



EVENT MENU

AC Hotel Columbus Downtown 517 Park Street, Columbus, OH 43215 T: 614.227.6100

WELCOME TO AC HOTELS

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

AC Columbus Downtown 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
- AC Kitchen
- AC LoungeSM
- Lumin Sky Bar





BREAKFAST

10-person minimum for all breakfast packages



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 with Non-Dairy Options
Assorted Chobani Yogurt with House-Made Granola
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
Regular & DeCaf Coffee, Hot Teas
Assorted Bottled Juices

\$18/Guest

AC EUROPEAN CONTINENTAL

Savory Breakfast Tart
Freshly Baked All-Butter Croissants
Sweet Butter and Jams
Seasonal Harvest Fruits with Assorted Melons & Berries
Selection of Muesli or Chia Pudding
Sliced Cured Meats and Cheddar Cheese w/ condiments
Regular & DeCaf Coffee, Hot Teas
Assorted Bottled Juices

\$20/Guest



AC SIGNATURE BRUNCH

AC Brunch | \$38

Seasonal Harvest Fruits with Assorted Melons & Berries
Assorted Greek Yogurts with House-Made Granola & Dried Fruits
Sliced Cured Meats and Local Farm Cheeses
Bakery Fresh Quiches
Tomato and Prosciutto Toast
Avocado and Harissa Toast
Freshly Baked Butter and Apricot Croissants
Sweet Butter and Jams

Regular & Decaf Coffee, Hot Teas
Assorted Bottled Juices

Café Brunch | \$36

Seasonal Harvest Fruits with Assorted Melons & Berries
Assorted Muffins and Danish
Yogurt Parfaits with Mark's Apiaries Local Honey, Fresh Berries & Granola
Scrambled Eggs or Scrambled Egg Whites
Breakfast Sausage or Applewood Smoked Bacon
Patata Bravas with Sea Salt & Herbs
Chicken Salad on Croissant
Smoked Ham and Middlefield White Cheddar on Pretzel Roll
Garden Harvest Salad

Regular & Decaf Coffee, Hot Teas
Assorted Bottled Juices



BREAKFAST | ENHANCEMENTS

BREAKFAST ENHANCEMENTS

Assorted Bagels with Cream Cheese, Butter & Preserves | \$4 per person

Assorted Muffins | \$4 per person

Assorted Danish | \$4 per person

Individual Greek Yogurt Parfaits with Local Honey, Fresh Berries & Granola | \$8 per person

Savory Breakfast Tarts | \$8 per person

Sweet Breakfast Tarts | \$8 per person

Whole Fruit | \$3 per person

Assorted KIND Bars & Cliff Bars | \$5 per person

Assorted Granola Bars | \$4 per person

BEVERAGE ENHANCEMENTS

Cold Brew Coffee | \$75 per gallon

Fruit Infused Ice Water | \$15 per carafe

Iced Tea | \$55 per gallon

Assorted Pepsi Products | \$3.50 each

Bottled Water | \$3 each





LUNCH



LUNCH | BUFFET

SOUP AND SALAD LUNCH | \$28

CHEF'S SALAD (SELECT 2)

Garden Harvest Salad (Hydroponic Greens, Grape Tomatoes, Pickled Red Onions, Fennel, Breakfast Radish, Orange Coriander Vinaigrette)

Antipasto Salad (Tomato, Chickpeas, Mozzarella, Prosciutto, Salami, Arugula, Charred Lemon Vinaigrette, Manchego)

Park and Spruce Salad (Romaine, Crispy Prosciutto, Avocado, Manchego, Sprouts, Green Goddess Dressing)

Kale Caesar (Baby Kale, Garlic Croutons, Shaved Parmesan, Hard-Boiled Eggs, Caesar Dressing)

CHEF'S PROTEIN SELECTION (SELECT 1)

Grilled Marinated Chicken

Seared Salmon

Shrimp

Grilled Steak

CHEF'S SOUP (SELECT 1)

Chicken Noodle

Roasted Tomato Bisque

Broccoli and Beer Cheese

French Onion

Caldo Gallego (Spanish White Bean Soup)

Garden Vegetable

FRESH CUT FRUIT

FRESH BAKED COOKIE

**ADD GOURMET SANDWICHES - \$12

SANDWICH OPTIONS LISTED ON NEXT PAGE

BEVERAGES

Iced Tea & Water



LUNCH | BUFFET

GOURMET SANDWICH (BUFFET OR BOXES) \$28

CHEF'S SANDWICHES (SELECT 2)

Chicken Salad (Dried Cranberries, Pecans, Local Honey, Arugula on Croissant)

Roasted Turkey (Roasted Tomatoes, Watercress on Grilled Sourdough)

Serrano Bocado (Pork, Serrano Ham, Grilled Shishito Peppers, Garlic Aioli, on Baguette)

Roast Beef (Middlefield White Cheddar Cheese, Pickled Shishito Pepper Jam, Arugula, on Brioche)

BBQ Tofu Wrap (Grilled Tofu, Hydroponic Greens, Pickled Vegetables wrapped in Flour Tortilla)

Grilled Vegetable Muffuletta (Seasonal Vegetables, Olive Salad on Sicilian Roll)

CHEF'S SIDES (SELECT 1)

Diced Fresh Fruit

Spanish Orzo Salad

Fingerling Potato Salad

INDIVIDUAL BAG OF CHIPS

FRESH BAKED COOKIE

BEVERAGES

Iced Tea & Water



AC EUROPEAN LUNCH

AC TORRADA BUFFET

(Setup either in-meeting room or in the AC Kitchen)

(Choose two)

Red Pepper and Feta Toast

Tomato and Manchego Cheese Toast

Prosciutto and White Bean Toast

(Choose One)

Apple and Manchego Cheese Salad

AC Antipasto Salad

Crispy Sea Salt Potatoes with Garlic Aioli

\$23/Guest

AC FAMILY MEAL

(Setup as either a pleasant family-style meal for groups of 10 or less and buffet for larger groups)

Herb Rubbed Chicken with Tomato & Olives

Salmon with Spiced Lentils

(Choose One)

Red Pepper and Feta Toast

Tomato and Manchego Cheese Toast

Prosciutto and White Bean Toast

Apple and Manchego Cheese Salad

AC Antipasto Salad

Crispy Sea Salt Potatoes with Garlic Aioli

Still & Sparkling Water

\$31/Guest





COFFEE BREAKS



COFFEE BREAKS

EARLY MORNING | \$10

Bananas, Seasonal Hand Fruit
Assorted Granola Bars
Individual Bags of Trail Mix

BEIGNETS & DANISH | \$12

Fresh Selection of Assorted
Beignets and Danish

BALANCED MIND & BODY | 18

Bananas, Seasonal Hand Fruit
Assorted Greek Yogurts
Berry and Banana smoothie
Chia Seed Pudding Parfait with Coconut,
Almonds & Berries

SIMPLY SWEET | \$14

Assorted Fresh Baked Cookies
Chocolate Buckeyes
Churros with Sangria Jam

LIGHT & FIT | 16

Roasted Garlic Hummus and Harissa
Hummus w/ Naan
Vegetable Crudité
Marinated Olives with Citrus & Herbs

CHARCUTERIE | \$16

Assorted Cured Meats and
Local Cheeses with Specialty
Mustards, Jam, Artisanal Breads &
Dried Fruits

BREAK ENHANCEMENTS

Gourmet Assorted Brownies | \$4 per person
Assorted Fresh Baked Cookies | \$4 per person
Chocolate Buckeyes | \$4 per person
Individual Bags of Chips & Pretzels | \$3 per person
Individual Bags of Popcorn | \$3 per person
Individual Bags of Trail Mix | \$4 per person
KIND Bars & Cliff Bars | \$5 per person
Assorted Granola Bars | \$4 per person
Whole Fruit | \$3 per person



COFFEE, TEA & BEVERAGES

AC ALL-DAY HYDRATION & ENERGY BEVERAGES

Bottled Still & Sparkling Water

Assorted Pepsi Products

Rooted Grounds Coffee, Iced Coffee

Assorted Red Bull

Complimentary small snacks to accompany

\$20 | Guest Full Day

\$12 | Guest Half Day

BEVERAGES BASED ON CONSUMPTION

Rooted Grounds Regular Coffee | \$65 per gallon

Rooted Grounds Decaf Coffee | \$65 per gallon

Cold Brew Coffee | \$75 per gallon

Hot Tazo Tea | \$65 per gallon

Fruit Infused Ice Water | \$15 per carafe

Iced Tea | \$55 per gallon

Assorted Pepsi Products | \$3.50 each

Bottled Still Water | \$3 each

Bottled Sparkling Water | \$4 each

Assorted Red Bull | \$5 each





RECEPTION



RECEPTION | PASSED HORS D'OEUVRES

BITE SIZE HORS D'OEUVRES | \$5

Grilled and Chilled Shrimp Cocktail Shooters
Smoked Salmon on Dark Rye, Pickled Cucumber and Dill Crème
Bacon Wrapped Scallops (served warm)
Mini Crab Cakes with Preserved Lemon Aioli (served warm)
Candied Pepper Bacon
Prosciutto and Fig Jam Crostini

VEGETARIAN BITE SIZE HORS D'OEUVRES | \$4.50

Antipasto Skewers
Fire Roasted Vegetable Empanada (served warm)
Roasted Heirloom Tomato Bruschetta
Tapenade and Feta Crostini
Goat Cheese Tarts with Sangria Berry Jam

SEASONAL BITE SIZE HORS D'OEUVRES

For seasonal hors d'oeuvres please discuss with your Event Manager. Our Chef is happy to customize hors d'oeuvre selections to your preference.



RECEPTION | DISPLAYED HORS D'OEUVRES

ARTISAN CHEESE BOARD | \$12 PER PERSON

Assorted local domestic cheese and cracker display w/ assorted fruit spreads

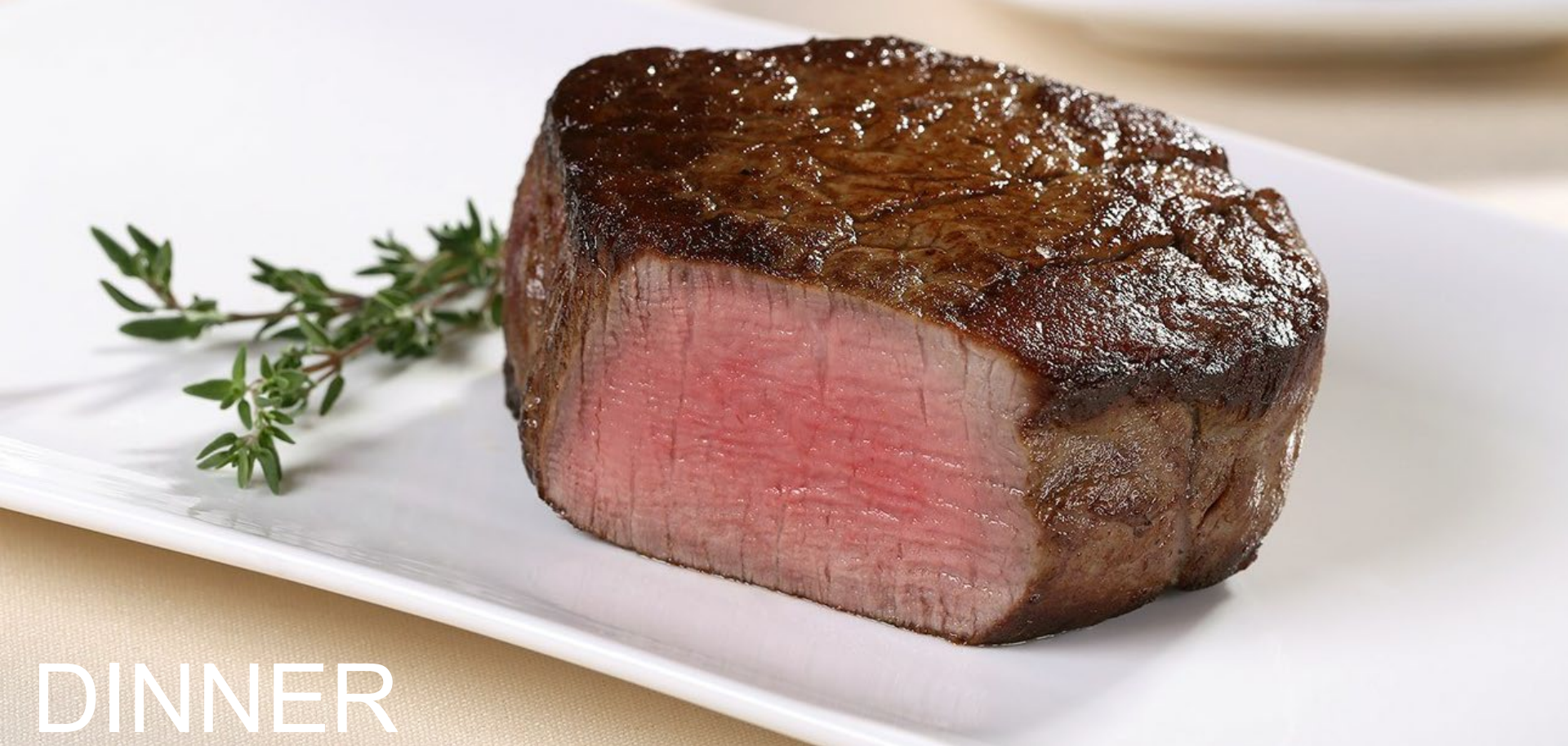
CHEF'S LOCAL CHARCUTERIE BOARD | \$20 PER PERSON

Chef's selection of North County cured meats and local cheese served w/ fresh-made jam & chutney

GARDEN FRESH CRUDITE BOARD | \$10 PER PERSON

Garden vegetables, harrisa hummus and creamy dill dip





DINNER

PLATED DINNER | STARTERS

PLATED DINNER

EACH PLATED DINNER ENTREE INCLUDES ROLLS & BUTTER, CHEF'S CHOICE SIDE SALAD, 1 STARCH SELECTION, 1 VEGETABLE SELECTION, REGULAR & DECAF COFFEE, ICED TEA, & ICE WATER.

SOUP or SALAD| select 1

GARDEN HARVEST SALAD

Hydroponic Greens, Grape Tomatoes, Pickled Red Onions, Fennel, Breakfast Radish, Orange Coriander Vinaigrette

ANTIPASTO SALAD

Tomato, Chickpeas, Mozzarella, Prosciutto, Salami, Arugula, Charred Lemon Vinaigrette, Manchego

PARK AND SPRUCE SALAD

Romaine, Crispy Prosciutto, Avocado, Manchego, Sprouts, Green Goddess Dressing

KALE CAESAR

Baby Kale, Garlic Croutons, Shaved Parmesan, Hard-Boiled eggs, Caesar Dressing

ROASTED TOMATO BISQUE

CALDO GALLEGO (Spanish White Bean Soup)

GARDEN VEGETABLE



PLATED DINNER | ENTRÉES

PASTA FIDEUÀ | \$32 PER PERSON

Saffron, Lemon, Olive Oil, Tomatoes, Grilled Seasonal Vegetable

SAFFRON VEGETABLE RISOTTO | \$38 PER PERSON

Fresh Seasonal Vegetable Risotto cooked in Saffron Broth – Vegan & Gluten Free

HERB ROASTED CHICKEN BREAST | \$42 PER PERSON

Herb Airline Chicken Breast Wild Rice, Roasted Vegetables, Rosemary Reduction

SEARED SCALLOPS | \$58 PER PERSON

English Pea, White Asparagus, Pickled Fennel Watercress Salad

SEARED SALMON | \$42 PER PERSON

Lightly Smoked, Charred Root Vegetables, Cauliflower Mash, Red Sangria Reduction

SHORT RIBS | \$47 PER PERSON

Celeriac Purée, Charred Root Vegetables, Roasted Wild Mushroom Demi

GRILLED RIBEYE | \$48 PER PERSON

10oz. Grilled Rib Eye with Yukon Mashed Potatoes, Grilled Vegetables, Beer Bordelaise

BEEF FILET | \$60 PER PERSON

8oz. Center Cut Filet of Beef Cauliflower Mash, Asparagus, Port Wine Reduction



DINNER | DESSERTS

PLATED DESSERT | \$8 PER PERSON

Flourless Chocolate Cake – Gluten Free

Triple Chocolate Cake

Vanilla Espresso Mousse

Lemon Curd with Sangria Macerated Berries

Olive Oil Cake with Strawberries and Crème

Classic Cheesecake with Bourbon Cherry Glaze

Churros with Sangria Berry Jam

BITE SIZE DESSERT

Mini Crème Puffs | \$48 per dozen

Mini Lemon Tarts | \$48 dozen

Mini Cannoli | \$52 per dozen

Assorted Macarons | \$52 per dozen

Assorted Dessert Shooters | \$52 per dozen





BEVERAGES

BEVERAGE SERVICE | BAR PACKAGE

PRICE DOES NOT REFLECT CUSTOMARY 24% SERVICE CHARGE AND SALES TAX ADDED TO PRICES.

HOST BAR PACKAGES

PREMIUM SERVICE BAR.	2 HOURS \$26	4 HOURS \$40
PLATINIUM SERVICE BAR	2 HOURS \$32	4 HOURS \$46
TITANIUM SERVICE BAR	2 HOURS \$38	4 HOURS \$52
BEER & WINE BAR	2 HOURS \$18	4 HOURS \$32

BARTENDER FEE

\$75 PER HOURS/PER BAR

\$250 Minimum Bar Revenue Required

WINE SERVICE

Wine service is available with dinner & events. Butler passed or table service. Discuss selections & pricing with your Event Manager.

PREMIUM SERVICE INCLUDES

2 Domestic Beers, 2 Imported Beers

WINE

Sycamore Lane Cabernet Sauvignon
Sycamore Lane Chardonnay

LIQUOR

Jim Beam Bourbon
Pinnacle Vodka
Dewar's Scotch
Sauza Silver Tequila
Cruzan Silver Rum
New Amsterdam Gin

PLATINIUM SERVICE INCLUDES

2 Domestic Beers, 2 Imported Beers and 1 Local Beer

WINE

Robert Mondavi Private Selection Cabernet Sauvignon
Robert Mondavi Private Selection Merlot
Robert Mondavi Private Selection Chardonnay

LIQUOR

Maker's Mark Bourbon
Jack Daniels
Absolute Vodka
Dewar's Scotch
Sauza Silver Tequila
Sailor Jerry Spiced Rum
Bacardi Silver Rum
Bombay Sapphire Gin

TITANIUM SERVICE INCLUDES

2 Domestic Beers, 2 Imported Beers and 2 Local Beers

WINE

Souverain Cabernet Sauvignon
Souverain Merlot
Souverain Chardonnay

LIQUOR

Woodford Reserve Bourbon
Knob Creek Rye
Ketel One Vodka
Johnny Walker Black
Patron Silver Tequila
Sailor Jerry Spiced Rum
Bacardi Silver Rum
Hendricks Gin



BEVERAGE SERVICE | HOST & CASH BARS

PRICE DOES NOT REFLECT CUSTOMARY 24% SERVICE CHARGE AND SALES TAX ADDED TO PRICES.

HOST OR CASH BAR, PRICED PER BEVERAGE

Domestic Beer	\$5.00
Craft Beer	\$8.00
Local Beer	\$8.00
House Wine	\$7.00
Premium Bar	\$8.00
Platinum Bar	\$10.00
Soft Drinks	\$3.50
Bottled Water	\$3.00

OHIO BEER SELECTIONS

Land Grant Brewing
North High Brewing
Rhinegeist Brewery
Warped Wing Brewing

DOMESTIC & IMPORTED BEER SELECTIONS

Budweiser
Bud Light
Miller Lite
Michelob Ultra
Corona
Stella Artois

PREMIUM WINE

Robert Mondavi Private Selection Cabernet
Robert Mondavi Private Selection Merlot
Robert Mondavi Private Selection Chardonnay
Robert Mondavi Private Selection Pinto Grigio

PLATNIUM WINES

Souverain Cabernet Sauvignon
Souverain Merlot
Souverain Chardonnay

PREMIUM SERVICE INCLUDES

Jim Beam Bourbon
Pinnacle Vodka
Dewar's Scotch
Sauza Silver Tequila
Cruzan Silver Rum
New Amsterdam Gin

PLATNIUM SERVICE INCLUDES

Maker's Mark Bourbon
Jack Daniels
Absolute Vodka
Dewar's Scotch
Sauza Silver Tequila
Sailor Jerry Spiced Rum
Bacardi Silver Rum
Bombay Sapphire Gin



BEVERAGE SERVICE | ENHANCEMENTS

Champagne Toast Service | \$8 each

Mimosa and Bellini Bar | \$10 each
Fresh Orange, Pineapple and Grapefruit Juice

Bloody Mary Bar
Includes various pickled and fresh accompaniments
Premium Brand | \$10 per drink
Platinum Brand | \$12 per drink

PUNCH BOWL

Sangria, Sparkling Punch | \$130 per gallon

Signature Craft Cocktails

Premium Brand | \$130 per gallon
Platinum Brand | \$170 per gallon



BEVERAGE SERVICE | WINE BY THE BOTTLE

WHITE

Kung Fu Girl Riesling, Columbia Valley, WA | \$50
Conundrum, White Blend, California | \$50
Chateau Souverain, Sauvignon Blanc, California | \$40
Wairau River Sauvignon Blanc, New Zealand | \$50
St. Supéry, Sauvignon Blanc, Napa Valley | \$55
La Crema Pinot Gris, Monterey, CA | \$55
Chateau Souverain Chardonnay, California | \$40
Sea Sun Chardonnay, California | \$55
Jean Lion 3055, Chardonnay, Penedes, Spain | \$60
Simi Chardonnay, Sonoma County, CA | \$60

ROSÉ

Bellaruche, Rosé, Rhone Valley, France | \$50
Rivarey Rosado, Rosé, Rioja, Spain | \$50

RED

Chateau Souverain, Merlot, California | \$40
Charles & Charles, Merlot, Columbia Valley, WA | \$50
Cloudfall Pinot Noir, Monterey, CA | \$55
Seven Moods, Red Blend, California | \$55
Conundrum, Red Blend, California | \$55
Vivanco Reserva, Tempranillo/Graciano, Rioja, Spain | \$55
Chateau Souverain, Cabernet Sauvignon, California | \$40
Hess Selection, Cabernet Sauvignon, California | \$55
Bonanza, Cabernet Sauvignon, California | \$55
Silver Palm, Cabernet Sauvignon, California | \$60

SPARKLING

Ruffino Prosecco D.O.C, Italy | \$55
Mistinguet, Brut Cava, Penedes, Spain | \$60





AUDIOVISUAL



AUDIOVISUAL

PROJECTION SUPPORT PACKAGE **\$120**

Built-in Screen, Cabling, & AV Cart included.
Client Projector Required.

MEETING ROOM AV PACKAGE **\$500**

Built-in Screen, Built-in Projector, 1 Wireless Microphone & 1 Flipchart included.

UPLIGHTING PACKAGE **\$200**

6 LED Uplights included.

VIDEO

40" HD Monitor \$350

AUDIO

Wireless Lavalier Microphone	\$150
Wireless Handheld Microphone w/Stand	\$50
JBL Speaker	\$75
4 Channel Mixer	\$50
12 Channel Mixer	\$100

FLIP CHARTS

Flipchart Easel w/Post-It Paper, Pad & Markers	\$55
Flipchart Easel w/Paper, Pad & Markers	\$35

ACCESSORIES

Conference Phone	\$100
PowerPoint Remote	\$30
PCDI Distribution Box	\$30
Easel	\$10
Portable White Board w/Markers & Eraser	\$50
Pipe and Black Drape	\$20/linear foot
AC Extension Cord	\$10
Power Strip	\$10

LABOR

In-Room AV Technician	\$50/hr
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2 hour minimum.



TAX & SERVICE CHARGE:

All food, beverage, room rental, audio visual and other items arranged through the hotel are subject to a 24% service charge. All charges described above (with the exception of room rental) are subject to a 7.5% sales tax. Service fee and sales tax are subject to change.

GUARANTEES ON FOOD & BEVERAGE:

Guaranteed guest counts are due by 12pm 72 business hours prior to the groups arrival date. This guarantee will be considered your minimum and is not subject to reduction. If no guarantee is received, the original expected attendance on your event order will be used. Charges are predicted upon factors pertaining to the entire program. Revisions in your group counts, times, dates or meal functions may necessitate renegotiating the charges.

CONFIRMATION OF SET UP REQUIREMENTS:

Final menu items, room arrangements and other details pertaining to this function are outlined on the event order. Unless otherwise stated on your event order, the hotel reserves the right to change function rooms at any point should the number of attendees decrease, increase or when the hotel deems necessary. Changes to agreed upon set up by the client on-site will be assessed a change fee determined by the hotel based on the new set request. Requests for room resets will be applicable to additional fees.

OVERSET FOR EVENTS:

Hotel will not automatically overset past the guaranteed guest count. This arrangement must be communicated with your event manager at the time the guaranteed guest count is given. If client requests to overset for more than the amounts listed above, additional fees may apply.

SHIPPING & RECEIVING:

The organization (not the hotel) is responsible for all shipping expenses. The hotel will not accept packages more than three days prior to your event start date. All packages must be marked with Name of the Group, Contact Name and Date. Please put to the attention of 'Banquets'.

SIGNS & BANNERS:

Under no circumstances are any items to be posted, nailed, taped, screwed or otherwise attached to walls, floors or other parts of the building or furniture.

ELECTRICAL, TELEPHONE & INTERNET:

The hotel does charge for electrical, telephone & internet hook ups. For current prices please contact your event manager.



CANCELLATION POLICY:

If the hotel is advised that a definite booking is cancelled, a cancellation fee will be charged. The following policy is in effect in the absence of a cancellation clause in the Catering & Sales Confirmation Agreement. The cancellation fee for your function is one hundred percent (100%) of the total estimated food, beverage & room rental charges. This cancellation fee will be charged if this function is cancelled less than thirty (30) days from the event date.

PAYMENT ARRANGEMENTS:

Cash, check & credit card payments: A credit card is due on file at the time of booking the function for all groups. A function will not be seen as confirmed until a form of payment is on file. All functions must be paid for in advance with an overage.

Completion of a credit card authorization will be charged 72 business hours prior to group arrival. Any remaining balance will be charged to the credit card on file at the completion of the function. Direct Bill Payments: All direct bill applications must be approved at least 30 days prior to the function. In order for a direct bill to be approved by our accounting team a completed direct bill application must be given to the hotel at the time of booking. A credit card must also be placed on file as backup. Direct bill payment will not be allowed for functions under \$5,000 in total revenue.

TAX EXEMPT STATUS:

A completed State of Ohio Tax Exempt form from the organization is due 72 business hours prior to the groups arrival date. If this form is not received by this time, the organization will not be put on tax exempt status and must file a return with Columbus in order to receive a refund.

ALCOHOL & MINORS:

The hotel does not permit the serving of alcoholic beverages to anyone under the age of twenty one (21) or under the influence of alcohol, in accordance with Columbus regulations. The organization understands and agrees to abide by this policy and to uphold the laws of Columbus, OH. The hotel has the right to shut down bar service or refuse service at anytime.

AUDIO VISUAL:

All audio visual equipment (with the exception of company/organization own projectors & laptops) are to be rented through the hotel's exclusive audio visual company, Mills James. If audio visual equipment is provided by another audio an outside company is contract a signed copy of the visual company a fee of \$1,000 per day will apply. If e 'Outside Vendor Production Policies and Guidelines' document and proof of insurance are due to the hotel 1 week prior to the event. If these signed documents are not on file, the hotel will refuse the set up from the outside audio visual company. Please be advised that the Mills James audio visual rate card is subject to change.

