



 shades of green® on WALT DISNEY WORLD® Resort 30 YEARS



# TABLE OF CONTENTS



Property Information	4
Banquet Event Space - Ballroom	5
Banquet Event Space – Boardrooms	6
Venue Rental Fees	7
Audio-visual Packages	8
Equipment Rental Guide	9-10
Banquets & Catering Menu	11
Breakfast	12
Breaks	13-14
Snacks	15-16
Lunch	17-18
Reception	19-22
Dinner	23-27
Dessert	28
Bar Services	29-30
Policies	31-33

## **Experience *first-class* service for your special occasion at Shades of Green.**

Shades of Green makes hosting special occasions easy, affordable, and surprisingly stress-free for eligible guests and sponsors. With more than 15,000 square feet of flexible space, including the 7,500-square-foot Magnolia Ballroom and versatile pre-function and breakout rooms, Shades of Green can accommodate any meeting and occasion you can imagine. Our Sales staff serves all branches of the military and many government organizations. We work with every budget and billing scenario for tax-free accommodation, creative catering options, and event space.

### Additional Information

Contact - [Sales.Marketing@shadesofgreen.org](mailto:Sales.Marketing@shadesofgreen.org)  
[www.shadesofgreen.org/groups](http://www.shadesofgreen.org/groups)

# PROPERTY INFORMATION



## GUEST AMENITIES

With views overlooking the golf courses, pool, or gardens, Shades of Green's guest rooms can accommodate up to 5 guests with amenities that include:

- Coffee Maker
- Refrigerator
- In-room Safe
- Hairdryer
- Iron and Ironing Board
- Flat Screen TV's
- Cable TV
- Free Wireless Internet
- Rooms with Balcony, Patio, or Pool View
- Valet & Covered Parking
- Laundry Facilities

## OUTLETS

- Exchange
- Attractions Ticket Sales with Military Discount

## CONFERENCES / EVENTS

Shades of Green also offers the Magnolia Ballroom and Magnolia Patio for:

- Meetings & Conferences
- Weddings
- Military Reunions
- Family Reunions
- Retirement Celebrations

## RECREATION

- 2 Heated Pools with ADA Access
  - Magnolia Pool with Zero Entry, Hot Tub
  - Mill Pond Pool with Waterslides, Splash Park, Playground
- 24 Hour Fitness Center
- Video Game Arcade
- 2 PGA Golf Courses
  - Palm
  - Magnolia

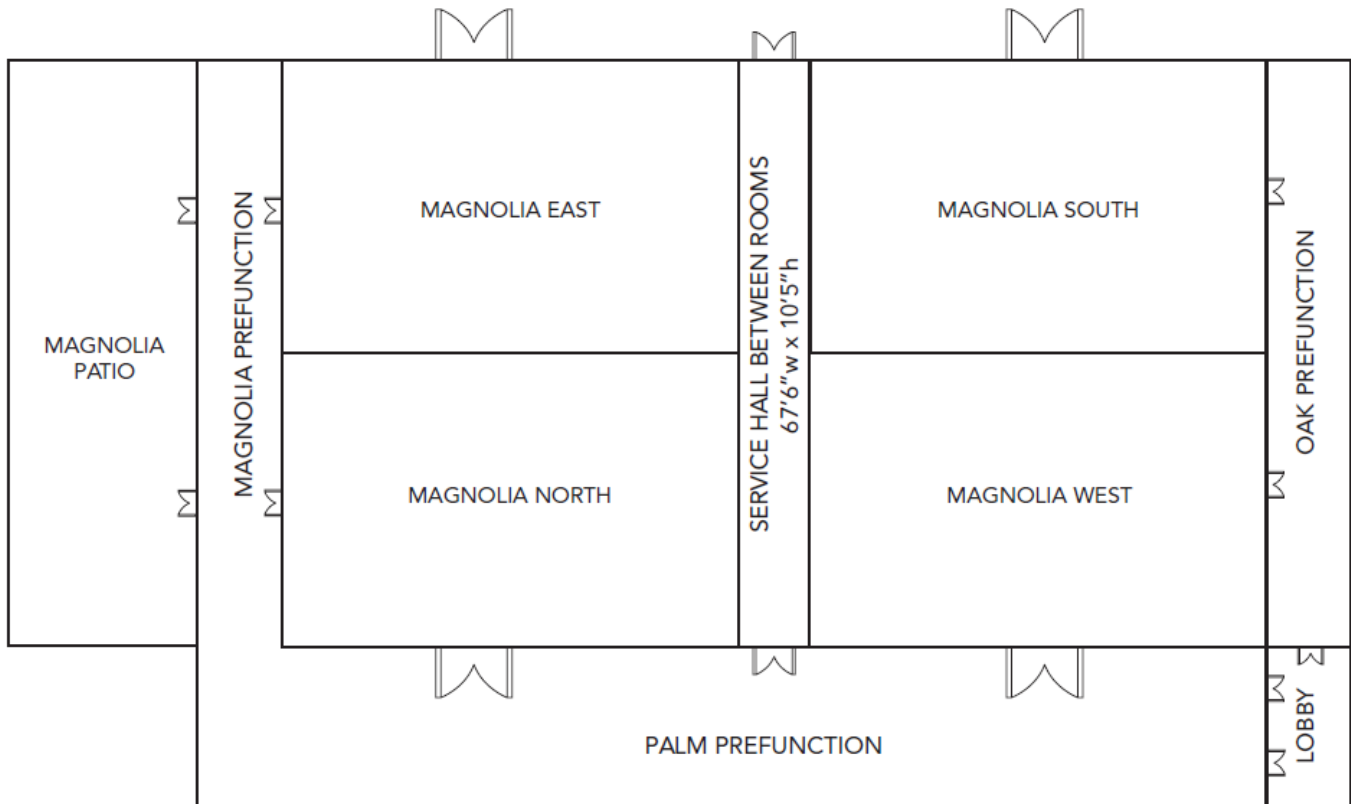
**FREE Bus transportation to Walt Disney World theme parks!**

## RESTAURANTS

- Mangino's – Full-service dining with a mix of classic steaks and old-world Italian dishes.
- Garden Gallery – Breakfast buffet, including made-to-order omelets and Mickey waffles!
- Garden Gallery Marketplace – Open nightly, build-your-own fried rice or noodle soup.
- Evergreens Sports Bar – Gastropub-inspired menu, full bar including local craft beers.
- Java Café – Fresh Starbucks ® coffee and teas, pastries, and homemade ice cream available.
- Express Café – This is the ideal spot for eating a quick bite before heading to the parks. It offers breakfast or lunch options.



# BANQUET EVENT SPACE



## QUARTER BALLROOM

1,700 Square Feet  
 33'-7" Wide x 49'-2" Long  
 Classroom – 72 Guests  
 Crescent Rounds of 6 – 66 Guests  
 Theatre – 100 Guests  
 Banquet Rounds of 10 – 80 Guests

## HALF BALLROOM

3,400 Square Feet  
 67'-6" Wide x 49'-2" Long  
 Classroom – 170 Guests  
 Crescent Rounds of 6 – 132 Guests  
 Theatre – 240 Guests  
 Banquet Rounds of 10 – 160 Guests

## FULL BALLROOM

7,453 Square Feet  
 67'-6" Wide x 108'-9" Long  
 Classroom – 340 Guests  
 Crescent Rounds of 6 – 270 Guests  
 Theatre – 480 Guests  
 Banquet Rounds of 10 – 400 Guests

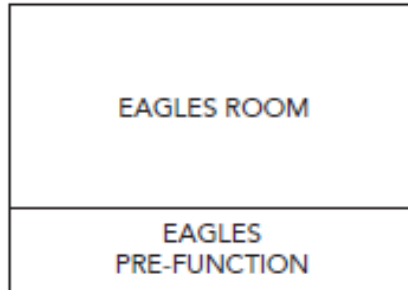
## MAGNOLIA PATIO

17' x 46' Covered – 782 Square Feet  
 13' x 46' Additional Uncovered  
 Banquet Rounds of 10 – 50 Guests

The room's ceiling height is 14'-1" at the lowest point and 17' in the recesses.

# BOARDROOMS

## 4TH FLOOR PALM WING EAGLES ROOMS



### EAGLES ROOM

50' Wide x 18" Long

900 Square Feet

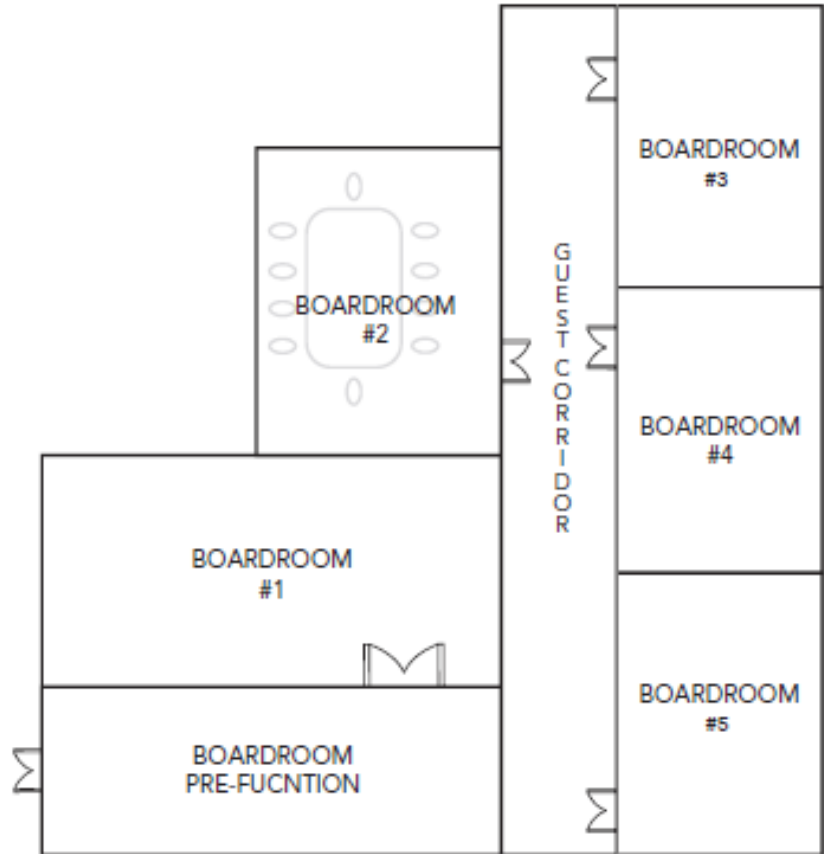
Classroom – 48 Guests

Crescent Rounds of 6 – 30 Guests

Theatre – 72 Guests

Banquet Rounds of 10 – 50 Guests

## 5TH FLOOR PALM WING BOARDROOMS



### BOARDROOM 1

47' Wide x 20' Long

940 Square Feet

Classroom – 48 Guests

Crescent Rounds of 6 – 30 Guests

Theatre – 72 Guests

Banquet Rounds of 10 – 50 Guests

### BOARDROOM 2

14' Wide x 17' Long

238 Square Feet

Conference Table for 10

### BOARDROOM 3, 4, 5

9.5" Wide x 27' Long

256 Square Feet

Classroom – 12 Guests

Conference – 18 Guests

Theatre – 24 Guests

# VENUE RENTAL FEES

## MAGNOLIA BALLROOM



Quarter Ballroom	\$750
Half Ballroom	\$1,500
Full Ballroom	\$3,000
Palm Pre-Function	\$600
Oak Pre-Function	\$400
Magnolia Patio & Pre-function	\$600
Exclusive use of the Full Ballroom	\$3,500
<i>Includes Palm Pre-function, Oak Pre-function, Magnolia Pre-function &amp; Magnolia Patio</i>	

## OTHER BANQUET & MEETING SPACES

Eagles Boardroom	\$400
Boardroom 1	\$400
Boardroom 2	\$300
Boardroom 3, 4 & 5	\$200
Garden Gallery (per pod)	\$500
<i>Available 12:30 pm to 3:00 pm</i>	
Mangino's Restaurant	\$500
<i>Available from 6:00 am to 3:00 pm</i>	



# AUDIOVISUAL PACKAGES

Priced Per Day

## **MAGNOLIA PACKAGE \$500**

Available for Quarter or Half Ballroom

- 1 – Screen
- 1 – LCD Projector
- 1 – VGA or Standard HDMI Cable
- 1 – House Sound System
- 1 – Podium
- 1 – Lavalier Microphone
- 1 – Handheld Microphone
- 1 – Flip Chart with Markers

*One additional screen and projector available in half ballroom for \$250*

## **PALM PACKAGE \$1,000**

Available for Full Ballroom

- 2 – Screens
- 2 – LCD Projectors
- 1 – VGA or Standard HDMI Cable
- 1 – House Sound System
- 1 – Podium
- 2 – Lavalier Microphone
- 2 – Handheld Microphone
- 1 – Flip Chart with Markers

*Two additional screens and projectors available for \$500*

## **OAK PACKAGE \$200**

Available for any event space

Bring your own LCD Projector

- 1 – Screen
- 1 – Audiovisual Cart
- 1 – Power Strip
- 1 – VGA or Standard HDMI Cable

## **EAGLES & BOARDROOM 1 PACKAGE \$250**

- 1 – Screen
- 1 – LCD Projector
- 1 – VGA or Standard HDMI Cable
- 1 – House Sound System

## **BOARDROOM 2, 3, 4, 5 PACKAGE \$100**

- 1 – Flat Screen Monitor
- 1 – VGA or standard HDMI Cable
- 1 – Audiovisual Table / Cart (Based on Room Setup)

## **VIRTUAL MEETING PACKAGE \$100**

- 1 -Wireless System & Microphone
- 1 – Microphone Mixer
- 1 – Mtrack Solo

## **SOCIAL EVENTS PACKAGE PRICING**

Maximum 2 Hours Usage

### **CLOVER PACKAGE \$235**

Available for Quarter or Half Ballroom,  
Eagles Boardroom or Boardroom 1

- 1 – Screen
- 1 – LCD Projector
- 1 – Sound System
- 1 – Audio Visual Cart / Table

### **SHAMROCK PACKAGE \$400**

Available for Full Ballroom

- 2 – Screens
- 2 – LCD Projectors
- 1 – House Sound System
- 1 – Audio Visual Cart / Table



# EQUIPMENT RENTAL GUIDE

## ADDITIONAL AUDIO EQUIPMENT

### **Podium with Microphone**

Internal Sound System Only

\$40 per day

### **House Sound System**

\$100 Per Day

### **Sound System with 2 Stand Speakers**

\$100 Per Day

### **Six-Channel Mixer**

\$50 Per Day

Needed if More Than One Input is Required

### **Wired Microphone with Stand**

\$35 Per Day

## ADDITIONAL VISUAL EQUIPMENT

### **50" LCD Television**

\$200 Per Day

### **Laptop**

\$125 Per Day

### **8-Port Video Splitter**

\$50 Per Day

### **Confidence Monitor**

\$150 Per Day

### **Laser Pointer/Slide Advancer**

\$25 Per Day

### **Wireless Mouse**

\$25 Per Day

### **Multi-Source Switch**

Transitions from one input to another via  
push button

\$250 Per Day

### **Meeting Owl**

Intelligent 360° conference camera, mic,  
and speaker

\$100 Per Day

## ADDITIONAL DECOR

### **Stage – Risers are 6' x 8'**

**Small Stage\*** \$100 Stage - Comprised of One or Two Risers

**Medium Stage\*** \$150 per Stage - Comprised of Three or Four Risers

**Large Stage\*** \$250 per Stage - Comprised of Five to Seven Risers

### **Dance Floor**

#### **12' x 12' Dance Floor**

\$125 Per Setup

#### **16' x 16' Dance Floor**

\$150 Per Setup

#### **20' x 20' Dance Floor**

\$200 Per Setup

### **Black or White Velour Pipe & Drape**

\$15 per foot

Minimum 10' per Setup

### **LED Uplights**

\$15 Per Light / Per Day

## OFFICE EQUIPMENT AND SERVICES

### Wired Internet Connection

First Connection \$20 Per Day  
Each Additional Connection \$15 Per Day

### Conference Phone

Outline Line Only \$110 Per Day  
Unlimited CONUS Calls  
Dedicated Phone Number \$10 Per Day  
For inbound calls

### Flags – Available at no charge

**US Flag** 3' x 5' and 4' x 6'  
**Military Branch Flags** 3' x 5' and 4' x 6'  
**Florida State Flag** 4' x 6'  
**Army General Officer Flags** 3' x 5'  
**IMCOM Flag** 3' x 5'

### Wireless Internet Connection

First Connection \$15 Per Day  
Each Additional Connection \$10 Per Day

### Easel \$5 Per Day

**Easel with Flip Chart & Markers**  
\$25 Per Day

**Classified Storage Container**  
\$250 Per Event

### Paper Copies

Black and White \$0.10 Per Page  
Color \$0.25 Per Page



# BANQUETS & CATERING MENU





# BREAKFAST / BRUNCH

## BUFFET OPTIONS

All breakfast buffets include seasonal sliced fruit, orange juice, apple juice, freshly brewed Seattle's Best ® coffee and hot tea.

Buffets are based on 1.5 hours of service—a minimum of 25 Guests is Required.

### **Continental Breakfast Buffet** \$20 Per Person

Yogurt with granola and raisins, assorted freshly baked breakfast pastries, bagels, butter, preserves and cream cheese

### **Sunrise Buffet** \$23 Per Person

Yogurt with granola and raisins, scrambled eggs, crisp bacon strips, sausage patties, breakfast potatoes, assorted freshly baked breakfast pastries, bagels, butter, preserves, cream cheese

### **Country Buffet** \$26 Per Person

Scrambled eggs, buttermilk pancakes with warm maple syrup, crisp bacon strips, sausage patties, breakfast potatoes, assorted freshly baked breakfast pastries, bagels, butter, preserves, cream cheese, and your choice of oatmeal with brown sugar and raisins, southern grits with cheese or biscuits with country gravy

Please select a station or two to add to one of our breakfast buffets.

\$150 Attendant fee applies to each station.

### **Belgian Waffle Station** \$11 Add-on Per Person

Homemade waffle batter, chocolate chips, blueberries, coconut, raisins, chopped nuts, Oreo cookie crumbles, whipped butter, whipped cream, maple syrup, strawberry sauce

### **Omelet Station** \$11 Add-on Per Person

Eggs or egg whites, diced ham, crumbled bacon, sausage, Swiss cheese, cheddar cheese, onions, peppers, mushrooms, salsa

### **Roasted Pork Loin** \$190 Per Order - Serves 30

Seasoned with rosemary and sage, sage bordelaise, miniature rolls, condiments

### **Baked Sugar Glazed Ham** \$300 Per Order – Serves 40

Apple chutney, buttermilk biscuits, condiments

## ALA CARTE BREAKFAST

**Breakfast Sandwiches** \$175 Per Platter – Serves 20 – Select one style per platter with a choice of bacon or sausage, egg and cheese served on your choice of croissant, bagel or English Muffin

**Breakfast Burrito** \$175 Per Platter – Serves 20 - Chorizo sausage, egg, diced potatoes, cheese

**Quiche** \$120 Per Platter – Serves 20 – Assorted Flavors

Including Country French (Lorraine), Garden Vegetable, Broccoli and Cheese, Three-Cheese

# BREAKS

All breaks are based on 30 minutes of service. Minimum 25 people required.

## THEMED BREAKS

### **Thirsty Gator** \$9 Per Person

Assorted Soft Drinks, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

### **Cookie Jar** \$12 Per Person

Freshly Baked Cookies, Brownies, Whole Milk, Chocolate Milk, Assorted Canned Soft Drinks, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

### **All American** \$14 Per Person

Seasonal Selection of Whole Fruit, Sliced Apple Strudel, and Cherry Turnovers, Assorted Soft Drinks, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

### **Baker's Dozen** \$13 Per Person

Whole Fresh Fruit, Assorted Danish, Banana Bread, Butter, Assorted Soft Drinks, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

### **Snack Attack** \$14.50 Per Person

Assorted Candy Bars, Freshly Baked Cookies, Brownies, Individual bags of Chips and Pretzels, Assorted Soft drinks, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

### **Orlando Magic** \$16 Per Person

Warm Soft Pretzels, Mustard, Individual Bags of Nuts, Fresh Popped Popcorn, Lemonade, Assorted Soft Drinks, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

## BREAK STATIONS

### **Fresh Vegetable Crudites** \$10 Per Person

Seasonal Fresh Vegetables, Ranch Dressing, Bleu Cheese Dressing

### **Chips & Dips** \$10 Per person

Tortilla Chips, Salsa, Chili con Queso, Guacamole

### **Imported and Domestic Cheese** \$15 Per Person

Assorted Cheese, Assorted Crackers

### **Seasonal Fresh Fruit Display** \$14 Per Person

Sliced Fruit, Yogurt Dip



# BREAKS

## MORNING & AFTERNOON COMBO PACKAGES

Minimum 25 people required.

**Patriot** \$35 Per Person (for all 3 break sessions)

### **Morning – 1 Hour of Service**

Sliced Seasonal Fresh Fruit, Assorted Freshly Baked Breakfast Pastries, Bagels, Butter, Preserves, Cream Cheese, Orange Juice, Apple Juice, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

+

### **Mid-Morning - 30 Minutes of Service**

Lemonade, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

+

### **Afternoon – 30 Minutes of Service**

Freshly Baked Cookies, Brownies, Lemonade, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

**Eagles Package** \$40 Per person (for all 3 break sessions)

### **Morning – 1 Hour of Service**

Sliced Seasonal Fresh Fruit, Assorted Freshly Baked Breakfast Pastries, Bagels, Butter, Preserves, Cream Cheese, Orange Juice, Apple Juice, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

+

### **Mid-Morning – 30 Minutes of Service**

Seasonal Sliced Fruit, Assorted Granola Bars, Breakfast Bars, Lemonade, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

+

### **Afternoon – 30 Minutes of Service**

Fresh Popped Popcorn. Assorted Candy Bars, Lemonade, Freshly Brewed Regular and Decaffeinated Seattle's Best ® Coffee, Specialty Hot Teas

# ALA CARTE SNACKS

**Whole Fruit - Assorted** \$28 Per Dozen

**Individual Fruit Yogurts** \$5 Each  
Granola, Raisins

**Scones** \$34 Per Dozen  
Choice of White Chocolate Raspberry,  
Blueberry, Chocolate Chip, Apple Cinnamon –  
One flavor per dozen

**Danish** \$39.50 Per Dozen  
Danish Choice of Raspberry, Cinnamon, or  
Traditional – One flavor per dozen

**Bagels** \$36 Per Dozen  
Plain Bagels, Butter, Cream Cheese, Preserves

**Croissants** \$39.50 Per Dozen

**Candy Bars - Assorted** \$30 per Dozen

**Granola Bars** \$28 per Dozen

**Banana Nut Bread** \$34 Per Dozen

**Mixed Nuts** \$33 Per Dozen  
Individually Packaged

**Assorted Individual Bagged Snacks** \$28 Per Dozen  
Pretzels, Chips or Crackers

**Cinnamon Rolls** \$38 Per Dozen

**Individual Boxed Cereal** \$5 Each  
Whole Milk, 2% Milk, Bananas

**Muffins** \$39.50 Per Dozen  
Choice of Blueberry, Chocolate Chip, Banana,  
Orange Cranberry, Seasonal – One flavor per  
dozen

**Cupcakes** \$42 Per Dozen  
Rich Chocolate, Vanilla, Red Velvet  
or Lemon Cake – One flavor per dozen

**Fresh Popped Popcorn** \$24 Per Dozen  
Served in Individual Bags

**Brownies** \$38 Per Dozen

**Key Lime Squares** \$38 Per Dozen

**Breakfast Bars** \$28 per Dozen

**Warm Soft Pretzels** \$48 Per Dozen

**Freshly Baked Cookies** \$30 Per Dozen  
Chocolate Chip, Sugar, Red Velvet, S'more –  
One flavor per dozen

# ALA CARTE BEVERAGES

Beverages are displayed in a self-service style.

**Assorted Soft Drinks** - \$3.50 per can

*Coca-Cola, Diet Coke, Sprite*

**Bottled Juice** - \$3.50 per bottle

*Apple, Orange, Cranberry*

**Juice** - \$26 per gallon

*Orange or Apple*

**Freshly Brewed Seattle's Best Coffee**

\$47 per 1.5 gallons

*Regular & Decaffeinated Available*

**Freshly Brewed Iced Tea** - \$27 per gallon

**Hot Cocoa** - \$65 per 1.5 gallons

*Hot cocoa, whipped cream, marshmallows, chocolate sprinkles*

**Bottled Water** - \$3.50 per bottle

*Spring Water*

**Infused Water** - \$18 per gallon

*Lemon, Orange, Strawberry, Mint or Cucumber*

**Lemonade** - \$27 per gallon

**Freshly Brewed Starbucks's Coffee**

\$65 per 1.5 gallons

*Regular & Decaffeinated Available*

**Hot Teavana Teas** - \$65 per 1.5 gallons

**Apple Cider** - \$65 per 1.5 gallons

*Hot apple cider, cinnamon Sticks*

## BEVERAGE STATION

**Gourmet Coffee Station** \$14 Per Person/Per Hour – Minimum 15 People and 1 hour of service.

Starbucks ® Coffee, Teavana Teas, Flavored Syrups, Half and Half, Flavored Creamers, Sugar Cubes, Rock Sugar Sticks, Hot Cocoa, Honey, Whipped Cream



# LUNCH OPTIONS

**\*\*Groups of over 100 guests are required to provide a catered lunch.\*\***

## PLATED

Minimum 10 guests required.

### **Salad Trio** \$20 Per Person

Tuna Salad, Chicken Salad, Bowtie Pasta Salad, Assorted Breads, Vegetable Crudite, Assorted Chips, Dessert and Freshly Brewed Iced Tea

### **Deli Plate** \$22 Per Person

Ham, Turkey, Provolone Cheese, Swiss Cheese, Lettuce, Tomato, Pickles, Assorted Breads, Bowtie Pasta Salad, Assorted Chips, Dessert and Freshly Brewed Iced Tea

### **Sandwich Wrap** \$22 Per Person

Choice of Tuna, Ham & Cheese, Chicken Salad, Turkey & Provolone Cheese Wrap, Served with Southern Potato Salad, Assorted Chips, Dessert and Freshly Brewed Iced Tea

### **Boxed Deli Lunch** \$20 Per Person

Challah Bun or Wheat Wrap, Choice of Turkey with Provolone Cheese, Ham with Swiss Cheese or Roast Beef with Cheddar Cheese, Lettuce, Tomato, Pasta Salad, Fruit Salad, Bag of Chips, Otis Spunkmeyer Baked Cookie and Soft Drink

All plated hot lunch entrees consist of 1 Starter (for all guests) + 1 Entrée (for all guests), dessert, and freshly brewed iced tea. Price based on entrée selected.

### **STARTERS (select one for all guests)**

#### **Caesar Salad**

Romaine lettuce, Diced Tomatoes, Herb Croutons, Parmesan Cheese, Caesar Dressing

#### **Mixed Garden Greens**

Romaine, Red Oak, Radicchio, Mandarin Oranges, House Dressing

#### **Soup du Jour**

### **LUNCH ENTREES (select one for all guests)**

#### **Sun-Dried Tomato Pasta with Chicken** \$27 Per Person

Herb Seared Chicken, Penne Pasta, Vegetables, Sun-Dried Tomato Cream Sauce

#### **Chicken Breast** \$29 Per Person

Boneless Chicken Breast, Mushroom Bordelaise, Vegetable Medley, Mashed Potatoes

#### **Salmon** \$31 Per Person

Broiled Salmon Filet, Seasonal Vegetables, Rice Pilaf

# LUNCH OPTIONS

## BUFFET

Buffets are based on ninety minutes of service. A minimum of 25 adult guests is required.

### **Deli Buffet** \$23 Per Person

Seasonal Fresh Fruit, Pasta Salad, Sliced Turkey, Sliced Ham, Sliced Roast Beef, Swiss Cheese, Cheddar Cheese, Lettuce, Tomatoes, Pickles, Onions, Mayonaise, Mustard, Challah Bun, Dessert, Freshly Brewed Iced Tea

### **Fiesta Buffet** \$26 Per Person

Chicken and Beef Fajitas with Onions & Peppers, Flour Tortillas, Chicken & Cheese Enchiladas, Spanish Rice, Refried Beans, Sour Cream, Guacamole, Salsa, Grated Cheese, Lettuce, Tomato, Dessert, Freshly Brewed Iced Tea

### **Classic Lunch Buffet** \$30 Per Person

Caesar Salad, Fruit Salad, Grilled Flank Steak, Bourbon Chicken, Parsley Potatoes, Sauteed Green Beans, Rolls, Butter, Dessert, Freshly Brewed Iced Tea

### **Backyard Barbecue** \$28 Per Person

Coleslaw, Potato Salad, Hot Dogs, Grilled Hamburgers, Fried Chicken, Barbecued Baked Beans, Lettuce, Tomatoes, Pickles, Onion, American Cheese, Mayonaise, Mustard, Ketchup, Watermelon Wedges, Dessert, Freshly Brewed Iced Tea

### **Hometown Buffet** \$33 Per Person

Garden Salad, Ranch Dressing, Italian Dressing, Pasta Salad, Chicken with Mustard Sauce, Roasted Pork Loin with Apple Jerk Sauce, Baked Grouper with Creamy Lemon Butter Sauce, Parsley Potatoes, Vegetable du Jour, Dessert, Freshly Brewed Iced Tea





# RECEPTION



## PASSED HORS D'OEUVRES PACKAGES

Select 3 items per package (can be a mix of cold and hot).

A minimum of 15 guests is required.

### SILVER MENU PACKAGE

**Light (4 pieces per guest)** \$15 per person

**Standard (8 pieces per guest)** \$25 per person

**Heavy (12 pieces per guest)** \$38 per person

#### COLD

Strawberries with Honey Cream Cheese  
Salami Coronets  
Chicken and Mandarin Tartlet

#### HOT

Assorted Quiche  
Vegetable Spring Rolls with Soy Sauce  
Teriyaki Meatballs

---

### GOLD MENU PACKAGE

**Light (4 pieces per guest)** \$17 per person

**Standard (8 pieces per guest)** \$28 per person

**Heavy (12 pieces per guest)** \$41 per person

#### COLD

Strawberries with Honey Cream Cheese  
Salami Coronets  
Chicken and Mandarin Tartlet

#### HOT

Steamed Pork Dumplings with Soy Sauce  
Spanakopita  
Chicken Satay with Peanut Sauce

---

### PLATINUM MENU PACKAGE

**Light (4 pieces per guest)** \$19 per person

**Standard (8 pieces per guest)** \$31 per person

**Heavy (12 pieces per guest)** \$45 per person

#### COLD

Strawberries with Honey Cream Cheese  
Jumbo Shrimp  
Boursin Cheese in Cucumber Rounds

#### HOT

Crab Rangoon with Duck Sauce  
Chicken Quesadilla  
Cuban Spring Rolls

---

**Shades of Green Resort** 1950 West Magnolia Palm Drive, Lake Buena Vista, Florida 32830

Revised: April 10, 2025    Note: 20% Service Charge on all Food and Beverage Items Ordered    Page: 19

# RECEPTION

## HORS D'OEUVRES

Priced Per Platter.

### COLD

20 Pieces Per Platter

**Salami Coronets \$75**

**Chicken and Mandarin Tartlet \$86**

**Boursin Cheese in Cucumber Rounds \$86**

**Strawberries with Honey Cream Cheese \$60**

**Jumbo Shrimp \$100**

### HOT

25 Pieces Per Platter

**Quiche Florentine \$75**

**Vegetable Spring Rolls with Soy Sauce \$75**

**Crab Rangoon with Duck Sauce \$86**

**Mac & Cheese Fritters \$80**

**Cuban Spring Rolls \$95**

**Chicken Quesadilla \$95**

**Steamed Pork Dumplings with Soy Sauce \$75**

**Franks in Puff Pastry with Brown Mustard \$75**

**Chicken Tenders with Honey Mustard Sauce \$86**

**Scallops Wrapped in Bacon with Red Wine Sauce \$100**

**Teriyaki Meatballs \$75**

**Chicken Satay with Peanut Sauce \$86**

**Beef Empanada \$86**

**Spanakopita \$86**

**Root Vegetable Kabobs \$95**

**Peking Duck Spring Rolls \$100**



## PRESENTATIONS

Based on 1.5 Hours of Service. Minimum of 20 Guests Required.

### **Fresh Vegetable Crudites** \$9 Per Person

Seasonal Fresh Vegetables, Ranch Dressing, and Bleu Cheese Dressing

### **Imported and Domestic Cheese** \$13 Per Person

Assorted Cheeses, Assorted Crackers

### **Seasonal Fresh Fruit Display** \$13 Per Person

Sliced Fruit, Yogurt Dip

### **Antipasto Display** \$15 Per Person

Assorted Meats, Swiss, Cheddar, Pepper Jack, Marinated Vegetables, Assorted Crackers

### **Chicken and Waffles** \$13 Per Person

Chicken Tenders, Waffles, Maple Syrup, Butter

### **Smoked Salmon Display** \$18 Per Person

Smoked Salmon, Chopped Hardboiled Eggs, Red Onion, Capers, Cream Cheese Brioche

## CARVING STATIONS

Based on 1.5 Hours of Service, these stations are Designed to Complement your Hors d'oeuvres Selections, Reception presentations, and Dinner Buffet.

**\$150 Carver Fee Applies to Each Station**

### **Roasted Pork Loin** \$190 Per Order / Serves 30 Portions

Seasoned with Rosemary and Sage, Sage Bordelaise, Miniature Rolls, Condiments

### **Roasted Turkey Breast** \$250 Per Order / Serves 40 Portions

Peach and Chive Mango Chutney, Turkey, Gravy, Miniature Rolls, Condiments

### **Baked Sugar Glazed Ham** \$300 Per Order / Serves 40 Portions

Apple Chutney, Buttermilk Biscuits, Condiments

### **Salmon en Croute** \$320 Per Order / Serves 25 Portions

Salmon Wrapped in Puff Pastry, White Rice, Swiss Cheese, Dill Sauce

### **Top Round Beef** \$400 Per Order / Serves 50 Portions

Bordelaise Sauce, Miniature Rolls, Condiments

### **Roasted Beef Tenderloin** \$415 Per Order / Serves 25 Portions

Stuffed with Boursin Cheese, Balsamic Demi Glaze, Sliced French Baguette, Condiments

### **New York Strip Loin** \$450 Per Order / Serves 25 Portions

Peppercorn Sauce, Horseradish, Dijon Mustard, Miniature Rolls, Condiments

# RECEPTION

## ACTION STATIONS

Based on 1.5 Hours of Service. Minimum of 25 Guests Required.

These stations complement your hors d' oeuvres, reception presentations, or dinner menus.

### **\$150 Attendant Fee Applies to Each Action Station.**

#### **Mashed Potato Bar** \$17 Per Person

Red Skin Potatoes, Sweet Potatoes, Purple Potatoes, Shitake Mushrooms, Bacon, Cheddar Cheese, Chives, Onions, Butter, Sour Cream

#### **Pasta Station** \$17 Per Person

*Choose 2 Pastas:* Tri-Color Tortellini, Farfalle, Penne, Mushroom Ravioli

*Choose 2 Sauces:* Alfredo, Pesto, Marinara

#### **Risotto Station** \$17 Per Person

Arborio Rice with Butter, Wild Mushrooms, Roasted Peppers, Sun-Dried Tomatoes, Asparagus, Basil, Pesto, Parmesan Cheese

#### **Stir Fry Station** \$20 Per Person

Beef, Chicken, Oriental Vegetables, Teriyaki Sauce, Steamed Rice

#### **Quesadilla Station** \$19 Per Person

Cooked to Order – Chicken and Cheese Quesadillas, Pepper Jack Cheese, Cheddar Cheese, Guacamole, Sour Cream

#### **Fajita Station** \$22 Per Person

Grilled Chicken Breast, Beef, Sautéed Onions and Peppers, Tomatoes, Lettuce, Cheddar Cheese, Sour Cream, Guacamole, Salsa, Flour Tortillas

#### **Paella Station** \$26 Per Person

Mussels, Clams, Shrimp, Chicken, Chorizo Sausage, Rice, Green Peas, Red Peppers

# DINNER

## PLATED OPTIONS – SINGLE GRILLE

A minimum of 10 guests is required. Plated Meals are Served with one Starter + one Grille Entrée, a preselected choice of rice or potato, seasonal vegetables, dinner rolls, whipped butter, dessert, iced tea, and freshly brewed Seattle's Best ® Coffee.

1 Starter (selection applies to all guests)

+

Single Grille Entrée - Give your guests the choice between two entrées.  
Final counts must be supplied 30 days before the reception – see policies.

+

Rice or Potato (selection applies for all guests)

+

Seasonal Vegetables

Dinner Rolls, Whipped butter, Iced Tea, Seattle's Best ® Coffee

**Starters: Choose one for all guests.**

### **Caesar Salad**

Romaine Lettuce, Diced Tomatoes, Herb Croutons, Parmesan Cheese, Caesar Dressing

### **Mixed Garden**

Romaine, Red Oak, Radicchio, Mandarin Oranges, House Dressing

### **Creamy Tomato Soup**

### **Onion Soup**

### **Lobster Bisque Encrout** +\$6 additional

Cream of Lobster Wrapped in Puff Pastry

**Single Grille Entrée: Choose one per plate (preselected choice of two).**

### **Chicken Breast** \$33

Boneless Chicken Breast, Mustard Cognac Sauce

### **Broiled Salmon** \$36

Salmon Filet served with Citrus Teriyaki Glaze

### **Baked Grouper** \$36

Grouper served with Mango Papaya Chutney

### **Prime Rib** \$42

Oven Roasted Medium Rare, Au Jus, Horseradish

### **Filet Mignon** \$45

Grilled 8oz Filet, Cognac Peppercorn Sauce

### **Vegan / Vegetarian** Varies

See Page 25



# DINNER

## PLATED OPTIONS – MIXED GRILLE

A minimum of 10 guests is required. Plated Meals are Served with one Starter + two Grille Entrée, a preselected choice of rice or potato, seasonal vegetables, dinner rolls, whipped butter, dessert, iced tea, and freshly brewed Seattle's Best ® Coffee.

1 Starter (selection applies to all guests)

+

Two Grille Entrée (selection applies to all guests)

Choose two per plate. All guests are served the same plate with both selections.

Final counts must be supplied 30 days before the reception – see policies.

+

Rice or Potato (selection applies for all guests)

+

Seasonal Vegetables

Dinner Rolls, Whipped butter, Iced Tea, Seattle's Best ® Coffee

**Starters: Choose one for all guests.**

### **Caesar Salad**

Romaine Lettuce, Diced Tomatoes, Herb Croutons, Parmesan Cheese, Caesar Dressing

### **Mixed Garden**

Romaine, Red Oak, Radicchio, Mandarin Oranges, House Dressing

### **Creamy Tomato Soup**

### **Onion Soup**

### **Lobster Bisque Encrout** +\$6 additional

Cream of Lobster Wrapped in Puff Pastry

**Mixed Grille Entree: Choose two per plate (all guests receive the same selections).**

**Chicken Breast** Chicken Served with Natural Juices

**Chicken Marsala** Chicken Breast Served with Mushrooms, Marsala Wine Sauce

**Broiled Salmon** Salmon Filet with Leek Cream Sauce

**Seared Salmon** Salmon with Dill Sauce

**Shrimp Scampi** Shrimp with a White Wine Garlic Sauce

**Petit Filet** Grilled 4oz Filet, Mushroom Bordelaise

**Pesto Crusted Petit Filet** 4oz Filet, Port Wine Sauce

**Boursin Stuffed Filet** 4oz Filet, Red Wine Sauce

**Chicken + Fish**

\$37 Per Person

**Fish + Beef**

\$44 Per Person

**Beef + Chicken**

\$42 Per Person

# DINNER

## CHILDREN'S MENU (PRICED PER GUEST)

Select one for all guests under nine years old.

### **Buffet \$13**

Dine from the adult buffet

### **Chicken Tenders \$13**

Chicken Tenders, Macaroni and Cheese, Applesauce

### **Mini Corn Dogs \$13**

Corn Dogs, French Fries, Applesauce

### **Hamburger \$13**

Hamburger, French Fries, Applesauce

### **Spaghetti \$13**

Spaghetti, Meatballs, Marinara Sauce

## VEGAN / VEGETARIAN MENU

Select one for all applicable guests.

### **Stuffed Peppers \$28**

Rice, Vegetables, and Plant Based Chicken Stuffed Bell Peppers topped with Marinara Sauce and Vegan Cheese

### **Portobello Mushroom Pasta \$28**

Fettuccini Pasta, Portobello Mushroom, and Grilled Vegetables Tossed in a Red Bell Pepper and Tomato Sauce

### **Vegan Burger \$20**

Plant-based meatless Patty with Lettuce, Tomato, and Pickles on a Bun.  
Served with Potato Chips

## GLUTEN-FREE MENU

Select one for all applicable guests.

### **Pasta Bolognese \$28**

Gluten-Free Penne Pasta with Meat Marinara Sauce, Topped with Parmesan Cheese

### **Grilled Chicken Breast \$28**

Chicken Breast Grilled, Served with Roasted Potatoes and Vegetables

### **Tropical Mahi \$30**

Pan-Seared Mahi with a Citrus Glaze, Served with Rice Pilaf and Vegetables

# DINNER

## BUFFET OPTIONS

Buffets are based on 1.5 hours of service. A minimum of 25 adult guests is required.

### **Oak \$34 Per Person**

Mixed Garden Greens, Vegetable Accompaniments, Ranch Dressing, Italian Dressing, Fresh Fruit Salad, Seared Salmon with Dill Cream Sauce, Grilled Chicken Breast with Teriyaki Sauce, Red Skin Garlic Mashed Potato, Rice Pilaf, Seasonal Vegetables, Dinner Rolls, Whipped Butter, Iced Tea and Freshly Brewed Seattle's Best ® Coffee

### **Passionflower Buffet \$32 Per Person**

Jalapeno Poppers, Tortilla Chips, Spicy Salsa, Chili Con Queso, Jalapenos, Black Bean and Corn Relish, Chicken and Beef Fajitas with Onions and Peppers, Flour Tortillas, Chicken and Cheese Enchiladas, Spanish Rice, Refried Beans, Sour Cream, Guacamole, Grated Cheese, Lettuce, Tomatoes, Corn Bread, Whipped Butter, Iced Tea, and Freshly Brewed Seattle's Best ® Coffee

### **Violet Buffet \$36 Per Person**

Caesar Salad, Sliced Tomatoes with Fresh Mozzarella, olive Oil, and Basil, Fresh Fruit Salad, Chicken Marsala, Mushroom Ravioli with Marinara Sauce, Italian Sausage with Peppers and Onions, Vegetable Lasagna, Garlic Bread Sticks, Whipped Butter, Iced Tea, and Freshly Brewed Seattle's Best ® Coffee

### **Palms Buffet \$38 Per Person**

Mixed Garden Greens, Vegetable Accompaniments, Ranch Dressing, Italian Dressing, Fresh Fruit Salad, Mediterranean Bow Tie Pasta Salad, Citrus Glazed Grilled Mahi Mahi, Chicken Breast with Basil Cream Sauce, London Broil in Wild Mushroom Sauce, Scalloped Potatoes, Wild Rice Pilaf, Seasonal Vegetables, Dinner Rolls, Whipped Butter, Iced Tea, and Freshly Brewed Seattle's Best ® Coffee

### **Tropical Sage Buffet \$40 Per Person**

Mixed Garden Greens, Vegetable Accompaniments, Ranch Dressing, Italian Dressing, Fresh Fruit Salad, Herb Marinated Chicken in Dijon Peppercorn Sauce, London Broil with Red Wine Sauce, Grilled Grouper with Mango Papaya Chutney, Roasted Potatoes, Vegetable Medley, Dinner Rolls, Whipped Butter, Iced Tea and Freshly Brewed Seattle's Best ® Coffee

# DINNER

## **BUFFETS WITH CARVING STATION**

Buffets are based on 1.5 hours of service. A minimum of 25 adult guests is required.

\$150 Attendant Fee Applies to Each Station.

### **Magnolia Buffet \$46 Per Person**

Caesar Salad, Pasta Salad, Prime Rib Carving Station, au jus, Horseradish, Chicken Marsala, Wild Rice Pilaf, Potato au Gratin, Seasonal Vegetables, Dinner Rolls, Whipped Butter, Iced Tea and Freshly Brewed Seattle's Best ® Coffee

### **Orange Blossom Buffet \$54 Per Person**

Mixed Garden Greens, Vegetable Accompaniments, Ranch Dressing, Italian Dressing, Oriental Pasta Salad, Grouper with Mango Salsa, Pommery Mustard Chicken Breast, New York Strip Loin Carving Station, Peppercorn Sauce, Sour Cream and Herb Whipped Potatoes, Seasonal Vegetables, Dinner Rolls, Whipped Butter, Iced Tea and Freshly Seattle's Best ® Coffee

### **Lily Buffet \$52 Per Person**

Mixed Garden Greens, Vegetable Accompaniments, Ranch Dressing, Italian Dressing, Artichoke and Mushroom Salad, Cucumber Onion and Tomato Salad, Fresh Fruit Salad, Prime Rib Carving Station, au jus, Horseradish, Baked Grouper in Lemon Butter Sauce, Apricot Brandy Chicken, Roasted Red Bliss Potatoes, Seasonal Vegetables, Dinner Rolls, Whipped Butter, Iced Tea and Freshly Brewed Seattle's Best ® Coffee

# DESSERT

## DESSERT STATIONS

Dessert stations are presented in a self-service style—at least 20 Guests.

### **Ice Cream Sunday Bar** \$10 Per Person

Vanilla Ice Cream, Chocolate Ice Cream, Rainbow Sprinkles, Chocolate Sprinkles, Oreo Crumbles, Gummy Bears, Walnuts, Pecans

### **Strawberry Shortcake** \$12 Per Person

Mini Shortcake Biscuits, Strawberries, Sweetened Whipped Cream

*Add Blueberries, Raspberries, and Blackberries – An additional \$3 per person*

### **Gourmet Mini Pastries**

**Choice of 3** \$15 Per Person

**Choice of 5** \$20 Per Person

**Choice of 7** \$25 Per Person

Pastry Selection: Fruit Tarts, Berry Trifle, S'more Cookie, Sicilian Canoli, Cheesecake, Traditional Key Lime, Panna Cotta, Chocolate Mousse, Éclair, Coconut Macaroons

## ALA CARTE DESSERTS

### **Cupcakes** \$42 Per Dozen

Rich Chocolate, Vanilla, Red Velvet or Lemon Cake – One flavor per dozen

### **Brownies** \$38 Per Dozen

### **Key Lime Squares** \$38 Per Dozen

### **Breakfast Bars** \$28 per Dozen

### **Freshly Baked Cookies** \$30 Per Dozen

Chocolate Chip, Sugar, Red Velvet, S'more – One flavor per dozen

## CAKES

Rich Chocolate, Vanilla, Red Velvet or Lemon

### **6" Round** \$12

Feeds 8-10 Guests

### **10" Round** \$35

Feeds 15-20 Guests

### **Quarter Sheet Cake** \$55

Feeds 25-35 Guests

### **Half Sheet Cake** \$75

Feeds 45-55 Guests

### **Full Sheet Cake** \$125

Feeds 100-125 Guests



# BAR SERVICE

A \$150 (up to 4 hours) bartender fee per bar will apply for all bars.  
One bartender is required for every 100 guests. The bartender fee is \$50.00 per hour if your event extends beyond. All bars (host or cash) are billed on consumption.

**Liquor law and regulation** – Alcohol will not be served to guests who appear intoxicated, under the age of 21 or cannot produce proper identification.

## OPEN BAR (HOSTED)

**Premium Liquor** - \$9 per drink

**House Liquor** - \$8 per drink

**House Wine** - \$6.50 per glass

*Cabernet Sauvignon, Merlot, Chardonnay, Pinot Grigio, Moscato*

**Imported Beer** - \$7 per bottle

*Corona, Heineken*

**Domestic Beer** - \$6.50 per bottle

*Bud Light, Budweiser, Coors Lite, Miller Lite, Angry Orchard Hard Cider*

**Soft Drinks** - \$3 per can

*Coca-Cola, Diet Coke, Sprite*

**Bottled Water** - \$3 per bottle

*Spring Water*

## CASH BAR

**Premium Liquor** - \$10.50 per drink

**House Liquor** - \$9.50 per drink

**House Wine** - \$7.75. per glass

*Cabernet Sauvignon, Merlot, Chardonnay, Pinot Grigio, Moscato*

**Imported Beer** - \$8.50 per bottle

*Corona, Heineken*

**Domestic Beer** - \$7.75 per bottle

*Bud Light, Budweiser, Coors Lite, Miller Lite, Angry Orchard Hard Cider*

**Soft Drinks** - \$3.50 per can

*Coca-Cola, Diet Coke, Sprite*

**Bottled Water** - \$3.50 per bottle

*Spring Water*

# BAR SERVICE

## CHAMPAGNE TOAST

Each bottle serves 10 guests.

**Sparkling Cider** - \$24 per bottle

**House Champagne** - \$28 per bottle

**Benvolio Prosecco** - \$32 per bottle

**Mezza Corona Prosecco** - \$32 per bottle

## WINE SERVICE

Menu Available Upon Request

## BEVERAGE STATIONS

### BLOODY MARY STATION

**Minimum 15 People**

**One-Hour Service** - \$22 per guest

**Two-Hour Service** - \$27 per guest

**Three-Hour Service** - \$32 per guest

*Smirnoff Vodka, Tito's Vodka, V8, Spicy Mary Mix, Olives, Lemons, Limes, Celery, Horseradish, Assorted Condiments, Hot Sauces*

### MIMOSA STATION

**Minimum 15 People**

**One-Hour Service** - \$18 per guest

**Two-Hour Service** - \$24 per guest

**Three-Hour Service** - \$29 per guest

*Mezzacorona Prosecco, Orange Juice, Cranberry Juice, Pineapple, Seasonal Fruit Garnishes*

### GOURMET COFFEE STATION

**Minimum 15 People**

**One-Hour Service** - \$14 per guest

*Starbucks Coffee, Assorted Hot Teas, flavored syrups, half and half, flavored creamers, sugar cubes, hot cocoa, honey, whipped cream*

### SANGRIA STATION

**\$80 per gallon**

*Choice of red or white sangria with lemons, limes, oranges*

# POLICIES

## **GUARANTEE**

Attendance must be specified thirty (30) days before your function. This number will be considered a guarantee and will not be subject to reduction. All charges will be calculated based on this number. If your Sales Manager is not advised by this time, the latest estimated count will become the guarantee.

## **MENU**

If a choice of plated menu (single grille entrée) is selected, the client must provide entree cards that clearly designate each guest's entrée selection.

## **DIETARY NEEDS**

Any special dietary needs must be communicated to the Sales Manager thirty (30) days before the event to allow the culinary team adequate time to accommodate those needs.

## **FOOD AND BEVERAGE**

Outside food or beverage of any kind is prohibited except the wedding cake which must be purchased from a pre-approved vendor. Insurance restrictions and health codes prohibit the hotel from allowing leftover food and beverages to be removed from the premises. Therefore, no "to go" boxes will be supplied for meal functions.

Food and beverage prices are subject to a 20% service fee.

For menus offering a carving or food station, a \$150 fee will be assessed.

A \$150 Bartender Fee will be assessed for each bar. After four (4) hours, a \$50 per hour fee will be assessed for each hour. One bartender is required per 100 guests.

## **LIQUOR LAW**

Alcohol will not be served to guests who appear intoxicated, are under the age of 21, or are unable to produce proper identification.

## **CORKAGE**

No beverage of any kind is permitted to be brought into the hotel by the client or by a guest without special advanced permission from the hotel. If permission has been granted, the hotel staff must serve the beverage. A per-bottle fee of \$30 will be assessed for wine only. Please work with your Sales Manager to obtain permission.

## **AUDIO-VISUAL**

Essential audiovisual equipment is available for rental through the hotel. Should your event needs exceed our in-house equipment capabilities, your Sales Manager will send your AV request to an outside full-service audiovisual company.

## **INTERNET**

For an additional fee, Internet access is available in each event room through hard-wired or wireless connections. Please request pricing from your sales manager.

# POLICIES

## DÉCOR

All displays and/or decorations are subject to written approval by Shades of Green. Storage or use of dangerous, incendiary, explosive materials, open flames (candles), etc, is prohibited. An additional cleaning fee of \$200 will be charged for using glitter, confetti, or any other undersized decoration. No nails, tacks, or adhesives can be used in our event spaces.

## BANNERS & SIGNS

Arrangements for banners or signs hung in any function spaces should be made through your Sales Manager. A fee of \$75 will be assessed for each sign or banner.

## VENDORS

Only approved vendors included in the hotel's vendor list can operate on the property.

## ROOM RESERVATIONS

First and foremost, please remember your guest room booking cut-off is 60 days before the check-in date. It will be included in your contract agreement. The reservations will be on a courtesy hold until the cut-off date; guests must call or book online to claim and confirm their reservations. The block code guarantees the availability of these rooms until the cut-off date when they are released back into general inventory to sell.

## ROOM EXTENSION / ROOM RESET FEE / EARLY SETUP FEE

A room reset fee will be added to your event if you request to change the setup of your room within twenty-four hours. The fee assessed will be \$150 per quarter ballroom. If you choose to extend your reception, you are subject to an hourly fee of \$250 per hour per quarter ballroom. If you require additional setup time, please speak with your Sales Manager. Space is subject to availability, and other fees will apply.

## PARKING

Overnight parking for registered hotel guests is charged per night. Parking for all other guests on the property is \$1 per hour. Parking is free if parked for less than 2 hours. Prepaid parking vouchers for your guests or vendors are available for purchase. Ask your Sales Manager.

## NOISE LEVEL

The hotel agrees to allow music and/or entertainment during any hotel function. However, the hotel reserves the right to request that music volume levels be reduced based on guestroom noise complaints or at the hotel's discretion.

## MUSIC

We are a family-focused resort; all music must contain appropriate language.

## WEATHER POLICY

Florida is famous for heavy, brief rainstorms during spring and summer afternoons. Our policy for rain backup is to move the event to the indoor backup location 4 hours before the event starts if there is a 50% or greater chance of rain at the time of your event.

# POLICIES

## DEPOSIT / PAYMENT SCHEDULE

Upon booking your event, the room rental fee is required and will serve as the event deposit. The remaining balance, based on the guaranteed guest count for the event, is due in thirty days. Both payments are non-refundable. Payment schedule:

**At Contracting** – A non-refundable deposit equivalent to the room rental fee(s).

**30 Days** - Final payment for the event is due in full.

Exceptions to the payment schedule can be established in advance with permission from the accounting department. If a modified payment schedule is created, the full amount will be due within thirty days following the event.

## KEY INDIVIDUALS

**Sales Manager** – You will work with them through the planning process. They will schedule your event, assist with setting up your room block, create your venue diagram, and answer any questions.

**Banquet Manager**—They will fulfill the requests in the banquet event order. They'll oversee the room setup and manage the event from the resort's side (doors opening, food service, bar service, staffing, etc.).

## EXTEND THE PARTY

Don't want the fun to end? Evergreens Sports Bar is open nightly until 11 pm!