

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 18, 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 June 5. 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:

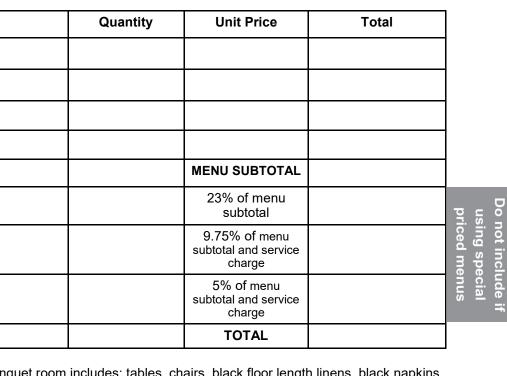
The room will be set-up in banquet seating. If a lower ratio is required, additional labor charges may apply. The convention center will set tables and chairs based on the final guarantee. Please include a note on the Food Function Order Form if you need special set-up arrangements.

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.



Type of Function

□ Other: ____

□ Plated Meal

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Renasant Convention Center (Complete a separate order form for each function)

All banquet details must be submitted by May 18. Final guarantees must be provided by June 5.

□ Other: _____

□ Breakfast (6:30-8 a.m.) □ Plated Mea
□ Lunch (12-1:30 p.m.) □ Buffet
□ Dinner (5:30-7 p.m.) Wed (6-7:30 pm) □ Reception

Phone: _____ E-mail: _____

Name of Function:

Preferred Function

Organization Name:

Estimate Number of Attendees:

Menu Selection

Mailing Address:

Preferred Date

□ Tuesday, June 13

□ Wednesday, June 14 □ Thursday, June 15

Contact Name & Title:

MENU SUBTOTAL	MENU SUBTOTAL		-
	MENO SOBIOTAL		_
Service Charge	23% of menu subtotal		7
State Sales Tax*	9.75% of menu subtotal and service charge		בפת ווופ
TDZ / Tourism Tax	5% of menu subtotal and service charge		cuits
TOTAL	TOTAL		
Banquet room will be set in rounds. The banquet room and a lectern. Handout tables may be provided upon r	airs, black floor lengt	h linens, black napkins,	
			<u>-</u>
Return Order Form to: events@pcanet.org			_
* Any alcohol charges incur an additional 15% tax.			