



*Richmond Hill*  
CITY CENTER

# Wedding Packages

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# Richmond Hill

## CITY CENTER

### POLICIES

Thank you for choosing the Richmond Hill City Center. We look forward to delivering the outstanding service and culinary excellence you expect. Please take a moment to review the following information to help us serve you better.

- ◆ The Richmond Hill City Center has limited space for 2020-2021. Please contact our Catering Department to confirm your event date. **Space is not guaranteed until a contract is signed and a deposit is received per the contract.**
- ◆ The Richmond Hill City Center requires a food and beverage minimum and room rental minimum for all events. The food and beverage minimum is based on the space required and number of estimated guests. This total excludes (22%) service charge (8%) GA sales tax and room rental fees. **In the event that your food and beverage minimum is not met, you will be responsible for the remaining balance in the form of room rental.**
- ◆ **In order to comply with State law, no food or beverage, to include alcoholic beverages, shall be brought into or removed from the facility by attendees.**
- ◆ All final arrangements, including menu selections and guarantees, should be received by the Catering department at least 14 days prior to function.
- ◆ A minimum of 25 guests is required to receive menu pricing. Should your guest count be less than 25 guests, a surcharge will be applied in the amount of \$100.00 plus service charge and sales tax.
- ◆ In accordance with state and local law, it is the Richmond Hill City Center's policy to (a) request proper identification (photo I.D.) of any person of questionable age and refuse alcoholic beverage service if the person is either under the age of 21 or proper identification cannot be provided and (b) refuse alcoholic beverages to any person who, in the Richmond Hill City Center's sole judgment, appears intoxicated. All Federal, State and Local laws with regard to alcoholic beverage purchase and consumption will be strictly adhered to. A 3% state liquor tax will be applied to spirit sales.
- ◆ All vendors participating in your event at the Richmond Hill City Center must be licensed and insured. All vendors are guaranteed access to the function room **2 hours prior** to the start of your event. **Vendors will not be permitted to consume alcoholic beverages during their contracted time.** Vendors are required to breakdown and clean all of their supplies and equipment at the conclusion of the event.
- ◆ No storage will be provided for left items. The Richmond Hill City Center accepts no responsibility for lost or misplaced items. In the event that supplies, equipment or decorations have been left on Richmond Hill City Center property after the event has concluded, a \$500.00 charge will be applied to the event master account. Items that remain behind will be discarded.
- ◆ Menu tasting may be scheduled Tuesday through Friday on a mutually agreed upon date. Appointments may be made a maximum of three (3) months in advance. A tasting is available upon request for parties with a contracted food and beverage minimum of \$5,000.00 or more, and is complimentary for up to two (2) guests. For parties with a contracted food and beverage minimum less than \$5,000.00, a tasting is available for a fee of \$50.00 per person. The Catering Department will assist you with menu selections and guidelines.
- ◆ All space is blocked for a 4 hour period unless otherwise specified in your contract. In addition to the 4 hours you are provided for your event you will be provided 2 additional hours prior to the event and 1 hour after conclusion of event for set up and tear down of equipment and decoration. Any additional time needed will be a charge of \$150 per hour plus 22% service and 8% sales tax.

**Prices are per Guest and Subject to 22% Taxable Service Fee & Current Georgia Sales Tax of 8%**

**Prices & Service Charge are Subject to Change Until Signed Banquet Event Orders are Received by the Catering Department**



# CITY CENTER WEDDING PACKAGES

**All Packages include the following Items:**

- Tables**
- House Table Linen & House Napkins**
- In- door Banquet Chairs**
- Banquet Cutlery and Crockery**
- Glass wear**
- In- Door Dance Floor**
- Abundance of Parking**
- 1 hour rehearsal time the day before the wedding**
- Dedicated banquet Team for your event**

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We have made it as simple as possible  
You need to decide on the style of your event. What dictates this is the Dinner service. You can choose a Buffet dinner a Plated dinner or a Heavy Hors oeuvre dinner reception.

There are 3 packages to choose from. Each package has is tailored to meet your needs.  
If you see a package that you like but we are missing something that you need. Let us know and we will reconfigure the package to suite your needs.

#### Tier 1 Silver Package

- 3 Food Displays OR 3 Butler Passed for Cocktail Hour
- Buffet Dinner/ Plated or Heavy Hors D' Oeuvre Reception
- Champagne Toast
- Cake Cutting
- Coffee and Tea service
- \$54++ per person

#### Tier 2 Gold Package

- 3 Food Displays OR 3 Butler Passed for Cocktail Hour
- 1 hour open bar for Cocktail reception and Bartender for 1 hour period
- Buffet dinner / Plated or Heavy Hors d' Oeuvre Reception
- Champagne Toast
- Cake Cutting
- Coffee and Tea Service
- \$73++ per person

#### Platinum Package

- 3 Food Displays OR 3 Butler Passed for Cocktail Hour
- 4 Hour Open Bar and Bartender for 4 hour period
- Buffet Dinner/ Plated or Heavy Hors d' Oeuvre Reception
- Champagne Toast
- Cake Cutting
- Coffee and Tea Service
- After Glow/ Send Off Snack
- \$98++ per person

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## CITY CENTER

HORS D'OEUVRES  
CHOOSE 3

## BUTLER PASSED

## COLD HORS D'OEUVRES

Shrimp Cocktail Shooter  
Tomato Basil Bruschetta on Crostini  
Smoked Salmon with Dill on Fried Bagel Crisps

Goat Cheese, Bacon & Kalamata Olive Tapenade  
cups  
Mozzarella & Grape Tomato Skewer with Basil  
Pesto  
Asparagus Tips en Croute with Prosciutto

## HOT HORS D'OEUVRES

Bacon Wrapped Scallops  
Mini Crab Cakes with Roasted Red Pepper Remo-  
laude  
Blue Crab & Gorgonzola Mushrooms  
Chicken Satay with Ponzu Peanut Sauce  
Spanikopita  
Southwestern Chicken Spring Rolls with Smokey  
Tomato Dip  
Vegetable Spring Rolls  
Shrimp & Grits Spoons  
BLT Skewers  
Beef Satay  
Coconut Shrimp with House Dipping Sauce

## DISPLAYS

FRESH VEGETABLE CRUDITÉS  
Served with a Dill Dipping Sauce

GRILLED VEGETABLE DISPLAY  
Served with a Dill Dipping Sauce

SEASONAL FRUIT  
EXTRAVAGANZA

HOT CRAB FLORENTINE DIP  
Served with Garlic Pita Chips

FULL BAKED BRIE EN CROUTE  
Served with a Peach Preserves and Crostinis

DOMESTIC CHEESE SELECTION  
Served with Artisan Crackers

HOME-MADE NACHO BAR  
Served with Jalapeño Queso,  
Guacamole and Fresh Tomato Salsa

BABY SPINACH & ARTICHOKE CREAM  
CHEESE DIP  
Served with Tortilla Chips

BRUCHETTA DISPLAY  
Tomato Basil Bruschetta, Shredded parmesan Cheese  
and Flavored Olive Oils, served with Home made Herb  
Crostinis and Artisan Crackers

Items can be Butler Passed or  
Displayed.  
Package pricing is based on 1 piece of each

DINNER

*Richmond Hill*  
CITY CENTER

2020

DINNER BUFFET

DINNER BUFFET

Select **ONE** Salad

The House: Fresh Artisan Blend with  
Cucumber, Tomato & Shredded Cheese  
with House Dressing

The Caesar: Fresh Romaine Hearts with  
Shaved Asiago Cheese, Herb Croutons  
with Caesar Dressing

Select **TWO** Main Entrées

Baked Chicken

Chicken Marsala

Pork Loin with Peach Barbecue Sauce  
Grilled Salmon with Lemon Butter Sauce  
Alfredo Cream Penne Pasta with Shrimp  
Roasted Strip Loin with Merlot Reduction

Select **ONE** Starch

Garlic & Herb Mashed Potatoes

Roasted Red Skin Potatoes

Low Country Jasmine Rice

Italian Macaroni & Cheese

Rice Pilaf

Select **TWO** Vegetables

Seasonal Mixed Vegetables

Green Bean Almandine

Broccoli Au Gratin

Corn & Red Peppers

Steamed Asparagus

Grilled Onions & Peppers

Iced Tea & Water Service

Coffee Service

City Center Buffet Requires a Minimum of 50 Guests.  
Should Group Count Fall Below 50 Guests a Service  
Charge of \$150++ will Apply.

Confirmed count of Guests must match the confirmed  
order

DINNER

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2020

PLATED DINNER

SALADS

( CHOOSE ONE TO SERVE ALL)

THE HOUSE SALAD: Fresh Artisan Blend with Cucumber, Tomato & Shredded Cheese with a Choice of Two Dressings

THE GEORGIAN SALAD: Baby Spinach, Red Onion, Strawberries, Peaches & Candied Pecans with Balsamic Vinaigrette Dressing

THE CAESAR SALAD: Fresh Romaine Hearts with Shaved Asiago Cheese, Herb Croutons & Classic Caesar Dressing

THE GRECIAN SALAD: Mixed Greens, English Cucumber, Feta Cheese, Red Onion,

MAIN ENTRÉE

(CHOOSE ONE TO SERVE ALL)

SPRING ROASTED CHICKEN

Herb Roasted Airline Chicken Breast  
with Potatoes Au Gratin & Roasted Root Vegetables

JUMBO LUMP CRAB CAKES

with Lemon Caper Remoulade,  
Collards & Black-Eyed Pea Ragout

GRILLED STRIPLOIN

Sliced with Mushroom Demi Glace  
Garlic Mashed Potatoes & Grilled Asparagus

ROASTED ALASKAN SALMON

with Honey Citrus Tarragon Glaze  
Saffron Chive Risotto & Grilled Asparagus

CHICKEN MARSALA PASTA

Bowtie Pasta & Fresh Steamed Broccoli

BACON WRAPPED PORK MEDALIONS

with a Rum & Mustard Demi  
Mashed Potatoes & Sweet Corn  
Red Pepper Relish

MOROCCAN BEEF SHORT RIBS

Spicy Couscous with Shrimp and Chorizo  
& Roasted Bell peppers

SALMON MIRIN-ZUKE

Mirin & Soy Marinated Roasted Salmon  
Jasmine Rice & Grilled Bok Choy  
Honey Soy & Scallion Oil

TEX MEX SLICED LAMB RACK

Ancho & Guajilo pepper Glaze Lamb  
Parsnip Mashed Potatoes, Sautéed Broccoli Rabe  
Natural Au jus with Chili Drips

HALIBUT BOUILLABAISSSE

Braised with Rock Shrimp, Mussels, Fennel and Tomatoes in a White Wine Saffron Broth  
Serve with Rouille Baguette Toast

GRILLED PORKCHOP

Apple Cider Brine Pork Chop  
Served with Candied Bacon Braised Cabbage Greens  
Sweet Potato Soufflé

CORNISH HEN VESUVIO

Seasoned Cornish Hen Simmered with White Wine, Herb, Lemon, Garlic and Roasted Potatoes and Bell Peppers

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FOR A MENU WITH A CHOICE OF TWO ENTREES:

Choice of Entrée, Additional \$5.00 per person

A confirmed count of each choice must be provided by client 10 days prior to the event. Client must provide guests with a colored ticket or name tag that

DINNER ENHANCEMENTS

- Table side wine service can be added to any meal upon request. Table side wine service is charged by the Bottle. A charge of \$32++ per bottle opened and consumed will apply
- Add a Shared started on each table. A small Cheese Board or our chefs famous Bruschetta and crisps. A charge of \$3++ per person will apply. Ask your catering Manager for recommendations and other choices available

All Plated Dinners are Served with a Choice of Salad, Dinner Rolls,  
Iced Tea & Water Service  
After Dinner Coffee Service

CARVING STATIONS  
(CHOICE OF 2)

All Carving Stations are Served with  
Silver Dollar Rolls

ROSEMARY GARLIC PRIME RIB  
with Horseradish Cream

GLAZED VIRGINIA HAM

OVEN ROASTED TURKEY

HERB ROASTED PORK LOIN

WHOLE ROSEMARY SALMON GRILLED

CARVERY ENHANCEMENTS  
CHOOSE 2

Garlic Mashed Potatoes  
Grilled Vegetables  
Spaghetti Squash  
Sweet Potato Fries  
Steak Fries  
Cream of Spinach

If utilized for Hors d'oeuvre reception Portions are  
served on 7 Inch Plates

All Carving Stations Require a Chef  
Attendant of \$100 per Attendant.  
One Attendant per 100 Guests Advised.

A Minimum of 50 Guests Required for all Carving  
Stations  
Should your count be below 50 Guests a



### ACTION STATIONS CHOOSE ONE

#### LOW COUNTRY

##### SHRIMP & GRITS STATION

White Cheddar Scallion Grits Topped with  
Smoked Shrimp in a White Wine Parmesan  
Cheese Pancetta Cream Sauce  
Served in a Martini Glass

#### SLIDER BAR

##### **Choose Two**

Buffalo Chicken w/ Blue cheese slaw  
& Candied Bacon  
**OR** Beef Brisket w/ Carolina Sauce  
**OR** Jalapeño Bacon Cheese Burger  
**OR** BBQ Pulled Pork w/ Savory Slaw  
All Served on Silver Dollar Rolls  
Sliced Tomatoes, Onions & Pickles Tray  
Ketchup, Mustard, Barbecue Sauce  
Homemade Chips

#### ASIAN STATION

##### **Choose One**

Chicken **OR** Beef  
Served with Stir Fried Vegetables  
Fried Rice With a Soy Ginger Sauce  
Served in a Paper Chinese Container

#### FAJITA BAR

Spicy Strips of Chicken **OR** Beef with  
Mini Flour Tortillas, Lettuce, Tomato,  
Roasted Peppers, Onions, Jalapeños, Cheese,  
Sour Cream, Guacamole & Salsa

#### CHICKEN AND WAFFLES

A Chef Attendant will Prepare your  
Chicken and Waffles to order  
Chicken Tenders and Homemade Waffles with Assort-  
ed toppings.: Syrup, Ancho  
Barbecue Sauce, Spicy Chipotle Mayonnaise  
Ranch, Cheese, Scallions, Bacon Bits and  
Cinnamon Butter

#### PASTA STATION

A Chef Attendant will Prepare your Pasta  
Penne Pasta with an Assortment of Toppings  
to Include: Mushrooms, Peppers, Garlic,  
Ham & Chicken with an Assortment  
of Spices  
Choice of Marinara Tomato **OR**  
Alfredo Sauce  
\$10 per person

Service Style: Action Stations are designed for Heavy  
Hors D' Oeurve receptions. Portions are served on 7 inch

A Minimum of 25 Guests Required for all  
Action Stations  
Should your count be below 25 Guests a  
Service Charge of \$100.00++ will apply

Confirmed Count of guests must match confirmed order of  
food

All Action Stations require a Chef Attendant. \$100++ per  
Chef Attendant

## CITY CENTER

## HOST BAR SERVICES

FULL HOST SPONSORED  
HOUSE BAR

Priced per Person

House Liquors, House Wine,  
Assorted House & Premium Beer,  
Soft Drinks, Soda Waters, Juices &  
Mixers

One Hour \$19

Two Hours \$23

Three Hours \$29

Four Hours \$35

FULL HOST SPONSORED  
PREMIUM BAR

Priced per Person

Premium Liquors, House Wine,  
Assorted House & Premium Beer,  
Soft Drinks, Soda Waters, Juices &  
Mixers

One Hour \$23

Two Hours \$26

Three Hours \$32

Four Hours \$39

Packages are Priced per Guest by the  
Hour and Charged Based on Guaranteed  
Number or Actual Attendance, if Higher

## BEER &amp; WINE HOST

Sponsored Bar  
per HourFeaturing Assorted House &  
Premium Beer,  
House Wine & Soft Drinks

One Hour \$17

Two Hours \$21

Three Hours \$25

Four Hours \$29

## HOST SPONSORED BAR

On consumption, Priced per Drink

House Brands \$8.00 per drink

Premium Brands \$9.00 per drink

House &amp; Premium Beer \$6.00 per drink

House Wine \$6.00 per drink

Soft Drinks &amp; Juices \$3.00 per drink

Full Bar Setup is Included & Charges are  
Based on the Actual Number of Drinks  
Consumed Prices Listed are Subject to  
22% Service Charge, 7% Sales Tax & 3%  
Liquor Tax on Spirits

## CASH BAR SERVICES

## CASH BAR

House Brands	\$9.00 per drink
Premium Brands	\$10.00 per drink
House & Premium Beer	\$6.00 per drink
House Wine	\$7.00 per drink
Soft Drinks & Juices	\$3.00 per drink

Prices Listed Include 22% Service Charge,  
8% Sales Tax & 3% Liquor Tax on Spirits

Cash Bar set up fee is \$150 plus 22% Service and 7% Sales tax per Bar set up

Included in this fee is: Full Bar Setup

Bartender for up to 4 Hours—Additional Hours add \$25++ per hour.

One Bar per 100 Guests is

Recommended.

Prices are per Guest and Subject to 22% Taxable Service Fee & Current Georgia Sales Tax of 8%

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## CITY CENTER

## BEVERAGE BRANDS

## PREMIUM BRANDS

Vodka—Ketel One  
 Gin—Tanqueray  
 Rum – Captain Morgan White  
 Bourbon—Makers Mark  
 Scotch – Johnnie Walker Black  
 Whiskey – Jameson, Crown Royal  
 Tequila – Patron Silver  
 Cognac - Hennessy

## HOUSE BRANDS

Vodka – Absolut  
 Gin – Tanqueray  
 Rum—Bacardi  
 Scotch – Famous Grouse  
 Bourbon – Jim Beam  
 Whiskey – Jack Daniels  
 Tequila – Jose Cuervo Gold

## HOUSE BEERS

Bud Light  
 Michelob Ultra  
 Yuengling

## PREMIUM BEERS

Heineken  
 Corona  
 Sweet Water IPA  
 Woodchuck Cider  
 Anchor Larger  
 Stella Artois

## TABLE SIDE WINE SERVICE

Guest Count	2 Glasses per person	Number of bottles
12 Guests	24	4
24 Guests	48	8
50 Guests	100	17
100 Guests	200	34
150 Guests	300	51
200 Guests	400	68

## EVENT UPGRADES

## ABSOLUTE BLOODY MARY &amp; MIMOSA BAR

Perfect pairing for a brunch or luncheon  
 \$8.00 per drink

## TABLE SIDE WINE SERVICE

\$30.00 per bottle

## BUTLER PASSED CHAMPAGNE

\$6.00 per glass

## AFTER DINNER TABLE SIDE COFFEE SERVICE

Guests will be served regular or decaffeinated coffee  
 table side with a chocolate mint  
 \$4.00 per person