



Music City Center

Booth Catering Order Form

brandie.osborn@nashvillemcc.com

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Contact Name: _____	
Address: _____	City, State, Zip: _____	
E-mail: _____	Office: _____	Cell: _____

Break Items	Qty	Cost	# Days	Total	Delivery Date(s)	Start Time	Removal Time
Blueberry, Chocolate Chip OR Banana Nut Muffins (dz) - Circle Selection		\$ 55.00					
Cream Cheese Danish OR Plain Bagels (dz) - Circle Selection		\$ 60.00					
Assorted Whole Seasonal Fresh Fruit (dz)		\$ 36.00					
Bartender's Blend Snack Mix (lb) - Yields (16) 1/2 Cup Servings		\$ 25.00					
Assorted Freshly Baked Cookies (dz)		\$ 55.00					
Bavarian Style Giant Soft Pretzels w/Mustard and Cheese (dz)		\$ 65.00					
Full Size Assorted Candy Bars (dz)		\$ 60.00					
Assorted Individual Bags of Deep River Potato Chips (dz)		\$ 78.00					
Fresh Crudite & Pita Chips w/Lemon-Garlic Hummus (Serves 10 ppl)		\$ 144.00					
Cheese Display w/Assorted Crackers (Serves 50 ppl)		\$ 750.00					
Sliced Seasonal Fresh Fruit Display (Serves 50 ppl)		\$ 550.00					

Boxed Meal Selections	Qty	Cost	# Days	Total	Delivery Date(s)	Start Time	Removal Time
Turkey & Swiss on a Whole Wheat Kaiser Roll		\$ 32.00					
Roast Beef & Provolone on a Ciabatta Square		\$ 32.00					
Fresh Vegetables with Hummus in a Spinach Wrap		\$ 32.00					
Chef Salad Iceberg, Ham, Turkey, Cheddar, Cucumber, Hard Boiled Egg, Diced Tomato & Buttermilk Ranch Dressing		\$ 34.00					

Sandwich/Wrap Boxed Lunches include an individual bag of chips and a cookie (not included with Salad Box) | Choice of Coke Product or Bottled Still Water

Beverages	Qty	Cost	# Days	Total	Delivery Date(s)	Start Time	Removal Time
Regular or Decaf Coffee (gallon) - Circle Selection		\$ 79.00					
Hot Water, Herbal Tea Bags, Lemon Wedges & Honey (gallon)		\$ 79.00					
Assorted Bottled Fruit Juice (each)		\$ 7.00					
Bottled Still Water (each)		\$ 4.25					
Assorted Coca Cola Soda (each)		\$ 4.25					
Hosted House Cocktails by the Glass **		\$ 11.00					
Hosted House Wine by the Glass **		\$ 10.00					
Hosted Imported Bottled Beer / Hard Seltzer *		\$ 8.00					
Hosted Domestic Bottled Beer *		\$ 7.00					
Domestic Beer 1/2 Keg * (Coors Light, Bud Light, Miller Lite, Mich Ultra)		\$ 650.00					
Import/Craft Beer 1/2 Keg * (Approx 124 Servings) (Blue Moon, Yazoo Pale Ale, or Blackstone Nut Brown Ale)		\$ 750.00					
Bartender (4-hour minimum)		\$ 225.00					

***A Bartender is required @ \$225 for a minimum of 4-hours. Additional hours are \$56.25 per hour, per bartender. **Cocktails & Wine are subject to an additional 15% beverage tax. Show management must approve all beverages on show floor**

Other Options	Qty	Cost	# Days	Total	Delivery Date(s)	Start Time	Removal Time
Cubed Ice (10 lb bag)		\$ 10.00					
Keurig Machine, Water, (12) K-Cups (Assorted) - Daily Charge		\$ 200.00					
Additional Assortment of (12) K-Cups (dz)		\$ 75.00					
Freshly Popped Popcorn Service (4-hour Minimum) (200) Bags, (1) Popcorn Machine & (1) Attendant		\$ 950.00					
Additional Bags Freshly Popped Buttered Popcorn (bag)		\$ 3.00					
Freshly Baked Cookie Oven Service (4-hour Minimum) (1) Cookie Oven & (1) Attendant (cookies listed above in 'Break Items')		\$ 425.00					
Booth Attendant (4-hour minimum)*		\$ 225.00					
Water Cooler with 5-Gallon Container of Spring Water		\$ 150.00					
Additional 5-Gallon Container of Spring Water		\$ 40.00					

***A Booth Attendant is Required @ \$225 for a minimum of 4-hours. Additional hours are \$56.25 per hour, per Attendant.**

Client Initials:

All booth catering orders must be received a minimum of fifteen (15) business days prior to the start of the event. Please add 24% Service Charge, 9.25% Sales Tax and 0.5% Zone Fee.	Sub-Total:	
	Service Charge (24%)	
PAYMENT AUTHORIZATION: Your signature authorizes Sodexo Live! at the Music City Center to charge the credit card provided for payment of services ordered on this form. These payments may be made via mail or phone.	Sales Tax (9.25%)	
	Zone Fee (0.5%)	
Please Make Company Checks, Cashier Checks or US Bank Money Orders Payable To: Sodexo Live!		Total:
Credit Card: <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Discover Billing Zip Code: _____		
Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____ CVC# _____		
Name on Card (Print): _____ Signature: _____ Date: _____		
MAIL TO: Brandie Osborn, Catering Sales Manager Music City Center 201 Rep. John Lewis Way South Nashville, TN 37203		

Terms and Conditions

Please review the terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute **Craveable Experiences** and **Raveable Results** for our clients and our guests. If you do not see exactly what you are looking for above, please reach out to your Catering Sales Manager for additional menu items.

Sodexo Live! at the Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility. Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through Sodexo Live! at the Music City Center.

PAYMENTS: Payment in full and signed contract must be rendered prior to food service being provided.

CANCELLATION: If cancellation occurred within 10 business days of event, 100% of the ordered items will be charged.

The Music City Center Food and Beverage Department does not provide serving tables or electrical for Booth Delivery Service. Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center Catering Sales Manager.

25% ADDITIONAL CHARGE will be added to all orders received within fifteen (15) business days of the start of the event. A Service Charge of **24%**, **9.25%** Sales Tax and **0.5%** Zone Fee will be added to all orders. Prices are subject to change without notice.

Payment Authorization & Fees: Your signature on this form authorizes Sodexo Live! at the Music City Center to charge the credit card provided for payment of services ordered on this form. The Music City Center accepts a company check (payable to Sodexo Live!), Visa, MasterCard, American Express, and Discover as credit card payment options via mail or phone.

Date: _____ Client Initials: _____

Music City Center | 201 Rep. John Lewis Way South | Nashville, TN 37203

Updated: December 2023