



FOOD & BEVERAGE SERVICES

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 our current options that are available. Our dedicated event staff is ready to assist you with your event planning needs to make your event a success from start to finish.

Policies and Guidelines

- The Waco Convention Center (WCC) provides limited in-house catering. WCC does not provide offsite catering services.
- Outside food and beverage is not permitted inside the Waco Convention Center. Clients must use an approved caterer, or WCC in-house catering.
- There is an 18% catering fee that will be charged to all outside caterers.
- The Waco Convention Center is the exclusive provider of all alcohol. Outside alcohol is not permitted.

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

Snacks

Peanuts (Pre-packaged)	\$2
Trail Mix (Pre-packaged)	\$4
Chips (Pre-packaged)	\$3
Granola Bars (Variety)	\$4
Candy Bars (Assorted)	\$4
Popcorn Service (\$250 Labor Charge, minimum 4 hours)	\$4

Beverages

All beverage services include appropriate condiments and garnishes and are served with disposable ware. Bottled beverages may be charged on consumption.

Iced Tea (2.5 gallons, serves up to 25 Guests) & Water	\$48
Soft Drinks (bottled)	\$3
Water (bottled)	\$2
Juices (bottled variety - Cranberry, Apple, Orange)	\$4
Juice (1 gallon - Cranberry, Apple, Orange)	\$35
Lemonade (1 gallon, serves up to 24 cups)	\$28
White Grape Sparkling Punch (1 gallon, serves up to 24 cups)	\$35

Beverages - Coffee & Water

All beverage services include appropriate condiments and garnishes and are served with disposable ware.

Regular/Decaf Coffee (1 gallon, serves 13 Guests)	\$55
Hot Water (Assorted Tea Packets and Hot Chocolate)	\$25
Water Station (5 Gallons, per day charge, includes cups)	\$40
Water Station Refill (5 Gallons, based on consumption)	\$25

Beverages - Bar Service

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

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 Event Coordinator 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.

Waco Convention Center In-House Food & Beverage Services offers three bar service options:

- 1. CASH BAR** (Attendees Pay for their own Drinks)
- 2. TICKET BAR** (You provide a set amount of pre-paid drink tickets for your Attendees)
- 3. HOST BAR** (You pay for all your Attendees Drinks based on attendance number)

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.

Bar Service - CASH BAR

One Cash Bar will service up to 200 Guests. (Limit of 8 Bars)

- There is a \$300 setup charge per bar station that includes bartenders, basic garnishes, mixers, liquors, and 20oz water and soda bottles.
- Our bars are stocked to serve beer, wine, and mixed drinks.
- A standard cash bar is 4 hours; a cash bar may be open longer than 4 hours for an additional \$75 per ½ hour for up to 2 hours before an additional setup fee is applicable.
- There is a minimum of 2 hours for all bars.
- There is a 75-person minimum for this service.

CASH BAR	PER DRINK/GLASS
Beer - Domestic	\$6
Beer - Imported/Craft	\$7
House Wine	\$7
Well Mixed Drinks	\$8
Premium Mixed Drinks	\$10



Bar Service - TICKET BAR

One Ticket Bar will service up to 200 Guests. (limit of 8 Bars) A minimum of 75 Tickets must be ordered. PLEASE NOTE - THERE ARE NO REFUNDS FOR UNUSED TICKETS.

- There is a \$300 setup charge per bar station that includes bartenders, basic garnishes, mixers, liquors, and 20oz water and soda bottles.
- Our bars are stocked to serve beer, wine, and mixed drinks.
- A Ticket bar is 2-4 hours
- There is a 75-person minimum for this service.

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. If Attendees use all of their tickets - 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.

A Ticket Bar may be switched to a cash bar once tickets run out, at no additional cost. Please note that bottled soft drinks and bottled waters can only be redeemed with a ticket for well/premium liquor options.

TICKET BAR	PER TICKET
Beer & House Wine..... 75-200 Tickets Over 200 Tickets	\$7.00 \$6.75
Beer, House Wine, Well Liquor..... 75-200 Tickets Over 200 Tickets	\$8.00 \$7.75
Beer, House Wine, Premium Liquor..... 75-200 Tickets Over 200 Tickets	\$10.00 \$9.75
Margaritas - On the Rocks (1 Gallon)	\$80/Gallon

Bar Service - HOST BAR

One Host Bar will service up to 300 Guests. (limit of 8 Bars) Host bars are for those who wish to host a bar for their event; the host pays for the drinks rather than the attendees.

- There is a \$300 setup charge per bar station that includes bartenders, basic garnishes, mixers, liquors, and 20oz water and soda bottles. A 15% Gratuity Fee will be applied to Host Bar Services.
- Our bars are stocked to serve beer, wine, and mixed drinks.
- A Host bar is 2-4 hours
- There is a 75-person minimum for this service.

Bottled soft drinks, and bottled water are only served with Well/Premium liquor options.

HOST BAR (2 Hours)	PER PERSON
Beer & House Wine (Water & Soft Drinks not included)	\$15.00
Beer, House Wine, Well Liquor	\$19.00
Beer, House Wine, Premium Liquor	\$24.00

HOST BAR (4 Hours)	PER PERSON
Beer & House Wine (Water & Soft Drinks not included)	\$19.00
Beer, House Wine, Well Liquor	\$27.00
Beer, House Wine, Premium Liquor	\$31.00

Bar Service - Champagne & Wine 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	PER BOTTLE
House Wine & Champagne	\$18.00

Concessions (AVAILABLE JUNE 1, 2025)

Waco Convention Center Concessions is a food and beverage service offered during select large events. Concessions are located in the upper level of the WCC. They are opened by request and must be approved by the Food & Beverage Director to ensure the availability of Concession items. No cash is accepted, card only. Please check with your Event Coordinator to request more information about this service for your event.

Due to fluctuating market prices, we reserve the right to make product substitutions based on specific commodity price increases. Please check with your Event Coordinator 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. Please visit with your Event Coordinator to place your order and discuss availability.

Alcohol Supply List

BEER - DOMESTIC

Michelob Ultra
Coors Light
Miller Light
Bud Light

BEER - IMPORTED/CRAFTED

Shiner
Dos Equis

WINE

Cabernet
Merlot
Chardonnay
Pinto Grigio
White Zinfandel

LIQUOR - WELL

McCormick Whiskey
McCormick Gin
Clan McGregor Scotch
Mr. Boston Amaretto
Admiral Nelson's Coconut Rum
Ron Rio Rum
Taaka Vodka
Juarez Tequila

LIQUOR - PREMIUM

Crown Royal Whiskey
Jack Daniels Whiskey
Jose Cuervo Silver Tequila
Tito's Vodka
Bacardi Silver Rum
Captain Morgan Rum
Malibu Coconut Rum
Jim Beam Bourbon
Maker's Mark Bourbon
Disaronno Amaretto
Tanqueray Gin
Johnie Walker Red Label Scotch