

## *Meetings at the Kirkley Hotel & Conference Center*

*We are pleased you are considering the Kirkley Hotel & Conference Center for your Business and Leisure Meetings. The Kirkley Hotel & Conference Center offers unique meeting and conference facilities that will accommodate groups of 10 to 350 people. Our hotel is particularly well suited to executive board meetings, corporate meetings, association conferences and wedding receptions. Our Sweetbriar Ballroom is elegantly appointed with high ceilings and beautiful chandeliers. Just across the hall we feature our college rooms that work well as breakout rooms or meeting space for smaller groups. Our seasoned catering staff will take care of your every need for meals, breaks and hors d'oeuvres. We offer a variety of menu's that are sure to fulfill any needs your meeting requires. We have a full line of audio visual equipment available and our meeting rooms have telephone and complimentary wireless Internet capabilities. Your guests will appreciate the Kirkley Hotel & Conference Center's relaxing atmosphere and the personalized service of our attentive staff.*

*Our own Johnny Bull's Restaurant is available for breakfast, lunch and dinner for all guests in the hotel. All of our food preparation is done in-house by our talented and creative Chef and his culinary team.*

*At the Kirkley Hotel and Conference Center, we try to balance the needs of our bedroom guests with the desires of our Business Meeting clients. Our Business Meeting program is designed to retain the professional charm of our property, while creating exceptional private events for those who wish to enjoy them.*

## **GUIDELINES**

### **Dates and Hours**

Meeting rooms are available Monday through Sunday from 6:00 am – 1:00am

### **Meeting Package**

Includes: buffet breakfast, buffet lunch for groups of thirty or more, morning and afternoon refreshment breaks, privacy fee and exclusive use of all in-house audio visual equipment.

Groups of less than thirty people must order plated lunch (please ask to see a menu)

\$52.00 per person plus 18% gratuity & tax

### **Total Meeting space**

11, 500 sq ft

### **Pre-function corridor**

1640 sq ft

### **Ballroom**

350 person maximum – 3840 sq ft

### **College Rooms (3)**

40 person maximum – 730 sq ft

### **Multi Purpose Parlors (2)**

728 sq ft

### **Executive Boardroom**

380 sq ft

### **On site Parking**

Complimentary

### **Breakout Rooms (13)**

Based on availability

Groups of 40 or less

Rates are \$ 200.00 per day

Based on menu prices

### **Additional Food and Beverage**

### **Payment Terms and Conditions**

All sales are final

Confirmation is subject to credit approval

\*Terms are net, 30 from the date of the event

### **Menu Changes**

May be required due to availability of grocery items and shall be made solely at the discretion of the Chef

\*All charges, including applicable taxes, will be charged to a Master Account and billed to «Company». Terms of payment for billing to «Company» are net, 30 days. Payments not received within 30 days shall subject to a late payment fee of 5% in addition to interest at the rate of 1.5% per month on the outstanding balance due until paid in full. All charges incurred by individual members of «Company»'s group shall be due and payable by them upon presentment of an itemized list of charges at time of check-out. «Company» agrees to be responsible for any such charges not paid by an individual member at check-out and any such unpaid charges will be charged to «Company»'s Master Account. A Company check is required for payment. If the host chooses to pay via credit card a 2% bank processing fee will be added to the invoiced amount. That is the amount the bank charges Kirkley Hotel & Conference Center for credit card processing.

## Audio Visual Equipment Rental Rates

Carousel Slide Projector and Screen	\$35.00
Overhead Projector and Screen	\$35.00
Projection Television and VCR	\$55.00
Microphone	\$15.00
Microphone Audio Patch Fee	\$25.00
Cordless Microphone	\$55.00
Flip Chart with Markers	\$25.00
Screen	\$25.00
Easel	\$5.00
LCD	\$400.00
Plug into Sound System	\$25.00
White board with Markers	\$10.00
CD Player	\$20.00
Cassette Player	\$10.00
Speaker Phone	\$55.00
Podium with Microphone	\$25.00
Podium	\$10.00
Lavalier	\$55.00
Riser	\$15.00 per riser
Piano	\$55.00
Dance Floor	\$100.00
Candelabra	\$25.00
Globe candle on Mirror	\$1.00
Decorations	\$30.00
Re-Setting Room	\$50.00
Suite Set Up	\$40.00
Box Storage	\$25.00 1-5 boxes
Banner Hanging	\$15.00
Dedicated Phone Line	\$25.00
Patchboard connection	\$15.00
High-Voltage Electrical Connection	\$50.00
Same-Day Setup	\$100.00
Unloading Delivery Truck	\$100.00

Prices do not include 5% state tax.

# Menus

## **BREAKFAST**

### **The Candler's Mountain Breakfast**

Chilled Orange, Tomato and Grapefruit Juice  
Scrambled Eggs, Bacon and sausage  
Home Fries, Biscuits  
Butter and Jams

### **The Blue Ridge Breakfast**

Chilled Orange, Tomato and Grapefruit Juice  
Seasonal Berries  
Assorted Cereals  
Fluffy Scrambled Eggs  
Buttermilk Pancakes  
Country Ham, Sausage and Bacon  
Home Fries  
Baked Cheddar Grits  
Biscuits and Country Gravy

### **The Rivermont Breakfast**

Chilled Orange, Tomato and Grapefruit Juice  
Bowl of Fresh Fruit  
Creamy Yogurt with Seasonal Berries  
New York Style Bagels  
Condiments  
Fluffy Scrambled Eggs with Fresh Herbs  
Belgian Waffles with Fruit Preserves  
Grilled Canadian Bacon and Sausage  
Home Fried Potatoes  
Croissants  
Assorted Muffins and Fruit Filled Danish

## **ASSORTED LUNCHEON BUFFET'S**

### **Chef Salad Buffet**

Soup Du Jour  
Mixed Greens  
Julienne Meats and Cheeses  
Boiled Eggs  
Assorted Dressings,  
Potato and Pasta Salad  
Grilled Chicken Breasts  
Tomatoes, Pickles, Onions and Lettuce  
Assorted Breads, Condiments  
Home Baked Brownies and Assorted Cookies

### **The Chuckwagon**

Mixed Greens & Condiments  
Deli Style Potato Salad  
Sliced Hickory Smoked Brisket  
Barbecue Chicken  
Ranch Style Beans, Homestyle Mashed Potatoes  
Corn on the Cob, Homemade Cornbread with Butter  
Seasonal Cobbler with Ice Cream  
Coffee, Tea and Decaf

### **Deli News**

Soup Du Jour with Crackers  
Garden Salad with Assorted Dressings  
Penne Pasta Salad  
Baked Potato Bar with Shredded Cheese,  
Chili, Steamed Broccoli, Grilled Chicken Breast,  
Bacon Bits, Sour Cream and Ranch Dressing  
Assorted Breads, Rolls and Butter  
Freshly Baked Cookies and Apple Pie  
Coffee, Tea and Decaf

### **The Sports Page**

Cut Fresh Fruit  
Grilled Hamburgers  
Grilled Chicken Breasts  
Hot Dogs with Homemade Chili  
Sliced and Shredded Cheeses, Lettuce  
Tomatoes, Sliced and Chopped Onions, Pickles  
And Relish, Coleslaw, Buns, Condiments, French Fries  
Apple Pie and Cheesecakes  
Lemonade, Coffee, Tea and Decaf

### **Roadhouse Barbeque**

Pulled Pork Barbeque, Grilled Chicken Breasts  
Buns, Lettuce, Tomatoes, Pickles and Onions,  
Sliced Cheeses, Baked Beans, Coleslaw, Hushpuppies,  
Potato Chips, Mixed Greens and Condiments  
Seasonal Cobbler

