



THE MILLS HOUSE
Wyndham Grand Hotel

CULINARY BANQUET MENUS



115 Meeting St. | Historic Charleston, SC 29401 | www.millshouse.com

ALL DAY MEETING PACKAGES



SELECT A FULL DAY MEETING PACKAGE THAT INCLUDES:

Any Breakfast Buffet

Morning Themed Break

Afternoon Themed Break

Includes All Day Beverage Station

*\$83 per person (No Substitutions to Buffets, or Fee Will Be Incurred)
(Minimum of 25 people)*

All Buffets are subject to a \$75 surcharge/ per buffet when serving less than 25 guests

BREAKFAST BUFFET

*Served with Fresh Brewed Coffee & Assorted Herbal & Hot Tea Prices Based Upon Our
Attended Buffets Require an Attendant Fee of \$150.00 and are priced for 60 minutes
Additional Charges Applied Beyond 1 Hour*

The Continental 27

Ham & Cheese Biscuits
Assorted Muffins, Danishes & Croissants
Jams & Jellies, Honey & Butter
Seasonal Fresh Fruits
Granola with Dried Fruits
Individual Greek Yogurts

Mills House Traditional 28

Scrambled Farm Fresh Eggs
Applewood Bacon or Heritage Pork Sausage Patties
Cheddar Grits or Hash Browns
Seasonal Fresh Fruit & Berries
Assorted Muffins, Danishes & Croissants

Healthy Beginnings 30

Scrambled Farm Fresh Eggs or Egg Whites
Chicken Apple Sausage or Turkey Bacon
Granola with Dried Fruits
Individual Greek Yogurts
Seasonal Fresh Fruit
Assorted Muffins, Whole Grain Breads,
Danishes & Pastries

The Executive 29

Scrambled Farm Fresh Eggs
Potatoes O'Brien, Cheddar Grits or Loaded Hash Browns
Local Heritage Pork Sausage, Applewood Bacon or
Grilled Cured Ham
Steel Cut Oatmeal with Brown Sugar & Raisins
Seasonal Fresh Fruit & Berries
Individual Greek Yogurts
Granola with Dried Fruits
Assorted Muffins, Danishes & Pastries
Soy and Almond Milk

Breakfast Enhancements

Chicken Biscuits 9
Biscuits & Gravy 7
Individual Quiche Lorraine with Bacon, Gruyere,
Chives & Caramelized Onions 6
Smoked Salmon with Capers, Red Onions, Crème Fraiche 9
Bagels with Assorted Jellies and Plain Cream Cheese 6
Challah Bread French Toast 7
Buttermilk Pancakes 7

THEMED BREAKS

*Prices Bases Upon 30 minutes of Service
Our Breaks require an Attendant Fee of \$150.00
Selections are Priced Per Person*

The Tailgate 23

Cheese Stuffed Soft Pretzels
Fried Buffalo Chicken Satay
Blue Cheese & Ranch
Sausage & Pepper Bites
Spinach & Artichoke Dip
Pita Chips & Fresh Veggies
Low-Country Arancini with Tasso Gravy
Assorted Regular & Diet Soft Drinks

Suggested Pairing:

"Bucket" of Local & Domestic Beers 8 / per person

The Charlestonian 24

Smoked Fish Toast
Mini Tomato Pies
Pimento Grilled Cheese
Deviled Eggs
Local Butterbean Hummus
Pita Chips & Fresh Veggies
Lemonade & Sweet Tea

Suggested Pairing:

Sparkling & Varietal Wines 12/ Per Person

The Charcuterie 26

House-Made Pates
Regionally Sourced Meats & Cheeses
Baked Brie Served with House made Jams
Bread Sticks, Baguettes, Crostinis
Marinated Olives
Goat Cheese Stuffed Peppers
Bottled Sparkling Waters

Suggested Pairing:

Sparkling & Varietal Wines 12/ Per Person

(\$2 upcharge when selected for the all-day meeting package)

The Mills House Energy Break 22

Individual Greek Yogurts
Fruit Skewers
Granola Bars
Trail Mix
Assorted Pastries
Bottled Sparkling Water

Suggested Pairing:

Mills House Mimosas 12/ Per Person

The Starbuck's Coffee Break 22

Freshly Brewed Starbuck's Regular & Decaf Coffee
Tazo Black & Herbal Teas
Beverage Accoutrements
Coffee Cake
Biscotti

Assorted Donut Holes

Suggested Pairing:

Starbuck's Frappuccino 4/ Per Person

A LA CARTE OFFERINGS

Beverages

Regular & Decaffeinated Coffee 59/Gallon
Charleston Tea Assorted Flavored Hot Black & Herbal Tea
40/Gallon Cold Brew Coffee 40/Half Gallon
Iced Tea (Sweet or Unsweet) 36/Gallon
Assorted Juices 5/Person
Whole or Skim Milk 21/Gallon
Still and Sparkling Bottled Water 5/Each
Mills House Bottled Water 4/Each
Assorted Regular & Diet Sodas 4/Each
Energy Drinks 6/Each

All Day Beverage Station (8 hours of service)

30/Per Person (or Half Day, 4 hours of service, at 20/Person)
Starbucks Regular & Decaffeinated Coffee
Mills House Bottled Water
Assorted Regular and Diet Soft Drinks

Breakfast Enhancements

Assorted Muffins 39/Dozen
Assorted Danishes 39/Dozen
Assorted Breakfast Breads 39/Dozen
Assorted Bagels 39/Dozen
Bacon, Egg & Cheddar Biscuits 55/Dozen
Sausage, Egg & Cheddar Biscuit 55/Dozen
Breakfast Burritos 55/Dozen
Oatmeal 4/Person
Grits 4/Person

Anytime Snacks

Seasonal Fresh Fruits & Berries 7/Person
Assorted Whole Fruit 30/Dozen
Crunchy & Chewy Granola Bars
36/Dozen
Individual Yogurts with Granola 4/Each
Freshly Baked Cookies & Brownies 38/Dozen
Mixed Gourmet Nuts 5/Person
Individual Bags of Chips & Popcorn 3/Each

PLATED LUNCH

*Served with Warm Rolls & Butter, Iced Tea, Fresh Brewed Hot Coffee & Assorted Herbal Hot Tazo Tea Selections are
Priced Per Person*

Soup & Salad – Choose One

She Crab Soup, Crab Salad, Chives

Tomato Basil Bisque

Seasonal Vegetable Soup

Shrimp and Corn Chowder

Arugula Salad, Mepkin Abbey Shitakes Mushrooms, Dried Figs, Blue Cheese, Balsamic Vinaigrette

Local Greens Salad, Roasted Red Pepper, Fennel, Goat Cheese, Pecans, Lemon Thyme Vinaigrette

Mills House Caesar Salad, Shaved Parmesan, Brioche Croutons

Garden Vegetable Salad, Ricotta, Watercress, Pickled Shallots, Red Wine Vinaigrette

Roasted Beet Salad, Bibb Lettuce, Brie, Walnuts, Sherry Vinaigrette

Entrée – Choose One

Turkey Roulade, Fingerling Potato Salad, Roasted Asparagus, Garlic & Sage Gravy 32

Pork Loin Stuffed with Prosciutto, Mozzarella, Spinach Over Local Rice Grits, Seasonal Vegetables, Pork Jus 31

Pork Tenderloin, Molasses and Mustard Glaze, Field Pea Succotash 32

Grilled Flank Steak with Seasonal Potato Gratin, Braised Local Greens, Mushroom Demi 33

Braised Short Rib, Garlic Pomme Puree, Roasted Seasonal Vegetables 33

French Cut Chicken Breast Stuffed with Spinach and Cheese, Roasted Seasonal Vegetables, Whole Grain Mustard Jus 31

Seared Local Fish, Lemon Beurre Blanc, Pearl Cous Cous MKT

Jumbo Lump Crab Cake, Avocado Mango Salsa, Jicama Slaw 33

Mediterranean Shrimp Pasta, Light Tomato Sauce, Olives, Feta Cheese, Orzo 31

Dessert – Choose One

Raspberry Cheesecake

New York Cheesecake

Seasonal Bread Pudding

Cremoso Al Cioccolato

Seasonal Fruit Cobbler

Key Lime Pie

Bourbon Pecan Pie

ATTENDED LUNCH BUFFET

Iced Tea, Fresh Brewed Coffee & Assorted Herbal & Hot Tea Selections are Priced Per Person

Our Attended Buffet Requires an Attendant Fee of \$150.00 per and are priced for 60 minutes

Please choose 1 Salad, 1 Sandwich and 2 entrees \$40pp++

Salad

Caesar Salad

John's Island Tomato and Cucumber Salad

Farmers Salad with Lemon Thyme Vinaigrette

Sandwich

Smoked Turkey and Brie on Wheat with apricot chutney and shaved red onion

Italian Wrap

Chicken Caesar Wrap

Entrees

Lemon Thyme Chicken over Rice Pilaf

Ancho Rubbed Smoked Brisket with Mashed Potatoes

Pasta Rustic Tomato

Pasta Wild Mushroom Marsala

Flatbread Pizza – Margherita

Flatbread Pizza – Spinach and Goat Cheese

Flatbread Pizza – Sausage and Peppers

Cocktail Hour “Bites Bar”

Our Food Bar Requires an Attendant Fee of \$150.00++ per and are priced for 60 minutes

Local Cheese

A selection of 3 Cheeses, Pimento cheese,
Goat cheese stuffed peppers
Served with assorted flatbreads 15

Charcuterie

Selection of 3 sliced meats, Marinated Vegetables,
Served with pickles, olives and assorted flatbreads 16

Grilled Vegetables

Marinated & Grilled Artichokes, Zucchini, Yellow Squash,
Asparagus, Roasted Peppers, Eggplant &
Marinated Mushrooms 12

Southern Charm

Pimento Cheese bites, Pulled Pork with celery seed slaw,
Deviled Eggs, Southern Fired
Chicken Bites or She Crab Soup Shots 16

Raw Bar

Jumbo Tail-on White Shrimp, Crab Claws, Local Ceviche,
Oysters and Clams on the Half Shell,
Presented with Lemon Crowns, Bloody Mary Cocktail Sauce,
Chipotle Tartar Sauce 22

Steamed Oysters (Seasonal)

Hot Sauces, Cocktail Sauce, Lemon, Crackers 150 Per Bushel

Hor D'oeuvres for the “Bites Bar”

Choose 3 options, 16 per person

Cold: Roasted Beet, Herbed Ricotta, Melba Toast | Caprese Skewer with Pesto | Chickpea Salad on Pita | Deviled Eggs, Pimento Cheese, Crispy Ham | Tomato Bruschetta | Prosciutto, Herbed Ricotta Toast | Smoked Salmon Toast, Dill Cream Cheese, Roe | Tuna Tartare, Wonton Crisp, Wasabi Emulsion | Pickled Shrimp, Baguette, Crème Fraiche | Crab and Coconut Salad, Phyllo 5 | Beef Carpaccio, Baguette, Mustard Sauce Local Fish Ceviche, Endive

Hot: Dates Wrapped in Bacon Stuffed with Blue Cheese | Ham Biscuits, Whole Grain mustard, Aged Cheddar | Buffalo Chicken Croquette, Blue Cheese Fondue | Vegetable Spring Rolls, Sesame Soy | Pulled Chicken Slider, Ricotta & Roasted Red Pepper | Roasted Corn and Onion Quesadilla, Jalapeno Crema | Blackened Shrimp, Avocado Puree, Tortilla | Sausage Bites, Whole Grain Mustard, Pickled Peppers | Crispy Cheese Stuffed Artichokes | Crab Risotto Fritters, Romesco | Mini Cubans | Short Rib and Fontina Panini, Tomato Jam | Mini Kobe Beef Sliders | Bacon Wrapped Scallop | Mini Gyro, Tzaziki | House Chorizo and Gouda Puff Pastry | Shrimp and Grits Skewers | Lobster Arroncini | Lamb Lollipops, Tomato Chutney | Crab Cakes with Red Pepper Remoulade

Chef's Stations

All Stations Require an Attendant Fee of \$150.00 per Station and are priced for 90 minutes

All Stations are priced per person for the full guest count and offer seating for 40% of your guest count depending on your final count

Pasta Station 15

Choice of two pasta dishes:

Fusilli with Beef and Pork Bolognese

Tagliatelle with local shrimp, clams, chorizo, and white wine

Pappardelle with herb roasted chicken and wild mushroom marsala cream

Orecchiette with roasted red pepper pesto and ratatouille vegetables

Penne with house made sausage, rustic tomato, red wine broth

Shrimp and Grits 15

White Shrimp Sautéed in Garlic Tasso Gravy, White Wine & Cream Served Over Adluh Stone Ground White Grits

Mac & Cheese 13

Choice of Two: Maine Lobster & Gruyere | White Cheddar & Caramelized Onion | Winter Black Truffle & Mushroom | Local Shrimp & Andouille with Gouda | Smoked Chicken & Pimento

Mashed Potato Bar 12

Red Skin Buttermilk Whipped Potatoes, Cheddar Cheese, Sautéed Mushrooms Scallions, Bacon Lardons & Sage Gravy

Garden Salad Station 10

Baby Kale, Mixed Greens, Grilled Chicken Breast, Fresh Mozzarella, Bacon Lardons, Shaved Red Onion, Tomato, Croutons, Cucumber & Assorted Dressings

Chef's Stations Continued

All Stations Require an Attendant Fee of \$150.00 per Station and are priced for 90 minutes

All Action Stations are priced per person for the full guest count and offer seating for 40% of your guest count depending on your final count

Slider Station 17

Choice of Two Served on Saffron Bakery Brioche Rolls
CAB Burger – Bacon, Pimento Cheese, Tomato Jam
Carolina Pulled Pork – Celery Seed Coleslaw, Traditional BBQ Sauce
Hickory Smoked Chicken – Carolina Mustard BBQ
Fried Local Fish – Chipotle
Tartar, Baby Arugula

BBQ Smoker Station 21

Choice of Two Meats and One Accompaniment
Ancho Rubbed Brisket
Apple Cider Brined Chicken
BBQ Pork
Southwestern Turkey Breast
Local Fish +2
Jumbo Shrimp +3
Served with Traditional BBQ Sauces
Choose one Accompaniment:
Corn bread, Cole Slaw, Charleston Red Rice, Potato Salad

Chef's Table

All Stations Require an Attendant Fee of \$150.00++ per Station and are priced for 90 minutes

Pig Porchetta, 21 per person

House-Made Carolina Mustard and Original BBQ Sauces, Cornbread Stuffing

Whole Grilled Tenderloin, 27 per person

Classic Béarnaise Sauce, Yeast Rolls

Lemon Thyme Roasted Chicken, 19 per person

Truffle Jus

Bone-in Prime Rib, 27 per person

Roasted Garlic Jus, Brioche

Alabama Ham, 18 per person

Slow Cooked,

Grilled Local Fish, 26 per person

Lemon and Herb-Scented Olive Oil

Smoked Brisket, 23 per person

House-Made Carolina Mustard and Original BBQ Sauces

Cider Brined Turkey, 18 per person

Roasted Garlic & Sage Gravy

Carving Enhancements (choose one side and one vegetable)

Charleston Red Rice * Buttermilk Mashed Potatoes * Roasted Lemon Potatoes * Grilled Asparagus with Béarnaise Vinaigrette
* Truffle Mac and Cheese

Corn-Spoonbread with Mushrooms * Roasted Broccoli with Mepkin Shitakes * Seasonal Potato Gratin * Braised Collard Greens

Dessert Stations

Dessert Stations require an Attendant Fee of \$150.00 per Station and are priced for 1 Hour.
All Dessert Stations are priced per person for the full guest count.

Bananas Foster 13 per person

Sautéed Bananas, Dark Rum, Brown Sugar, Cinnamon, Nutmeg, Vanilla Ice cream 1

Crepe Station 13 per person

French Crepes, Sliced Strawberries, Warm Dark Chocolate, Nutella Sauce, Vanilla Whipped Cream

Ice Cream Sundae Bar 13 per person

Chocolate Ganache, Sprinkles, Chocolate Chips, Cherries, Whipped Cream, Chocolate and Vanilla Ice Cream

Mini Dessert 13 per person

Fudge Brownies

Chocolate Chip Cookies

Key Lime Tarts

Lemon Tarts

Hazelnut Tarts and Truffles

Seasonal Fresh Fruit 8 per person

Fresh Melon, Pineapple, Grapes, Seasonal Berries

Plated Dinners

All Plated Dinners Include Two Courses at minimum,
Tabled-side coffee service featuring brewed Coffee & a selection of gourmet Herbal Hot Teas.
Extra Courses may be purchased at an additional cost. Table side wine service is \$7 per person

SOUPS

Seasonal Vegetable Soup – Herbed Crème Fraiche | She Crab Soup – Crab Salad | Chives Lobster Bisque – Sherry Gastrique |
Roasted Corn Bisque – Pickled Shrimp | Charleston Clam Chowder – Tasso Ham, Fried Okra

SALADS

Mixed Green Salad – Onion, Tomato, Cucumber, Feta Cheese, Balsamic Vinaigrette
Farmers Salad – Shaved Seasonal Vegetables, Lemon Thyme Vinaigrette
Mills House Caesar Salad – Brioche Croutons, Parmesan
Arugula Salad - Apples, Blue Cheese, Pecans, Vin Cotto Vinaigrette
Roasted Beet Salad – Fresh Ricotta, Watercress, Toasted Walnuts
Roasted Corn Salad – Pickled Peppers, Cherry Tomatoes, Tomatillo Lime Vinaigrette

Plated Entrees

Hickory Smoked Chicken
Polenta, Mushroom Ragu, BBQ Demi 56
Grilled Filet Mignon
Roasted Garlic Pomme Puree, Local Vegetables, Red Wine Jus 65
Braised Short Rib
Pan Seared Brussel Sprouts, Seasonal Potato Gratin, Chimichurri 60
Seared Local Fish
Roasted Fingerling Potatoes, Charleston Chowder, Okra 61
Confit Pork Shoulder
Low Country Succotash, Bourbon Demi 59
Pecan Crusted Chicken Breast
Sweet Potato Puree, Local Vegetables, Marsala Cream 56
Crispy Duck Confit
Wild Rice Risotto, Creamed Kale 57
Grilled Local Fish
Roasted Corn Cake, Local Vegetables, Chile Buerre Blanc 61

Desserts

Cremoso al Cioccolato
Raspberry Cheesecake
Amaretto Chocolate Cheesecake
Seasonal Fruit Cobble

HOSTED BAR PACKAGES

Hosted Bars are Priced Per Person by the Full Hour of Service. Two Hour Minimum, Four Hour Maximum

Hosted Bar Includes Soda, Juices, Mixers, Glassware, Stirrers, Napkins & Ice.

One Bartender per 75 guests is required. \$150 Bartender Fee Applies per Bartender

Additional varietal wines, liquors, cordials & specialty cocktails are available upon request - pricing will vary depending on the product availability.

Queen Street Bar Package

First Hour 22

Each Additional Hour 12

LIQUOR

Makers Mark Bourbon
Crown Royal Whiskey
Johnnie Walker Black
Espolon Silver Tequila
Bombay Sapphire Gin
Mount Gay Rum
Grey Goose Vodka

RED

Pinot Noir
Cabernet Sauvignon

WHITE

Chardonnay
Sauvignon Blanc

Domestic

Budweiser
Bud Light

Premium

Corona
Stella
Craft

Seasonal Local Selections

*Please ask for our current offerings

Meeting Street Bar Package

First Hour 19

Each Additional Hour 10

LIQUOR

Evan Williams Black Bourbon
Rittenhouse Rye Whiskey
Dewars Scotch
Suaza Silver Tequila
Beefeater Gin
Bacardi Rum
Titos Handmade Vodka

RED

Merlot
Cabernet Sauvignon

WHITE

Chardonnay
Pinot Grigio **Domestic**

Budweiser
Bud Light

Premium

Corona
Stella
Craft

Seasonal Local Selections

*Please ask for our current offerings

GENERAL INFORMATION FOR MEETINGS & SPECIAL EVENTS

FOOD & BEVERAGE

All food and beverage items served in public function rooms must be supplied and prepared by the hotel. Food prices are not guaranteed by the hotel until six months prior to the function. The Mills House cannot allow the removal of food items from the function by the client, guest or invitees.

The Mills House Hotel Catering Department is unable to provide alcoholic beverages outside the premises of The Mills House.

If alcoholic beverages are to be served on the Hotel premises inclusive of hospitality suite planned in any public space of the hotel, the hotel will require that food and beverages be dispensed only by hotel servers and bartenders.

Estimated final balance & guarantee guest counts are due to the Hotel ten (10) business days prior to the event. This minimum number will be the least for which you will be charged. Should a guarantee not be received, the hotel will prepare and charge for the original tentative number indicated at the time of booking.

If the guarantee is increased within seventy-two (72) hours of the function, the Hotel will reserve the right to substitute entrees for the additional guests. The guaranteed number is expected to be within five (5)% of the agreed number. Please immediately alert your catering manager if the attendance will vary more than five (5)% from the agreed number.

SALES TAX & SERVICE CHARGE

All Food, Beverage and Room Rental charges are subject to a hotel service charge of twenty-two (22)%, which is taxable.

Charleston, South Carolina Current Sales Tax Rates are the following:

Room Rental and Audio Visual current tax rate is 9%

Food & Beverage including Beer and Wine, current sales tax rate is 11%

Liquor current tax rate is 16%

Please note that these rates are subject to change without notice.

FEES & SURCHARGES

All rentals must be handled by a planner or by The Mills House. There is a twenty-two (22)% surcharge for your catering manager to handle outside rentals. All banquet charges will be applied to one master account, as the Mills House cannot be responsible for collecting payment from individuals. All prices are subject to change unless specified in writing. The following will apply:

Buffet breakfast, brunch, lunch or dinner less than 25 guests will be assessed at \$75.00+ per buffet

Bartender fees will be assessed at \$150.00+.

Carver & Chef fees will be assessed at \$150.00+.

Hospitality Fee will be assessed at \$150++ and includes a one time ice replenishment and a one time clean up to include trash removal.

Cashiers fees of \$100.00+ will be assessed

GENERAL INFORMATION FOR MEETINGS & SPECIAL EVENTS

TIMING OF FUNCTIONS

The following standards are provided to assist with scheduling and budgeting for your catered functions:

All functions will be set 15 minutes prior to their start time.

All continental breakfasts are served, refreshed, and replenished for 1 hour.

All Specialty Breaks are served, refreshed, and replenished for 1 hour.

All Breakfast & Lunch Buffets are serviced, refreshed, and replenished for 1 hour.

All Dinner Buffets are serviced, refreshed, and replenished for 2 hours.

All action stations are based on appetizer portions of 4 oz. per person on small plates and are serviced, refreshed, and replenished for 2 hours.

An additional charge will be incurred if any aforementioned time periods are extended.

The historic district of Charleston enforces a 10:00 PM music and noise ordinance for all outdoor functions.

All indoor and outdoor functions are held to a music and noise ordinance beginning at 11:00 PM.

All events must end by midnight.

All events lasting more than 4 hours have an additional service charge.

PLATED MENUS

You may provide your guests with a choice of up to three entrees, selected in advance (excluding combination meals).

The following stipulations will apply:

Guarantee of attendance with the breakdown for each entrée is required ten (10) business days prior to the event.

Client to provide and arrange a seating chart with guest count and menu selections per table for the best possible service.

- A form of entrée identification is required at the guest table. For example, marked place cards, colored tickets, or coded nametags. Client to provide the aforementioned.

FUNCTION ROOMS

The Mills House Hotel reserves the right to assign function space based on anticipated attendance. Charges for function rooms for corporate meetings are based on your program as outlined in your contract.

This includes the group food and beverage functions and pick up of your guest rooms reserved. Should your final program change, additional charges for function rooms may apply. The Hotel also reserves the right to change groups to a room suitable for the attendance, with notification, if attendance drops or increases. Your event order outlines all contracted times for function rooms. Any changes after signing the event order may incur additional fees. An additional labor fee will be assessed for groups that change the agreed meeting room setup less than 24 hours prior to the start of the function.

EXHIBITOR TABLES & SET UP FEE

An exhibitor table and set up fee of \$75.00+ per day will be assessed for each table ordered. This fee includes your choice of either a six or eight foot table with linen and 2 chairs, and storage & movement of any exhibitor's items received by The Mills House Hotel within The Mills House Hotel & Hibernian Hall. Should electricity be required, a \$10.00+ fee per day, per table will apply.

GENERAL INFORMATION FOR MEETINGS & SPECIAL EVENTS

AUDIO-VISUAL

The Mills House Hotel & Presentation Services have a partnership to assist you with all on-site audio-visual service and management. As a leader in the industry, Presentation Services has invested in the most advanced technology enabling them to respond

to your every need. The Mills House Hotel and Presentation Services cannot be held responsible for audio-visual services contracted through another company and does not assume responsibility for equipment brought into the function room areas. In addition, service charges will apply if technical help is needed with client owned equipment brought into the hotel.

Telephone line capacities are available as well as wireless and wired high speed internet. Please contact your catering and event manager for these details. Please note there is no existing AV in any meeting space.

PACKAGE RECEIVING REQUIREMENTS & FEE

Packages sent to the Hotel will be the sole responsibility of the Meeting Planner or the designated representatives.

The Hotel will not accept responsibility for materials received seven (7) days prior to the function date.

The maximum weight for any package to be stored by the Hotel is fifty (50) pounds before a surcharge is assessed.

Up to five (5) packages of up to fifty (50) pounds may be received before a surcharge is assessed.

Following the meeting, Meeting Planners are responsible for tagging packages with return labels and scheduling a pickup for all packages.

OUTDOOR FUNCTIONS

The hotel management staff reserves the right for final decision on location of all outdoor functions. Outdoor functions will automatically be moved inside if the weather report five hours prior to the start of the function predicts a forty percent (40%) or greater chance of rain, unless a tent has been secured for your outdoor event. Please ask your catering sales manager for additional details on tent options and know that The Mills House Hotel must handle all

tent rentals due to liability. No amplified music is allowed after 10:00 PM in outside spaces.

OFF PROPERTY CATERING

- A minimum requirement of food & beverage is required to obtain our catering services.
- Transportation Cost Starting at \$300.00+.
- All Alcoholic Beverages must be provided by the client at all off property events. The Mills House does not possess an off property liquor license, which is required by the State of South Carolina to use our alcohol off property. Please contact your catering manager for more details on how we can assist you with your bar.
- No cash bars or consumption bars are permitted at any off-property event.

GENERAL INFORMATION FOR MEETINGS & SPECIAL EVENTS

HIBERNIAN SOCIETY HALL

Hibernian Society Hall is a historic, private, nonprofit facility and is not required to meet ADA standards.

This Historic Venue is a separate entity from The Mills House Hotel, and once this facility is secured for your organization, cancellations are not allowed. It will be your organization's responsibility to pay all agreed rental fees outlined in your contract. Understanding that Hibernian Society Hall is a historic American treasure, the private membership has established guidelines to protect the building and its contents. Please note when planning, the use of ice sculptures and kegs are prohibited. Nothing should be posted on, nailed, screwed, taped or otherwise attached to the columns, walls, floors, furniture or other parts of the building. Nothing can be hanging or touching any part of the chandeliers. Portraits on the walls may not be taken down or have anything touching/hanging from them. Open flames are not allowed on the mantles, in addition no fireworks, sparklers or confetti may be used anywhere at Hibernian Hall, including the outside sidewalk. Any exhibits or other equipment used for an event or meeting must be lifted when moved. There is no tapping for AV on the hard wood floors. No item is to be pushed, pulled or moved in a manner which can damage the structure in any way. The use of the Library and downstairs restroom is included with the rental of downstairs only. Parking and the use of the billiards room is exclusively for member use only and is not included in rental space. It is the client's responsibility to provide alcoholic beverages at this location.

LOSS PREVENTION

The Hotel reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The hotel does not assume responsibility for personal property or equipment brought into the banquet/ meeting room areas even if those rooms are secured from personnel, from your organization or The Mills House. Customer will be held responsible for all damage to persons or property in or about the hotel which results from their actions.

BANNERS & PROMOTIONAL MATERIAL

Nothing shall be posted on, nailed, screwed or otherwise attached to the columns, walls, floors, furniture or other parts of the building. Anything in connection therewith necessary or proper for the protection of the building's equipment or furniture will be at the expense of the organization or exhibitors. Should your group require assistance with hanging any banners, a \$25.00 labor fee per banner will apply.

AMENITY GIFTS & PACKET DELIVER FEE

Gifts & amenities can be delivered to guest rooms by the bellman for a fee of \$5/amenity.

A list of guest names is required upon

Bags can be distributed by the front desk staff at check-in for a fee of \$3/amenity.

The Mills House Hotel does not assume responsibility for misplaced or damaged amenities or gift bags.