

BREAK TIME

COFFEE BREAKS & REFRESHMENTS

Continental Breakfast

Fresh Donuts and Pastries	Yogurts	Decaffeinated Coffee
Sliced Fresh Fruit	Freshly Brewed Coffee	Herbal Teas
Chilled Juice		

Healthy Sensations

Fruit Flavored Yogurts	Sliced Fresh Fruit	Herbal Teas
Sliced Whole Bagels	Freshly Brewed Coffee	Bottled Water
Cream Cheese	Decaffeinated Coffee	

Cookie Connection

White Chocolate Macadamia Cookies	Freshly Brewed Coffee	Milk
Chocolate Chip Cookies	Decaffeinated Coffee	Assorted Soft Drinks
Oatmeal Raisin Cookies	Herbal Teas	Bottled Water

Pennsylvania Dutch Treat

Assorted Whoopie Pies	Freshly Brewed Coffee	Assorted Soft Drinks
Hershey's Kisses	Decaffeinated Coffee	Root Beer
Hammond's Pretzels	Herbal Teas	Bottled Water
Lebanon Bologna and Cheese		

Intermission

Buttered Popcorn	Hershey Candy Bars	Herbal Teas
Warm Soft Pretzel Bites	Freshly Brewed Coffee	Assorted Soft Drinks
Fresh Brownies	Decaffeinated Coffee	Bottled Water

Health Nut Break

Selection of Granola and Trail Mix Bars	Whole Fresh Seasonal Fruit	Herbal Teas
Assorted Fresh Vegetables and Dip	Freshly Brewed Coffee	Assorted Soft Drinks
	Decaffeinated Coffee	Bottled Water

Create Your Own Trail Mix Display

Mini Pretzels	Raisins	Decaffeinated Coffee
Assorted Chocolate Chips	Dried Cranberries	Herbal Teas
Dried Fruit(s)	Assorted Nuts	Bottled Water
M&M Candies	Freshly Brewed Coffee	

60 Minutes of Service.

Additional Selections on Reverse Side.

BREAK TIME

EXPRESS WRAP

Maximum 50 People.

Ham, Turkey, and Vegetable Wraps Assorted Soft Drinks
Assorted Bagged Potato Chips Bottled Water
Pasta Salad
Freshly Baked Cookies

THE ALL-DAY EXECUTIVE

Early Morning

Freshly Brewed Coffee Decaffeinated Coffee
Herbal Teas Assorted Fruit Juice
Assorted Breakfast Pastries and Bagels Assorted Yogurt

Mid-Morning

Freshly Brewed Coffee Decaffeinated Coffee
Herbal Teas Sliced Fruit
Granola and Breakfast Bars

Afternoon

Freshly Brewed Coffee Decaffeinated Coffee
Herbal Teas Assorted Soft Drinks
Bottled Water
Assorted Freshly Baked Cookies

COFFEE BREAKS

- #1 Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas,
and Assorted Donuts, Pastries, and Chilled Juice
- #2 Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas,
and Assorted Soft Drinks
- #3 Freshly Brewed Coffee, Decaffeinated Coffee, and Herbal Teas

60 Minutes of Service. Additional Service Available on Consumption.

BREAKFAST & BRUNCH

SERVED BREAKFAST SELECTIONS

All Breakfast Entrées Include Orange Juice, Breakfast Pastries and Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas, and Milk.

The All-American

Fresh Scrambled Eggs with Breakfast Potatoes and Choice of Bacon or Sausage

Western Scrambled Eggs

Fresh Scrambled Eggs with Diced Ham, Green Peppers, Onions, and Cheddar Cheese, Served with Breakfast Potatoes and a Choice of Bacon or Sausage

Cinnamon French Toast

Thick Sliced Toast, Served with Whipped Butter, Warm Syrup, and a Choice of Bacon or Sausage

Freshly Baked Quiche

Lorraine or Broccoli and Cheddar, Served with Breakfast Potatoes and Fruit Garnish

EARLY BIRD BUFFET

Minimum 25 People. \$75.00 Surcharge for Fewer Than 50 People.

Assorted Fruit Juice	Chilled Fruit Sections	Freshly Brewed Coffee
Breakfast Potatoes	Assorted Cereal	Decaffeinated Coffee
Breakfast Pastries	Crisp Bacon	Herbal Teas
	Sausage	Milk

Choice of (2) Entrées:

Fluffy Scrambled Eggs	French Toast with Raspberry Sauce
Quiche Lorraine	Buttermilk Pancakes with Warm Syrup
Cheese Blintzes with Blueberry Topping	Western Scrambled Eggs

Additional Buffet Suggestions (Price Per Person)

Eggs Benedict	\$2
<i>Poached Egg Served on Canadian Bacon and an English Muffin, Topped with Hollandaise Sauce</i>	
Omelette Station	\$4
<i>Prepared-To-Order Omelettes with Filling of Onions, Cheese, Peppers, Ham, and Mushrooms</i>	
Belgian Waffles	\$3
<i>Served with Fresh Seasonal Berries, Whipped Cream, and Warm Syrup (Maximum of 75 People)</i>	

60 Minutes of Service.

BREAKFAST & BRUNCH

BRUNCH BUFFET

Minimum 25 People. \$75.00 Surcharge for Fewer Than 50 People.

Assorted Fruit Juice	Breakfast Potatoes	Carved Honey Glazed Ham
Sliced Fresh Fruit Display	Bacon	Freshly Brewed Coffee
Assorted Breakfast Pastries and Muffins	Chicken Breast Marsala	Decaffeinated Coffee
Scrambled Eggs	Wild Rice	Herbal Teas
	Fresh Garden Vegetable	Milk

Additional Buffet Suggestions (Price Per Person)

Eggs Benedict	\$2
<i>Poached Egg Served on Canadian Bacon and an English Muffin, Topped with Hollandaise Sauce</i>	
Omelette Station	\$4
<i>Prepared-To-Order Omelettes with Fillings of Onions, Cheese, Peppers, Ham, and Mushrooms</i>	
Smoked Salmon Station	\$4
<i>Served with Chopped Eggs, Capers, Bermuda Onions, and Cream Cheese</i>	
Carved Roast Tenderloin	\$6
<i>Served with Silver-Dollar Rolls and Bordelaise Sauce</i>	
Carved Prime Rib	\$5
<i>Served with Silver-Dollar Rolls and Appropriate Condiments</i>	

60 Minutes of Service.

Prices Subject to Change.

Best Western Premier
The Central Hotel & Conference Center
800 East Park Drive, Harrisburg, PA 17111 • Phone 717-561-2800 • Fax 717-564-2347
www.theCentralHotelHarrisburg.com

LUNCH

LUNCHEON BUFFETS

Minimum 25 People. \$75 Surcharge for Fewer Than 50 People.

The American

Chicken Corn Chowder
Tossed Salad Greens with
Assorted Toppings and Dressings
Pot Roast of Beef
Grilled Chicken Breast with Herb
Cream Sauce
Roasted Red Bliss Potatoes

Seasonal Fresh Vegetables
Assorted Cakes and Pies
Fresh Baked Rolls and Butter
Freshly Brewed Coffee, Decaf,
Herbal Teas, Iced Tea

Picnic Buffet

Tossed Salad Greens with
Assorted Toppings and Dressings
Potato Salad
Sliced Tomato, Lettuce, Pickles
Barbequed Chicken Breast
Hot Dogs
Hamburgers

Baked Beans
Baked Macaroni and Cheese
Freshly Baked Cookies and Brownies
Buns, Rolls, and Condiments
Freshly Brewed Coffee, Decaf,
Herbal Teas, Iced Tea

New York Deli

Soup Du Jour
Tossed Salad Greens with
Assorted Toppings and Dressings
Potato Salad
Cole Slaw
Tuna Salad
Assorted Bagged Potato Chips
and Pretzels

Sliced Roast Beef, Ham, and Turkey
Swiss and American Cheeses
Assorted Deli Breads and Rolls
Relish Tray, Pickles, and Condiments
Assorted Cakes and Pies
Freshly Brewed Coffee, Decaf,
Herbal Teas, Iced Tea

A Taste of Tuscany

Minestrone Soup
Tossed Caesar Salad
Chicken Parmigiana
Meat Lasagna
Pasta Primavera

Baked Haddock with
Tomato and Onions
Freshly Baked Cookies and Cannoli
Garlic Bread
Freshly Brewed Coffee, Decaf,
Herbal Teas, Iced Tea

Lancaster Buffet

Chicken Corn Noodle Soup
Tossed Salad Greens with
Assorted Toppings and Dressings
Roast Turkey and Stuffing
Ham with Pineapple and
Cranberry Sauce
Garlic Mashed Potatoes

Turkey Gravy
Buttered Corn
Fresh Baked Rolls and Butter
Assorted Cakes and Pies
Freshly Brewed Coffee, Decaf,
Herbal Teas, Iced Tea

90 Minutes of Service.

Additional Selections on Reverse Side.

LUNCH

SERVED COLD LUNCHEONS

All Selections Include a Dessert and Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas, and Iced Tea.

Cobb Salad

Chopped Salad with Chicken, Carrots, Eggs, Tomato, Cheese, and Bacon on Fresh Garden Greens

Turkey Wrap

Sliced Smoked Turkey Breast, Swiss Cheese, Lettuce, Tomato, and Mayonnaise, Served with Tortellini Salad

Chicken Caesar

Thinly Sliced Chicken Breast Atop our Caesar Salad, Garnished with Fresh Tomatoes, Croutons, and Jumbo Black Olives

Chicken Salad Croissant

Chunky Chicken Salad with Lettuce and Tomato, on a Croissant, Served with Tortellini Salad

Trio Salad

Tuna Salad, Chicken Salad, and Pasta Salad, Garnished with Fresh Fruit, Served with a Basket of Assorted Rolls

SERVED HOT LUNCHEONS

All Selections Include Soup or Salad, Chef's Complementing Rice or Potato and Vegetable, and Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas, and Iced Tea.

Chicken Bruschetta

Marinated Chicken Breast Topped with Tomato, Basil, Garlic, and Olive Oil

Chicken Teriyaki

Marinated in Soy, Grilled, and Served with Sliced Pineapple, Steamed Rice, and Stir-Fried Vegetables

London Broil

Sliced Marinated Flank Steak with a Sherry Mushroom Sauce

Petite Filet Mignon

Filet Served with Cabernet Butter and Mushrooms

Roast Sliced Sirloin of Beef

with a Bordelaise Sauce

Chili Maple Salmon

Chili-Rubbed Salmon with Maple Glaze

Tri-Colored Tortellini

with Fresh Vegetables and Creamy Blush Sauce

Tilapia Buerre Noisette

Broiled Tilapia with Browned Citrus Butter

DESSERTS

Choice of One

Chocolate Peanut Butter Cake	Chocolate Cake
Old-Fashioned Apple Pie	Cheesecake
Carrot Cake	

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DINNER

APPETIZERS

Choice of One

Medley of Fresh Seasonal Fruit	White Chicken Chili.....	\$3
Tomato Bisque	Shrimp Cocktail.....	\$4
Soup Du Jour	Penne Marinara.....	\$2

SALADS

Choice of One

Tossed Garden Salad	Traditional Caesar Salad
Spinach and Mushroom Salad	

SERVED DINNER ENTRÉES

All Entrées Served with Chef's Complementing Potato and Vegetable, Rolls and Butter, Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas, and Iced Tea.

Filet Mignon with Red Wine Reduction	Roast Turkey
Marinated London Broil with Peppercorn Glaze	New England Baked Haddock
Braised Short Ribs	Baked Atlantic Salmon
Chicken Marsala	Broiled Crab Cakes
Stuffed Breast of Chicken	Baked Center-Cut Pork Loin
Sauteed Chicken Mediterranean	Honey Glazed Country Ham

COMBINATION ENTRÉES

Petite Filet Mignon and Broiled Crab Cake
Grilled Chicken Breast and Broiled Crab Cake

VEGETARIAN OPTIONS

Vegan Options Available Upon Request

Vegetable Napoleon En Croute

Portabella Mushrooms, Carrots, Green Peppers, Zucchini, Squash, and Pesto Topped with Fresh Mozzarella, Wrapped in Puff Pastry, Served with Chef's Complementing Potato and Vegetable

Tortellini Primavera

Cheese Tortellini, Zucchini, Squash, Peppers, Diced Tomatoes, Mushrooms, and Red Onion, Tossed with Marinara or Pesto

Vegetable Stir-Fry with White Rice

Basmati Rice, Zucchini, Squash, Carrots, Green Peas, Peppers, and Mushrooms, Topped with our House Made Orange Soy Sauce

Artichoke and Mushroom Lasagna

Layered Lasagna Noodles, Artichoke Hearts, and Baby Portabella Mushrooms with Chef's House Made White Wine Alfredo, Baked to Perfection

DESSERTS

Choice of One

Chocolate Peanut Butter Cake	Chocolate Cake
Old-Fashioned Apple Pie	Cheesecake
Carrot Cake	

Additional Selections on Reverse Side.

DINNER

DINNER BUFFET

Minimum 25 People. \$75 Surcharge for Fewer Than 50 People.

All Dinner Buffets Include Salad, Chef's Complementing Potato and Vegetable, Premier Dessert Bar, Rolls and Butter, Freshly Brewed Coffee, Decaffeinated Coffee, and Iced Tea.

Served Mixed Green Salad with
Choice of (2) Dressings

Pasta Salad
Fresh Fruit Salad

Choice of (3) Entrées:

Chicken Marsala
Stuffed Chicken Breast
Meat Lasagna
Baked Haddock
Rosemary Chicken
Apple Walnut-Stuffed Chicken
Vegetable Lasagna

Sausage and Pepper Penne
Pasta Primavera with Grilled Chicken
Baked Salmon
Beef Tenderloin Tips
Braised Short Ribs
Apple Brandy Pork Loin
Simply Grilled Chicken

Carved Prime Rib..... \$5
Served with Silver-Dollar Rolls and Appropriate Condiments

THEME BUFFETS

Western Smokehouse

Potato Salad
Baked Beans
Roasted Potatoes with
Peppers and Onions

Corn on the Cob (Seasonal)
Cajun Catfish
Barbequed Chicken Breast
Short Ribs of Beef

Jalapeno Cornbread
Assorted Cakes and Pies
Freshly Brewed Coffee, Decaf,
Herbal Teas, Iced Tea

The Tailgate

Potato Salad
Baked Beans
Cole Slaw
Pulled Pork Barbeque

Hot Dogs
Hamburgers
Red Bliss Potatoes
White Chicken Chili

Buns, Rolls, and Condiments
Brownies and Cookies
Freshly Brewed Coffee, Decaf,
Herbal Teas, Iced Tea

Tour of Italy

Minestrone Soup
Tortellini Salad
Meat Lasagna
Chicken Parmigiana

Sausage and Peppers
Pasta Primavera
Italian Green Beans
Cannoli

Tiramisu
Garlic Bread
Freshly Brewed Coffee, Decaf,
Herbal Teas, Iced Tea

Americana

Soup Du Jour
Pot Roast of Beef
Baked Stuffed Chicken Breast
Carved Honey Glazed Ham

New England Baked Cod
Seasonal Fresh Vegetables
Red Bliss Mashed Potatoes
Apple Pie

Chocolate Cake
Cheesecake
Freshly Brewed Coffee, Decaf,
Herbal Teas, Iced Tea

90 Minutes of Service.

BEVERAGES

COCKTAIL PACKAGES

Hosted or Cash Bars *(Beverage Service on a Per Drink Basis)*

Select	\$7
Premium and Top Shelf	\$8 & up
Domestic Beer	\$5
Import and Craft Beers	\$6 & up
Soft Drinks	\$3
House Wine	\$6
Premium Wine.....	\$7 & up
Cordials	\$7 & up

Open Bar

All Open Bars are Stocked with Scotch, Bourbon, Gin, Vodka, Whiskey, Rum, Tequila, Amaretto, Peach Schnapps, Sloe Gin, Brandy, Triple Sec, Sweet and Dry Vermouth, Beer, Wine, Soda, and Appropriate Mixers

Select

*\$15 Per Person for the First Hour and \$6 Per Person for Each Additional Hour
Choice of (3) Domestic Bottled Beer*

Premium

*\$18 Per Person for the First Hour and \$8 Per Person for Each Additional Hour
Choice of (3) Domestic and (2) Import Bottled Beer*

Top Shelf

*\$21 Per Person for the First Hour and \$9 Per Person for Each Additional Hour
Choice of (4) Domestic and (3) Import Bottled Beer*

Beer, Wine, and Soda

*\$13 Per Person for the First Hour for Unlimited Domestic Bottled Beer, Premium Wine, and Assorted Soft Drinks and \$3 Per Person for Each Additional Hour
Choice of (3) Domestic Bottled Beer*

Teetotaler Bar

*\$10 Per Person for (4) Hours of Unlimited Assorted Soft Drinks and
Freshly Brewed Iced Tea*

***Per Person Charge to be Based on a Guarantee, Not Subject to Reduction.
Should Cash Bar Sales not Exceed \$300.00 Per Bartender, a Fee of \$75.00 Per
Bartender will Apply (Maximum 4 Hours).***

BEVERAGES

PUNCH

Per Gallon

Fruit Punch, Non-Alcoholic	\$45
Champagne Punch.....	\$115
Sangria with Fruit.....	\$120

DRAFT BEER

Domestic ¼ Keg.....	\$185
Domestic ½ Keg.....	\$265
Import and Craft Beer.....	Market Price

WINE

Available by the Bottle.....	Market Price
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PREMIUM COCKTAILS

(Per Gallon).....	\$75
Whiskey Sour, Bloody Mary, Margarita, Fuzzy Navel, Daiquiri, Mai Tai	

Additional Options Available Upon Request • Prices Subject to Change

RECEPTIONS

FRESH CRUDITÉ DISPLAY

Display of Gourmet Cheeses, Fresh Fruit, and Vegetable Crudités
with Assorted Crackers and Dipping Sauces..... \$8 Per Person

COLD HORS D'OEUVRES

Prices are Per 100 Pieces.

Tuna, Ham, or Chicken Salad on Melba Toast	\$80
Deviled Eggs	\$85
Roasted Red Pepper Hummus with Pita Points	\$75
Assorted Finger Sandwiches	\$80
Shrimp Cocktail with Lemon and Cocktail Sauce.....	\$275
Confetti Bruschetta Crostini	\$75

HOT HORS D'OEUVRES

Prices are Per 100 Pieces.

Mushroom Caps Stuffed with Boursin Cheese	\$200
Cocktail Franks in Puff Pastry	\$125
Assorted Mini Quiche	\$175
Swedish or Italian-Style Meatballs.....	\$110
Baked Spanakopita.....	\$150
Chicken Cordon Bleu Bites	\$135
Chipotle Honey Lime Chicken Satay.....	\$135
Johnny J Wings.....	\$175
Guinness and Beef Crostini.....	\$175
Broiled Petit Crab Cakes	\$275
Scallops Wrapped in Bacon.....	\$275
Crab-Stuffed Mushrooms.....	\$250
Sesame-Crusted Beef Satay	\$200
Petit Beef Wellington.....	\$295

CARVING STATIONS

Minimum 50 People. \$75 Attendant Fee Per Station.

Baked Ham with Pineapple and Brown Sugar Glaze	\$7 Per Person
Roast Breast of Turkey with Herb Sauce	\$7 Per Person
Marinated London Broil with Horseradish Sauce.....	\$8 Per Person
Prime Rib of Beef Au Jus	\$9 Per Person
Oven-Roasted Cajun-Rubbed Pork Loin	\$7 Per Person

60 Minutes of Service.

RECEPTIONS

HORS D'OEUVRES STATIONS

Minimum 50 People.

All Stations Include Assorted Rolls and Butter, Freshly Brewed Coffee,
Decaffeinated Coffee, Herbal Teas, and Iced Tea.

Unlimited Butlered Hors D'oeuvres \$12 Per Person
Choice of (3) Hot or Cold from the Hors D'Oeuvres Menu.
Selection May Include the Fresh Crudite Display.

Salad Bar \$6 Per Person
Tossed Salad, Assorted Salad Dressings, Cherry Tomatoes, Mushrooms, Shredded
Cheese, Shredded Carrots, Croutons, Bacon Bits,
Pasta Salad, Broccoli Salad, and Fresh Fruit Salad

Pastabilities \$7 Per Person
Tortellini and Penne Pasta with Choice of (2) Sauces:
Alfredo, White Clam, Red Clam, Pesto, or Tomato Basil

The Carvery \$12 Per Person
Choice of (1): Roasted Breast of Turkey, Top Sirloin of Beef, or Baked Virginia
Ham, Served with Chef's Complementing Potato and Vegetable

Roasted Tenderloin \$14 Per Person

Antipasta Station \$8 Per Person
Variety of Imported Meats and Cheeses, Roasted Vegetables,
Mixed Peppers, and Olives

Bruschetta Display \$6 Per Person
Assorted Homemade Bruschetta on Toasted Crostini

Viennese Table \$8 Per Person
Assorted European Pastries, Cream Puffs, Eclairs, Fresh Strawberries
and Cream, and Dessert Bars

60 Minutes of Service.

Prices Subject to Change.

BILL OF FARE

COFFEE BREAKS & REFRESHMENTS

Coffee and Pastries #1	\$9
Coffee and Soda #2	\$6
Coffee, Decaf, and Tea #3.....	\$5
Continental Breakfast	\$14
Healthy Sensations.....	\$12
Cookie Connection	\$11
Pennsylvania Dutch Treat	\$12
Intermission.....	\$14
Health Nut Break	\$12
Create Your Own Trail Mix Display	\$12
Express Wrap.....	\$18
The All-Day Executive	\$18

BREAKFAST SELECTIONS

The All-American.....	\$16
Western Scrambled Eggs.....	\$16
Cinnamon French Toast.....	\$15
Freshly Baked Quiche	\$14

BREAKFAST BRUNCH & BUFFETS

Early Bird Buffet.....	\$19
Brunch Buffet.....	\$26

SERVED COLD LUNCHEONS

Cobb Salad.....	\$22
Turkey Wrap	\$20
Chicken Caesar	\$22
Chicken Salad Croissant	\$20
Trio Salad.....	\$21

SERVED HOT LUNCHEONS

Chicken Bruschetta.....	\$26
Chicken Teriyaki.....	\$24
London Broil	\$26
Petite Filet Mignon	\$31
Roasted Sliced Sirloin of Beef	\$26
Chili Maple Salmon	\$27
Tri-Colored Tortellini.....	\$23
Tilapia Buerre Noisette.....	\$26

LUNCHEON BUFFETS

The American	\$29
Picnic Buffet	\$23
New York Deli.....	\$26
A Taste of Tuscany	\$28
Lancaster Buffet	\$29

VEGETARIAN LUNCHEONS

\$23

BILL OF FARE

DINNER ENTRÉES

Filet Mignon with Red Wine Reduction.....	\$48
Marinated London Broil with Peppercorn Glaze.....	\$34
Braised Short Ribs.....	\$37
Chicken Marsala.....	\$33
Stuffed Breast of Chicken.....	\$32
Sauteed Chicken Mediterranean.....	\$32
Roast Turkey.....	\$31
New England Baked Haddock.....	\$31
Baked Atlantic Salmon.....	\$33
Broiled Crab Cakes.....	\$46
Baked Center-Cut Pork Loin.....	\$34
Honey Glazed Country Ham.....	\$32

VEGETARIAN ENTRÉES

\$29

COMBINATION ENTRÉES

Petite Filet Mignon and Broiled Crab Cake.....	\$49
Grilled Chicken Breast and Broiled Crab Cake.....	\$43

DINNER BUFFET

\$38

THEME BUFFETS

Western Smokehouse.....	\$36
The Tailgate.....	\$33
Tour of Italy.....	\$35
Americana.....	\$37

Prices Subject to Change.

Service Charge and Tax

A 20% service charge and a 6% state sales tax are added to all Banquet and Meeting charges. Federal, state and local employees are tax exempt if they are on government business. Other individuals are not tax exempt unless payment is made by a tax exempt organization. A completed tax exemption form must be presented with the signed contract.

Payment

All banquet charges, coffee breaks, meeting room rentals, and audio visual charges will be placed on your Master Account. Any other charges will be paid for on an individual basis unless you specifically request items to be applied to your Master Account. Payment will be made (10) days prior to the function unless credit has been established to the satisfaction of the Hotel.

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GENERAL INFORMATION

Food and Beverages

All food items must be supplied by the hotel. Menu selections, room requirements and all other arrangements must be received 30 days prior to the function. Menus are only a general suggestion as to the selection and variety of entrees and complements available to you. Our dedicated team of hospitality professionals will gladly assist you in selecting custom items for your event. For the health, and safety of our guests, no food may be taken off hotel premises. If alcoholic beverages are to be served on the hotel premises (or elsewhere under the hotel's alcoholic beverage license), the hotel will require that beverages be dispensed only by the hotel servers and bartenders. The property's alcoholic beverage license requires the hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in the hotel's judgment, appears intoxicated.

The Central Hotel & Conference Center as a Licensee is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Pennsylvania L.C.B. Regulations. It is a house policy, therefore, that all alcoholic beverages must be supplied by the hotel.

Guarantees/Cancellations

It is a requirement that the sales office be notified of the exact number of attendees by noon, three business days prior to the event. This minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. An increase in the guaranteed attendance will be accepted up to 24 hours before the function (48 hours on weekends). The hotel will set up 5% over the final guaranteed figure; however, food is prepared for the guarantee only. If the guaranteed attendance is not received, the expected number of people will serve as the guarantee. Cancellation must be made with our Sales office between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. All cancellations must be confirmed in writing.

Room and Setup Fee

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign the banquet function room accordingly. It is hotel policy to charge meeting space setup fees; details outlined on Banquet Event order.

Request for Multiple Entrées

Should multiple entrees be requested for a single event, the guest is responsible to provide a form of entrée indication at the guest table to ensure proper service from the hotel's catering team. Multiple entrees are only available with a minimum of 25 guaranteed guests.

Shipping and Receiving

Small packages for meetings may be delivered to the hotel no more than one week prior to the program due to minimal amount of storage space. Items should be addressed to the meeting contact with attention to the hotel catering staff member working on the program. Packages should be marked "Hold for Arrival" and list the date of the program clearly on all labels.

Liability

The Central Hotel & Conference Center reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought onto the premises. In the event a client wishes to contract third party services, the hotel reserves the right to request a certificate of liability insurance. Should the client not comply, the hotel reserves the right to cancel the event without refund.

Security

If, in the sole judgment of the hotel, security is required in order to maintain order due to size and nature of your event, the hotel may require uniformed or nonuniformed security personnel. Any and all provisions for security will be arranged through the hotel's coordinator and will be billed at a rate of \$125/ hour. The hotel shall have final approval on any and all security personnel to be utilized during your function.