



*A city to believe in*

**Waco Convention Center  
In-House  
Beverage Services**

**Updated: 4/24/2024**

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## WELCOME

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 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 note: As of 4/24/2024, only beverage services are offered.**

### Waco Convention Center

100 Washington Avenue

Waco, Texas 76702

254.750.5810 | wacocc.com

## BASIC CATERING POLICIES AND GUIDELINES

The Waco Convention Center (WCC) provides limited in-house beverage catering.

WCC does not provide offsite catering services.

Outside food and beverage is not permitted in the Waco Convention Center.

Clients must use an approved caterer, or WCC in-house catering.

There is an 18% catering fee that is charged to all outside caterers.

The Waco Convention Center is the exclusive provider of all alcohol.

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*Please see the "Event Planning Guide" for additional information about catering and food & beverage policies at the Waco Convention Center.*

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# BEVERAGES

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*Waco Convention Center In-House Beverage Services are limited to no more than 500 guests at present.*

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- *All beverage services include appropriate condiments and garnishes*
- *Served with disposable ware.*
- *Bottled beverages may be charged on consumption.*

## Iced Tea

\$48 for a 2.5-gallon container-(1 container will serve up to 25 guests)

*Water is served in addition to the iced tea*

## Bottled Soft Drinks

\$3

## Bottled Water

\$2

## Assorted Bottled Juices

\$4

*Cranberry, Apple, and Orange*

## Assorted Juice

One gallon will serve up to 24 guests

\$35 per gallon

*Apple, Orange, or Cranberry*

## Lemonade

One gallon will serve up to 24 cups

\$28 per gallon

## White Grape Sparkling Punch

One gallon will serve up to 24 cups

\$35 per gallon

# WATER SERVICE

## 5 Gallon Water Station

\$40 per day charge

Additional refills are \$25 each

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

- *5 Gallon water stations have a per day charge of \$40.*
- *This includes a 5-gallon container, and hot and cold cooling unit with disposable cups.*
- *Additional 5-gallon refills may be added per day for a charge of \$25.*
- *Refills are based on consumption.*

## BAR SERVICE

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*Waco Convention Center In-House Catering Services are limited to no more than eight bars at a time for all customer events taking place.*

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- *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.*
- *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 am Monday through Saturday, and no earlier than noon on Sunday. Bars must end 30 minutes prior to the event's end time.

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*Waco Convention Center In-House Catering Services offers three bar service options:*

***Cash Bar***

***Ticket Bar***

***Host Bar***

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

The number of bar stations required is based on the number of attendees. The client is welcome to add up to eight bar stations, subject to availability and other events in the building.

**The minimum length of time for bar service is 2 hours. The maximum length of time depends on staffing and availability.**

## CASH BAR

There is a \$300 setup charge per bar station, for cash bars.

This setup charge 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.
- A 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 setup 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

## TICKET BAR

Limit up to 8 bars at a time for all events taking place throughout the facility.

There is a 75-person minimum for this service.

There is an 800-ticket maximum for this service.

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

All tickets are provided by the WCC and distributed the morning of your event. A 15% gratuity will be added based on the number of tickets purchased.

A ticket bar will accrue the cash bar service charge based on the number of attendees. 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 that bottled soft drinks and bottled waters can only be redeemed with a ticket for well/premium liquor options.**

### **Beer & House Wine (water and soft drinks cannot be redeemed with a ticket)**

75-200 tickets cost - \$7 each

Any tickets over 200 - \$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 8 bars at a time for all events taking place within the facility.
- 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. Host 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.

### 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 Food & Beverage Manager no fewer than 14 business days prior to the event.

We offer two options for bottle service, champagne, or wine.

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 Food & Beverage Manager and submitted 14 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 up to 8 guests)

A 15% gratuity will be applied to the total invoice for individual wine bottle service.

## CAFE AT THE CONVENTION CENTER

The Café at the Convention Center is a food and beverage kiosk service offered during some 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 Food & Beverage Manager to ensure the availability of the kiosk. Credit cards, debit cards, and cash are accepted. Outside food and beverages are not permitted in the building and this can be a great option. Please check with your sales representative to request more information about this service for your event.

## MENU PRICING IS SUBJECT TO CHANGE

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

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Please check with your sales and service representative as prices are subject to change.

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.

Please visit with your Sales Representative to place your order and discuss availability.

# **Waco Convention Center**

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