

Loudermilk Conference Center

Meetings on Call
{ we hear you }

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THE
LOUDERMILK
CENTER

Meetings on Call {we hear you}

Our Meeting package is designed to simplify your meeting planning process
It covers most of your needs .

Our inclusive meeting package ensures that there are no surprises , and no unexpected costs. We provide you with and easy to understand , up front estimate based on a per person per day rate. All Packages include meeting room rental, meeting room set-up , bottled water , pads, pencils , meals, technology and service charge

8% sales tax is not included in the package

The Full Day Package

- **Breakfast** - Assorted Breakfast Breads, Sliced Fresh Fruit, Coffee, Assortment of Herbal Teas, assorted fruit juices and soft drinks
- **Buffet Lunch**- Your Choice from any of our lunch buffets.
- **Afternoon Break**- Your Choice from any of our afternoon break selections
- **Audio-Visual** - screen, wired microphone, flipcharts with markers

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Buffet Lunches

All Buffet Lunches include Bottled Water and Soft Drinks

Downtown-ATL Deli Buffet

A Selection of Premade Sandwiches :

- Roast Beef Gorgonzola Baguette-shaved roast beef with caramelized onions , gorgonzola cheese, sliced tomato,mixed greens and buttermilk ranch dressing, served on a parmesan baguette
- Turkey Wrap - roasted turkey , fresh spinach, cucumbers, tomato and julienne carrots, wrapped in a spinach tortilla with low fat roasted onion ranch dressing

- Terragon Grilled Chicken- marinated grilled chicken breast in Terragon and olive oil, served on a focaccia roll, Tomato and Basil Mayonnaise

- Roasted Vegetable Pita

- Smoked Ham and Cheddar Cheese

Cesar Salad with Dressing on the side

Fruit Salad

Assorted cookies and brownies

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Little Italy

Cesar Salad with Homemade Croutons and
Parmesan cheese

a choice of one main course:

Chicken Parmesan

Chicken Marsala

Beef Lasagna

Vegetable Lasagna

Eggplant Parmesan

Herbed Penne Pasta

Marinara Sauce

Tuscan Style Green Beans

Oven Toasted Garlic Bread

Tiramisu

Mexican Fiesta

Roasted Corn and Black Bean Salad with Ancho
Chili vinaigrette

Build your own Fajitas + Tacos

Seasoned Ground Beef

Fajita Style chicken Breast with

Sauteed Onions and Peppers

Refried Beans

Mexican Rice

Hard Corn Taco Shells

Flour Tortillas

Guacamole | Sour Cream | Diced Tomatoes

Shredded Cheese | Lettuce | Salsa

Mexian Sugar Cookies

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Taste of the South

Garden Salad

Chicken Breast Pan Fried Golden Brown

Macaroni and Cheese

Southern Style Beans

Corn Bread

Country Gravy

Freshly Baked Peach Cobbler

Pacific Trader

Asian Noodle Salad

Chicken Stirfry

Crisp Oriental Vegetables

Jasmine Rice

Vegetable Spring Rolls

Gourmet Dessert Bars

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Soup, Salad and Baked Potato

Your choice of Two Salads and One Soup

Chicken Caesar Salad

Chef Salad

California Cobb

Fried Chicken

Chicken Noodle

Spinach Lentil

Chicken and White Bean

Minestrone

Baked Potato Served with Fresh Toppings

Assorted Rolls

Gourmet Dessert Bars

Let's Get Creative "Build You Own"

Get Creative with our Meeting Managers to build your own dining experience

One Salad

One Protein

One Vegetable

One Dessert

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Afternoon Breaks

Cookie Monster : Assortement of Freshly Baked Cookies and Fudge Brownies , soft Drinks and Bottled Water

Salty Snack: Potato Chips and Dip, Corn Tortilla Chips and Salsa, Mixed Nut and Party Snack Mix, Soft Drinks and Bottled Water

The Ice Cream Man: Assorted Frozen Treats including Ice Cream Bars, Fudgecicles, Push-up, Nutty Buddy cones and Ice Cream Sandwiches, Soft Drinks and Bottled Water

Seventh Inning Stretch : Large soft Pretzels , Fresh Popcorn, Peanuts and Cracker Jack, Soft Drinks and Bottled Water

Yogi Picnic Basket: Domestic Cheeses and Fresh Seasonal Fruits, Crackers , Soft Drinks and Bottled Water

Fruit Skewers: Skewers of Melon, Pineapple, Seasonal Berries, Honey Yogurt Dip, Soft Drinks and Bottled Water

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Coffee Break Enhancements

Freshly Brewed Gourmet Coffee or Decaffeinated	\$30.00 gallon
Lemonade	\$25.00 gallon
Fruit Punch	\$25.00 gallon
Ham + Cheese Croissants	\$4.00 each
Egg + Smoked Turkey + Spinach + Gryere Cheese Croissants	\$4.00 each
Chicken Biscuits	\$3.50 each
Sausage Biscuits	\$3.50 each
Individual Fruit Yogurts	\$2.50 each
Fresh Whole Fruit	\$1.25 each
Granola Bars	\$ 2.00 each
Yogurt Parfaits	\$ 3.50 each
Vegetable Crudite with Dip	\$3.50 per person
Seasonal Fruit Tray	\$3.50 per person
Soft Drinks	\$1.50 each
Bottled Water	\$2.00 each

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Audio-Visual

Audio

Podium and Microphone	\$60.00
Wired Microphone	\$40.00
Wireless Lavalier Microphone	\$175.00
Wireless Handheld Microphone	\$175.00
Sound Patch	\$100.00
CD Player	\$70.00
CD Burner	\$125.00
Polycom Conference Phone	\$125.00
15" JBL Speaker	\$75.00

Data Display Equipment

Ballroom Dual Projection System	\$1,500
Built In LCD Projector Package	370.00
Laptop	\$250.00

General Equipment

Flip Chart with Markers and Masking tape	\$30.00
Power Supply Package : extension cord , power	\$15.00
Easle	\$15.00
Podium	\$40.00
Screen	\$30.00
High Speed Internet Access	\$150.00

Labor

Audio Visual Technician (8Hours)	\$450.00
Client LCD Diagnostic	\$100.00

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Reservation Procedures: Once you have reviewed the details of the facility, our meeting and event planner will assist you in checking availability and answer any question you may have. In order to confirm your event as definite, a signed contract and deposit will be required. Our Event Manager will then contact you Thirty days (30) prior to your event to confirm your Food, Beverage and Event Details. We will provide you with a final contract in the form of a Banquet Event Order (BEO) to serve as final approval of your event.

Sales Tax: The State of Georgia tax laws requires that we collect 8% sales tax on food , beverage, service charge audio-visual miscellaneous fees. Georgia State Sales Tax can be exempt only if organization provides Georgia State Sales (ST-5) Tax exemption form and payment must be made through organization holding state sales tax exemption certificate

Guarantee: A guaranteed number of guests is required for all functions no later than five (5) business days prior to the event, subject only to increase and charged accordingly. The guaranteed number of guests must not decrease more than 5% from the original estimated number of guests. In order to accommodate any last minute attendees all seated Events will be given a 5% allowance in food preparation over the guaranteed number. Client is responsible for any guest count over the final guarantee. Should the Client not provide the event planner with timely guarantee, the estimated attendance on the meeting agreement will serve as the guarantee.

Overnight Accommodations : The Ellis Hotel in downtown Atlanta is our partner hotel , our meeting managers are available to facilitate the reservations

Event Parking: The Loudermilk Center offers \$6.00 discount parking per car in the parking deck. Direct Bill Parking is available ask your meeting manager for details.

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Audio Visual: Our in house audio visual and production company is Spectrum. You do have the option of providing your own audio visual for your event a fee will be applied. Please contact your Event Planner for more information

Payment: A signed Copy of the contract is due within 3 business days of the receipt of contract. A 50% commitment fee of the estimated food, beverage and rental fees will be required along with signed contract. All deposits/commitments fees are non-refundable and non-transferable. Should proper payment not be received within the designated time, The Loudermilk Center reserves the right to cancel the event space. Any additional charges incurred during the event will be paid at the end of the event via credit card or check.

Event Setup: Meetings have a (1) hour block of time for set-up. Events (receptions, dinner) have a (2) hour block of time for setup. For extended set up time, additional fees may be applicable. This set up time must be coordinated at the time of initial contract. Changes to meeting/events set-up less than 2 hours prior to the start of meeting/event will be assessed an additional set-up charge of \$250.00

Vendor Deliveries: Please coordinate all deliveries and shipping boxes for storage with your meeting planner. Items shipped for meetings or events can be accepted no more than 1 to 3 days prior to the event date. There will be a storage fee of \$5.00 per box after 3 boxes sent

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Décor and Entertainment: All decorations, staging, additional lighting and sound system, events setup and entertainment proposed by the Client shall be subject to approval by the Loudermilk Center. Items may not be taped, stapled, nailed or tacked to walls. If you are providing any specialty linens or napkins they must be delivered 24 hours prior to the meeting.

Music: Live or recorded music is allowed within the Oz Nelson Ballroom. Music levels will be monitored by management and staff to ensure the sound level does not disturb other groups in there sessions.