



Food Function 2023 Order Form

Renasant Convention Center

Menu Selection:

Catering for events during the General Assembly will be provided by Renasant Convention Center. Discount and Standard Catering Menus are available. Please submit your Order Form by May 1, 2023.

Service Charge and Taxes:

Please note that all food, beverage and related items are subject to a taxable 23% service charge (6% is retained by Davidson hospitality and 17% is distributed to service employees) plus applicable taxes to include State of Tennessee sales tax and a 5% DZT/tourism tax. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.

Sales Tax Exemption:

Tennessee requires that the facility collect sales tax from all organizations.

Payment by Credit Card:

You may pay by credit card, and are to be made directly with the Sheraton Memphis Downtown Hotel.

- The payment information will be sent to you prior to your event.
- Onsite adjustments, additions, or replenishments will be payable immediately.
- Payment in the form of credit card will be accepted.

Guarantees:

Final guarantee of attendance is due by May 22. All final charges will be based on the final guarantee or the actual number of attendees served, whichever is greater.

- Catering will prepare food for seated functions 3% over the final guarantee.

Banquet Room Set-up:

The room will be set-up in banquet seating. If a lower ratio is required, additional labor charges may apply. The convention center will set tables and chairs based on the final guarantee. Please include a note on the Food Function Order Form if you need special set-up arrangements.

Dietary Considerations:

You will need to contact your catering manager regarding individual special diet requests.

Catering Contact:

Catering Manger will be assigned to your event once this Order Form is received and processed.



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(Complete a separate order form for each function)

All banquet details must be submitted **by May 1**.
Final guarantees must be provided by May 22.

Organization Name: _____
 Contact Name & Title: _____
 Mailing Address: _____
 Phone: _____ E-mail: _____
 Name of Function: _____
 Estimate Number of Attendees: _____

Preferred Date

- Tuesday, June 13
- Wednesday, June 14
- Thursday, June 15

Preferred Function

- Breakfast (6:30-8 a.m.)
- Lunch (12-1:30 p.m.)
- Dinner (5:30-7 p.m.)
- Other: _____

Type of Function

- Plated Meal
- Buffet
- Reception
- Other: _____

Menu Selection	Quantity	Unit Price	Total
Subtotal			
Service Charge		23%	
Food / Misc. Tax*		9.75%	
DZT / Tourism Tax		5%	
Total			

Banquet room will be set in rounds. The banquet room includes: tables, chairs, black floor length linens, black napkins, and a lectern. Handout tables may be provided upon request.

Comments:

Return Order Form to:
 events@pcanet.org

AC Office Use Only:

Facility: _____ Room Name: _____

* Any alcohol charges incur an additional 15% tax.