



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 Manager 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 18.**

Final guarantees must be provided **by June 5.**

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.) Wed (6-7:30 pm)
- ☐ Other: _____

Type of Function

- ☐ Plated Meal
- ☐ Buffet
- ☐ Reception
- ☐ Other: _____

Menu Selection	Quantity	Unit Price	Total
MENU SUBTOTAL		MENU SUBTOTAL	
Service Charge		23% of menu subtotal	
State Sales Tax*		9.75% of menu subtotal and service charge	
TDZ / Tourism Tax		5% of menu subtotal and service charge	
TOTAL		TOTAL	

Do not include if
using special
priced menus

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

* Any alcohol charges incur an additional 15% tax.