



Gaylord Opryland Catering & Services Menu

For additional information, please contact your Catering Manager or email us!

Contact Information			
Contact Name	Title	Phone Number	Fax Number
Company Name		Company Mailing Address	
On-Site Contact Name	On-Site Phone Number	On-Site Email Address	

Booth Order Information			
Exhibit Hall Day/Date	Booth Number	Phone Number	Fax Number



Breaks					
Break Name	Amount	Room Name/Day	Price	Start Time	End Time
* = Supplies are additional ++ = Service Charge (24%) and Tax (9.25%) are additional					

Non-Alcoholic Beverage Service						
Item	Price	Start Time	End Time	Starting Quantity	Refresh? Yes or No	MAX Quantity
Freshly Brewed Coffee Regular*	\$93.00++ per gallon			Gallons		Gallons

Freshly Brewed Coffee Decaffeinated*	\$93.00++ per gallon			Gallons		Gallons
Selection of Hot Teas Assorted White Lion*	\$93.00++ per gallon			Gallons		Gallons
Fresh Iced Tea or Lemonade*	\$93.00++ per gallon			Gallons		Gallons
Assorted Bottled Soft Drinks** Coke Products	\$5.50++ each					
Still & Sparkling Bottled Water**	\$5.50++ each					
5 gallon Water Cooler	\$250.00++ each					
Bottled Vitamin Water**	\$6.00++ each					
Bottled Fruit Juices**	\$5.50++ each					
Bottled Energy Drinks**	\$6.00++ each					
Starbucks Frappuccino® **	\$6.00++ each					
* = (1) Gallon generally serves 12 - 16 cups. ** = Bottled drinks are charged on actual consumption. ++ = Service Charge (24%) and Tax (9.25%) are additional						

Alcoholic Beverage Service				Resort Brand Liquors	
Items on Consumption	Price	Start Time	End Time	Grey Goose, Bacardi Superior, Mt. Gay Eclipse Gold, Bombay Sapphire, Johnnie Walker Black Label, Knob Creek, Jack Daniel's, Crown Royal, Avion Silver, Hennessy Privilege VSOP	
Resort Brand Liquor Drinks	\$10.00++ per drink			Deluxe Brands Liquors	
Deluxe Brand Liquor Drinks	\$9.00++ per drink			Absolut, Bacardi Superior, Captain Morgan Original Spiced, Tanqueray, Johnnie Walker Red Label, Maker's Mark, Jack Daniel's, Seagram's VO, 1800 Silver, Courvoisier VS	
Wine – Chardonnay, Cabernet Sauvignon	\$9.50++ per drink			Wine	
Premium/Imported Beer	\$8.00++ per drink			J.W. Morris Chardonnay Sycamore Lane Cabernet Sauvignon	
Domestic Beer	\$7.50++ per drink			Premium/Imported Beer	
*Customized Cocktails	\$10.50++ per drink			Heineken, Corona, Samuel Adams, Yazoo Local Brew	
**Hand-Crafted Cocktails	\$13.00++ per drink			Domestic Beer	
				Budweiser, Bud Light, Miller Lite, Redbridge (GF)	
Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$100.00 per event/4 hours. * = Customized Cocktails reflect company/logo colors. ** = Hand-Crafted are Prohibition-style with bitters, garnishes, etc.					

Boxed Lunches					
Your Selections	Delivery Time	Quantity	Side #1	Side #2	Dessert

Please order a minimum of 7 days in advance, preferably 14 days prior is appreciated!
 Please select the same side items and dessert item for all boxed lunches, per day.

Boxed Lunches | \$40.00++ each

▶ All boxed lunches include an entrée, two side options and a dessert.
 Soft drinks and bottled beverages are available on consumption.

Sliced Beef on Ciabatta Buns

Sliced beef, aged cheddar, lettuce and tomato with horseradish cream

Sliced Beef Wrap

Sliced beef, roasted corn salsa, butter lettuce with chipotle mayonnaise

Turkey Club Wrap

Smoked turkey, Swiss cheese, bacon, lettuce, tomato and herb mayonnaise

New Age Caesar Salad

Italian chicken, romaine lettuce, grape tomato, black olives, shaved parmesan and garlic croutons

Sides

- Marinated Pasta Salad
- Southern Potato Salad
- Bag of Chips or Pretzels
- Fruit Salad

Desserts

- Chocolate Fudge Brownie
- Rice Crispy Treat
- Christie Cookie
- Candy Bar

A La Carte				
Item	Price	Start Time	End Time	Quantity
Breakfast Bakeries (Muffins & Breads)	\$60.00++ per dozen			Dozen

SERVICE CHARGE AND TAX (++)

All prices are subject to 24% service charge and applicable 9.25% Tennessee State Tax. An additional 15% Tennessee State Beverage Tax will be added to all liquor, wine, and high gravity beers. Prices are subject to change.

GUARANTEES

Guarantees are due by 10:00 AM three working days prior to the event.

FOOD AND BEVERAGE RESTRICTIONS

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the Resort by the customers, guests, exhibitors or other suppliers. Any food and beverage ordered on site will be limited to resources we have available and staffing. There will be an \$85 pop-up fee for food and beverage ordered within 72 hours as per Gaylord Opryland's Catering Guidelines.

BOOTH DELIVERY FEE

All booths deliveries/set-ups are subject to a \$50+ fee.

Guidelines/Operational Policies

Attendance Estimates & Guarantees

1. A 10-day updated estimate attendance count is required on all meal functions. Your catering manager must be notified of the updated estimate of attendance by 10 a.m. on the specified days. In the event an updated estimate of attendance is not received by 10 a.m., the original or most recent estimated attendance count will be utilized. The 10-day estimated attendance numbers can be increased or decreased by a maximum of 10% when submitting the 72-hour final guarantee. Increases above 10% will be accommodated based upon product availability from suppliers and cannot be guaranteed. Your catering manager will provide you with a schedule of dates the updated estimates are due.

2. A 72-hour guarantee is required on all meal functions (3 working days). Your catering manager must be notified of the exact number of attendees from whom you wish to guarantee payment by 10 a.m. on the specified days. In the event a guarantee is not received by 10 a.m., the most recent estimated attendance count will be prepared and billed. For functions scheduled on Tuesday, the guarantee must be received by 10 a.m. on the preceding Friday. The Hotel will only plate food for the guaranteed number of meals and prepare to serve the set number as follows: 5% over the final guarantee for events 499 guests and below and 3% over the final guarantee for events with 500 guests and above.

Additional Fees, Taxes, Pricing & Payment

1. All food and beverage functions are subject to the current Hotel service charge and applicable taxes.
2. All bars are subject to a \$100.00 labor charge.
3. Pop-Up Fees. The hotel reserves the right to add an \$85 fee to all "pop-up" requests. A "pop-up" is classified as an event that is requested for the hotel within 72 business hours of the group arrival.
4. Seating arrangements are 72" round tables set up for 10 persons per table. Requests for seating arrangements with fewer than 10 persons per table will incur additional labor fees.
5. When entertainment is contracted, the client will be responsible for any costs incurred for additional audio/visual and electrical hook-ups. Client should be aware and inform Hotel of setup times for contracted entertainment.
6. Any meal functions requiring complete table setup by more than one half-hour prior to serving time or a delay of one half-hour over the planned starting time is subject to a labor charge.
7. Prices – Prices herein are subject to increase in the event costs of food, beverages or other costs of operations increase at the time of the function. Patron grants the right to the Hotel to increase such prices or to make reasonable substitutions on the menu with prior written notice to the patron, providing, however, patron shall have the right to terminate this agreement within 7 days after such written notice from Gaylord Opryland Resort and Convention Center Nashville.
8. Payment must be made in advance of the function. Events estimated at over \$10,000 may apply for credit to be established at least 30 days prior to the function. One credit has been established to the satisfaction of the Hotel, an event deposit shall be paid at the time of signing. The balance of the account is due and payable 30 days after the date of the function. A deposit of 25 percent of the total balance of social functions is required.

General Information & Policies

1. The Hotel does not allow any food or beverages to be brought in from the outside by guests, due to city, state, health and liquor laws. The Hotel will purchase any special items requested from a licensed purveyor.
2. Carved menu items can be set out a maximum of 2 hours per state health codes. After a 2-hour period has elapsed, the carved item must be removed and/or replaced if additional quantities were ordered and still available.
3. Outdoor Functions – The Hotel reserves the right to make the decision to move any outdoor function to the inside backup space due to inclement weather. You will be advised of all options for your function at a minimum of 8 hours in advance of the event. The Hotel's decision is final.
4. Gaylord Opryland Resort and Convention Center, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Tennessee Alcoholic Beverage Control Board's regulations. It is our policy, therefore, that all liquor must be supplied by the Hotel and sold by the drink. The Hotel will purchase specific items requested from licensed vendors.
5. The Hotel, according to the guaranteed minimum number of people anticipated, assigns function rooms. Room rental fees are applicable, and additional set-up fees could be applied for room sets changed on the day of the event. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion, if attendance decreases or increases.

BILLING INFORMATION & OPTIONS:

1) COMPANY CHECK

You may remit payment via company check made to the order of: Gaylord Opryland. The check must be made for 100% of the anticipated charges, estimating any consumption items as well. Your Catering Manager will provide this estimate to you. The check must be received no less than (5) five business days prior to your event date. Any balance left will be billed to the credit card on file (all affiliate accounts must additionally have credit cards on file). Any remaining funds will be promptly returned upon the final account being reconciled.

2) CREDIT CARD AUTHORIZATION FORM

Upon creation of your Account in our system we will automatically send you a secure connection to complete an online Credit Card Authorization. Do NOT send any physical credit card authorization forms directly to the property.

A Deposit of 100% of the estimated amount will be applied to the card 3-5 days prior to the event and the balance at the end of the event. All charges will be applied to card prior to bill being mailed.

*****No Terms Given*****

Please provide tax exempt forms if applicable. Tax Exempt must be federal form 501(C)(3) or Tennessee Tax exempt form, In order to comply with government policies the Hotel must receive a copy of one of the above mentioned forms and payment must be from the tax exempt organization. Taxes will be charged if no form is received and/or credit card does not have exact company name on it.

From:	
Phone:	
E-Mail:	