



# High School Proms

A beautiful venue sets the stage.

Where flawless cuisine, music and laughter create an evening of timeless memories.



## PROM PACKAGE

Thank you for considering the Chase Center on the Riverfront as a venue for your prom. Our spacious beautifully-appointed ballrooms, delicious cuisine and impeccable service make this “THE” place for a memorable prom.

Enclosed you will find our revised all-inclusive prom packages. Our professional event planners are available to assist you in planning this special occasion to meet your needs. Our award-winning chef’s culinary creations are offered as a dinner buffet or a served dinner menu. Enhance your menu with plated hors d’oeuvres or specialty décor options designed to make for a wonderful evening full of laughter and fun.

Our prom packages include the service charge, a dance floor, and tables for the DJ and registration. We also provide black, white or ivory 85” square cloths and napkins for your dinner tables.

Many of our preferred vendors can create wonderful themes, decorations or centerpieces, or provide specialty linens to give your prom its final touch.

Call us today to reserve your date for next spring and to begin planning your event.

Packages are all inclusive.  
Prices are guaranteed through 2019 with proper deposit and signed contract.



## PLANNING YOUR PROM

### BOOKING YOUR EVENT

As the exclusive event manager and caterer for the Chase Center on the Riverfront, Sodexo looks forward to making your event memorable. A Sales Manager will tentatively hold a function date up to 14 days without a deposit or contract. To confirm an event as definite, a non-refundable deposit of 25% of the estimated revenue or the food and beverage minimum for the space reserved, whichever is greater, and a signed contract is required.

### FACILITY

There are no facility rental fees if you meet a minimum purchase of food and beverage for each specified room. Please inquire with our sales staff for minimums or facility usage fees.

### EVENT DETAILS

All arrangements should be finalized at least **four (4)** weeks in advance of your function. A Banquet Event Order and floor plan of your event will be submitted to you for approval. It is the client's responsibility to review all arrangements, notify your event coordinator of any changes, and return the agreement signed at least three weeks prior to the date of the function.

### GUARANTEES

A final attendance guarantee must be specified by 12 Noon, **four (4)** business days prior to the event. This guarantee is not subject to reduction. If a guarantee is not received four business days prior to the event, the estimated count will be used as the final guarantee. Attendance increases after the final guarantee, is subject to Chef's approval who reserves the right to substitute menu items. We will prepare for 2% above the guarantee, and you will be charged whichever is greater, the guarantee or number of guests served.

### PAYMENT

Sodexo accepts payments by money order, personal and/or corporate check. A signed copy of the contract and **deposit of 25% of the estimated** food, beverage and rental fees is due within ten business days. The **final balance** must be paid in full by 12 noon, four days prior to the event based on the final guaranteed number of guests. Should proper payment not be received within the designated time, Sodexo reserves the right to cancel the event. **Any additional charges** during the event will be due within 5 business days following the completion of the event.

### STAFFING CHARGE

All food and beverage is subject to a 22% staffing charge unless otherwise specified in a packaged menu. The Staffing Charge is not a gratuity, but covers labor expenses for staffing your event and may exceed our actual labor cost. Gratuity is offered at the sole discretion of the customer. Additional line item labor charges may still apply. Check with your sales manager for further clarification

## COAT CHECK

At the clients' request, coat check will be provided in seasonal weather with one attendant per 150 guests, \$100 for up to four-hours, and \$35 for each additional hour.

## DANCE FLOORS

The Chase Center will provide the following sized wood parquet dance floors on a first come basis. Should your event require additional panels or if the Chase Center's inventory is depleted, additional 3' x 3' squares are available for \$20 each.

- 30' x 30' in Wilmington Hall
- 27' x 27' in Riverfront Ballroom
- 24' x 24' in Governor's Hall
- 21' x 21' in Christina Ballroom

## DECORATIONS

Decorations, posters, signs or displays brought into the Chase Center must be approved before the event. Items may not be attached to walls, windows, drapes and/or columns. The following machines are not permitted: Popcorn, Peanuts, Snow, Fog or Bubble, Spray String, Confetti and Cotton Candy. No open flame décor is permitted. Balloons are permitted only when weighted. Charges may apply if a lift is required to remove any balloons from the ceilings.

A recommended list of vendors will be provided for any additional services your event may need.

## ENTERTAINMENT

The name and contact info of your DJ and/or band must be provided. They should receive, and sign our DJ/Band requirements to ensure a safe and professional event. A 150 amp power drop will be provided. Should they require additional electric, sound or lighting, contact Riverfront Audio Visual, our exclusive in-house provider 302.472.0118 x1. There may be a separate contract and invoice for these services. A complimentary 12' x 8' x 1' skirted stage will be provided should they require a stage. Additional 4' x 8' panels are available at \$25 per panel.

## EVENT TIMES

The Prom Packages are for up to a five hour event. Should the client request to extend the event time, there will be an additional 3% staffing charge added to the food and beverage purchases per additional hour.

## FAVORS

The Prom Committee and/or high school is responsible for placing favors or give away items on the dinner or registration tables prior to your prom. We can place favors for an additional labor charge. Overnight storage may not be available.

## LINEN

The Chase Center provides White, Black, and Ivory color table cloths and napkins for all tables. A limited palette of napkin colors is available at no charge. Specialty items such as chair covers with sashes, slip covers, overlays, spandex and custom colors are available for an additional charge.

## PHOTOGRAPHERS

The name and contact info of your photographer must be provided to coordinate timing and set-up. A facility room charge may apply should the photographer require use of an additional room.

## PARKING AND DROP OFFS

Once students arrive, they are required to enter the building immediately. Outside photos are not permitted, and we discourage parents from coming to the parking lots for photos. Parents will not be allowed into the facility, and are asked not to linger or congregate outside. There will be signage on Beech and Justison Streets directing all Chase Center event traffic.

## SUPERVISION AND SECURITY

The Chase Center requests your school's prom policies in advance, including the time your students should arrive, the time they are allowed to leave and if there is a school sponsored after party. Chaperones are required to supervise the prom.

As the exclusive provider of security, the Chase Center may determine the extent of your security needs and arrange for licensed interior, exterior security and/or police. The Chase Center requires there to be two security and/or police officers for 300 guests or less and one additional officer for every 150 additional guests. The charges are \$60 per hour per police officer charge and \$40 per hour per security guard.

## AFTER-PROM PARTIES

Tickets for after-prom parties must be distributed out at the conclusion of the event. Any student who leaves the Chase Center will not be permitted back into the event

## PROM BUFFET DINNER MENU

### AMERICAN BUFFET

Fresh Garden Salad with Buttermilk Ranch Dressing or Balsamic Vinaigrette  
Grilled Lemon Chicken with White Wine Caper Sauce  
Braised Beef Brisket with Red Wine Sauce  
Macaroni and Cheese  
Green Bean Casserole with Crispy Fried Onions  
Brown Rice Pilaf  
Dinner Rolls and Butter  
Assorted Desserts

### SOUTHERN BUFFET

Bacon, Lettuce & Tomato Salad with Ranch Dressing  
Macaroni & Cheese with Sharp Cheddar, Pimentos and Garlic Parsley Bread Crumbs  
Buttermilk Marinated Boneless Fried Chicken  
Carolina Pulled Pork  
Garlic Mashed Potatoes  
Seasonal Fresh Vegetables  
Sweet Corn Bread  
Assorted Desserts

### TUSCAN BUFFET

Caesar Salad  
Grilled Chicken Marsala  
Pan Seared Salmon with Lemon Dill Sauce  
Penne Pasta Primavera with Fresh Seasonal Vegetables  
In a Tomato Basil Sauce  
Seasonal Fresh Vegetables  
Basil Roasted Red Bliss Potatoes  
Warm Parmesan Bread Sticks  
Assorted Desserts

### WATER AND SOFT DRINKS

Bottled Spring Water, Fresh Brewed Iced Tea,  
Assorted Canned Coke Soft Drinks

***\$55 PER PERSON INCLUSIVE FOR UP TO A FIVE HOUR EVENT***

## PROM SERVED DINNER MENU

### SALADS

#### GARDEN

Shaved Carrots, English Cucumbers, Grape Tomatoes, Herb Croutons, Balsamic Vinaigrette

#### BABY WEDGE

Tomato Confit, Shaved Carrots, Chopped Bacon Bleu Cheese Dressing

#### HEARTS OF ROMAINE

Marinated Tomatoes, Focaccia Croutons, House Made Caesar Dressing

*(PLEASE SELECT ONE SALAD FROM ABOVE)*

### DINNER ENTRÉES

#### GRILLED CHICKEN BREAST

Lemon, White Wine, Capers and Meyer Lemon Sauce

#### MUSTARD CRUSTED CHICKEN

Garlic Mashed Potatoes in a Tarragon Cream Sauce

#### BRAISED ANGUS BEEF SHORT RIBS

Parsnip Mashed Potatoes In Red Wine Sauce

#### ROASTED TENDERLOIN OF BEEF

Red Onion Marmalade, Cabernet Sauce

*(ADD \$5.00 PER PERSON)*

#### FENNEL ROASTED SALMON FILLET

Big Pearl Couscous, Warm Tomato Vinaigrette, Crispy Leeks

*(PLEASE SELECT ONE ENTRÉE FROM ABOVE)*

### DESSERTS

Ricotta Cheesecake, Strawberry Coulis, Lemon Scented Tuile

Triple Chocolate Mousse Torte, Chocolate Sauce, Chocolate Shortbread

Seasonal Berry Tiramisu, Almond Lacey Crisp

*(PLEASE SELECT ONE DESSERT FROM ABOVE)*

### WATER AND SOFT DRINKS

Bottled Spring Water, Fresh Brewed Iced Tea,

Assorted Canned Coke Soft Drinks

***\$60 PER PERSON INCLUSIVE FOR THREE COURSE DINNER  
UP TO A FIVE HOUR EVENT***

## HORS D' OEUVRES OPTIONS

### PASSED HOT HORS D'OEUVRES

- Sesame Chicken Tenderloins with Honey Mustard Dip
- Flatbread Pizza Florentine with Mushrooms and Truffle Oil (V)
- Vegetarian Spring Rolls with Marmalade Dip (V)
- Buttermilk Fried Chicken Sliders with Cole Slaw
- Mushroom Caps Stuffed with Veal Sausage and Boursin Cheese
- Mini Cheeseburger Sliders
- All Beef Franks in a Blanket with Dijon Mustard Dip
- Maple Glazed Pork Belly Skewers (GF)
- Crispy Risotto and Mozzarella Croquette, Chili Infused Tomato Sauce (V)
- Applewood Smoked Bacon Wrapped Shrimp (GF)

### PASSED CHILLED HORS D'OEUVRES

- Caprese Salad Skewers (GF) (V)
- Vegetable Bruschetta Tartlets (V)
- Tomato and Crab Salad in Cucumber Cups (GF)
- Asparagus Wrapped in Prosciutto di Parma (GF)
- Deviled Eggs with Mustard and Truffle Salt
- Smoked Salmon Potato Pancakes with Red Onion Jam

\$9 per person for one hour *(please select three)*

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### ENHANCEMENT BOARDS

(available if in addition to Passed Hors d' Oeuvres but not singularly)

#### GRILLED VEGETABLE CRUDITE

Chef's Selection of Dips  
\$5.00 per person

#### MEZZE PLATTER

With Roasted Garlic Hummus, Dolmades, Marinated Olives, and Feta Cheese  
\$5.00 per person

#### SEASONAL FRESH FRUITS AND BERRIES

\$5.00 per person

#### ARTISANAL DOMESTIC AND IMPORTED CHEESES

\$5.00 per person

All food and beverage is subject to a 22% staffing charge. Prices are subject to change.

*sodexo* 