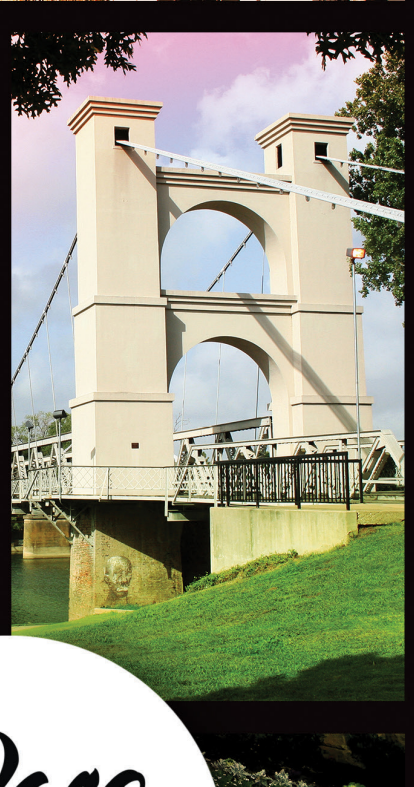
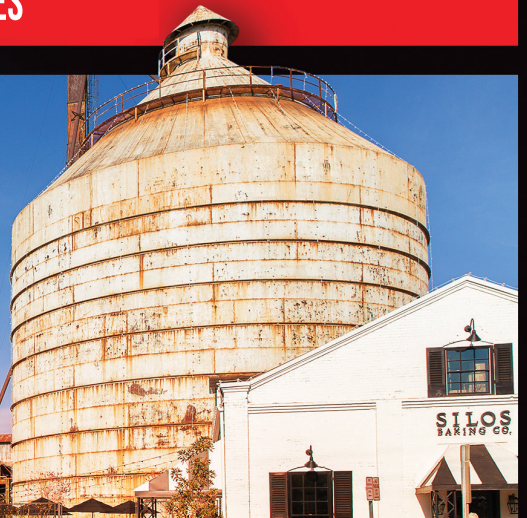


# WACO

## WACO CONVENTION CENTER FOOD & BEVERAGE SERVICES



UPDATED 3.9.2023

*Waco*  
— HEART  TEXAS —  
CONVENTION & VISITORS BUREAU

# Food and Beverage Services

Thank you for considering The Waco Convention Center for your upcoming event! The Waco Convention Center staff strives to maintain the highest level of service, professionalism, and performance in the event industry. This guide will provide information about the food and beverage options as well as assist in the planning process. Our dedicated sales staff is ready to assist you with your event planning needs to make your event a success from start to finish. Please stay in contact with your designated salesperson.

## Catering Policies and Guidelines

- Clients must contract with an outside approved caterer or use the Waco Convention Center (WCC) Catering (in-house) for all food and beverage, excluding cakes.
- Outside food and beverage will not be permitted into the Waco Convention Center.
- There is an 18% catering fee that is charged to all outside caterers.
- The Waco Convention Center is the exclusive provider of alcohol.
- Please note that our catering services are limited to the Waco Convention Center.
- China service has a limit of up to 50 guests.

## Outside Catering

### Catering Agreement

All caterers wanting to cater in the WCC must be listed on the Approved Caterers List. This is considered a service offering of the WCC and is greatly valued by clients. A signed copy of the Catering Agreement must be received no later than 60 days prior to the first day of services.

The Caterer's 18% fee provides for the following:

- Allows the caterer to provide services inside the WCC.
- Covers the cost of the caterer's serving and prep tables and areas.
- Covers the use of servery kitchens in the Brazos Room, Texas Room, DeCordova/Cameron Room, Chisholm Hall, and prep areas in other part of the facility. This does not include the main kitchen at the WCC.
- Covers the reasonable cost of trash removal and after-event cleaning by WCC.
- Allows the WCC to offset the cost of providing services to customers and assists in improving the WCC food service facilities.
- The Waco Convention Center provides linens for all food and beverage tables for outside caterers with black skirts and black tops.

Please be sure to have the outside caterer include the 18% catering fee in the proposal they provide.

**Waco Convention Center & Visitors Bureau**

100 Washington Avenue  
Waco, Texas 76702

**\*254.750.5810 \*wacocc.com \*wacoheartoftexas.com**



# Breakfast

*Limit up to 300 guests – please review these options with your assigned sales representative in greater detail.  
Each item is sold by the dozen*

## Muffins

\$25 per dozen  
Assorted Muffins

## Danish

\$36 per dozen  
Assorted Danishes

## Cinnamon Rolls

\$22 per dozen

## Scones

\$32 per dozen

# Boxed Lunch

*Boxed lunches include iced tea and iced water service, a pickle spear, assorted bags of chips, cookie, mayo/mustard, and disposable ware. A minimum of 20 people is required for boxed lunches.*

*Limit up to 200 guests – please review these options with your assigned sales representative in greater detail.*

## Sandwich

\$11 per person  
Ham or Turkey on White Bread with Lettuce, Tomato, and American Cheese

## Croissant

\$12 per person  
Ham or Turkey on a Croissant with Lettuce, Tomato, and American Cheese

## Wrap

\$13 per person  
Ham, Turkey, or Grilled Chicken Breast for \$2 more, Shredded Cheese, Lettuce and Tomato in a Chipotle Tortilla Wrap. We also offer a Veggie Wrap for \$12 as a vegetarian option.

## Chef Salad

\$14 per person  
Blended Salad Mix Topped with Diced Ham, Eggs, Cucumbers, Shredded Cheese, Purple Onion and Tomato, Served with a Dressing Packet

## Garden Salad

\$12 per person  
Blended Salad Mix Topped with Cucumbers, Purple Onion, Tomato and Shredded Cheese, Served with a Dressing Packet

# Trays

*Each tray serves 20-25 people based on light snacking. Served on disposable ware.*

*Limit up to 300 guests – please review these options with your assigned sales representative in greater detail.*

*We sell each item by the tray; we do not offer half trays.*

## **Fresh Seasonal Fruit Tray**

\$90

Arrangement of Fresh Cut Seasonal Fruit

## **Garden Fresh Vegetable Tray**

\$95

Assorted Vegetables and Ranch Dipping Sauce

## **Cheese and Crackers Tray**

\$120

An Assortment of Domestic and Imported Cheeses Served with Entertainment Crackers

## **House Charcuterie Tray**

\$165

A Selection of Fresh Deli Meat Cuts Accompanied with a Variety of Cheeses and Crackers

## **Pinwheel Tray**

\$110

Assorted Club Wraps with Ham, Turkey, and Candied Bacon with Chipotle Mayo, Tomato and Lettuce

## **Sandwich Tray**

\$100

Assorted Ham and Turkey Sandwiches on White and Wheat Bread



# Appetizers

*All appetizers are portioned to serve 25 people*

*Limit up to 300 guests – please review these options with your assigned sales representative in greater detail.*

## Spinach Artichoke Dip with Freshly Fried Tortilla Chips

A Warm Spinach, and 6 Cheese Blend, and Artichoke Dip Served with Tortilla Chips

\$95

## Swedish or Thai Sweet Chili Meatballs

\$110

Ground Beef and Pork Meatballs Gently Smothered with Mushroom Sour Cream Sauce or a Sweet and Spicy Chili Sauce

## Bruschetta

Toasted Bread Topped with a Tomato and Balsamic Olive Oil Blend with Herbs and Spices

\$95

## Chicken Wings

\$150

Chicken Wings Tossed with a Buffalo Sauce, Garlic Parmesan, Barbecue, and/or Served Naked

# Desserts & Pastries

*Served on disposable ware*

*Limit up to 300 guests – please review these options with your assigned sales representative in greater detail.*

## Triple Chocolate Fudge Brownies

\$35 per dozen

Gourmet Deep Chocolate Fudge Brownies

## Assorted Fresh Baked Cookies

\$25 per dozen

Assortment of Fresh Baked Cookies

## Cheesecake

\$5 each

New York with your choice of Strawberry Sauce, Caramel or Chocolate Sauce

## Warm Cobbler (serves up to 25 people)

\$60

Choice of Apple, Peach, or Cherry

 -vegetarian option

## Cake Cutting Service

\$100

*Price includes attendant, plates, and napkins*

# Beverages

*All beverage services include appropriate condiments and garnishes and is served on disposable ware.*

*Bottled beverages may be charged on consumption.*

*Limit up to 500 guests – please review these options with your assigned sales representative in greater detail.*

## **Fresh Brewed Regular or Decaffeinated Coffee-(1 gallon will serve 13 cups)**

*\$35 per gallon*

## **Hot Water-(1 gallon will serve 13 cups)**

*\$20 per gallon*

*Includes condiments, assorted individual tea bags and cocoa packets*

## **Iced Tea**

*\$38 for a 2.5-gallon container-(1 container will serve 32 cups)*

*Water is served in addition*

## **Bottled Soft Drinks**

*\$3*

## **Bottled Water**

*\$2*

## **Assorted Bottled Juices**

*\$4*

*Cranberry, Apple, and Orange*

## **Assorted Juice-(1 gallon will serve 24 cups)**

*\$25per gallon*

*Apple, Orange, or Cranberry*

## **Lemonade- (1 gallon will serve 24 cups)**

*\$18 per gallon*

## **White Grape Sparkling Punch- (1 gallon will serve 24 cups)**

*\$28 per gallon*

# Water Service

## **Water Station**

*\$40 per day charge*

*Five-gallon water bottle, hot and cold cooler unit with disposable cups*

*Additional refills are \$25*



# Bar Service

*Limit up to 6 bars at a time.*

*Please review these options with your assigned sales representative in greater detail.*

The Waco Convention Center is the exclusive provider of alcohol. All bars may begin no earlier than 10 A.M. and at noon on Sunday.

We have 3 bar service options:

- 1) Cash
- 2) Ticket
- 3) Host

1 Cash/Ticket Bar will service up to 200 guests and 1 Host Bar will service up to 300 guests.

The number of bars required is based on the number of attendees. The client is welcome to add up to 6 bar stations if desired, but please check with Sales Representative on availability.

**The minimum length of time for bar service is 2 hours and the maximum length of time is 9 hours.**

## Cash Bar

*\$300 service charge per bar*

Includes bartenders, basic garnishes, mixers, liquors, and 20oz water and soda bottles. One bar may service 200 people. Our bars are stocked to serve beer, wine, and mixed drinks.

Standard cash bar is 2-4 hours; A cash bar may be open for an additional \$75 per ½ hour for up to 2 hours before an additional set-up fee is applicable.

### Well Mixed Drinks

\$8

### Premium Mixed Drinks

\$10

### Beer

\$6 Domestic

\$7 Imported/Craft

### House Wine

\$7 per drink

### Margaritas

*(By the gallon; available only "on the rocks")*

\$80 per gallon





## Ticket Service

***Limit up to 6 bars at a time.***

Ticket drink service allows the client savings per drink, over the cash bar price.

**Please note there are no refunds for unused tickets.**

There is a 75-person minimum for this service. All tickets are numbered and are provided by the Catering Manager the morning of your event. A 15% gratuity will be added based on the number of tickets purchased. A ticket bar includes the basic cash bar service charge and pricing, and the full cash bar options are available during the entirety of the bar. All standard cash bar pricing remains the same in reference to the timeframe of the bar.

Ticket Service may be switched to a cash bar once tickets run out, at no additional cost.

If a customer wants to combine two different ticket packages, they must order a minimum of 201 tickets per package to receive the discounted rate.

**Please Note bottled soft drinks and bottled waters cannot be redeemed with a ticket.**

### **Beer & House Wine**

75-200 tickets cost \$7 each

Any tickets over 200 cost \$6.75 per ticket

### **Beer, House Wine & Well Liquor**

75-200 tickets cost \$8 each

Any tickets over 200 cost \$7.75 per ticket

### **Beer, House Wine & Premium Liquor**

75-200 tickets cost \$10 each

Any tickets over 200 cost \$9.75 per ticket

*Margaritas by the gallon are only available "on the rocks"*

\$80 per gallon

## Host Bar

***Limit up to 6 bars at a time.***

Host bars are for those who wish to host a bar for their event; the host pays for the drinks rather than the attendees. Packaged bar services include mixed drinks, beer, and wine for up to 4 hours. 1 bar per 300 people is required to best serve your guests. Each bar package comes with complimentary bars that are required to service your event. Any additional bars will have a set-up fee of \$300. A 15% gratuity fee will be applied to host bar services. Bottled soft drinks, and bottled water are only served with Well/Premium liquor options.

Please note that host bar service is not available for events honoring a minor.

### Hosted bar for 4 hours

Beer & house wine	\$19.00 <i>(Water &amp; soft drinks not included)</i>
Beer, house wine, & well liquor	\$27.00
Beer, house wine & premium liquor	\$31.00

### Hosted bar for 2 hours

Beer & house wine	\$15.00 <i>(Water &amp; soft drinks not included)</i>
Beer, house wine, & well liquor	\$19.00
Beer, house wine & premium liquor	\$24.00

## Bottle Service

Bottle service must be approved in advance by the Catering Manager.

We offer two options for bottle service, champagne, or wine. If a client has requested champagne or wine at their event without bar service, there is a \$250 service fee per 100 guests for up to 2 hours added to the per bottle fee. If the client has bar service, then the service fee is not applicable. A 15% gratuity fee will be applied based on the number of bottles purchased. Any special wine request must be approved by the Catering Manager and submitted 15 business days prior to the event. The per-bottle cost will vary.

## Individual items available for service:

### House wine and Champagne

**\$18 per bottle (1 bottle will serve 8 glasses)**

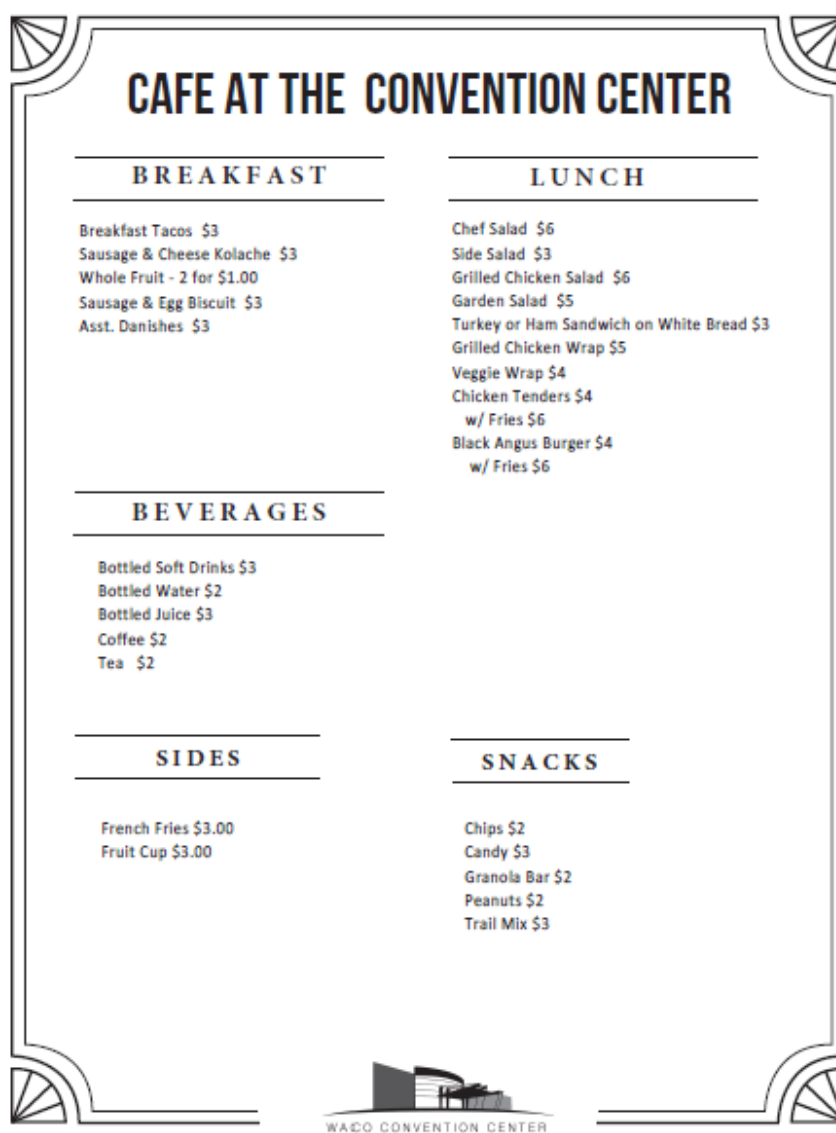
*Any event with alcohol and/or a dance must have security provided by off-duty police or peace officers in uniform who are not attending the event, and who carry a TCOLE license AND are commissioned by the city, County or State. The client is responsible for arranging and paying for security directly with the officer(s). We will need their name(s) seven days prior to the event.*

A 15% gratuity will be applied to the final to individual wine bottles.



## Cafe at the Convention Center

The Café at the Convention Center is a food and beverage kiosk service offered during large events. The kiosk is located in the upper level of the WCC, and it not designed to be moved around the facility. It is open by request and must be approved the catering department to ensure the availability of the kiosk. Credit cards and cash are accepted. Outside food and beverage is not permitted in the building and this can be a great option. Please check with your sales representative to get that ordered and approved for you event! Please see the menu below...



## Menu Pricing

Please check with your sales and service representative as prices are subject to change. Food & beverage menu and pricing may be contracted 6 months out from your event.

**\* Due to fluctuating market prices, we reserve the right to make product substitutions based on specific commodity price increases.**

A firm guarantee is due 7 business days in advance of your event. The guaranteed number will be used for ordering, preparation, and billing. Convention Center Fee schedule is approved through the budget by Waco City Council annually.

The menu is posted on the Waco Convention Center website at [Wacocc.com](http://Wacocc.com).

Gluten Free and vegan options are available upon customer request, with advance notice.

Please visit with your Sales Representative to place orders.

## Donated Food & Beverage

Per City of Waco policy, all food and beverage donations must be requested in writing to the Sales and Service Manager, no later than seven (7) business days prior to the event. The letter must be on the donating vendor's letterhead and indicate the products and quantities to be donated and the date and time the product will be delivered. An email can be accepted if it contains all the information specified above and is forwarded or originates from the donating vendor's email address. Donations of ~~non-~~ prepackaged food and beverage may only be provided by a vendor. All Waco-McLennan County Health District rules and regulations must be complied with. Please note that the WCC is not responsible to store or serve donated foods or beverages, nor to dispose of unused food. The WCC can rent 20 certain utensils; however, please discuss with the sales team. Food & beverages purchased with monetary donations or donated gift cards are not considered donated food and beverages and are not allowed.

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