



## EVENT MENU

# WELCOME TO AC HOTELS

A new way to meet where the hotel is your canvas.

AC Hotel Charlotte Ballantyne is proud to present our Event Menu. Our talented event team is ready to serve you modern and localized food and beverages that cater to the progressive tastes of our guests. We will ensure a beautiful and seamless experience that will help you feel more creative, effective and inspired.

Keys to Success:

- Modern design offering stylish, yet efficient spaces
- Attentive service
- Free Wi-Fi in meeting space and sleeping rooms
- Modern and localized menu
- AC Kitchen
- AC Lounge<sup>SM</sup>





# BREAKFAST

# AC SIGNATURE BREAKFAST

## AC KITCHEN

*For groups less than 25,*

*Must be served in the AC Kitchen with voucher*

### *BAKERY & CONDIMENTS*

Bridor de France All-Butter Croissants

Local Specialty Muffin

Freshly Baked Rustic Bread

Whole Grain Bread

Local Jams, Big Spoon Peanut Butter, Nutella, Butter

### *CHILLED CHARCUTERIE & CHEESES*

Sliced La Quercia Prosciutto

Genoa Salami

Roasted Turkey Breast

Brie

Manchego

Sharp Cheddar

Hard cooked eggs peeled

Whole Grain Mustard, Cornichons, Hot Sauce Bar

### *HOT BREAKFAST*

Gruyere, Leek, and Spinach Egg Tart

Bacon and Swiss Egg Tart

Blueberry Granola Tart

Banana Walnut Tart

Scrambled Eggs

### *CEREAL AND FRUIT*

Assorted Cereals

Apple Walnut Muesli

Grits - Bacon, Shredded Cheese

Steel Cut Oatmeal – Nuts, Raisins, Brown Sugar, Dried Fruits

Assorted Chobani Yogurt

Bananas, Seasonal Hand Fruit, Seasonal Cut Fruit

### *BEVERAGES*

Starbucks Coffee

Assorted Milks W/ Non-dairy Options

Tazo Teas

Fresh Juices

**\$19\***

**\*\$35 For Groups Over 25, Served In Event Space**



Menu items and pricing subject to change based on availability.

Please advise catering of any food allergies or dietary restrictions prior to event.

All food and beverage charges shall be subject to 8.25% tax and 24% service charge taxable at 7.25%.



# BREAKFAST

## THE BALLANTYNE BREAKFAST

Assorted Cereals  
Seasonal Fresh Cut Fruit  
Berry Parfait - Greek Yogurt, Seasonal Berries, House Granola  
Assorted Breakfast Sandwiches - Fried Egg, English Muffin,  
Cheddar Cheese, Bacon or Sausage  
Assorted Juices  
Regular and Decaffeinated Starbucks Coffee  
Assorted Tazo Teas  
**\$25**

## CONTINENTAL BREAKFAST

Fresh Baked Croissants, Muffins, and Danishes  
Jams, Nutella, Butter, Cream Cheese  
Assorted Cereals  
Assorted Yogurts  
House Granola  
Seasonal Fresh Cut Fruit  
Assorted Juices  
Assorted Milks  
Regular and Decaffeinated Starbucks Coffee  
Assorted Tazo Teas  
**\$30**

## ENHANCEMENTS

Scrambled Cage-free Eggs	<b>\$10</b>
Home Fried Potatoes	<b>\$10</b>
Cajun Oven Roasted Potatoes	<b>\$10</b>
Hickory Smoked Bacon	<b>\$12</b>
Turkey Sausage	<b>\$12</b>
Vegan Field Roast Breakfast Sausage	<b>\$12</b>

Steel Cut Oatmeal Station With Raisins, Blueberries,  
Pumpkin Seeds, Candied Pecans, Chocolate Chips, Brown  
Sugar, And Agave Nectar  
**\$12**

Healthy Breakfast Sandwich: Whole Wheat English Muffin,  
Sun Dried Tomato, Spinach and Egg Whites  
**\$14**

Omelet Station\*: Cage-free Eggs, Egg Whites, Tomato,  
Ham, Grilled Chicken, Peppers, Mushrooms, Spinach,  
Onions, Salsa, Cheddar Cheese, Jack Cheese, And Goat  
Cheese  
**\$20**

**\*Attendant fee: \$125**



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# COFFEE BREAKS

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Based On 60 Minutes Of Service

## Mid Morning Boost

Fresh Mixed Berry Smoothie  
Candied Walnuts and Blueberries  
Assorted Granola Bars - Kind, Big Spoon,  
Jimmy Bars  
Regular and Decaffeinated Starbucks Coffee  
Selection of Tazo Teas

**\$18**

## Afternoon Energy Break

Candied Walnuts and Blueberries  
Individual Bags of Sweet Potato Chips  
Assorted Granola Bars – Kind, Big Spoon,  
Jimmy Bars  
Granola Sliced Apples with Peanut Butter  
Peanut Butter & Jelly Sandwiches  
Regular and Decaffeinated Starbucks Coffee  
Selection of Tazo Teas

**\$20**

## Healthy Living

Build Your Own Trail Mix – With an Assorted Mix  
of Sweet Items  
Sliced Fruit and Mixed Berries  
Hummus with Celery, Carrots and Cucumbers  
Avocado Spoon with Sea Salt and Lemon  
Regular and Decaffeinated Starbucks Coffee  
Selection of Tazo Teas

**\$21**

## Sweet Break

Build Your Own Trail Mix – With an Assorted  
Mix of Sweet Items  
Individual Ice Cream Sandwiches  
Chocolate Chip Cookies  
Macaroons  
Regular and Decaffeinated Starbucks Coffee  
Selection of Tazo Teas

**\$25**



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# COFFEE BREAKS

## Half-Day Beverage Break

Iced Water  
Assorted Pepsi Products  
Assorted Juices  
Selection of Tazo Teas  
Regular and Decaffeinated Starbucks Coffee

**\$15**

## All-Day Beverage Break

Iced Water  
Assorted Pepsi Products  
Assorted Juices  
Selection of Tazo Teas  
Regular and Decaffeinated Starbucks Coffee

**\$22**

## On Consumption

Bottled Water	\$4 ea.
Sparkling Water	\$6 ea.
Assorted Sodas	\$4 ea.
Assorted Juices	\$8 ea.
Energy Drinks	\$6 ea.
Assorted Tazo Teas	\$2 ea.
Starbucks Coffee	\$65 per gallon



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# LUNCH

## AC BUFFET LUNCH

All Lunches Served With Freshly Brewed Regular And Decaffeinated Starbucks Coffee, a Selection of Tazo Teas and Freshly Brewed Unsweetened Iced Tea or Water

### STONECREST

Mixed Greens Salad With Cucumbers, Carrots, Tomatoes  
Ranch And Balsamic Vinegar

Pasta Salad

Roasted And Sliced Deli Meats

Slow Roasted Beef, Roasted Turkey, And Honey Baked Country  
Ham

Deli Toppings And Condiments:

Swiss Cheese, Cheddar Cheese, Provolone Cheese, Lettuce,  
Tomato, Onion, Pickles, Mustard, Mayonnaise,

Breads:

White, Wheat, Rye, And Kaiser Roll

Individual Bags Of Chips

Chocolate Chip Cookies

**\$38**

### BLAKENEY

Mixed Greens And Romaine Salad With Cucumbers, Carrots,  
Tomatoes, Croutons, Chickpeas, Shredded Cheese, Sunflower Seeds,  
Bell Peppers

Ranch, Balsamic Vinegar

Grilled Chicken

Roasted Salmon With Roasted Tomato And Citrus

Roasted Sweet Potato Wedges

Grilled Asparagus, Parmesan, Lemon

Individual Bags Of Chips

Petit Fours

Double Chocolate Brownies

**\$40**



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# BUFFET LUNCH

All Buffet Lunches Served With Freshly Brewed Regular And Decaffeinated Starbucks Coffee, A Selection Of Tazo Teas And Freshly Brewed Unsweetened Iced Tea Or Water

## SOUTH OF THE BORDER

Roasted Chicken Tortilla Soup

Cilantro Sour Cream, Tortilla Crisp, Avocado And Shredded Cheese

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### SALAD BAR

Chopped Romaine, Hickory Smoked Bacon, Hard Boiled Eggs, Fire Roasted Corn, Beans, Roasted Peppers, Tear Drop Tomatoes, Cucumber, Queso Fresco, Corn Bread Croutons, Red Onion, Ranch And Balsamic Vinaigrette Dressing

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### GRAND FIESTA FAJITA BAR (Select Two)

Chipotle Grilled Chicken

Tequila Lime Jumbo Shrimp

Slow Cooked Pork Chili Verde

Ancho Chili And Brown Sugar Rubbed Skirt Steak

Veggie Fajitas "Calabacitas A La Mexicana" – Grilled Corn, Tomatoes, Peppers, Zucchini And Caramelized Onions

Warm Flour And Corn Tortillas

Spanish Rice And Beans

Guacamole, Roasted Tomato Salsa, Sour Cream, Shredded Cheese,

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### DESSERTS

Sugar Churros With Chocolate Sauce

Key Lime Pie

**\$50**

## THE CURATOR

### SOUP ( Select One)

Tomato Soup

Corn Chowder

Chicken Tortilla

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### SALAD ( Select Two)

Romaine, Mixed Greens, Frisee Salad, Tomatoes, Radish, Pecans, Balsamic Vinaigrette

Couscous Salad, Spinach, Cranberries, Blue Cheese, Shallot Vinaigrette

Baby Iceberg, Blue Cheese, Roasted Red Onion, Dried Strawberries, Shaved Almonds, Strawberry Vinaigrette

Quinoa Salad With Zucchini, Summer Squash, Red Peppers, Charred Red Onions, Herb Vinaigrette

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### PROTEINS ( Select Two)

Blackened Salmon

Marinated Flat Iron Steak

Sautéed Shrimp

Harissa Chicken

Blackened Tofu

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### DESSERTS (Select Two)

New York Cheesecake

Chocolate Cake

Macarons

**\$55**



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# PLATED LUNCH/DINNER



## PLATED LUNCH / DINNER

All Plated Lunches & Dinners Include House Baked Signature Bread Basket, Choice of One Soup or Salad, Entrée, Dessert, Freshly Brewed Unsweetened Iced Tea or Water Served With Freshly Brewed Regular and Decaffeinated Starbucks Coffee, and a Selection of Tazo Teas Served Tableside

### SOUPS

Rustic White Bean Soup With Sage And Italian Sausage

Creole Tomato Basil Soup With Cheesy Focaccia Croutons

Roasted White Corn Chowder With Toasted Pumpkin Seeds And Cane Syrup (Vegan And Gluten Free)

### SALADS

Caesar Salad With Garlic Croutons And Shaved Parmesan Cheese With Caesar Dressing

Green Goddess Salad With Romaine, Green Beans, Cucumbers, Radishes, Shaved Parmesan Cheese, Fresh Herbs, And Avocado Dressing

Spinach Salad With Strawberries, Blue Cheese, Caramelized Onions, And Balsamic Vinaigrette

**\*\*Caprese Salad With Red And Yellow Tomatoes, Fresh Mozzarella, Basil, And Balsamic Vinaigrette\*\***

**\*\*Seasonal (Spring / Summer)**

Greek Salad With Vine Ripe Tomatoes, Red Onions, Cucumbers, Peppers, Olives, Feta Cheese, And Oregano-red Wine Vinaigrette With Grilled Pita Bread

### CHICKEN AND MEATS

Roasted Chicken On Smoked Gouda Grits With Green Beans, Roasted Sweet Peppers, And Thyme Jus

**\$45 / \$55**

Seared Lemon Chicken Picatta With Pappardelle Pasta, Tomatoes, Arugula, Parmesan, And Lemon Crème

**\$45 / \$55**

Roasted Pork Tenderloin With Andouille Sausage, Sage And Cornbread Dressing, Roasted Carrots, Haricot Verts, Caramelized Onions, And Apple Cider Jus

**\$48 / \$58**

Braised Short Ribs And Rigatoni Pasta With Parmesan Reggiano, Roasted Root Vegetables, And Parsley

**\$52 / \$62**

Grilled Petit Filet Of Beef On Haricot Verts, Roasted Carrots, Wild Mushroom Demi, And Potato Au Gratin

**\$70 / 80**



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# PLATED LUNCH / DINNER – CONTINUED

## SEAFOOD AND FISH

Crab Cakes With Grilled Corn Relish And Abita Braised Greens  
With Lemon Butter  
**\$60 / \$70**

Bronzed Local Catch On Tomato Risotto With Roasted Peppers,  
Asparagus, And Citrus Beurre Blanc  
**\$50 / \$60**

Jumbo Shrimp On Smoked Gouda Grits With Spinach, Tomatoes,  
Onions, And Hickory Smoked Bacon  
**\$45 / \$55**

Pan Roasted Atlantic Salmon, Fingerling Potatoes, Roasted  
Asparagus, Lemon Beurre Blanc  
**\$52 / \$62**

## VEGETARIAN **\$36 | \$46**

Orecchiette Pasta With Roasted Peppers, Arugula, Tomatoes,  
Olive Oil, And Lemon

Pad Thai Noodles With Sautéed Asian Vegetables And Shitake  
Mushrooms (Vegan And Gluten Free)

Quinoa Jambalaya With Blackened Tofu, Broccolini, And Roasted  
Sweet Pepper Coulis (Vegan And Gluten Free)

Roasted Heirloom Carrots Salad With Toasted Almonds, Tofu  
“Croutons”, And Cumin-coriander Dressing (Vegan And Gluten  
Free)

## DESSERTS

Double Chocolate Cake With Raspberry Sauce

Cheesecake With Fresh Berries

Carrot Cake With Caramel Sauce

Crème Brule With Fresh Berries



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# DINNER BUFFET

All Dinner Buffets Served With Freshly Brewed Regular And Decaffeinated Starbucks Coffee, A Selection Of Tazo Teas And Freshly Brewed Unsweetened Iced Tea Or Water

## AUDREY

Assorted Artisan Rolls with Butter and Sea Salt

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Choice of One Soup:

Rustic White Bean Soup With Sage And Italian Sausage

Creole Tomato Basil Soup With Cheesy Focaccia Croutons

Roasted White Corn Chowder With Toasted Pumpkin Seeds And Cane Syrup (Vegan And Gluten Free)

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Caesar Salad with Croutons, Parmesan, Pepper and Lemon

Spring Salad – Mixed Greens, Red Onion, Radishes, Cherry Tomatoes, Champagne Vinaigrette

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Bistro Filet with Rosemary Au Jus and Horseradish Cream

Scampi Shrimp

Rigatoni, Olive Oil, Pesto, Parmesan

Chicken Cutlets with Tomato Relish

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Grilled Asparagus

Mac N Cheese with Gouda and Parmesan Cheese

Herb Roasted Potatoes

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Chocolate Torte

Cheesecake with Mixed Berries

**\$60**

## PROVIDENCE

Assorted Artisan Rolls with Butter and Sea Salt

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Choice of One Soup:

Rustic White Bean Soup With Sage And Italian Sausage

Creole Tomato Basil Soup With Cheesy Focaccia Croutons

Roasted White Corn Chowder With Toasted Pumpkin Seeds And Cane Syrup (Vegan And Gluten Free)

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Mixed Greens Salad with Candied Walnuts, Goat Cheese, Grapes, Champagne Vinaigrette

Spring Mix Salad with Red Onion, Radishes, Cherry Tomatoes, Balsamic Vinaigrette

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Sea Bass with Saffron, Beurre Blanc

Beef Tenderloin with Garlic Butter and Herbs

Roasted Chicken with Herbs, and Citrus

Rigatoni with Roasted Mushrooms, Basil, Parmesan, Ricotta

Grilled Asparagus

Roasted Brussel Sprouts with Bacon and Shallots

Herb Roasted Potatoes

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Individual Chocolate Moose

Tres Leches Cake

**\$75**



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# RECEPTION

## BUTLER PASSED HOT HORS D'OEUVRES

- Crispy Coconut Shrimp, Sweet Chili Sauce \$6 Per Person
- Mini Meatball Sliders With Parmesan Cheese \$5 Per Person
- Crispy Mac And Cheese Croquette, Truffle Aioli \$5 Per Person
- Buffalo Chicken Spring Roll, With Blue Cheese \$5 Per Person
- Maryland Crab Cakes, Creole Remoulade \$6 Per Person
- Short Rib Beef Wellington, Dijon Mustard \$6 Per Person
- Vegetable Spring Roll, Sesame Soy Vinaigrette \$5 Per Person

## BUTLER PASSED COLD HORS D'OEUVRES

- Deviled Farm Fresh Egg, Bacon & Chive \$5 Per Person
- Tomato and Mozzarella Bruschetta \$5 Per Person
- Creamy Brie and Pear Spoons \$5 Per Person
- Seared Beef Tenderloin Crostini, Balsamic Drizzle \$6 Per Person
- Strawberries & Goat Cheese Bruschetta \$5 Per Person
- Shrimp & Mango Salsa Spoons \$6 Per Person
- Ratatouille Tartlet \$5 Per Person

## DISPLAYS

### GOURMET CHEESE BOARDS

Sliced And Whole Artisan And Farmstead  
Cheeses, Fresh Dried Fruits, Artisanal Bread And  
Crackers

**\$22 Per Person**

### RAW BAR

Poached Gulf Shrimp  
Snow Crab Claws  
Poached Mussels  
East Coast Oyster  
Mignonette  
Hot Sauce  
Classic Cocktail Sauce

**\$45 Per Person**

### CHARCUTERIE & CHEESE

Assorted Selection Of Imported Italian Meats  
And Cheeses Served With Olives, Roasted  
Peppers, Pepperoncini, Tomato And Mozzarella  
Salad And Freshly Baked And Artisan Breads

**\$30 Per Person**

### AC GARDEN DISPLAY

- Assorted Selection Of Seasonal Vegetables  
Choice Of Two (2) Dips:
- Creamy Buttermilk Ranch, Chunky Blue Cheese  
And Scallions Cream
  - Sundried Tomatoes, Cannellini Beans, Roasted Red  
Peppers And Feta
    - Hummus

**\$20 Per Person**



# RECEPTION

## CUSINE IN MOTION

Attendant Fee: \$200 for each station. One attendant for every 50 guests recommended

Roast Tenderloin of Beef  
Garlic Jus  
**\$525 per 15 guests**

Prime Rib of Beef  
Horseradish Crème Fraiche  
**\$500 per 20 guests**

Roasted Turkey  
Country Brown Gravy,  
Cranberry Relish  
**\$275 per 10 guests**

Spiced Ahi Tuna Loin  
Wakame Salad, Chilled Ponzu  
**\$425 per 15 guests**

Cedar Plank Salmon  
Horseradish Crème Fraiche  
**\$400 per 15 guests**





# BEVERAGES

# BEVERAGES

## OPEN BAR

Minimum Two (2) Hours Required

### SILVER BAR PACKAGE

House Red Wine  
House White Wine

Domestic Beer:

Bud Light, Michelob Ultra, Corona Light, Modelo Especial, Stella Artois

Choice of Two (2) Local Craft Beers:

Catawba – White Zombie,  
Noda – Hop Drop & Roll,

OMB – Copper, Captain Jack, or 704 Hazy  
Assorted Pepsi Soft Drinks

**First 2 Hours: \$20.00 Per Person**  
**Each Additional Hour: \$10.00 Per person**

### GOLD BAR PACKAGE

- Smirnoff Vodka
- Beefeater Gin
- Bacardi Silver Rum
- Jim Beam Bourbon
- Dewar's Scotch
- Jose Cuervo Tradicional Tequila
- House Red Wine
- House White Wine
- Domestic and Imported Beers  
*Bud Lite, Michelob Ultra, Corona Light, Modelo Especial, Stella Artois*
- Choice of 2 Local Craft Beers:
  - *Catawba: White Zombie*
  - *Noda: Hop, Drop & Roll*
  - *OMB: Copper, Captain Jack or 704 Hazy*
- Assorted Pepsi Soft Drinks

**First 2 Hours: \$30.00 Per Person**  
**Each Additional Hour: \$12.00 Per person**

### PLATINUM BAR PACKAGE

- Titos Vodka
- Tanqueray Gin
- Captain Morgan Rum
- Jack Daniels Whiskey
- Johnny Walker Black Scotch
- Hornitos Tequila
- Premium Red Wine
- Premium White Wine
- Domestic & imported Beers:
  - *Bud Lite, Michelob Ultra, Corona Light, Modelo Especial, Stella Artois*
- Choice of 2 Local Craft Beers:
  - *Catawba: White Zombie*
  - *Noda: Hop Drop & Roll*
  - *OMB: Copper, Captain Jack or 704 Hazy*
- Assorted Pepsi Soft Drinks

**First 2 Hours: \$36.00 Per Person**  
**Each Additional Hour: \$14.00 Per person**

### DELUXE PLATINUM BAR PACKAGE

- Grey Goose Vodka
- Hendricks Gin
- Queen Charlotte's Rum
- Woodford Reserve Bourbon
- Mecallan 12 Year Scotch
- Patron Silver Tequila
- Premium Red Wine
- Premium White Wine
- Domestic & Imported Beers:
  - *Bud Lite, Michelob Ultra, Corona Light, Modelo Especial, Stella Artois*
- Choice of 2 Local Craft Beers:
  - *Catawba: White Zombie*
  - *Noda: Hop Drop & Roll*
  - *OMB: Copper, Captain Jack or 704 Hazy*

**First 2 Hours: \$46.00 Per Person**  
**Each Additional Hour: \$17.00 Per person**



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# BEVERAGES

## HOST BAR

Charged based on Consumption

Minimum Two (2) Hours Required

Minimum \$300.00 Expenditure on a Two (2) Hour Bar

Minimum \$500.00 Expenditure on Any Host Bar Over Two Hours

- Gold Bar Spirits \$8.00 per Drink
- Platinum Bar Spirits \$11.00 per Drink
- Deluxe Platinum Bar Spirits \$15.00 per Drink
- Gold Bar Wines \$9.00 per Drink
- Platinum Bar Wines \$14.00 per Drink
- Deluxe Platinum Bar Wines \$16.00 per Drink
- Domestic Beer \$6.00 per Drink
- Imported Beer \$7.00 per Drink
- Local Craft Beer \$8.00 per Drink
- Assorted Pepsi Soft Drinks \$4.00 per Drink
- Bottled Water \$4.00 per Drink

## CASH BAR

Charged per Drink

Minimum Two (2) Hours Required

Minimum \$300.00 Expenditure on a Two (2) Hour Bar

Minimum \$500.00 Expenditure on Any Cash Bar Over Two Hours

- Gold Bar Spirits \$9.00 per Drink
- Platinum Bar Spirits \$12.00 per Drink
- Deluxe Platinum Bar Spirits \$16.00 per Drink
- Gold Bar Wines \$10.00 per Drink
- Platinum Bar Wines \$14.00 per Drink
- Deluxe Platinum Bar Wines \$16.00 per Drink
- Domestic Beer \$7.00 per Drink
- Imported Beer \$8.00 per Drink
- Local Craft Beer \$9.00 per Drink
- Assorted Pepsi Soft Drinks \$5.00 per Drink
- Bottled Water \$5.00 per Drink

### ALL BARS REQUIRE:

Bartender Fee: \$150.00 per Bartender

One (1) Bartender per Every 75 Guests

### CASH BARS REQUIRE:

Cashier Fee: \$50 per Cashier

One (1) Cashier per Every 75 Guests

### PLATINUM WINES:

Diatom Chardonnay  
Bollini, Trentino Pinot Grigio  
Ely Cabernet Sauvignon  
Point North Pinot Noir  
Colby Red Blend

### DELUXE WINES:

Stag's Leap Chardonnay  
Hanna Sauvignon Blanc  
Justin Cabernet Sauvignon  
Maison Louis Jadot, Bourgogne Pinot Noir  
Pessimist Red Blend



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# AUDIOVISUAL

# AUDIO VISUAL

## INTERNET AND NETWORKING

We offer high speed wireless internet service for all meeting and public spaces. Please let us know how we can best serve your internet needs

## AV TERMS AND CONDITIONS

It is required that AC Hotels set up, operate and strike all equipment unless requirements dictate otherwise. All equipment prices are listed per day. Equipment pricing does not include an applicable service charge of 24% or sales tax of 7.25%.

Any additional audio visual needs not listed can be arranged by the AC Hotel through our preferred vendors.

**WEFRAME BOARD (Up to 40 Guests)** \$550 Per Day

Replaces Screen, Projector, Flipcharts and More

## MEETING PACKAGE

LCD Projector, Cables, Screen, AV Cart, Setup \$600 Per Day

## SUPPORT PACKAGE

Cables, Screen, AV Cart, Setup \$250 Per Day

## LCD DATA PROJECTORS

Data LCD Projector (XGA 5,000 Lumens) \$400 Per Day

## PROJECTIONS SCREENS

9'x12' Fast-Fold Screen \$375 Per Day

## MICROPHONES

Wireless Lavalier Microphone \$150 Per Day

Wireless Handheld Microphone w/Stand \$150 Per Day

## FLIP CHARTS

Flipchart Easel w/Post-It Paper, Pad & Markers \$85 Per Day

Flipchart Easel w/Paper, Pad & Markers \$75 Per Day

## MISCELANEOUS

Easel \$15 Per Day

Podium \$50 Per Day

Extension Cord \$15 Per Day

Power Strip \$15 Per Day

PolyCom Speaker Phone \$125 Per Day



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All Audio Visual charges shall be subject to 24% service charge and 7.25% tax.

# CATERING GUIDELINES

## FOOD AND BEVERAGE SERVICE

AC Hotel Charlotte Ballantyne is responsible for the quality of the food and beverage served to our guests. The sale and service of alcoholic beverages are regulated by the State of North Carolina. To ensure compliance with Mecklenburg County Board of Health Regulations, food will be consumed at the hotel premises at the contracted times. The menus are designed with consciousness for our food quality, staff, and specifically our guests.

In compliance with North Carolina Liquor Laws, AC Hotel Charlotte Ballantyne is the only authorized Licensee to sell and serve liquor, beer, and wine on the hotel premises. Alcohol from outside the hotel is not permitted to be brought into or consumed in any licensed area of the hotel, unless pre-approved by the General Manager, and inclusive of any corkage fee. Alcohol may not be self-served in a banquet or hospitality room. At all times an appropriately trained bartender or server, must be in control of the service of alcohol. AC Hotel Charlotte Ballantyne reserves the right to refuse service to any person who appears to be intoxicated. We reserve the right to inspect the identification of any person attending events in the banquet, meeting areas, and restaurant space. If identification is not available upon request, no alcohol will be served to that guest. No one under twenty one years of age will be served alcoholic beverages. Cash bars must reach a minimum of \$300 for two hours or \$500 for four hours (before tax and service charge) in sales. If the minimum is not met, the difference will be charged to the final master account. AC Hotel Charlotte Ballantyne will supply product and bartending labor for all events featuring alcoholic beverages. Cash sales do not go towards beverage and food minimum.

## SERVICE CHARGE AND TAX

All catering and banquet charges are subject to a 24% service fee and current applicable taxes of 8.25%. Should your culinary or carving station require a culinary attendant, a fee of \$200 for every 50 guests will apply. Passed hors d'oeuvres will be passed with one server per 40 guests. If you require more servers to pass, a fee of \$25.00 per server per hour will be applied. Coat check fee is \$20 per hour.

## FUNCTION ROOM ASSIGNMENTS

Room assignments are made accordingly to the guaranteed minimum number of people anticipated. We reserve the right to change room reservations to best accommodate either increased or decreased attendance.

## GUARANTEES

A guaranteed attendance figure is required for all meal functions three (3) business days prior to the function date and is not subject to reduction. If the sales office is not advised by this time, the estimated figure will become the guarantee. The number is not subject to reduction: however AC Hotel Charlotte Ballantyne will be prepared to serve 3% above the guaranteed number specified.

## BILLING

A form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit, prepayment, direct billing (subject to approval) or a completed credit card authorization form.

## DISPLAY, DECORATIONS AND PERSONAL PROPERTY

Any property of the patron or patron's guests brought onto the hotel premises and left at the conclusion of the event shall be the sole risk of the patron. AC Hotel Charlotte Ballantyne is not liable for any loss or damage to any such property for any reason. Nothing may be fixed to walls with tape, glue, or nails. Decorations such as confetti, glitter, etc. is strictly prohibited. AC Hotel Charlotte Ballantyne reserves the right to charge for damages or clean-up that may occur during events, pertaining to these restrictions.

## BANQUET MENUS

Banquet menus, room arrangements and other details pertaining to your event should be submitted to your catering sales manager at least three weeks prior to your event. Our culinary staff is happy to plan a customized menu for your event or assist your selection process. Only food prepared by AC Hotel Charlotte Ballantyne may be consumed in hotel banquet facilities. All menu pricing is subject to change without notice.

## OUTSIDE FOOD AND BEVERAGE

due to liability, no outside food or beverage will be allowed on premises by the customer guests or exhibitor. AC Hotel Charlotte Ballantyne is the only licensed authority to sell and serve on premises.

