

# THE GEORGIA CENTER

THE UNIVERSITY OF GEORGIA'S CONFERENCE CENTER & HOTEL



The University of Georgia

## WEDDING RECEPTION PACKAGES AND MENUS



## *Personal, Perfect, Unforgettable*

An unforgettable wedding reception requires a truly memorable setting. Wedding receptions at The Georgia Center, the University of Georgia's Conference Center and Hotel, create memories that last a lifetime. Our facilities provide an elegant ambience for your romantic event. With an elegant setting, outstanding cuisine, and impeccable service, The Georgia Center is the perfect place for this important day. Located on UGA's campus, The Georgia Center features classic Southern charm and hospitality.

Our wedding specialists are available to show you our reception facilities and to help you choose the package and amenities that are right for you. Make your appointment today to meet with a wedding specialist from The Georgia Center to plan your special day so that it will be perfect in every detail.

Each Wedding Reception Package is designed to fit the need, size, and budget of your wedding or reception.

### WEDDING RECEPTION PACKAGES

#### **Ballroom Package**

The Georgia Center's Magnolia Ballroom provides the ideal setting for your wedding reception. Tastefully styled, the ballroom features a classic décor with five chandeliers. At night, sconces illuminate the room creating a romantic atmosphere perfect for your unforgettable day.

- Reception Package
- Food and Beverage Minimum
  - 200-300 guests
  - Fewer than 200 guests
- Maximum Capacity (depending on room layout and food service selected) ..... 300

#### **Galleria Package**

Enjoy the benefits of an indoor and outdoor wedding reception in the Pecan Tree Galleria and Courtyard. Glass walls surround the area as your guests flow from dancing in the Galleria to sitting beneath the trees in the courtyard which are illuminated by hundreds of white lights.

- Reception Package
- Food and Beverage Minimum
  - 200-300 guests
  - Fewer than 200 guests
- Maximum Capacity (depending on room layout and food service selected) ..... 300

#### **Mahler Package**

Magnificent high ceilings add a sense of drama to The Georgia Center's newly renovated Mahler Auditorium. Lighting from the stylish chandeliers and wall sconces envelops the room, creating a romantic look and feel. Styled in neutral tones to coordinate with the color theme of any event, Mahler is the perfect setting for an event that desires a dramatic flair.

- Reception Package
- Food and Beverage Minimum
  - 200-300 guests
  - Fewer than 200 guests
- Maximum Capacity (depending on room layout and food service selected) ..... 300

#### **Savannah Room Package**

The Georgia Center's Savannah Room Restaurant is the perfect space for your intimate wedding reception. Stacked stone walls welcome you and your guests into this room filled with neutral tones and brick-red accents. Georgia's soulful low country and beautiful coastlines are featured in the original works of art within the room. The Savannah Room is a perfect blend of elegance and modern design.

- Reception Package
  - \* Savannah Room chairs are used for all events (an additional charge is assessed for the use of chair covers)
  - \* Dance floor provided is 15' x 15' and music is limited to DJs or acoustic groups (up to 3 members)
- Food and Beverage Minimum
- Maximum Capacity (depending on room layout and food service selected) ..... 100



## Package Amenities

### PACKAGE AMENITIES INCLUDE THE FOLLOWING:

- *Classic white, floor-length round specialty linens*
- *Classic white chair covers*
- *Prestige glassware and china*
- *Dinner tables, bistro tables, and chairs available based on your floor plan*
- *Cutting service for your wedding cake*
- *Departure basket for the bride and groom, including chilled champagne or sparkling cider*
- *Formally dressed waitstaff and headwaiter*
- *Setup and cleanup of your wedding reception*
- *Honeymoon suite for the night of your reception*
- *One bottle of chilled champagne or sparkling cider for the bride and groom's toast*
- *Hurricane globe, white pillar candle, mirror underliner and 3-4 votive candles for each guest tables*
- *20' by 20' dance floor*
- *A wedding specialist to work with you to coordinate all food and beverage details, from menus to linens, as well as your reception layout.*
- *An event designer for a one-hour consultation to help develop an inspiration for your reception décor. (Additional consultation available for an additional charge.)*
- *An event manager to be on-site during your event to ensure the room is properly set and to coordinate any logistical details with The Georgia Center's banquet manager.*
- *Three hours of setup time and four hours of reception time. Bar and Food Service concludes at the end of the third hour.*

NOTE: No financial compensation will be given for amenities not used. Amenities are limited and are based upon availability.



## Cocktail Receptions

### Camellia Reception

#### ROASTED TURKEY CARVED TABLESIDE AND ACCOMPANIED BY DINNER ROLLS

##### SEASONAL FRESH FRUIT

Honeydew Melon, Cantaloupe, Golden Pineapple, Strawberries, Grapes. Seasonal Berries Served on an Elegant Mirror Display with Almond Cream Dip, Honey Fruit Yogurt Sauce, and Chocolate Raspberry Sauce

##### GOURMET CHEESES

An Elaborate Array of Domestic and Imported Cheeses Accompanied by an Assortment of Gourmet Crackers

##### FRESH VEGETABLE CRUDITÉS

An Assortment of Garden Vegetables Served with Creamy Ranch Dip and Garlic Roasted Red Pepper Dip

#### YOUR CHOICE OF ONE PUNCH

Orange-Cranberry Punch with Sliced Oranges

Sparkling Raspberry Lemonade

Citrus Tea Punch with Mint

#### YOUR CHOICE OF TWO SPREADS AND DIPS

Black Bean and Corn Salsa Served with Sweet Potato Chips

Cheese Tapenade with Toast Points

Hot Artichoke and Crab Dip Served with Sesame Flat Bread

Chilled Spinach Dip Served with Baguette Toasts

#### YOUR CHOICE OF THREE HORS D'OEUVRES

##### Hot Hors d'Oeuvre Selections

Spanakopita

Vegetable Spring Roll with Sweet and Sour Sauce

Swedish Meatballs

Assorted Miniature Quiche

Sesame Chicken Brochettes with Peking Sauce

Breaded Mushrooms with Horseradish Sauce

Chicken Fingers with Honey-Mustard Sauce

Black Bean Spring Rolls with Salsa

Crab-Stuffed Mushrooms

Cocktail Franks in Puff Pastry

with Stone-Ground Mustard

##### Cold Hors d'Oeuvre Selections

Marinated Mushrooms

Prosciutto Wrapped Melon

Imported Olives and Pickles

Ham, Turkey, and Cheese Finger Sandwiches

Salami Cornets with Herb Cream Cheese

Vegetarian Pinwheels

Grilled Vegetables

Tomato Bruschetta with Fresh Basil

Chocolate-Dipped Strawberries

Ham, Turkey, and Cheese Lahvosh



## Cocktail Receptions

### Azalea Reception

#### HONEY-GLAZED, PIT-SMOKED HAM CARVED TABLESIDE AND ACCOMPANIED BY DINNER ROLLS

##### SEASONAL FRESH FRUIT

Honeydew Melon, Cantaloupe, Golden Pineapple, Strawberries, Grapes and Seasonal Berries  
Served on an Elegant Mirror Display with Almond Cream Dip, Honey Fruit Yogurt Sauce,  
and Chocolate Raspberry Sauce

##### GOURMET CHEESES

An Elaborate Array of Domestic and Imported Cheeses Accompanied by an Assortment of Gourmet Crackers

##### FRESH VEGETABLE CRUDITÉS

An Assortment of Garden Vegetables Served with Creamy Ranch Dip and Garlic-Roasted Red Pepper Dip

#### YOUR CHOICE OF ONE PUNCH

Orange-Cranberry Punch with Sliced Oranges  
Sparkling Raspberry Lemonade  
Citrus Tea Punch with Mint

#### YOUR CHOICE OF TWO SPREADS AND DIPS

Black Bean and Corn Salsa Served with Sweet Potato Chips  
Cheese Tapenade with Toast Points  
Hot Artichoke and Crab Dip Served with Sesame Flat Bread  
Chilled Spinach Dip Served with Baguette Toasts

#### YOUR CHOICE OF THREE HORS D'OEUVRES

##### Hot Hors d'Oeuvre Selections

Spanakopita  
Vegetable Spring Roll with Sweet and Sour Sauce  
Swedish Meatballs  
Assorted Miniature Quiche  
Sesame Chicken Brochettes with Peking Sauce  
Breaded Mushrooms with Horseradish Sauce  
Chicken Fingers with Honey-Mustard Sauce  
Black Bean Spring Rolls with Salsa  
Crab-Stuffed Mushrooms  
Cocktail Franks in Puff Pastry  
with Stone-Ground Mustard

##### Cold Hors d'Oeuvre Selections

Marinated Mushrooms  
Prosciutto Wrapped Melon  
Imported Olives and Pickles  
Ham, Turkey, and Cheese Finger Sandwiches  
Salami Cornets with Herb Cream Cheese  
Vegetarian Pinwheels  
Grilled Vegetables  
Tomato Bruschetta with Fresh Basil  
Chocolate-Dipped Strawberries  
Ham, Turkey, and Cheese Lahvosh

## Cocktail Reception

### *Dogwood Reception*

#### CHOICE ROAST TOP ROUND OF BEEF CARVED TABLESIDE ACCOMPANIED BY DINNER ROLLS

##### SEASONAL FRESH FRUIT

*Honeydew Melon, Cantaloupe, Golden Pineapple, Strawberries, Grapes and Seasonal Berries  
Served on an Elegant Mirror Display with Almond Cream Dip, Honey Fruit Yogurt Sauce,  
and Chocolate Raspberry Sauce*

##### GOURMET CHEESES

*An Elaborate Array of Domestic and Imported Cheeses Accompanied by an Assortment of Gourmet Crackers*

##### FRESH VEGETABLE CRUDITÉS

*An Assortment of Garden Vegetables Served with Creamy Ranch Dip and Garlic-Roasted Red Pepper Dip*

#### YOUR CHOICE OF ONE PUNCH

*Orange-Cranberry Punch with Sliced Oranges  
Sparkling Raspberry Lemonade  
Citrus Tea Punch with Mint*

#### YOUR CHOICE OF TWO SPREADS AND DIPS

*Black Bean and Corn Salsa Served with Sweet Potato Chips  
Cheese Tapenade with Toast Points  
Hot Artichoke and Crab Dip Served with Sesame Flat Bread  
Chilled Spinach Dip Served with Baguette Toasts*

#### YOUR CHOICE OF FIVE HORS D'OEUVRES

##### *Hot Hors d'Oeuvre Selections*

*Spanakopita  
Vegetable Spring Roll with Sweet and Sour Sauce  
Swedish Meatballs  
Crab-Stuffed Mushrooms  
Assorted Miniature Quiche  
Chicken Fingers with Honey-Mustard Sauce  
Black Bean Spring Rolls with Salsa  
Scallops Wrapped in Bacon  
Coconut Shrimp  
Chicken Quesadillas  
Crab Rangoon with Orange-Jalapeño Dip  
Cocktail Franks in Puff Pastry  
with Stone-Ground Mustard*

##### *Cold Hors d'Oeuvre Selections*

*Marinated Mushrooms  
Prosciutto Wrapped Melon  
Salami Cornets with Herb Cream Cheese  
Vegetarian Pinwheels  
Grilled Vegetables  
Tomato Bruschetta with Fresh Basil  
Chocolate-Dipped Strawberries  
Ham, Turkey, and Cheese Lahvosh  
Asparagus Wrapped in Smoked Salmon  
Shrimp Mousse on Cucumber  
Canapés  
Antipasto Skewer*



## Cocktail Receptions

### Magnolia Reception

#### ROAST PRIME RIB OF BEEF CARVED TABLESIDE ACCOMPANIED BY DINNER ROLLS

##### SEASONAL FRESH FRUIT

Honeydew Melon, Cantaloupe, Golden Pineapple, Strawberries, Grapes and Seasonal Berries  
Served on an Elegant Mirror Display with Almond Cream Dip, Honey Fruit Yogurt Sauce,  
and Chocolate Raspberry Sauce

##### GOURMET CHEESES

An Elaborate Array of Domestic and Imported Cheeses Accompanied by an Assortment of Gourmet Crackers

##### FRESH VEGETABLE CRUDITÉS

An Assortment of Garden Vegetables Served with Creamy Ranch Dip and Garlic-Roasted Red Pepper Dip

#### YOUR CHOICE OF ONE PUNCH

Orange-Cranberry Punch with Sliced Oranges  
Sparkling Raspberry Lemonade  
Citrus Tea Punch with Mint

#### YOUR CHOICE OF TWO SPREADS AND DIPS

Black Bean and Corn Salsa Served with Sweet Potato Chips  
Cheese Tapenade with Toast Points  
Hot Artichoke and Crab Dip Served with Sesame Flat Bread  
Chilled Spinach Dip Served with Baguette Toasts

#### YOUR CHOICE OF SIX HORS D'OEUVRES

##### Hot Hors d'Oeuvre Selections

Spanakopita  
Vegetable Spring Roll with Sweet and Sour Sauce  
Swedish Meatballs  
Crab-Stuffed Mushrooms  
Assorted Miniature Quiche  
Chicken Fingers with Honey-Mustard Sauce  
Black Bean Spring Rolls with Salsa  
Scallops Wrapped in Bacon  
Coconut Shrimp  
Chicken Quesadillas  
Crab Rangoon with Orange-Jalapeño Dip  
Cocktail Franks in Puff Pastry  
with Stone-Ground Mustard

##### Cold Hors d'Oeuvre Selections

Marinated Mushrooms  
Prosciutto Wrapped Melon  
Salami Cornets with Herb Cream Cheese  
Vegetarian Pinwheels  
Grilled Vegetables  
Tomato Bruschetta with Fresh Basil  
Chocolate-Dipped Strawberries  
Ham, Turkey, and Cheese Lahvosh  
Asparagus Wrapped in Smoked Salmon  
Shrimp Mousse on Cucumber  
Canapés  
Antipasto Skewer

## *Wedding Reception Dinner Buffets*

### *Orchid Buffet*

#### **SALADS**

*Mixed Greens with Strawberries and Poppy Seed Dressing  
Fresh Melon and Seasonal Berries with Honey Yogurt Sauce  
Tomato and Cucumber  
Tricolor Rotini Pasta with Fresh Vegetables  
Caponata*

#### **ENTRÉES**

*Honey-Glazed, Pit-Smoked Ham Carved Tableside by a Uniformed Attendant  
Baked Flounder with Lobster Cream Sauce  
Stuffed Breast of Chicken with Portobello Mushrooms and Artichokes with Roasted Pepper Cream Sauce*

#### **SIDES**

*Fettuccine  
Sweet Potato Soufflé  
Fresh Vegetable Medley*

*Fresh Dinner Rolls with Creamy Butter and Margarine*

**SERVED WITH TEA, WATER, AND COFFEE**

## *Wedding Reception Dinner Buffets*

### *Gardenia Buffet*

#### **SALADS**

*European Field Green Salad with Three Assorted Dressings*  
*Fresh Melon and Seasonal Berries with Honey Fruit Yogurt Sauce*  
*Artichoke, Mushroom, and Red Pepper*  
*Roasted Corn and Black Bean*  
*Cucumber with Dill and Sour Cream*

#### **ENTRÉES**

*Slow-Roasted, Choice Top Round of Beef Carved Tableside by a Uniformed Attendant*  
*Seafood Dijonnaise with Crisp Rusk Toasts*  
*Spinach-and-Parmesan Stuffed Chicken with Red Pepper Coulis*

#### **SIDES**

*White and Wild Rice Pilaf*  
*Au Gratin Potatoes*  
*Fresh Vegetable Medley*

*Fresh Dinner Rolls with Creamy Butter and Margarine*

**SERVED WITH TEA, WATER, AND COFFEE**

## *Wedding Reception Dinner Buffets*

### *Amaryllis Buffet*

#### **SALADS**

*Baby Spinach with Fresh Mozzarella, Tomatoes, and Basil Vinaigrette*

*Fresh Melon and Seasonal Berries with Honey Yogurt Sauce*

*European Field Green Salad with Three Assorted Dressings*

*Gazpacho*

*Grilled Vegetables with Balsamic Vinaigrette*

*Broccoli Slaw*

#### **ENTRÉES**

*Prime Rib Carved Tableside by a Uniformed Attendant with Demi-Glace*

*Grilled Ancho Salmon*

*Chicken Amaretto — Chicken Breast Stuffed with Almond Paste and Cream Cheese Laced with Amaretto Cream Sauce*

#### **SIDES**

*Honey-Glazed Baby Carrots*

*Cauliflower Polonaise*

*Rosemary-Roasted Red Bliss Potatoes*

*White and Wild Rice Pilaf*

*Fresh Dinner Rolls with Creamy Butter and Margarine*

**SERVED WITH TEA, WATER, AND COFFEE**



## Wedding Reception Stations

### GOURMET COFFEE STATION

Regular and Decaffeinated Coffee  
Cream, Milk, Sugar, and Sweeteners  
Caramel, Hazelnut, and Vanilla Syrups  
Shaved Chocolate, Cinnamon, Whipped Cream  
Peppermint Sticks  
Additional charge per person for Biscotti

### FONDUE STATION

Sweet Chocolate Fondue  
Diced Fruit  
Marshmallows  
Pound Cake

### SHRIMP AND GRITS STATION

Southern Stone-Ground Grits  
Butter, Grated Cheddar Cheese, Bacon  
Sautéed Mushrooms, Caramelized Onions  
Sautéed Coastal Shrimp  
Uniformed Attendant in Chef's Jacket and Hat

### PASTA STATION

Penne and Bowtie Pasta  
Pesto Alfredo and Garlic-Basil Tomato Sauce  
Sautéed Fresh Vegetables  
Freshly Grated Parmesan Cheese, Crushed Red Pepper  
Uniformed Attendant in Chef's Jacket and Hat  
Additional charge per person for Chicken or Italian Sausage  
Additional charge per person for Shrimp

### CHILDREN'S STATION

Peanut Butter Sandwiches  
Jelly Sandwiches  
Carrots and Ranch Dressing  
Cheese and Cracker Tray  
Small Fruit Tray  
Jelly Beans  
Gummy Bears  
Cupcakes  
Milk and Juice  
Minimum charge for 1-15 children  
Additional charge for each additional child  
Children are charged half-price for the main reception or buffet, as well.

Wedding Reception Stations may be ordered in addition to reception or buffet packages.  
The time of the station must coincide with the time of the main reception/buffet.  
An 18% service charge and 7% sales tax will be added.

## Wedding Reception Plated Dinners

### SALAD SELECTIONS

Classic Caesar Salad  
Greek Salad  
Southern Spinach Salad with Honey-Mustard Dressing  
Fresh Mozzarella, Tomato, Basil Salad  
European Field Green Salad with Champagne Vinaigrette

### ENTRÉES

*Black-Pepper-Crusted Tenderloin of Beef*  
With Garlic Mashed Potatoes

*Balsamic-Glazed Porkloin*  
Topped with Apples and Served with Roasted Sweet Potatoes

*Slow-Roasted Prime Rib*  
Laced with Horseradish Au Jus and Served with Rosemary Potatoes

*Pecan-Crusted Honey-Mustard Salmon*  
Served with Herb Rice Pilaf

*Mixed Grill Filet Mignon and Fresh Grilled Salmon Filet*  
Served with Rosemary Potatoes

*Mixed Grill Filet Mignon and Shrimp Stuffed with Crabmeat*  
Served with Marquis Potatoes

*Chicken Amaretto*  
Chicken Breast Stuffed with Almond Paste and Cream Cheese, Laced with Amaretto Cream Sauce  
Served with White and Wild Rice Pilaf

*Tuscan Stuffed Chicken Breast*  
Stuffed Chicken Breast with Artichokes, Portobello Mushrooms and Asiago Cheese  
Served with Herb Fettuccine and Sun-Dried Tomato Cream Sauce

ALL ENTRÉES ARE SERVED WITH ONE CHOICE OF SALAD FROM THE SALAD SELECTIONS,  
A FRESH VEGETABLE MEDLEY, ROLLS AND CREAMY BUTTER, WATER, ICED TEA, AND COFFEE.

## *Wedding Reception Alcohol Service Information*

The Georgia Center offers a variety of alcohol service options for your reception, whether you are planning to have a full bar, wine with dinner, or a champagne toast.

### WEDDING ALCOHOL POLICY INFORMATION

The following alcohol guidelines are provided in an effort to make your wedding reception as memorable and safe as possible.

- The Georgia Center requires that you end your bar an hour prior to the end of your four hour reception. Coffee will be provided during this time.
- The Georgia Center will post bar times at the bar so your guests will be aware of the service times at your reception.
- Any reception with a bar will be required to pay half of their estimated bar bill at the time the pre-payment invoice is due. The bar bill estimate will be determined by multiplying the estimated attendance by a set fee. The remaining portion of the alcohol cost will be billed out after the event.
- Once the bar times and selections are made, the client is responsible for signing an alcohol agreement indicating no further changes can be made to the bar.
- The Georgia Center will not allow any on-site changes to bars (i.e. adjusting times, extending cash limits, changing bar types).
- It is recommended to not switch from an open bar to a cash bar in the middle of your reception. The better option would be for your guests to utilize the lobby bar for the remaining time.

### BARTENDERS

Bartender charges are applicable for all receptions that have bar service. One bartender is required for every 50 guests attending a bar. If the actual amount of bartender time exceeds the time originally requested, the bartender charge will be prorated accordingly.

PER BARTENDER/PER HOUR .....	set fee
PER QUARTER-HOUR, THEREAFTER .....	set fee
THE MAXIMUM BARTENDER CHARGE FOR A RECEPTION .....	set fee

### BUTLER SERVICE

Our butler service may be ordered during any reception and allows your guests to keep mingling as our wait staff comes to them.

PER SERVER/PER HOUR .....	set fee
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### OPEN-BAR SERVICE — ACTUAL CONSUMPTION

With open-bar service based on actual consumption, you will pay only for the alcoholic beverages actually consumed by your guests. The bartender keeps count of each drink served, and a total is computed at the end of the reception. There will be no individual sales. You may choose to limit the selection of alcohol to a particular type or brand.

#### OPEN-BAR SELECTIONS

- DOMESTIC BEER
- IMPORTED BEER
- HOUSE WINE BY THE GLASS
- WINE BY THE BOTTLE
- HOUSE LIQUOR BRANDS
- LIQUOR CALL BRANDS
- SOFT DRINKS AND BOTTLED WATER
- PREMIUM BRANDS AND AFTER-DINNER LIQUEURS OR CORDIALS (available upon request)
- SPARKLING APPLE CIDER (NONALCOHOLIC)

NOTE: SELECTIONS ARE SUBJECT TO APPLICABLE SERVICE CHARGES AND GEORGIA SALES TAX.



## — Wedding Reception Alcohol Service Information, continued —

### CASH-BAR SERVICE

Cash-bar service requires the guests to pay for their own drinks. The bartender serves as the cashier. Drinks may be purchased using cash only. You can request to serve only beer and wine on your cash bar.

### CASH-BAR SELECTIONS

DOMESTIC BEERS

IMPORTED BEERS

HOUSE WINES BY THE GLASS

HOUSE LIQUOR BRANDS

LIQUOR CALL BRANDS

PREMIUM BRANDS AND AFTER-DINNER LIQUEURS OR CORDIALS (available upon request)

SOFT DRINKS AND BOTTLED WATER

NOTE: THE SELECTIONS WILL INCLUDE GEORGIA SALES TAX.

### CHAMPAGNE TOAST

A champagne toast can be served to you and your guests during any part of your reception ceremonies. You are billed only the amount of alcohol consumed by your guests, based on the number of bottles served. The count is made by the bar supervisors for the reception. With this type of service, there are no individual sales. No bartender fee is required.

### CHAMPAGNE SELECTIONS

Veve du Vernay Brut Blanc de Blancs, France (per bottle)

Tott's Brut Sparkling Wine, California (per bottle)

Nonalcoholic Sparkling Apple Cider (per bottle)

### WINE SERVICE WITH SEATED MEALS — ACTUAL CONSUMPTION

Wine (with beer and/or nonalcoholic sparkling apple cider) can be served in conjunction with your seated meal. The host is billed only the amount of wine consumed by the group, based on the number of bottles served. The charge for this service is determined by keeping a count of wine actually consumed by the guests. The count is made by the bar supervisors for the reception. With this type of service, there are no individual sales. The group is limited to 2 choices of wine per function. No bartender fee is required. Please ask your wedding specialist for a wine list.

### GENERAL INFORMATION

- Soft drinks will be available at all bar-service functions.
- Due to the provisions of our alcohol license, no other alcoholic beverages may be brought into our service area.
- Alcoholic beverages purchased in The Georgia Center cannot be taken off of The Georgia Center property. All alcoholic beverages purchased during a banquet function can only be consumed in our service areas.
- Prices are subject to change should economic conditions require.

## Wedding Reception Amenities

Creating the reception of your dreams means adding your own personal touch. A unique and memorable event is in the details. As you create a wedding reception that reflects yourself — we want to make the planning a stress-free and enjoyable time. For your convenience, we offer a variety of amenities that take care of all of those special details that add so much.

All amenities are based on availability at the time of booking. Information and pricing available upon request.

### **MENU CARDS**

Placing a menu card at each table setting is a great way to add elegant detail to your event. A 4¼" x 11" menu card can be placed in a beautifully folded napkin at each place setting, providing a nice way to describe meal options to each guest. Choose from a variety of designs and papers, each with the bride's and groom's names, and the date of the wedding.

### **CUSTOM-COLOR TABLECLOTHS, OVERLAYS, CHAIR COVERS, AND NAPKINS**

Add color to your wedding! Mix and match to get just the right combination of color and texture. Ask your wedding specialist to show you the fine linen selections.

### **RISERS**

Want to add a dramatic flair to your reception? Elevate your head table on risers to create an eye-catching centerpiece to The Georgia Center's Ballroom. Additional risers can also be used to create a proper stage for entertainment.

### **BABY GRAND PIANO**

Fill The Georgia Center's Magnolia Ballroom with the sound of the rich, fullness of our Steinway Baby Grand Piano, which adds elegance to any room. Ask your wedding specialist about the automatic-player feature for your wedding, dinner, or reception, or for the time before your band/disc jockey starts.

### **CHAIRS**

Add additional seating or create a new look with a variety of chair styles. Each design can dramatically change the atmosphere of the room, creating a reception that is as stylish as it is beautiful.

## The Georgia Center's Hotel

### RESERVING A HOTEL WEDDING BLOCK

Make travel easy for your out-of-town guests by reserving a block of rooms for them at The Georgia Center's Hotel. Reserving a block of rooms for your guests will take the stress out of traveling. Best of all, they can stay in the same location as your reception. Reserving a block is easy. You may pay for their rooms, or they can pay. Your block drops 3 weeks prior to the event date.

### PAYING FOR YOUR GUESTS

You may reserve and pay for the hotel rooms of your guests by contacting your wedding specialist who will set up a room block. In order to officially reserve the rooms in a block, you must supply your wedding specialist with a list of the names of your guests and must indicate which type of rooms and services they require. This information is due 3 weeks before the date of your reception. Your guests should reference the bride's and groom's last names when calling to confirm their reservations. Upon arrival, each guest will be asked for a credit card for incidentals.

### MAKING HOTEL RESERVATIONS ONLY

Contact your wedding specialist to reserve hotel rooms that the guests will pay for. Your guests will have up to 3 weeks before the date of your reception to call and reserve their hotel rooms by MasterCard, Visa, American Express, or Discover. Your guests should reference the bride's and groom's last names when calling to reserve their rooms or to confirm their reservations.

### CHANGES/CANCELLATIONS

To change or cancel a reservation, call 1-888-295-8894 between 8:00 a.m. and 5:00 p.m. ET, Monday through Friday. Cancellations must be made by 4:00 p.m. the day before your scheduled arrival. Failure to call within the allotted time will result in charges for a night's lodging.

### HOTEL ROOMS

The Georgia Center's Hotel has 200 rooms and features amenities such as 4 dining options (2 restaurants, a lounge, and a coffee shop serving Starbucks® coffee), room service, a fitness center, and express checkout. Guests also have access to the University of Georgia Golf Course and UGA's Ramsey Student Center for Physical Activities. Each room has 2 telephones, free wireless Internet, a 32" flat-screen TV, a microwave, and a refrigerator, as well as many other amenities.

## Booking and Rental Policies

At The Georgia Center, the University of Georgia's Conference Center and Hotel, we strive to make your reception unforgettable. In order to ensure excellent service and to provide full attention to all of your details, we developed these policies and procedures to serve as guidelines for planning your reception.

If you have any questions, contact your wedding specialist at 706-542-2335.

### TAXES AND SERVICE CHARGES

A taxable service charge of 18% will be added to all food-and-beverage charges. The Wedding Reception Package fee, the service charge, and all other miscellaneous charges will be assessed the 7% Georgia sales tax.

### DEPOSIT AND PAYMENT POLICY

A nonrefundable deposit equal to half of the cost of your Wedding Reception Package and your signed Space Usage Agreement is due 2 weeks after booking. The deposit is required to guarantee your reservation. If no deposit is received within 2 weeks, your space will be released. Deposits are credited to your final bill. However, in the event of a cancellation, the deposit will become a cancellation charge and will not be returned. The Georgia Center requires the prepayment of 100% of the food and décor estimated costs 4 business days prior to your wedding reception. For any alcohol consumption, The Georgia Center requires that you prepay half of the per-person estimate which will be due with your prepayment of estimated costs. A credit card must be submitted to guarantee the payment of additional costs. This information should be submitted at the time of the 100% prepayment. Payment of additional costs is expected 7 days after receiving your bill. We accept personal checks and all major credit cards. All personal checks should be made to the order of The University of Georgia.

### TIMES OF SERVICE

Times of service are dependent upon availability. The Georgia Center reserves the right of refusal based upon other events occurring at The Georgia Center on the date requested.

Wedding receptions must begin after 5 p.m. to allow for 3 hours of setup time. Wedding receptions may not exceed 4 hours, and may not go past midnight.

### FOOD GUARANTEES

An estimated number of guests must be given to your wedding specialist 3 weeks prior to the date of the reception. The estimated number may be adjusted until 6 business days before the event. At that time, a final guaranteed number of guests must be submitted. If no final guarantee is submitted, the estimated number becomes the final guarantee. You will be charged for the higher number of either the final guarantee or the actual number of guests in attendance.

The Georgia Center will be prepared to serve up to 5% above the guaranteed number for seated meals or buffets in order to accommodate special circumstances or late arrivals as long as space permits. If the actual number of customers served exceeds the guarantee, you will be billed for the higher number.

For dinner receptions, the number guaranteed is the number served and charged for, unless the actual number of guests is higher.

### LAYOUTS

Your wedding specialist will help you customize a layout for your reception. They have experience in which floor-plans work best for each menu selection. All customized layouts must be approved by the food services department.

### MINIMUMS

Each Wedding Package includes a food-price minimum. This price is the minimum amount that you must spend in order to reserve a specific Wedding Package. If your menu price multiplied by the number of guests does not equal or exceed the food-price minimum of your chosen package, you must pay the difference. This minimum must be met without beverages, service charges, and taxes added.



## *Booking and Rental Policies, continued*

### **BANQUET SERVICES**

All food and beverages intended for consumption in public areas or private banquet spaces must be catered by The Georgia Center, with the exception of your wedding cake. All wedding-cake caterers who are inspected by the Georgia Division of Public Health (Department of Human Resources) are welcome at The Georgia Center.

Your wedding specialist will assist you in choosing an appropriate menu for your reception. If you would like a special menu, your wedding specialist will work with The Georgia Center's Executive Chef to create one. Your wedding menu is due five weeks prior to the date of the event. Once the estimated number of guests is given to the wedding specialist, the reception menu may not be changed.

The Georgia Center will provide the full menu for 2 hours to assure all guests have been served. Some food will be available throughout your entire reception.

Special-diet meals are available at no additional charge for customers with special needs, such as those with allergies or those who require vegetarian options. All special-diet requests must be submitted to your wedding specialist 5 business days before your event.

We offer half-price banquet entrée menus for children under the age of 11, as long as the number of children does not exceed 50% of the group's total guarantee. This discount does not apply to any specialty menus created for children.

All leftover food and beverages, including special orders, from wedding receptions belong to The Georgia Center, with the exception of your wedding cake.

### **ENTERTAINMENT**

The Georgia Center welcomes your choice of bands or disc jockeys. Our audiovisual technicians will meet with your entertainment provider to properly set up any audiovisual equipment. Audiovisual requests should be provided to your wedding specialist from The Georgia Center no later than 2 weeks prior to the reception.

Your wedding specialist is also available to book various types of live entertainment, which can be added to your bill.

### **DECORATIONS**

Decorations are permitted within reason and must be approved by your wedding specialist from The Georgia Center. Decorations are only permitted in your reserved area. It is your responsibility to remove all decorations after the reception.

The Georgia Center does not have a storage facility for decorations before the date of your reception. All decorations must be delivered on the day of your reception unless other arrangements are discussed with, and approved by, your wedding specialist.

An additional fee will be charged for any banners or signs displayed by The Georgia Center.

No tape, nails, or staples are allowed for attaching decorations. Glitter or other confetti-like decorations are also prohibited.

Rice or sparklers may not be used. Birdseed, petals, and bubbles are allowed outside of the building only. The release of butterflies or any living thing is not permitted.

All specialty china, linen, and chair orders must be handled by The Georgia Center.

### **PARKING**

Pay-by-the-hour parking is available in the South Campus Parking Deck adjacent to The Georgia Center. Additional parking is also available on Carlton Street, next to The Georgia Center, and opposite UGA's Stegeman Coliseum, after 5:00 p.m. on weekdays and all day on weekends. All other times, parking is by permit only. Please note that The Georgia Center is not responsible for the safety of any vehicles in these areas.

### **DAMAGE AND THEFT**

In the event that decorations are not removed, restricted decorations are used, or damage occurs during your reception, you may be assessed a damage/cleanup fee.

The Georgia Center is not responsible for the loss, theft, or damage to personal property.

