, Domestic Beer, Pepsi Products & Aquafina Water

PACKAGE BAR B | PER PERSON

First Hour 30
Each Additional Hour 18

Package pricing includes:

Hendricks
Grey Goose
Ketel One
Woodford Reserve
Bulleit Bourbon
Macallan 12
Angels' Envy
Patrón

3 House Wines, Domestic Beer, Pepsi Products & Aquafina Water

Upgrade to Premium Wine @ \$4/person – list available by request

CHAMPAGNE TOAST

\$8/Glass
Add Fresh Berries for \$1/Glass

BUILD YOUR OWN CHAMPAGNE BAR

Carafes of Juice: Peach, Orange, & Cranberry
Fresh Berries
\$20/Person

ADDITIONAL BARTENDER SERVICE

\$150/Bartender – 3 Hour Minimum required

*Additional bartender is required for events larger than 45ppl

All catering and banquet charges are subject to an automatic 22% service fee and current state tax of 8.9%.

BEVERAGE MINIMUMS

Events with more than 45ppl:
\$1,000 Beverage minimum is required with a 3 hour minimum of service.

Outside alcohol is not permitted.



MEETING PLANNER PACKAGES



AC Hotel Atlanta Buckhead at Phipps Plaza 3600 Wieuca Rd NE, Atlanta, GA 30326

EXECUTIVE MEETING PLANNER PACKAGE

PACKAGE INCLUDES

SELECT ONE BREAKFAST OPTION

ALL DAY COFFEE / BEVERAGE BREAK

SELECT ONE LUNCH OPTION

SELECT ONE (1) COMPOSED AM AND ONE (1) PM BREAK OPTION

MEETING ROOM RENTAL: Phipps, Lenox or Buckhead Boardroom

IN-HOUSE AUDIO VISUAL: Projector, Screen, Podium, Polycom and Handheld microphone

\$99/Guest

10 Guest Minimum

****Menu items are not included in Package pricing****

Marriott Rewards Points are available for Planners





AUDIOVISUAL CAPACITY RENTAL



AC Hotel Atlanta Buckhead at Phipps Plaza 3600 Wieuca Rd NE, Atlanta, GA 30326

AUDIOVISUAL

LCD DATA PROJECTORS

Data LCD Projector (XGA 3200 Lumens) \$300

PROJECTIONS SCREENS

70" TV Screen *Buckhead Boardroom Only Complimentary

132" diagonal (70"H x 112"W) 16:10 Screen \$300
(Phipps & Lenox Rooms Only)

DATA

VGA Digital Adapter Complimentary Upon Request

HDMI Digital Adapter Complimentary Upon Request

Apple Lightning Digital AV Adapter \$35

POLYCOM \$100

MICROPHONES

Wireless Handheld Microphone \$200

FLIP CHARTS

Flipchart Easel w/Post-It Paper, Pad & Markers \$30



ROOM RENTAL

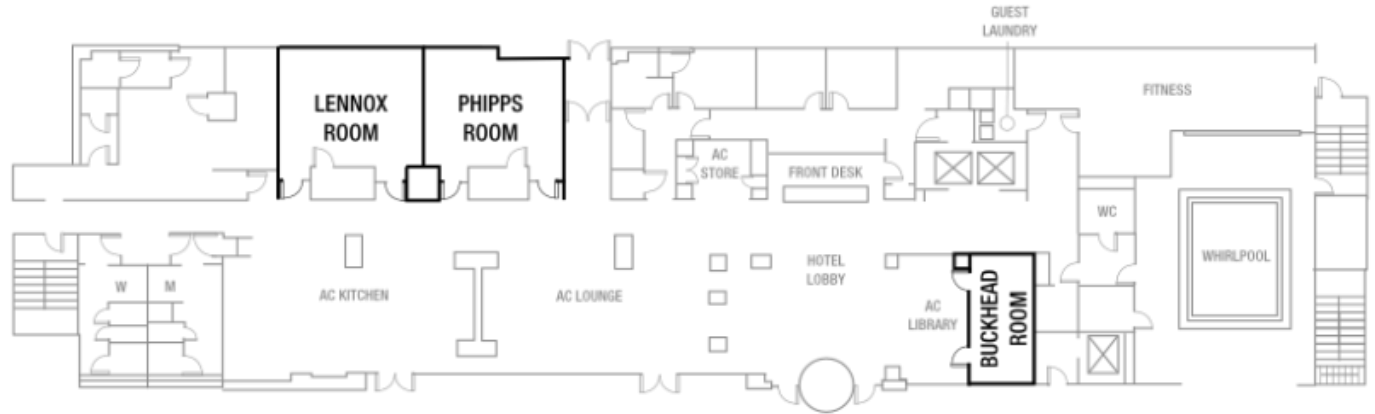
BUCKHEAD BOARDROOM	\$300
PHIPPS MEETING ROOM	\$350
LENOX MEETING ROOM	\$350
PHIPPS & LENOX MEETING ROOM	\$700
AC PATIO	
Semi-Private	\$400
Private	\$800
AC LOUNGE	
Private	\$1,000
<i>Excludes Monday thru Wednesday Events</i>	
AC KITCHEN	
Private	\$800

F&B Minimums may apply based on amount of attendees. Rates do not include sales tax and auto gratuity of 22%.

Virtual Tour: <http://www.achotelbuckhead.org/virtualtour/>



CAPACITY



	Dimension	Sq. Ft.	Theatre	Classroom	Conference	U-Shape	Reception	Banquet
Buckhead Boardroom	22x11x10	242	-	-	12	-	-	-
Lenox Room	18x25x10	509	40	24 Max	16	16 Max	40	32 Max
Phipps Room	18x24x10	507	40	24 Max	16	16 Max	40	32 Max
Phipps + Lenox Room	36.8x25x10	1,016	80	54 Max	40	36	80	64 Max
AC Patio							125 – On Flow	
AC Kitchen							75 – On Flow	
AC Lounge							75 – On Flow	



CONSIDERATIONS

The AC Hotel Atlanta Buckhead at Phipps Plaza partners with third party catering companies. Each partner is responsible for the quality of the food served to our guests. Due to current health regulations, all food served at the hotel must be approved by the hotel staff. The sale and service of alcoholic beverages are regulated by the state. As a licensee, this hotel is responsible for the administration of the regulations.

OUTSIDE CATERING

Hotel will charge \$250++ for any outside catering used for an event; per meal service. A release of liability waiver will be required to sign through contract terms. The **hotel will only provide tables and linens**, outside service will be required to provide anything in addition as well as clean up. If hotel is to provide, client will be billed accordingly.

SERVICE CHARGE & TAX

All serviceable charges are subject to a 22% service fee and current state tax of 8.9%.

FUNCTION ROOM ASSIGNMENTS

Room assignments are made accordingly to the guaranteed minimum number of people anticipated. Because these attendance figures may vary from the expected attendance, we reserve the right to change room reservations to best accommodate either increasing or decreasing attendance figures.

GUARANTEES

A guaranteed attendance figure is required for all meal functions fourteen (14) business days prior to the function date and is not subject to reduction. If the sales office is not advised by this time, the estimated figure will become the guarantee.

BILLING & PAYMENT

A form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit, prepayment, direct billing (subject to approval) or a completed credit card authorization form. A deposit or full payment is required *either* at time of contract signing or within fourteen (14) business days prior to the function date, remainder of balance due will be settled day of event.

