



Elevate your Big Day!

CHOOSE THE **SINCLAIR CONFERENCE CENTER** FOR YOUR WEDDING RECEPTION



WWW.SINCLAIR.EDU/CONFERENCECENTER

CATERING GUIDE

Please inform us of any food sensitivities within your group. We will do our best to accommodate attendees with allergies and other food limitations.

- Due to food safety regulations no food or beverages may be brought into or removed from the Sinclair Conference Center. A wedding cake is the only exception.
- Donations of food, beverages or alcohol are not permitted.
- A 20% service fee is added to all food and beverage purchases.
- Ohio sales tax will be added to all food and beverage purchases.
- Should you need additional catering service personnel for your event, it is available at an additional cost per hour, per attendant. *Please contact us for pricing.*
- Catered meals include standard china, glassware, flatware, linen and choice of color of polyester napkins.
- Disposable plates, napkins, beverage ware and flatware may be substituted upon request at no additional cost.
- A signed Bar and Alcohol Agreement is required at least ten (10) business days prior to any event where alcohol will be served. Sinclair reserves the right to refuse or stop alcoholic beverage service to any individual or group.
- We are happy to design a custom menu for your event. Contact your sales consultant for more information.

Guaranteed Attendee Count and Menu Finalization

- To ensure that sufficient food and beverages are prepared for your event, your guaranteed attendee count is due by 12 noon five (5) business days prior to your event date. If we do not receive your guaranteed count by this time, your original estimated count will be used as your guaranteed count for set up, food ordering, staffing and billing purposes.
- After your guaranteed count is determined it cannot be reduced within five (5) business days prior to your event.
- If the actual attendee count is more than your guaranteed count your invoice will reflect the actual attendee count. A surcharge will be added to the price of each additional guest's meal.
- Event menu(s) must be set fourteen (14) business days prior to your event date.

Facility Fee *Please contact us for pricing.*

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| • 5 hours of event time | • China and flatware | • Use of facility grounds for pictures- some limitations apply |
| • 2 hours prior to event time for setup | • Glassware for beverages and bar | • Full length linen on head table |
| • 30 min after for tear down | • Dedicated event specialist | • Risers for head table (if desired) |
| • 5' round and 6' banquet tables | • Covered parking | |
| • Banquet chairs | • Full length linen for all food and beverage tables including cake table | |
| • Lap length linens in white | | |
| • Linen napkins in any poly color | | |



Service Fee Please contact us for pricing. *Additional cleaning fees may apply.*

There are no set up or tear down fees for Wedding receptions; however, in the event that extra cleaning is required, additional fees may be assessed.

If you are allowing your vendors, (photographer, DJ, etc.) to eat and/or drink at your Wedding reception, please include them in your final headcount.

Once your contract is signed, you'll be required to place a non-refundable deposit that is applied to your final balance. Final balances are due with your final numbers (5) business days prior to your event date.

There are no additional fees for dietary restrictions (gluten free, dairy free, etc.).

Outside catering is not allowed.

Site tours are available.

Package Modifications

Every Wedding is unique. If you are interested in customizing one of our packages please contact your Sales Coordinator and together we can create something that is just right for you and your needs.

Catering

Our full service kitchen will provide you all of your catering needs. Food and beverage from outside sources is not permitted. A wedding cake is the only exception.

Food and Beverage Minimums

The banquet space to accommodate your wedding is based on individual needs. We have space available to accommodate 20-500 guests.

F&B minimums are required on Sundays and Holidays only. Ask your Sales Coordinator for details.

Setting Up and Decorating

Your group will be allowed access to the event space 2 hours prior to the function. Your Sales Coordinator will work with your vendors to schedule their set up times. For high detail functions please work with your Sales Coordinator to discuss your specific needs.

Tasting

Once a contract is signed, and the deposit is paid, we will gladly set a time for a menu tasting. Expect this meeting to be about 1-3 months in advance. You'll taste 2 entrée options, one starch and one vegetable option. Please note: carved meats are not offered for tastings. Limit 4 guests.

Please check with your sales consultants for a Preferred Vendor list.



BUFFET

Salad Bar – Garden Salad, Caesar Salad or Asian Salad (*select one*)

Hot Entrées – Choose two entrées from our menu selections, at an additional cost per guest for beef and seafood selections

Accompaniments – Choose one starch and one vegetable from our menu selections

Beverage Service – Gourmet coffee and decaf, a selection of hot teas, iced tea and ice water

Dinner

Additional Entrée
Additional Starch or Vegetable
Preset Salads, Rolls and Desserts

Please contact us for pricing.

Carving Stations – exchange a chef-attended carving station for one of your lunch or dinner selections.

Chef-carved top round of beef, roasted turkey breast, boneless ham or herb crusted pork loin, English-cut strip loin, roasted beef tenderloin or marinated roasted leg of lamb
- Market price. Please contact us for pricing.

SERVED DINNERS

Let us serve you! All served selections include preset house salads with choice of two dressings, fresh baked rolls & butter, iced teas and ice waters. Regular and decaf coffee and a selection of hot teas will be served to guests upon request. All entrées are accompanied by one starch and one vegetable. Split plates are available for an additional charge per guest for dinner.

Vegetarian Dinner
Poultry Dinner
Pork Dinner
Beef Dinner
Seafood Dinner

DINNER ENTRÉE SELECTIONS

Choose from these chef-crafted entrée selections to personalize your dining experience. Selections are available for both buffet and served options.

POULTRY ENTRÉES

Chicken St. Croix

Herb marinated & grilled chicken breast with a mango, peach & roasted tomato salsa

Chicken La Bandera

Garlic Lime marinated chicken breast pan seared and simmered with tomato, onion and cilantro

Grilled Lemon Yogurt Chicken

Marinated in herbs & fresh lemon, char grilled and served with a mild roasted pepper yogurt sauce

Chicken Aioli

Roasted chicken breast topped with zucchini, yellow squash mushrooms and bell peppers topped with a garlic sauce and Parmesan cheese

Stone Ground Honey Mustard Chicken

Oven Roasted chicken breast topped with smoked Gouda, roasted peppers & onions and whole grain honey mustard glaze

Chicken Divan

Breast of chicken stuffed broccoli and cheddar mousse and topped panko bread crumbs and white wine cream sauce

Sesame Broccoli Chicken

Tender chicken tossed with garlic sauce, sesame broccoli & Asian style vegetables

BEEF ENTRÉES

Lemon Soy London Broil

Marinated flank steak chargrilled and basted with a lemon soy glaze

Irish Whiskey Glazed Steak

Herb marinated, char-grilled tender steak glazed with Irish whiskey and brown sugar

Herb Grilled NY Strip (Market Price)

Grilled tender strip steak marinated with fresh herbs, topped with a roasted onion and mushroom ragout

Hickory Smoked Beef Brisket

Slow cooked and served with a BBQ red wine demi glaze

Cumin-Chili Lime Beef

Tender beef sirloin strips marinated in cumin, chili, fresh lime and cilantro tossed with roasted peppers, onions and tomatoes finished with a Monterey cheese sauce

Cabernet Flank Steak

Savory flank steak marinated in Cabernet wine, fresh garlic and herbs, grilled, sliced thin and topped with a parsley-bacon horseradish sauce

Garlicky Hoisin Beef

Tender beef strips stir fried with Asian style vegetables in a garlic sauce

Braised Boneless Beef Short Rib Bourguignonne

Braised in Cabernet with pearl onions, mushrooms and fresh thyme

VEGETARIAN ENTRÉES

Farfalle Pasta Caprese

Tossed with fresh basil pesto, topped with roasted tomato, Portobello mushrooms, green onions, fresh mozzarella cheese and shaved Parmesan

Baked Eggplant Parmesan

Sliced eggplant baked in an herb bread crumb crust, layered with fresh marinara sauce, ricotta cheese, Parmesan and mozzarella, broiled until golden brown

Roasted Vegetable Lasagna

Layers of lasagna noodles, fresh seasonal roasted vegetables and Parmesan cream sauce topped with mozzarella cheese and baked until golden brown

Florentine Cheese Ravioli

Ravioli filled with spinach, garlic, Parmesan & mozzarella cheese, served with a white wine, sundried tomato sauce

Roasted Tomato and Squash Gratin

Herb roasted tomatoes, zucchini & yellow squash, potatoes, mushrooms and onions topped with toasted Parmesan bread crumbs

Zucchini & Feta Quinoa Cakes (Vegan)

Grilled and served with a lemon dill yogurt sauce

Roasted Tomato and Vegetable Curry (Vegan)

Oven Roasted seasonal vegetables with redskin potatoes, chick peas, onions and bell peppers simmered in a tomato curry sauce.

DINNER ENTRÉE SELECTIONS (CONTINUED)

SEAFOOD ENTRÉES

Parmesan Roasted Cod

Tender oven roasted cod filet topped with a garlic aioli, wilted spinach and Parmesan crust

Grilled Salmon

With sautéed onions, bell peppers & Ancho chili herb butter (*not spicy*)

Oven Roasted Red Snapper with Tomatoes & Onions

Topped with fresh bruschetta of tomato, cilantro, julienne onions, green bell peppers, garlic and Kalamata olives

Grilled Mahi Mahi

Served with grilled pineapple mango chutney

Baked Tilapia

Served with a ginger lime and cilantro butter sauce

Baked Pecan Crusted Salmon

Tender salmon fillet glazed with Dijon mustard, honey then topped with pecans and Japanese style bread crumbs

PORK ENTRÉES

Parmesan Crusted Boneless Chops

Dusted with fresh herbs, Parmesan cheese and panko bread crumbs, oven roasted and served with Cabernet demi glace

Roasted Herb Crusted Pork Loin

Slow roasted and served with a Cipollini onion and mushroom Marsala sauce

PLATED ENTRÉE MEALS ONLY

BEEF ENTRÉES

NY Strip Steak

Grilled tender strip steak marinated with fresh herbs, served with a Truffle & cabernet demi glace

NY Strip Churrasco

Grilled beef tenderloin with three herb chimichurri demi glace

NY Strip Crimini

Herb marinated & grilled NY strip served with a Crimini mushroom and lobster cream

Grilled Filet of Beef Tenderloin

Rubbed with Dijon Cabernet and fresh rosemary served with wild mushroom Tarragon Marsala demi-glace

Grilled Herb marinated New York Strip and Spicy Shrimp

with a Sweet Main Lobster Butter Cream

POULTRY ENTRÉES

Chicken Parma

Roasted boneless chicken breast stuffed with prosciutto ham, fresh basil, fresh mozzarella served with a chardonnay cream

Chardonnay Chicken

Herb roasted Airline chicken breast with Chardonnay cream sauce, vine ripe grapes & brie cheese

Airline Chicken

Sautéed Chicken breast served with Classic Mornay sauce, Roasted Tomato & Wild Mushrooms

Provençal Chicken and Spinach Roll

Herb roasted boneless chicken breast stuffed with mozzarella, spinach, tomato, artichoke and caramelized onions, served with a white wine cream

VEGETARIAN ENTRÉES

Grilled Eggplant & Zucchini Parmesan

Layers of grilled eggplant, zucchini and fresh mozzarella topped tomato-basil sauce and parmesan cheese

Roasted Vegetable Stack

Zucchini, Yellow Squash, Eggplant, Roasted Red Peppers and Wild Mushroom Served with Sun Dried Tomato Balsamic Pearl Onion Relish

Vegetable Au Gratin

Herb Roasted tomatoes, zucchini, yellow squash, potatoes, mushrooms, and onions layered & topped with a garlic aioli and parmesan bread crumbs

Stuffed Portobello

Herb Goat Cheese stuffed Portobello Mushroom served with Arugula and Roasted Tomato Salad

SEAFOOD ENTRÉES

Salmon

Presented with a sundried tomato, artichoke heart & basil cream

Pecan Crusted Salmon

Oven roasted Atlantic salmon with a buttery pecan and tarragon crust

Crab & Shrimp Cakes

with a Citrus Champagne Cream

Crab & Shrimp Stuffed Tilapia

with a Yellow Pepper Coulis



ACCOMPANIMENTS

Starch Selections *(select one)*

Buttermilk, Cheddar, & Chive Mash Potatoes
Roasted garlic and horseradish smashed potatoes
Seasoned roasted new potatoes
Parsley buttered steamed redskin potatoes
Sweet Potato Mash with Maple Herb Butter
Roasted Sweet Potatoes *(A mélange of sweet potatoes, leeks, red and yellow peppers, onion, tomatoes and black beans garnished with fresh citrus and cilantro)*
Smoked Gouda Scallop Potato
Wild and long grain rice pilaf
Basmati rice
Buttered Brown Rice
Farfalle Pasta with Parmesan & Herbs
Spaghetti tossed with Arugula, Roasted Garlic, Roasted Grape Tomatoes and Parmesan Cheese

Vegetable Selections *(select one)*

Chef's choice vegetable medley
Sugar snap peas, sun-dried cranberries and pearl onions
Sesame broccoli
Sweet ginger glazed carrots
Medley of Green Bean, onions & Red Pepper
Garlic Roasted green beans
Roasted Zucchini with Sun-Dried Tomato
Asian Style Medley
Spanish Style Succotash *(zucchini, squash, peppers, green onions, sundried tomatoes, corn and black beans)*

HORS D'OEUVRE

Displays

Seasonal Fresh Cut Fruit

Imported and Domestic Cheese Display

Vegetable Crudité and Dips

Artisan Breads, Butters, & Oils

Please contact us for pricing.

(Minimum 25 guests)

Antipasto

Roasted vegetables, Italian meats, imported cheeses and 2 chef made salads **per guest** *(Minimum 50 guests)*

Packagaeas

Hors D'oeuvre packages are perfect for a light cocktail hour or reception. Ask your sales consultant for the current seasonal hors d'oeuvre menu and ala carte options. *(Minimum 25 guests)*



BARS & SERVICES

The Sinclair Conference Center can provide an array of bar service options to suit your event.

Full Service Bar

Premium brand liquors for cocktails, domestic and imported beers, a selection of house wines, assorted bottled sodas and bottled water.

Beer & Wine Bar

Domestic and imported beers, a selection of house wines, assorted bottled sodas and bottled water.

Bartender Services

Full Service Bartender: Up to 3 hours of service (Minimum 1 bartender for every 100 guests)

Beer and Wine Service Bartender: Up to 3 hours of service (Minimum 1 bartender for every 100 guests)

Beer and Wine Service Bartender: Up to 2 hours of service for groups less than 50 guests

Additional hours are available per bartender. *Please contact us for pricing.*

A signed copy of the of the Bar & Alcohol Policy must be provided to the Sinclair Conference Center at least 14 business days prior to the event.

Donated beer, wine or alcohol cannot be accepted.

Bar Services

Cash Bar: Guests purchase their own drinks.

Host Bar: Client will be invoiced the drinks served to their guests

Combination Host/Cash Bar: Client provides guests with tickets to redeem for drinks or chooses which drinks will be invoiced and which drinks will be paid for with cash by the guests.

Wine Services

Table Service: Open bottles of wine/champagne placed on tables for guests to serve themselves

Pour Service: Wine/champagne is served to guests while they are seated at the dining tables

Butler Service: Servers circulate and offer glasses of wine/champagne to guests

Wine Pricing

House wine by the bottle

Champagne by the bottle

Special order wine Market Price

Special order champagne..... Market price

House wines*: Chardonnay, Moscato, Sauvignon Blanc, Merlot, Cabernet Sauvignon, Pinot Noir

Drink Pricing**

Martinis, Specialty Drinks

Cocktails, Mixed Drinks

House Wine

Premium Bottled Beer

Bottled Beer

Assorted Bottled Soda and Water

***Pricing includes Ohio sales tax*

House White Wine

Clifford Bay Sauvignon Blanc 14 Hands

Moscato

Chateau St. Michelle

Chardonnay Michelle

Champagne

House Red Wine

Milestone Cabernet

14 Hands Merlot

Prophecy Pinot Noir

Premium Bottled Beer

Sam Adams

Stella Artois

Goose Island IPA

Liquor

Belle of Dayton Vodka

Jack Daniels Whiskey

Bacardi Rum

Seagram's 7 Blended Whiskey

Captain Morgan Spiced Rum

Jim Beam Bourbon

Bombay Sapphire Gin

Dewar's Scotch

Bottled Beer

Bud Light

Yuengling

Angry Orchard



Contact us today and let one of our event planners provide you with an overview of the Dayton region's premier event facility.

www.sinclair.edu/conferencecenter • (937) 512-3061

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