

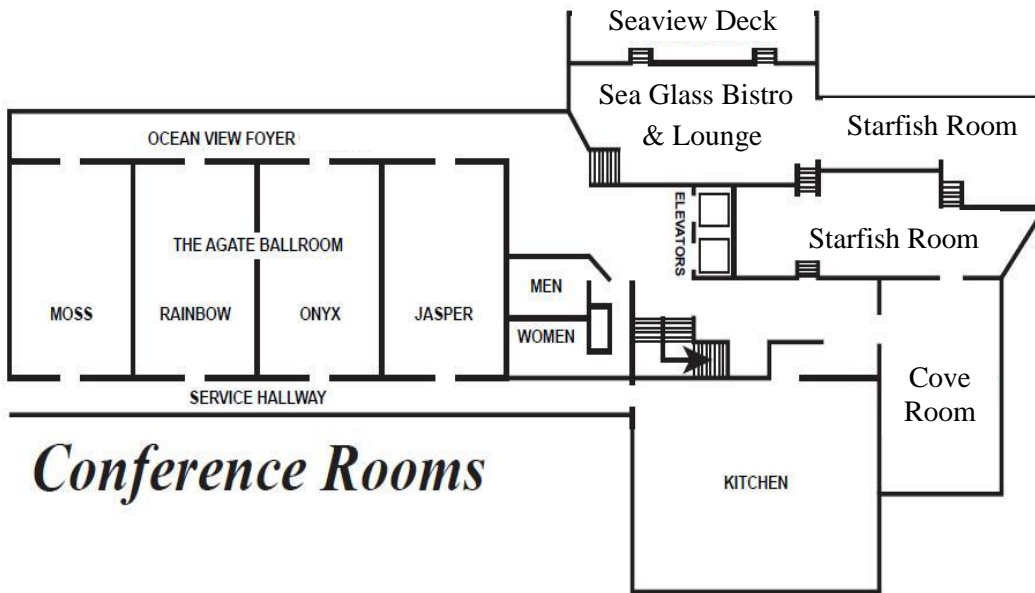
A large, irregularly shaped piece of teal sea glass with a textured, watercolor-like appearance. It has a soft shadow underneath, giving it a 3D effect. The sea glass is centered on a white background.

Sea Glass

CATERING MENU

Banquet Space Information

Room Name	Agate Ballroom	Onyx	Rainbow	Moss	Jasper	Cove
Square Feet	4,160	1,040	1,040	1,040	1,040	840
Dimensions	104'x40'	26'x40'	26'x40'	26'x40'	26'x40'	40'x21'
Ceiling	12'	12'	12'	12'	12'	10'
Theatre	320	80	80	80	80	60
Classroom	260	65	65	65	65	30
Reception	400	100	100	100	100	60
Banquet	320	80	80	80	80	60



Conference Rooms

Plated Breakfast

\$18.00 per person

Includes Fresh Brewed Coffee, Decaffeinated Coffee and Hot Tea

ADD: Assorted Juice \$24.00 per carafe

Please choose up to two items for the entire group

Brioche French Toast

*Brioche French Toast with warm Syrup,
Bacon and Whipped Butter*

Biscuits and Sausage Gravy

*Scrambled Eggs, Cottage Fries, Fresh Baked
Biscuit topped with Sausage Gravy
served with Sliced Melon*

Tofu Scramble

Gluten Free & Vegan

*Scrambled Tofu with Sauteed Vegetables,
Cottage Fries and Sliced Melon*

Huevos Rancheros

*El Pato, Scrambled Eggs, Crema Mexicana
with Cottage Fries*

Bistro Classic

*Scrambled Eggs, Bacon, Cottage Fries, Fresh
Baked Biscuit with Sliced Melon*

Grain & Yogurt Bowl

*Honey Greek Yogurt, House-made Hazelnut
Granola, Fresh Berries with a Honey Drizzle*

Tillamook Cheddar & Ham Scramble

*Two Eggs Scrambled with Tillamook Cheddar Cheese and Diced Ham,
served with Cottage Fries, Fresh Baked Biscuit and Sliced Melon*

Prices are subject to change 60 days in advance of your event

Dietary requests accommodated on a per request basis and may incur additional charges

Split entrée available (up to two)

Please contact our catering manager to design your own special menu (prices may vary)

72-hour guarantee is required, add 22% service charge to all items

Buffet Breakfast

(25-person minimum)

Buffets are designed for one hour of service

Additional charges may be applied after the first hour

Includes Fresh Brewed Coffee, Decaffeinated Coffee, Hot Tea and Selection of Fruit Juices

Agate Beach Continental

*Selection of Muffins, Breakfast Breads, Scones, Bagels with Cream Cheese
and Fresh Cut Seasonal Fruit*

\$17.00 per person

The Lighthouse

*Agate Beach Continental (see above) with Scrambled Eggs and
Oatmeal with Brown Sugar, Craisins, Hazelnuts and 2% Milk*

\$21.00 per person

OR ENJOY A BREAKFAST BUFFET YOUR WAY!

THE YAQUINA BAY SUNRISE

\$24.00 per person

Start with Fresh Cut Seasonal Fruit

Choose Your Eggs (choose one)

- Scrambled Eggs
- Tofu Scramble Gluten Free & Vegan
(+ \$5.00 per person)
- Scrambled Eggs with Ham and Cheddar
(+ \$3.00 per person)

Choose Your Meat (choose two)

- Bacon
- Ham Steak
(+ \$3.00 per person)
- Sausage
- Vegan Sausage
(+ \$3.00 per person)

Choose Your Starch (choose one)

- Seasoned Breakfast Potatoes
- Potatoes O'Brien
(+\$2.00 per person)
- Biscuits and Sausage Gravy
(+ \$3.00 per person)

Choose Your Sweets (choose one)

- Oatmeal with Brown Sugar, Craisins,
Hazelnuts, and 2% Milk
- Yogurt with Granola and Seasonal Berries
(+ \$1.00 per person)
- Fresh Baked Scones
(+\$2.00 per person)
- Marionberry French Toast Casserole
(+ \$3.00 per person)

Prices are subject to change 60 days in advance of your event

Dietary requests accommodated on a per request basis and may incur additional charges

Please contact our catering manager to design your own special menu (prices may vary)

72-hour guarantee is required, add 22% service charge to all items

Plated Lunch

25 person minimum, under 25 people \$3.00 surcharge per plate

Please choose up to three (3) items for the entire group

Includes Dessert, Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee

Smoked Salmon Melt

House Smoked Salmon Salad, Grilled Sourdough, Gruyere Cheese

served with Tim's Cascade Potato Chips

\$22.00 per person

Bistro Burger

Ground Chuck, Brisket & Short Rib Blend, Tillamook Cheddar Cheese, Bistro Sauce, Lettuce, Tomato, Onion, Pickle on a Toasted Brioche Bun served with Tim's Cascade Potato Chips

\$20.00 per person

Halibut Fish & Chips

Crispy Pacific Halibut with Creamy Coleslaw, Tartar Sauce, Malt Aioli and Lemon

Served with Tim's Cascade Potato Chips

\$23.00 per person

Dungeness Crab Louie

Asparagus, Olives, Hard-Cooked Egg, Avocado, Heirloom Tomatoes and Lemon on a bed of Greens, served with House-made Louie Dressing

\$29.00 per person

Deviled Crab BLT

Dungeness Crab, sriracha aioli, toasted Brioche, Applewood Smoked Bacon, Heirloom Tomato and Lettuce served with Tim's Cascade Potato Chips

\$24.00 per person

Dessert

choose one for the entire group

Seasonal Fruit Hand Pies

Fresh Baked Cookies

Peanut Butter and Jelly Blondies

Prices are subject to change 60 days in advance of your event

Dietary requests accommodated on a per request basis and may incur additional charges

Split entrée available (up to three)

Please contact our catering manager to design your own special menu (prices may vary)

72-hour guarantee is required, add 22% service charge to all items

Buffet Lunch

(25-person minimum)

Buffets are designed for one hour of service, Additional charges may be applied after the first hour
Includes Dessert, Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee

THE CARVING BOARD

SALADS

Marble Potato Salad
Champagne Vinaigrette Dressing

Red & Yellow Tomatoes
*Sweet Onion, Basil and
Balsamic Vinaigrette Dressing*

Farfalle Pasta
*Kalamata Olives, Goat Cheese, Red Onion,
Grape Tomato, Cucumber, Italian Parsley
and Herb Vinaigrette Dressing*

SANDWICHES

(based on 2 pieces per person)

Roasted Turkey
*Gruyere Cheese,
Rustic French Roll*

Tuna Salad
*Red Onion, Celery and Mayonnaise,
Croissant*

Roast Beef
*Sea Salt and Provolone Cheese,
Rustic French Roll*

Deli Sliced Smoked Ham
*Muenster Cheese,
Herb Focaccia Bread*

Includes the following condiments: Dijon Mustard, Honey Pommery Mustard, Mayonnaise and Pesto Aioli

DESSERT

choose one for the entire group

Seasonal Fruit Hand Pies

Fresh Baked Cookies

Peanut Butter and Jelly Blondies

\$29.00 per person

UPGRADE THE CARVING BOARD WITH A CHEF CARVED:

New York Style Pastrami with 1000 dressing and sauerkraut on Marbled Rye Bread

OR

Santa Maria Tri-Tip with Garlic-Lemon Aioli on Rosemary Focaccia

ADD: \$8.00 per person

*Prices are subject to change 60 days in advance of your event
Dietary requests accommodated on a per request basis and may incur additional charges
Please contact our catering manager to design your own special menu (prices may vary)
72-hour guarantee is required, add 22% service charge to all items*

Buffet Lunch Continued

(25-person minimum)

Buffets are designed for one hour of service

Additional charges may be applied after the first hour

Includes Dessert, Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee

AGATE BEACH BBQ

SALADS

Coastal Style Potato Macaroni Salad

Rainbow Slaw

Miso- Sesame Dressing

Kale Salad

*Pistachios, Dried Cherries and
Citrus Vinaigrette Dressing*

SANDWICHES

(based on 2 pieces per person)

Smoked Brisket

Local Pickled Vegetables

Pulled Pork

Carolina Barbeque Sauce

Bratwurst

*Caramelized Sweet Onion, Sweet Peppers and
Pineapple Mustard*

Tillamook Cheeseburger

*Sea Glass Bistro Sauce
(Veggie Patties Available upon request)*

SIDES

Elote Grilled Corn on the Cob

(Mexican Street Corn)

Honey Spiced BBQ Beans

DESSERT

choose one for the entire group

Seasonal Fruit Hand Pies

Fresh Baked Cookies

Peanut Butter and Jelly Blondies

\$31.00 per person

Prices are subject to change 60 days in advance of your event

Dietary requests accommodated on a per request basis and may incur additional charges

Please contact our catering manager to design your own special menu (prices may vary)

72-hour guarantee is required, add 22% service charge to all items

Buffet Lunch Continued

(25-person minimum)

Buffets are designed for one hour of service

Additional charges may be applied after the first hour

Includes Dessert, Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee

THAT'S A WRAP

SALADS

Penne Pasta Salad

*Sundried Tomatoes, Kalamata Olives
and Basil Pesto Dressing*

Tossed Chicken Cobb Salad

*Romaine Lettuce, Crumbled Bacon, Tomato,
Avocado and Blue Cheese Dressing*

Willamette Valley

*Butter Lettuce, Orange Segments, Orange Hazelnuts,
Dried Cherries and Warm Bacon Dressing*

WRAPS

(based on 2 pieces per person)

Roast Beef

*Arugula Mix Greens, Pepper Jack Cheese,
Sea Salt and Horseradish Dressing*

Chinese Chicken Salad

*Mixed Greens, Fried Wontons, Carrots,
Cilantro and Mayonnaise*

Roasted Seasonal Vegetable Salad

Chipotle Aioli

Served With:

Tim's Cascade Potato Chips

DESSERT

choose one for the entire group

Seasonal Fruit Hand Pies

Fresh Baked Cookies

Peanut Butter and Jelly Blondies

\$29.00 per person

Prices are subject to change 60 days in advance of your event

Dietary requests accommodated on a per request basis and may incur additional charges

Please contact our catering manager to design your own special menu (prices may vary)

72-hour guarantee is required, add 22% service charge to all items

Lunch on The Go

\$19.00 per person

All selections are served on a fresh Ciabatta Roll and includes Tim's Cascade Potato Chips, Candy Bar and Bottled Water

Roast Beef

Sliced Roasted Beef, Lettuce, Tomato, Cucumber and Horseradish Aioli

Turkey Sub

Turkey Breast, Tillamook Swiss Cheese, Cucumber, Lettuce, Tomato and Pesto Aioli

Ham & Gruyere

Deli Sliced Ham, Gruyere Cheese, Red Onion, Arugula and Dijonnaise sauce

Seasonal Grilled Vegetable

Lettuce, Tomato, Goat Cheese and Roasted Garlic Aioli

A La Carte

Assorted Whole Fresh Fruit	\$24.00 dozen	Sliced Fresh Fruit Platter <i>(Serves up to 12 people)</i>	\$ 24.00 each
Granola Bars	\$3.00 each	Peanut Butter & Jelly Blondies	\$30.00 dozen
Fresh Baked Scones	\$26.00 dozen	Fresh Baked Coffee Cake	\$26.00 dozen
Fresh Baked Muffins	\$26.00 dozen	Fresh Baked Croissants	\$30.00 dozen
Fresh Baked Cookies	\$26.00 dozen	Bottled Water	\$3.00 each
Iced Tea	\$26.00 gallon	Lemonade	\$26.00 gallon
Assorted Sodas or Mineral Water	\$4.00 each	Assorted Juice <i>(Orange, Apple or Cranberry)</i>	\$24.00 carafe
Hot Cocoa	\$26.00 gallon	Hot Apple Cider	\$26.00 gallon
Complete Coffee Service	<i>(Includes fresh brewed coffee, decaffeinated coffee, and hot tea)</i>		\$32.00 gallon

Prices are subject to change 60 days in advance of your event

Dietary requests accommodated on a per request basis and may incur additional charges

Please contact our catering manager to design your own special menu (prices may vary)

72-hour guarantee is required, add 22% service charge to all items

Displays

Iced Seafood Platter

Jumbo Prawns, Crab, Oysters, Clams and Mussels on the Half Shell

Served with Cocktail and Mignonette Sauce

\$108.00 (serves 12 people) \$216.00 (serves 25 people)

(based on 3 pieces per person)

International and Domestic Cheese Display

Locally Sourced and From Around the Globe Chef's Cheese Selections

Served with Grapes, Berries and Crackers

\$60.00 (serves 12 people) \$120.00 (serves 25 people)

(based on 3 pieces per person)

Chicken Liver Pate de Maison

French Bread Flutes, Dijon Mustard and Cornichons

\$60.00 (serves 12 people) \$120.00 (serves 25 people)

(based on 3 pieces per person)

Vegetable Crudit 

Assortment of Fresh Seasonal Vegetables

Served with Hummus and Herb Dip

\$48.00 (serves 12 people) \$96.00 (serves 25 people)

(based on 3 pieces per person)

Wine Country Display

Assortment of Cured Salami, Prosciutto, Artisanal Cheeses, Fig Jam, Dijon Mustard, Smoked Salmon Spread, Grapes, Breads, Crackers, Olives and Cornichons

\$72.00 (serves 12 people) \$144.00 (serves 25 people)

(based on 3 pieces per person)

Crab, Bay Shrimp and Spinach Dip

Served in a Bread Bowl with Crispy Crackers

\$60.00 (serves 12 people)

(based on 3 pieces per person)

Baked Brie

served with French Baguette

\$72.00 (serves 12 people)

(based on 3 pieces per person)

Prices are subject to change 60 days in advance of your event

Please contact our catering manager to design your own special menu (prices may vary)

72-hour guarantee is required, add 22% service charge to all items

Hors d'oeuvres

Chilled Pacific Prawn Cocktail

\$48.00 per dozen

Italian Sausage Stuffed Mushrooms

\$38.00 per dozen

Trio of Deviled Eggs

Bacon, Smoked Jalapeno & Sriracha, Deviled Crab, Cornichons and Dill

\$32.00 per dozen

Ceviche Shooters

\$48.00 per dozen

Crostini Trio

Chorizo with creamy Ricotta Cheese, Wild Mushroom Fontina, Pimento Cheese and Bacon

\$32.00 per dozen

Crab Cake with Spicy Cajun Remoulade

\$48.00 per dozen

Char Sui Platter

Chinese BBQ Pork with Spicy Mustard and Sesame Seeds

\$40.00 serves 12

(based on 2 pieces per person)

Korean Short Ribs with Kalbi BBQ Sauce

\$40.00 serves 12

(based on 3 pieces per person)

Sesame Seared Ahi Tuna with Ponzu Sauce

\$54.00 serves 12

(based on 2 pieces per person)

*Prices are subject to change 60 days in advance of your event
Please contact our catering manager to design your own special menu (prices may vary)
72-hour guarantee is required, add 22% service charge to all items*

Plated Dinner

Includes Seasonal Vegetable, Dinner Roll & Butter, Salad, Dessert,
Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee

SALADS (choose One for the entire group)

Caesar Salad

Romaine, Parmesan Cheese, Croutons
with traditional Caesar Dressing

Mixed Greens

Grape Tomatoes, Cucumber and Carrots, on a bed
of mixed Greens with Marionberry Vinaigrette

Spinach Salad

Strawberries, Goat Cheese, Hazelnuts
on a bed of Spinach with Champagne Vinaigrette

ENTREES (choose one for the entire group)

Steak Bordelaise

Pan Roasted Top Sirloin with Bordelaise Sauce
and Yukon Gold Mashed Potatoes
\$48.00 per person

Pan Seared Salmon

served with Forbidden Rice, Baby Bok Choy
and Coconut Miso Broth
\$44.00 per person

Surf and Turf

Pan Roasted Top Sirloin with Red Wine Demi-glace and
Pan Seared Fresh Halibut with Herb and Citrus Beurre
Blanc served with Truffle Leek Mashed Potatoes
\$50.00 per person

Penne with Vodka Sauce (Vegetarian)

Al Dente Penne Pasta in an Ultra-rich Vodka
Cream Sauce with Sundried Tomatoes,
Shaved Pecorino Romano and Fresh Basil
\$30.00 per person

Line Caught Wild Halibut

Braised Leeks in a Cream Reduction with Yukon Gold
Mashed Potatoes and Crispy Prosciutto
\$46.00 per person

Mary's Chicken Breast

Braised in Greens with Bacon, Shallots and Lemon
Thyme jus served with White Cheddar Polenta
\$38.00 per person

Asparagus Goat Cheese Pasta (Vegetarian)

Asparagus, Lemon and Goat Cheese served over
Spaghetti Noodles
\$30.00 per person

Bone In Pork Loin

Roasted Pork Loin with Cherry Chutney and Purple
Cauliflower Puree
\$40.00 per person

DESSERTS (choose One for the entire group)

Bananas Foster Cheesecake

Hot Apple Crisp

Flourless Chocolate Torte Cherry Chantilly Cream

Strawberry Shortcake

Seasonal Fruit Cobbler

Chocolate Mousse

Bread Pudding with Bourbon Caramel Sauce

Prices are subject to change 60 days in advance of your event.
Dietary requests accommodated on a per request basis and may incur additional charges
Split entrée available (up to two) charged at higher priced item
Please contact our catering coordinator to design your own special menu (prices may vary)
72-hour guarantee is required, add 22% service charge to all items

Buffet Dinner

Buffets are designed for one hour of service
Additional charges may be applied after the first hour
Includes Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee

The Beachcomber ***(25-person minimum)***

Choice of two Entrées, two Salads, two Sides and one Dessert
Charged at the higher priced item, per person

The Coastal ***(50-person minimum)***

Choice of three Entrées, three Salads, three Sides and two Desserts
Charged at the higher priced item, per person

ENTRÉE CHOICES:

\$50.00 Chef carving fee may apply

Vineyard Tri-Tip

Red Wine Demi Glaze
\$40.00 per person

Grilled Flank Steak Chimichurri

\$38.00 per person

Whole Roasted Herb Crusted Chicken

\$36.00 per person

Prime Rib

Au Jus and Creamy Horseradish Sauce
\$46.00 per person

Cedar Plank Salmon

Apple Fennel Slaw
\$42.00 per person

Cherry Glazed Roast Pork Loin

\$38.00 per person

Halibut

Summer Corn, Baby Heirloom Tomato and Avocado Salsa
(Seasonal)
\$44.00 per person

VEGETARIAN OPTIONS:

Roasted Eggplant Parmesan

\$34.00 per person

Mushroom Stroganoff

\$32.00 per person

Pasta Primavera

\$32.00 per person

SALADS:

Tossed Caesar

Crisp Romaine lettuce, Fresh Grated Parmesan Cheese and House-made Caesar Dressing

Wilted Spinach Salad

Warm Bacon Dressing, Hardboiled Egg, Parmesan Cheese and House-made Croutons

Shaved Brussels Sprouts Salad

Dried Cherries, Gorgonzola Crumbles, Raspberry Vinegar and Walnut Oil Dressing

Summer Greens

Toasted Pecans, Shaved Parmesan Cheese, Dried Blueberries with House-made Vinaigrette Dressing

Marble Potato Salad

Champagne Vinaigrette Dressing

Butter Lettuce

Blue Cheese and Pears, Pomegranate Vinaigrette Dressing

Farfalle Pasta

Kalamata Olives, Goat Cheese, Red Onion, Grape Tomato, Cucumber, Italian Parsley Herb Vinaigrette Dressing

SIDES:

Green Beans Sautéed with Shallots

Bourbon Jalapeno Creamed Corn

Honey Glazed Rainbow Baby Carrots

Yukon Gold Mashed Potatoes

Variety of Seasonal Roasted Vegetables

Roasted Marble Potatoes

Rice Pilaf

Smokey Brussels Sprouts in Smoked Gouda Gratin

DESSERTS:

Bananas Foster Cheesecake

Hot Apple Crisp

Flourless Chocolate Torte Cherry Chantilly Cream

Chocolate Mousse

Seasonal Fruit Cobbler

Strawberry Shortcake

Bread Pudding with Bourbon Caramel Sauce

Prices are subject to change 60 days in advance of your event

Dietary requests accommodated on a per request basis and may incur additional charges

Please contact our catering manager to design your own special menu (prices may vary)

72-hour guarantee is required, add 22% service charge to all items

Bar Selections

Bar set-up fee is \$50.00 per bar, per hour

Banquet Bars that do not exceed a minimum sale of \$250.00 per bar in the first hour and \$75.00 per bar for each additional hour will be charged a \$50.00 per bar, per hour bartender fee (minimum does not include 22% service fee)

Well Brands

Bourbon, Scotch, Gin, Vodka, Tequila, Brandy, & Rum

\$8.00 Hosted \$9.00 No-Host

*(Call & Premium Brands Available upon Request
ask the Catering Manager for pricing)*

House Wine by the Glass

Red, Blush or White

\$8.00 Hosted \$9.00 No-Host

Domestic Beer

\$6.00 Hosted \$7.00 No Host

Craft & Imported Beer

\$7.00 Hosted \$8.00 No Host

House Wine or Champagne by the Bottle

Red, Blush or White

\$30.00 Hosted \$32.00 No-Host

Domestic or Craft Kegs

(Please ask the Catering Manager for available selections)

\$Market price (Hosted only)

*Do you have a specialty wine we don't carry, or a vendor hosting your event?
(Advanced notice and approval by hotel management is required prior to your event)*

Corkage fees: **750ml Wine Bottle \$15.00 per bottle**
 1.5 Liter Wine Bottle \$30.00 per bottle

1/6 Barrel, (5.16 gallons) **Beer Keg, with your own tap \$75.00 per keg**

1/4 Barrel (7.75 gallons) **Beer Keg, with your own tap \$125.00 per keg**

1/2 Barrel (15.5 gallons) **Beer Keg, with your own tap \$150.00 per keg**

Smaller packaging of beer may not be brought in by the group

Prices are subject to change 60 days in advance of your event.

Add 22% service charge to all hosted items and corkage fees.

Best Western Plus Agate Beach Inn Catering Policies

We kindly ask you to read, sign and return the following Catering Policies with your signed Event Order:

1. All prices are guaranteed 60 days prior to the function. Any function booked beyond 60 days may be subject to price changes based on prevailing market costs.
2. We require a 72-hour guarantee of the number of people that will be in attendance for all food and beverage functions. This number will be considered a guarantee, not subject to reduction. The hotel will be prepared to serve 5% over the guarantee. All food charges are based on the guaranteed attendance, or the actual number of guests served whichever is greater. When providing a split entrée selection, the higher priced entrée will prevail as the overall entrée cost. All entrees served over the guaranteed number will be at an appropriate meal surcharge (\$3 per breakfast, \$5 per lunch and \$7 per dinner).
3. Please note that a 25-person minimum attendance is required for all buffet meal selections (unless otherwise stated) and all buffets are priced for one hour of service. Additional per person charges will be assessed for buffets lasting more than 1 hour. All lunches have a 25-person minimum attendance, with the exception of Box lunches.
4. No food or beverage of any kind may be brought into the hotel by patrons, guests, or invitees from the outside without the special permission of the hotel. The hotel reserves the right to charge accordingly for the service of such food and beverages.
5. The hotel specifically prohibits the removal of food from the hotel premises by the patron or any of the patron's guests or invitees. Any exception to this rule will be made at the discretion of Hotel Management only. In such cases, the hotel waives any liability whatsoever resulting from the transport; refrigeration or preparation of said food once it leaves the hotel premises or the food event has ended.
6. Payment shall be made in advance of the function unless credit has been established to the satisfaction of the hotel. Satisfactory arrangements include a valid credit card or completed credit application. Once credit is approved, via the credit application, the balance is due and payable 30 days after the date of the invoice. A credit application will be provided from a Catering or Sales Representative. Once your group's application has been approved, all catering charges can be direct billed. All requests for direct billing must be submitted and authorized by the Hotel Accounting office at least 45 days prior to the scheduled event.
7. A deposit is required to secure your catering event as a definite commitment, which will be applied toward your final bill at full value. If any catering function is to cancel within 90 days of the date of the function, the deposit shall then become the property of the hotel. Furthermore, any function which cancels 30 days or less prior to the booked date will be subject to a cancellation fee equal to the full room rental for the room held. Should any meal function be canceled less than 72 hours prior to the function, the client will be required to pay 100% of the estimated food revenue.
8. All catering arrangements and event planning must be established 30 days prior to arrival. Should the setup of the meeting room be changed per catering contract later than 24 hours prior to the function, a \$75.00 fee will be assessed.
9. We may impose a fee for any damaged or missing items provided by the hotel.
10. All displays or exhibits, if any, must conform to the City Code fire ordinance rules. The Hotel will not permit the affixing of anything to the walls, floors, or ceilings of rooms with nails, staples, or any substance unless the Sales or Catering Office, in writing, gives approval. In the event this is done without our authorization and any damage is suffered, the cost of repair and/or replacement will be billed to the patron.
11. The Hotel will not assume responsibility for damage or loss of any merchandise or articles left in the Hotel prior to, during or following the function. Any freight or shipping charges incurred as a result of materials, i.e., literature, audio/visual and/or video equipment, books, etc., being shipped to Best Western Plus Agate Beach Inn remains the sole responsibility of the conference, association or group. It is the client's responsibility to contact the freight carrier and properly pack and label all boxes to be shipped to the hotel, 2 days prior to the scheduled event.
12. Function rooms are assigned based on the projected number of persons expected. If actual guaranteed attendance decreases or increases, we reserve the right to change to a room suitable for that number of attendees. Requests for function space to be held on a 24-hour basis will be considered and may incur an additional charge.
13. The Hotel applies a mandatory 22% service charge to all food and beverage service, room rental charges, and set up fees.
14. All entertainment must be approved by hotel management prior to your event, for the comfort and consideration of all our hotel guests, any entertainment to continue past 10:00pm, must be approved by hotel management.

I have read and do hereby accept the above policies.

Signed: _____

Dated: _____

3/21/2022

Audio Visual Equipment & Price List

Prices are per day. Inventory is limited and subject to availability.

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Exhibitor/Vendor or Auction Tables</u>
Screens			(6' or 8' table) \$25.00 each/day
Portable 6 x 6	3	\$10.00	includes (1) table, skirting, white
Mounted 12 x 12 (or) 6 x 6	2/1	No Charge	tablecloth & chair
Tabletop 8 x 6	2	\$15.00	Exhibit 6' 20
35 MM Slide Projector w/Remote	1	\$25.00	Exhibit 8' 37
Overhead Projector Standard 3-M	2	\$25.00	<u>Tables included in your set up</u>
Web Camera on Tripod	2	\$50.00	(Includes one white cloth)
LCD Projector	2	\$150.00	Classroom Tables
LCD Projector with Laptop	1	\$200.00	18" x 6' 20
Projector Stand	1	\$5.00	18" x 8' 37
50" TV Monitor on Stand	1	\$50.00	Round Tables 32
DVD w/ 50" TV Monitor	1	\$75.00	½ Round Table 2
Lavaliere Microphone (cordless)	1	\$50.00	Serpentine Table 8
Cordless Handheld Microphone	2	\$50.00	Rectangular Tables
Corded Handheld Microphone	5	\$25.00	3' x 6' 20
Microphone Stand	2	No Charge	3' x 8' 28
Standing Podium	2	No Charge	<u>Table Skirting</u>
Tabletop Lectern	1	No Charge	Black, White, Maroon or Navy Blue
Flip Charts w/Pad and Markers	2	\$25.00	
Cork Message Board	2	No Charge	<u>Linens</u>
Easel	4	No Charge	Please ask about available colors.
White Board w/Markers	3	\$10.00	(White Tablecloths with light blue,
Riser 8 x 6 Sections w/2 access ramps	6	\$10.00 each	mint green or navy-blue Napkins are
Dance Floor 324-12" x 12" pieces			included in your set-up)
Largest 18' x 18'	1	\$100.00	Additional colors available at an
Coat Rack	1	No Charge	additional cost.
American/State Flag	1 each	No Charge	Tablecloths: \$4.00 each
Extension Cord	10	\$5.00	Napkins: \$0.50 each
Surge Protector	8	\$5.00	Chair Covers: \$10.00 each
Speaker Phone	2	\$50.00	(Ivory color only)
Phone Line (per room)	1	No Charge	
Basic AV Package	5	\$15.00	<u>Decorations</u>
(Screen, Corded Mic, AV table)			Please ask about our complimentary

Dedicated AV Tech \$35.00 per hour (2-hour min.)

Our dedicated tech will troubleshoot hotel equipment. Your own equipment is not guaranteed to interface with the hotel equipment, and you may need to provide your own cords/adapters.