



Catering Menu

501-748-0454

www.42barandtable.org

www.clintonpresidentialcenter.org

Breakfast (20-person minimum)

Continental Buffet

\$14

Sliced Seasonal Fruits with Infused Honey Yogurt Dip
House-made Jellies, Jams, and Whipped Butter*

Choose Two:

CPC Bakeshop Honey Glazed Biscuits*
CPC Bakeshop Croissants*
New York Style Bagels with Cream Cheese*
CPC Bakeshop Assorted Muffins
CPC Bakeshop Cinnamon Rolls
CPC Bakeshop Danishes

Hot Breakfast Buffet

\$25

42 Candied Bacon
House-made Smoked Maple and Sage Sausage Patties
Fluffy Scrambled Eggs
Shredded Cheddar, Diced Tomatoes, Green Onion

Choose One:

Cheddar Grits
House-made Biscuits with Sausage Gravy (can be made vegetarian on request)
Potatoes O'Brien (with onions and peppers)
English Muffins with Whipped Butter and House-Made Jellies

Southwest Breakfast Buffet

\$25

Warm Flour Tortillas
Corn Tortilla Chips
Fluffy Scrambled Eggs
42 Candied Bacon
Chorizo
Black Beans
Spiced Fried Potatoes
Shredded Cheese, Jalapeno Peppers, Sour Cream, and Salsa Fresca

All breakfast buffets include caffeinated and decaffeinated coffee, iced tea, and water.

Buffets are based on 90 minutes of service to ensure quality.

Prices and availability are subject to change based on season and are subject to a 25% taxable service charge and applicable taxes.

Breakfast

Enhance your Breakfast Buffet with these options:

Sliced Seasonal Fruits with Infused Honey Yogurt Dip	\$6
Yogurt Bar with House-Baked Granola Plain and Strawberry Yogurt Assorted toppings of: Shredded Coconut, Toasted Pecans, Sliced Almonds, Assorted Fresh Berries, Dried Cranberries, and Local Honey	\$8
Old Fashioned Oatmeal Bar Selection of toppings to include Sliced Almonds, Toasted Pecans, Raisins, Maple Syrup, Brown Sugar, and Cinnamon	\$8
Ham and Swiss Quiche	\$8
Seasonal Vegetable Frittata	\$8
Breakfast Taco Bar Warm Tortillas with Scrambled Eggs, 42 Candied Bacon, Chorizo, Shredded Cheese, Jalapeño Peppers, Sour Cream, and Salsa Fresca	\$16
House-smoked Salmon with NY Style Bagels Whipped Cream Cheese, Capers, Sliced Red Onion, and Diced Hard-Boiled Eggs	\$20
Waffles Warm Maple Syrup, Whipped Cream, Toasted Pecans, and Macerated Strawberries	\$14
Sauteed Shrimp and Cheddar Grits Creole Etouffee	\$20
Classic Eggs Benedict Poached Egg with Smoked Ham and Hollandaise Sauce on Toasted English Muffin	\$18
Warm Breakfast Sandwiches (price per dozen) Sausage and Cheddar Kolache Jalapeno and Candied Bacon Croissant Sausage and Cheddar Biscuit Ham and Swiss Cheese Croissant	\$60

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Boxed Lunches

Kids Sack Lunch

\$15

Includes a Bag of Kettle Chips, Cookie, Whole Fruit, Appropriate Condiments, and Bottled Water

Choice of:

Peanut Butter and Jelly
Turkey and Cheese
Ham and Cheese
Pimento Cheese

Adult Box Lunch

\$20

Chicken Salad Sandwich

Sliced Grapes, Diced Celery and Onions, Toasted Pecans, Whole Grain Mustard Aioli, and Pesto Grilled Chicken Breast on Honey Wheat Berry Bread

BLT Sandwich

42 Candied Bacon, Lettuce, and Sliced Tomato on Honey Wheat Berry Bread.

Grilled Chicken Salad

Grilled Chicken on a Bed of Mixed Greens with Cherry Tomato, Sliced Cucumber, and Pickled Red Onions, Champagne Vinaigrette (Gluten Free)

Presidential Club

Hickory Smoked Turkey, Black Forest Ham, Lettuce, and Sliced Tomato on Honey Wheat Berry Bread

Roasted Vegetables Wrap

Roasted Squash, Zucchini, Grilled Mushrooms, Baby Spinach, Shaved Red Onion, Tomatoes, Cucumber, and Balsamic Reduction on Honey Wheat Tortilla Wrap

Box Lunches include a Bag of Kettle Chips, Whole Fruit, House-made Cookie, and Appropriate Condiments.

Add Bottled Water to Boxed Lunch

\$3

Prices and availability are subject to change based on season and are subject to a 25% taxable service charge and applicable taxes.

Lunch

Lunch Entrée Composed Salad

Southwest Steak Salad Grilled Marinated Flat Iron Steak, Mixed Field Greens, Smoked Corn, Black Bean Salsa, Queso Fresco, Avocado Ranch	\$27
Asian Salmon Salad Seared Soy Marinated Salmon, Baby Kale and Greens, Grape Tomatoes, Peanuts, Crispy Noodle and Sesame Dressing	\$25
Greek Grilled Chicken Salad Marinated Sliced Grilled Chicken Breast, Mixed Greens, Feta Cheese, Kalamata Olives, Grape Tomatoes, Red Wine Vinaigrette	\$22
Southern Cobb Salad Fried Chicken Tenderloin, Mixed Greens, Grape Tomatoes, Blue Cheese Crumbles, Bacon Bits, Avocados, Chopped Eggs, Buttermilk House Ranch Dressing	\$22
Grilled Shrimp Caesar Romaine Lettuce, Herb Croutons, Parmesan Cheese, Classic Caesar Dressing	\$24

All composed salads include a yeast roll, iced tea, water, and coffee.

Lunch (20-person minimum)

Soup & Salad Bar

\$24

Choose One:

Basil Tomato Bisque
Broccoli Cheddar
Chicken and Rice
Vegetarian Minestrone
Mushroom Bisque
Chilled Gazpacho

Choose One:

Pasta Salad
Potato Salad

Includes Build your Own Salad Station:

Mixed Greens
Chef's Assortment Salad Toppings
Basil Grilled Chicken

Grilled Shrimp

+ \$2

Pepper Grilled Steak

+ \$5

Cherry Wood Smoked Salmon

+ \$8

Assortment of Desserts:

Chocolate Brownies
Assorted House-Baked Cookies
Cheesecake Bars

Lunch buffets include caffeinated and decaffeinated coffee, iced tea, and water.

Buffets are based on 90 minutes of service to ensure quality.

Specialty Breaks

Ballpark

\$16

Corn Dogs, Cracker Jacks, Soft Pretzels with Mustard, Freshly Popped Popcorn, and Peanuts

Picnic

\$16

Fresh Seasonal Sliced Fruit, Yogurt, Granola Bars, and Crudités with Hummus

Sweet Tooth

\$14

Assorted House-made Cookies, Chocolate Brownies, Cheesecake Bars

Nacho Bar

\$16

Salsa Fresca, Tomatillo Salsa, Tomato Cheese Dip, Diced Onion, Jalapenos, and Sour Cream

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Composed Buffets (20-person minimum)

Lunch | Dinner
\$25 | \$32

South of the Border

House-made Salsa Fresca
Tomatillo Cilantro Salsa
Tomato Cheese Dip
Corn Tortilla Chips
Tortillas, Sour Cream, Shredded Lettuce, Shredded Cheddar, and Pico de Gallo

Choose Two:

Cilantro Lime Marinated Grilled Chicken
Chipotle Grilled Skirt Steak
Taco Seasoned Ground Beef
House-Made Pork Carnitas

Choose One:

Spanish Rice
Spiced Fried Potatoes

Choose One:

Refried Beans
Roasted Red Pepper Black Beans with Queso Fresco

Dessert:

Churros with Cinnamon Sugar

Southern Comfort

\$32 | \$38

Seasonal Mixed Greens Salad with Ranch Dressing
Pepper Jelly, House-Made Hot Sauce, and House Barbecue Sauce
Dinner Rolls

Choose Two:

Fried Chicken Tenders
Smoked Beef Brisket
Smoked Pulled Pork

Choose Two:

White Cheddar "Mac" n' Cheese
Bacon Braised Collard Greens
Caramelized Onion and Maple Green Beans
Smoked Pork Belly Baked Beans

Choose One:

Sweet Potato Pie
Pecan Pie
Arkansas "Moon Shine" Bread Pudding

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Composed Buffets (20-person minimum)

Lunch | Dinner
\$32 | \$38

Italian Market

Classic Caesar Salad
Marinated Caprese
Gardinera
Garlic Bread Sticks

Choose Two:

Chicken Parmesan with House Marinara
Penne Primavera with Seasonal Vegetables and Arrabbiata Sauce
Basil Grilled Chicken Alfredo
Chicken Marsala
Traditional Lasagna

Dessert:

Tiramisu

Cajun Creole

\$35 | \$41

New Orleans Soaked Salad
With Tomatoes and Olives tossed in Red Wine Vinaigrette
French Bread

Choose Two:

Chicken and Andouille Gumbo with Rice
Creole Shrimp and Grits
Red Beans and Rice
Crawfish Etouffee with Rice
Blackened Catfish with Lemon Butter
Roasted Chicken in Creole Cream
Pasta Jambalaya

Choose Two:

Fried Okra
Corn Maque Choux
Stewed Okra and Tomatoes
Potatoes O'Brien (with onions and peppers)
Cheesy Grits
Rice Pilaf

Dessert:

New Orleans Bread Pudding with Whiskey Sauce

Prices and availability are subject to change based on season and are subject to a 25% taxable service charge and applicable taxes.

Composed Buffets (20-person minimum)

French

Lunch | Dinner
\$36 | \$45

Choose One:

Salade de Saison *Seasonal Mixed Greens with Champagne Vinaigrette*
Champignons and Artichauts a La Grecque *Greek Marinated Mushrooms and Artichokes Salad*
Soupe a l'oignon *French Onion Soup au Gratin*
Bisque de Crevettes *Shrimp Bisque*
Crème Dubarry *Cauliflower Soup*
Vichyssoise *Cold Leek and Potato Soup*

Choose Two:

Boeuf Bourguignon *Red Wine Beef Stew*
Supreme de Poulet a La Crème *Chicken Breast in Mushroom Cream*
Saumon au Beurre Nantais *Salmon Steak with Lemon Butter*
Roti de Porc aux Champignons *Roasted Pork Loin with Mushroom Demi*
Filet de Cabillau Duglere *Cod Filet in Tomato Cream*
Filet de Boeuf Roti Sauce au Poivre *Roasted Beef Tenderloin with Pepper Demi* + \$10
Gigot d'agneau Provençal *Garlic Encrusted Leg of Lamb* + \$8

Choose Two:

Gratin Dauphinois *Au Gratin Potatoes*
Pomme Puree *Mashed Potatoes*
Riz Pilaf *Rice Pilaf*
Haricot Verts *French Green Beans*
Carottes Vichy *Glazed Carrots*
Ratatouille *Roasted Seasonal Vegetables*
Spaetzle *Egg Noodles*
Asperge Vapeur *Steamed Asparagus*

Dessert:

Tarte aux Pommes *Apple Tart*
French Petits Fours *Assorted Mini Sweets*

All lunch & dinner buffets include caffeinated and decaffeinated coffee, iced tea, and water.

Buffets are based on 90 minutes of service to ensure quality.

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Plated and Served

All Plated and Served entrées include a salad, Chef's choice of starch, seasonal vegetable, and yeast roll with whipped butter.

All Plated and Served banquets include iced tea, water, and coffee.

Plated and Served banquets with a selection of two or more entrées will be charged an additional fee of \$5 per plate.

Salads

Choose one:

Seasonal Mixed Greens Salad included
Sustainable and Seasonal Chef's Choice Toppings and Dressings

Caesar Salad included
Romaine Lettuce, Herb Croutons, Parmesan Cheese, Classic Caesar Dressing

Baby Spinach and Warm Bacon Dressing + \$2
Sliced Mushrooms, Hard Boiled Eggs, and Grape Tomatoes

Greek Salad + \$2
Grape Tomatoes, Kalamata Olives, Crumbled Feta, and Red Wine Vinaigrette

The Wedge + \$2
Iceberg Lettuce, 42 Candied Bacon Bits, Grape Tomatoes, and Bleu Cheese Dressing

Mixed Berry + \$2
Mixed Greens, Seasonal Berries, Crumbled Feta, Pecans, and Strawberry Vinaigrette

Entrées

Lunch | Dinner

Herb Roasted Chicken Breast \$28 | \$32
Rosemary Jus

Buttermilk Fried Chicken Breast \$28 | \$32
Hot Sauce

Pecan Crusted Chicken Breast \$30 | \$34
White Wine Cream

Chicken Piccata \$28 | \$32
Lemon Caper

Roasted Pork Loin \$28 | \$32
Mushroom Demi

Prices and availability are subject to change based on season and are subject to a 25% taxable service charge and applicable taxes.

Plated and Served

Entrées

Lunch | Dinner

Marinated Grilled Pork Chop

Wild Berry Sauce

\$40

Pesto Grilled Salmon Steak

Lemon Butter

\$32 | \$36

Blackened Catfish Filet

Crawfish Etouffee

\$32 | \$36

Sautéed Tilapia Amandine

Toasted Almonds and Lemon Butter

\$28 | \$32

Citrus Marinated Mahi Mahi

Pineapple Salsa

\$30 | \$34

Pan Seared Cod Florentine

White Wine Spinach Cream

\$30 | \$34

Roasted Prime Rib of Beef

Horseradish Jus

\$55

Grilled Beef Tenderloin (6oz)

Cognac Green Peppercorn Demi

\$55

Grilled Marinated Flat Iron Steak

Wild Mushroom Gravy

\$40

Filet Oscar

Beef Tenderloin, Lump Crabmeat, and Asparagus with Bearnaise

\$60

Surf and Turf

Beef Tenderloin and Lobster Tail with Choron Sauce

MKT

Chicken and Shrimp

Seared Chicken Breast and Marinated Shrimp with Scampi Butter

\$45

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Plated and Served

Vegetarian Entrées

Clinton's Curry Brown Rice	\$25
Spicy Chickpea and Vegetable Ratatouille White Quinoa	\$25
Wild Mushroom Risotto Roasted Root Vegetables	\$25
Grilled Vegetable Lasagna House Marinara	\$25
Soy Marinated Tofu Stir Fry Fried Rice and Vegetables	\$25

Desserts

\$8 each

Flourless Chocolate Torte
New York Style Cheesecake with Seasonal Fruits
Crème Caramel
Panna Cotta
Lemon Mousse Tart
Peanut Butter Pie
Tiramisu
Black Forest Cake
White Cake with Raspberry and Buttercream
Key Lime Pie

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Cocktail and Reception

Hors D'oeuvres (price per item)

Tandoori Grilled Chicken Satay Spicy Peanut Sauce	\$4
House-Cured Smoked Duck Ham Crostini, Old Style Mustard, and Cornichon	\$4
Jamaican Jerk Shrimp Corn Crisp and Pineapple Salsa	\$5
Beef Carpaccio Herb Crostini, Truffle Baby Kale, and Parmesan	\$5
Vegetable Eggroll Sweet Chili Sauce	\$4
Asian Beef Skewer Soy Marinated	\$4
Sesame-Encrusted Ahi Tuna Wasabi Aioli and Wonton Crisp	\$5
Sausage Ball Cream Cheese	\$4
New Orleans Style Crab Cake Remoulade	\$5
Tuna Tartare Phyllo Cup	\$5
Mini Chicken and Waffle Spicy Maple Jam	\$4
Southern Devilled Egg	\$3
Baked Brie Tartlet Pepper Jelly	\$3
Cilantro Grilled Shrimp Cherry Tomato and Feta Salsa	\$5
Smoked Salmon Mousse Tartlet Capers and Onions	\$4

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Cocktail and Reception

Hors D'oeuvres (price per item)

Beef Wellington Bouchée Mushroom Duxelle	\$5
Buffalo Chicken Bites Bleu Cheese Dressing	\$4
Caprese Skewer Balsamic Glaze	\$4
Traditional Bruschetta Crostini	\$3
Shrimp Cocktail	\$5

Sweet Bites (price per item)

Assorted House-Made Truffles	\$3
Assorted Mini Cheesecakes	\$4
Baklava	\$4
Fresh Fruit Tartlets	\$4
Assorted Macarons	\$4
Mini Cannoli	\$4

Dips (price per person)

Spinach and Roasted Artichoke Pita and Corn Tortilla Chips	\$8
Hummus Duo Traditional and Red Pepper with Pita Chips	\$8
Tomato Cheese Dip Tortilla Chips	\$8
Salsa Bar Salsa Fresca, Tomatillo, Corn and Black Bean, and Tortilla Chips	\$8

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Cocktail and Reception

Carving Stations (price per person, 20-person minimum)

Black Angus Beef Tenderloin Chimichurri and Dijonnaise	\$35
Prime Rib of Beef Creamy Horseradish and Au Jus	\$30
BBQ Rubbed Turkey Breast House-Made BBQ	\$20
Honey Glazed Petit Jean Ham Old Style Mustard	\$20
Maple Glazed Pork Loin Dijon Mustard	\$18

All Carving Stations served with fresh rolls or biscuits.

Carving Stations are subject to an additional \$200 fee per Chef.

Buffet Enhancements (price per person, 20-person minimum)

Salads:	\$6 each
Garden Salad	
Classic Caesar Salad	
New Orleans Soaked Salad	
Pasta Salad	
Potato Salad	
Sides:	\$8 each
Steamed Asparagus	
Mashed Potatoes	
French Green Beans	
Roasted Sweet Potatoes	
Roasted Seasonal Vegetables	
Cheesy Grits	
Garden Rice	
White Cheddar Mac n' Cheese	
Glazed Carrots	
Fried Okra	

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Cocktail and Reception

Displays (price per person)

Charcuterie Board Assortment of Cured-Meats and Salami, Cornichon, Old Style Mustard, French Baguette, and Lavosh	\$16
Gourmet Cheeses Assortment of Imported and Domestic Cheeses with Lavosh	\$12
Meat and Cheese Board Chef's Selection of Cheeses and Charcuterie, French Baguette, and Lavosh	\$16
Seasonal Fruit and Berry Board Honey Yogurt Dip	\$10
Garden Vegetable Crudité Choice of Two Dips: Ranch, French Onion, Hummus, or Bleu Cheese	\$10
Baked Brie en Croute (serves 20) Whole Brie Wheel in Puff Pastry, Pecans, and Apple Chutney	\$120
Oysters on the Half Shell Cocktail, Mignonette, and House Hot Sauces, Lemon Wedges, and Saltine Crackers	MKT
New Orleans Shrimp Boil (50-person minimum) Shell-On Boiled Shrimp, Corn, Potatoes, and Smoked Sausage served warm with Cocktail and Remoulade Sauces	\$20

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Beverages (price per person)

Beverage Station

\$12 half day | \$22 full day

Coffee, Decaf, a Selection of Hot Teas
Creamer and Almond Milk, Sugar, and Sweeteners
Flavored Syrups (Sugar-Free options available)
and Other Accoutrements
Fruit Juices, Bottled Water, Coca-Cola Products

Bar Packages (price per person)

Beer and Wine

2 hours \$20 | Additional Hours \$6

We offer a mix of local and regional craft beers, seltzers, and cider along with international and domestic favorites. Offerings are based on their availability and may include the following selections:

Ozark Beer Company, Flyway Brewing, Core Brewery, Black Apple Cidery, Lost Forty, Miller Lite, Dos XX Ambar, Michelob Ultra, Bud Light

Fox Brook Winery: Cabernet Sauvignon, Merlot, Chardonnay, Pinot Grigio

Sparkling: Pol Rene Brut

Coca-Cola products, and iced tea available. Non-alcoholic beer is available upon request.

Brunch Bar

2 hours \$20 | Additional Hours \$6

Available only for events ending before 2pm
Mimosas and Bloody Marys made with:

Rocktown Vodka & La Giosia Prosecco
Darn Good Bloody Mix, Orange, Cranberry, and Pineapple Juices
Miller Lite & Michelob Ultra
Minimalista Rosé

Bar Packages (price per person)

Standard Spirits

2 hours \$25 | Additional Hours \$8

Includes all selections offered in the Beer and Wine package and the spirits below:

Whiskey, Bourbon, and Scotch: Evan Williams 1783 Small Batch, Old Granddad Bourbon, Rock Town Whiskey, Dewars Scotch

Gin: Hayman's, Delta Dirt, Tall Cotton

Vodka: Rock Town, Silver Star

Rum: Bacardi Silver, Admiral Nelson,

Tequila: Rancho Alegre Blanco & Reposado

Cordials and Spirits: Trader Vic's Amaretto, Rock Town Triple Sec, Dolin Vermouths, Bitters

Coca-Cola products, and iced tea available. Non-alcoholic beer is available upon request. Assorted juices, mixers, and fruit garnish available.

Premium Spirits

2 hours \$32 | Additional Hours \$10

Includes all selections offered in the Beer and Wine package and the spirits below:

Whiskey, Bourbon, and Scotch: Maker's Mark, Jameson Irish Whiskey, Bulleit Rye, Woodford Reserve, Glenlivet 12 Year Scotch, Johnnie Walker Red

Gin: Tanqueray, Bombay, Hendrick's

Vodka: Grey Goose, Ketel One, Tito's, Rock Town

Rum: Mount Gay, Malibu Black, Bacardi Silver

Tequila: Patron Silver & Anejo

Cordials & Liqueurs: Disaronno, Grand Marnier, Rock Town Triple Sec, Hennessy, Dolin Vermouths, Bitters

Coca-Cola products, and iced tea available. Non-alcoholic beer is available upon request. Assorted juices, mixers, and fruit garnish available.

Upgraded wine selections:

Minimalista

+ \$4

Crafted at the Argento Winery in Mendoza, Argentina

Selections include Rose, Pinot Noir, Cabernet, Pinot Grigio, and Sauvignon Blanc

French Varietals

+ \$8

Selection of various wines from vineyards in France; recommended by Chef Andre

Horizon de Bichot Chardonnay, Limoux, France

Chateau La Graviere White Bordeaux, Entre Deux Mers, France

Chateau Pilet Red Bordeaux, France

Horizon de Bichot Pinot Noir, Limoux, France

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Signature Cocktails (50 servings each)

Bloody Mary Local Bloody Darn Good Mix and Rocktown Vodka, Garnished with Celery, Olives, and Pickled Okra	\$500
Cold Brew Martini House Cold-Brew Coffee, Rocktown Coffee Liqueur, Rocktown Vodka	\$600
Madras Rocktown Vodka, Cranberry Juice, Orange Juice, Lime Garnish	\$500
Margarita Rancho Alegre Reposado made Classic, Pineapple, or Jalapeno	\$500
Negroni Hayman's Gin, Dolin Rogue Vermouth, Campari	\$600
Old Fashioned Old Grandad Bourbon, Brown Sugar Simple, Angostura & Orange Bitters	\$600
Paloma Rancho Alegre Reposado, Grapefruit Juice, Lime Juice, and Soda Water	\$500
Planters Punch Admiral Nelson's Spiced Rum, Orange Juice, Pineapple, Juice Lime Juice, and Rose's Grenadine	\$500
Sangria Red or White Wine mixed with Brandy or Rum and assortment of Fruit Juice	\$500
Spiked Eggnog Holiday Favorite made with Admiral Nelson's Spiced Rum	\$500

Mocktails

Mocktail Bar

Selection of Two 42 Crafted Mocktails, Coca-Cola Products, Assortment of Juice, Iced Tea, and Infused Water

2 hours \$12 | Additional Hours \$4

Prices and availability are subject to change based on season and are subject to a 25% taxable service charge and applicable taxes.

Standard Timelines and Procedures

Event Services Agreement

The Event Services Agreement, or contract, outlines specific agreements between the customer and the Clinton Presidential Center Department of Food, Beverage, and Events. Customers must return the signed agreement, along with the required deposits, within 10 business days of receipt and no less than two weeks in advance of the scheduled event. A 50% deposit is required, as noted on the agreement.

Food and Beverage Order Specifications

To ensure the proper planning of your event, we request that all food and beverage specifications be submitted in writing no less than 30 days prior to the date of your scheduled event. Please note, a \$15 per person minimum is required for any event at the Clinton Center.

Upon receipt of all written food and beverage specifications, the Department of Food, Beverage, and Events staff will review them and, in turn, provide you with a written banquet event order (BEO) confirming the services you have requested. Menu selections and floor plans of rented rooms(s) or space(s) must be finalized 14 business days before the event.

Guarantees

To ensure the success of your event(s), it is necessary we receive your final guarantee, the final and confirmed attendance for each meal function, by five (5) business days prior to the first scheduled event.

- Please note this excludes weekends and holidays.
- Once the final guarantee is due, the count may not be decreased.
- If more guests are added within 4 business days of the Event, or if more guests attend the Event, the Foundation will bill Client a \$10 surcharge for each additional person, as well as any additional related costs after the Event.

Standard Timelines and Procedures

Cancellation Policy

On-Premises Events:

Cancellation of any event must be sent in writing to the Department Food, Beverage, and Events. If client cancellation notice is received at least 30 prior to event, then client must forfeit the deposit. If client cancellation notice is received between 15 and 29 days prior to event, then client will be charged the remainder of the facility fee. If client cancellation notice is received between 4 and 14 days prior to event, then if BEO has been approved, cancellation payment is 75% of the balance due on the latest invoice; if BEO has not been approved, client will be charged the remainder of the minimum. If client cancellation notice is received between 0 and 3 days prior to event, then cancellation payment is 100% of the balance due on the latest invoice. Any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charges on the affected event order(s).

Off-Premises Events:

Cancellation of any event must be sent in writing to the Department Food, Beverage, and Events. If client cancellation notice is received at between 15 and 30 days prior to event, then client must forfeit the deposit. If client cancellation notice is received between 4 and 14 days prior to event, then if BEO has been approved, cancellation payment is 75% of the balance due on the latest invoice; if BEO has not been approved, client will be charged the remainder of the minimum. If client cancellation notice is received between 0 and 3 days prior to event, then cancellation payment is 100% of the balance due on the latest invoice. Any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charges on the affected event order(s).

Acceptable Forms of Payment

The Department of Food, Beverage, and Events accepts checks, all major credit cards, and wire transfers as payment for products and services. Any wire transfer or credit card processing fees incurred are the responsibility of the customer.

Payment Policies

Department of Food, Beverage, and Events policy requires full payment in advance at the time of final guarantee (5 business days).

Service Charge and Tax

All food and beverage items are subject to a 25% service charge and applicable sales tax. In some areas, the service charge may be subject to applicable sales tax. Labor fees are subject to applicable sales tax. Service charge and sales tax are subject to change without notice.