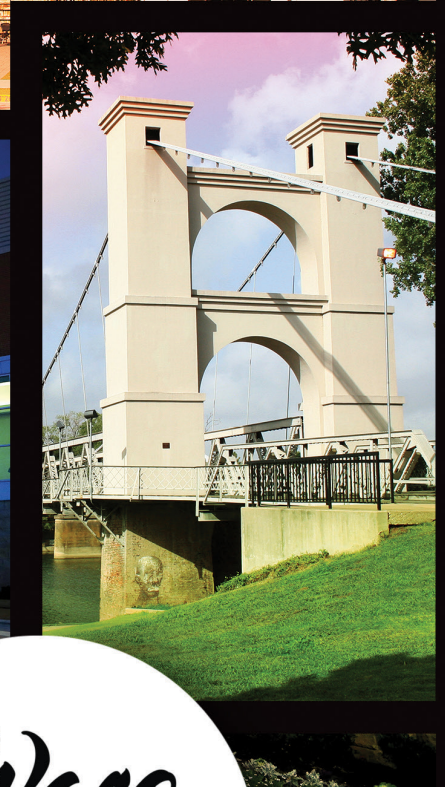
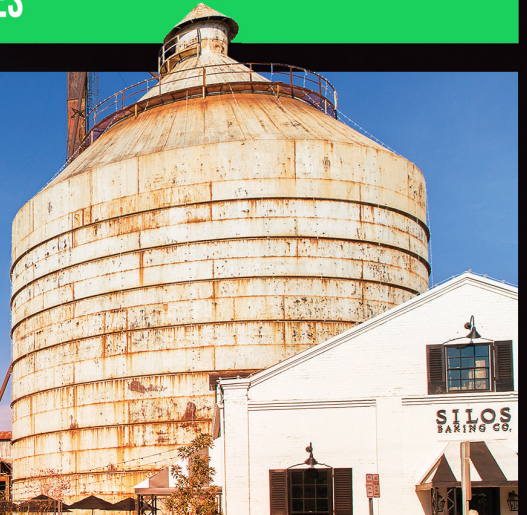


WACO

WACO CONVENTION CENTER FOOD & BEVERAGE SERVICES



UPDATED 10.10.2023

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.

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.

"Outside caterers must service their caterings (beverage services, snacks, and meals) at the Waco Convention Center. Please note, the WCC Catering department is not permitted to service any food or beverages provided by an outside caterer (or donations) during an event at our venue. "

WCC does not permit drop off donated food or catered meals.

Approved as of 10/1/2023

WCC requires at least one service person from the Approved Outside Caterer for the duration of the catered meal to ensure hot food to stay hot and cold food to stay cold. The outside caterer is responsible for monitoring the food quality to protect the health of the attendees.

Please note that outside caterers must provide full caterings for each meal, based on customer needs. While multiple caterers, including WCC catering, may be used throughout the entire event, different caterers may not be combined during a single meal.

Please be sure to have the outside caterer include that 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 100 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.. Box Lunches require a minimum guarantee of 25 people; for service of less than 25, there is a \$4 upcharge per person.

Limit up to 100 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 L

\$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 100 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

House Charcuterie Tray

\$165

A Selection of Fresh Deli Meat Cuts Accompanied with a Variety of Cheeses, Crackers and Olives and Berry Jam.

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 100 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 100 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.

Approved as of 10/1/2023

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.

Bars must end 30 minutes prior to the event's end time.

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.

There is a 75-person minimum for this service.

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. There is a 75-person minimum for this service.

Please note there are no refunds for unused tickets.

There is an 800-ticket maximum 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.

There is a 75-person minimum for this service.

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 are 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.

Hosted bar for 4 hours

Beer & house wine \$19.00 ***(Water & soft drinks not included)***

Beer, house wine, & well liquor \$27.00

Beer, house wine & premium liquor \$31.00

Hosted bar for 2 hours

Beer & house wine \$15.00 (*Water & soft drinks not included*)

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.

The minimum time for this service is 2 hours.

There is a 75-person minimum for this service.

If an outside decorator provides the bars, there is a service fee of \$250 for a maximum of 4 hours per 300 guests. If the client is using WCC's bar, then the service fee is not applicable but a bar setup fee of \$300 will apply.

If a client would like to extend the hours of this service, an additional \$75 fee per ½ hour will be added for up to 2 hours before an additional set-up fee is 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 is not designed to be moved around the facility. It is open by request and must be approved by the Catering Manager 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.

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

Please visit with your Sales Representative to place orders.

Waco Convention Center & Visitors Bureau

100 Washington Avenue

Waco, Texas 76702

254.750.5810

wacocc.com

wacoheartoftexas.com