



THE MILLS HOUSE  
Wyndham Grand Hotel

# CULINARY BANQUET MENUS



115 Meeting St. | Historic Charleston, SC 29401 | [www.millshouse.com](http://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\*\**

*\$95 per person (No Substitutions to Buffets, or Fee Will Be Incurred)  
(Minimum of 25 people)*

All Buffets are subject to a \$150 surcharge/ per buffet when serving less than 25 guests



# BREAKFAST BUFFET

*Served with Fresh Brewed Coffee, Herbal Hot Teas and Freshly Squeezed Orange Juice*

*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 30**

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 34**

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, Danishes & Pastries

## **The Executive 34**

Scrambled Farm Fresh Eggs  
Cheddar Grits or Loaded Hash Browns  
Local Heritage Pork Sausage, Applewood Smoked  
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

## **Breakfast Enhancements**

Chicken Biscuits 9  
Biscuits & Gravy 7  
Individual Quiche Lorraine with Bacon, Gruyere,  
Chives & Caramelized Onions 7  
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 18**

Soft Pretzel Bites & Beer  
Cheese  
Fried Buffalo Chicken Satay  
Served with Blue Cheese  
& Ranch  
Spinach & Artichoke Dip  
Pita Chips & Fresh Veggies

### **The Charlestonian 18**

Smoked Fish Toast  
Mini Tomato Pies  
Pimento Grilled Cheese  
Deviled Eggs

### **The Charcuterie 18**

House-Made Pates  
Regionally Sourced Meats & Cheeses  
Bread Sticks, Baguettes, Crostinis  
Marinated Olives

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

### **Awakening Break 18**

Coffee Cake  
Assorted Biscotti  
Bottled Fruit Juices & Smoothies  
Whole Fresh Fruits

### **The Mills House Energy Break 18**

Individual Greek Yogurts  
Fruit Skewers  
Granola Bars  
Trail Mix  
Assorted Pastries

### **Doughnut Break 18**

Vanilla Iced, Strawberry &  
Chocolate Glazed Doughnuts  
Cinnamon, Powdered Sugar and  
Vanilla Iced Doughnut Holes

# A LA CARTE OFFERINGS

## Beverages

Regular & Decaffeinated Coffee 70/Gallon  
Charleston Assorted Herbal Teas 55/Gallon  
Cold Brew Coffee 50/Half Gallon  
Iced Tea (Sweet or Unsweet) 45/Gallon  
Assorted Juices 6/Person  
Whole or Skim Milk 21/Gallon  
Still and Sparkling Bottled Water 6/Each  
Mills House Bottled Water 5/Each  
Assorted Regular & Diet Sodas 5/Each  
Energy Drinks 8/Each

## All Day Beverage Station (8 hours of service)

32/Per Person (or Half Day, 4 hours of service, at 22/Person)  
Starbucks Regular & Decaffeinated Coffee  
Mills House Bottled Water  
Assorted Regular and Diet Soft Drinks

## Enhancements by the Dozen

Assorted Muffins 40/Dozen  
Assorted Danishes 40/Dozen  
Assorted Breakfast Breads 40/Dozen  
Assorted Bagels 40/Dozen  
Bacon, Egg & Cheddar Biscuits 55/Dozen  
Sausage, Egg & Cheddar Biscuit 55/Dozen  
Breakfast Burritos 55/Dozen

## Anytime Snacks

Seasonal Fresh Fruits & Berries 7/Person  
Assorted Whole Fruit 30/Dozen  
Crunchy & Chewy Granola Bar 36/Dozen  
Individual Yogurts with Granola 6/Each  
Freshly Baked Cookies & Brownies 38/Dozen  
Mixed Gourmet Nuts 6/Person  
Individual Bags of Chips & Popcorn 5/Each

# PLATED LUNCH

*Served with Warm Rolls & Butter and Unsweetened Iced Tea*

*Selections are Priced Per Person*

## **Choose One:**

### **Salad**

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

### **Soup \$4+**

She Crab Soup, Crab Salad, Chives  
Tomato Basil Bisque  
Seasonal Vegetable Soup  
Shrimp and Corn Chowder

## **Entrée – Choose One**

Turkey Roulade, Fingerling Potato Salad, Roasted Asparagus, Garlic & Sage Gravy 44  
Pork Loin Stuffed with Prosciutto, Mozzarella, Spinach Over Local Rice Grits, Seasonal Vegetables, Pork Jus 43  
Pork Tenderloin, Molasses and Mustard Glaze, Field Pea Succotash 44  
Grilled Flank Steak with Seasonal Potato Gratin, Braised Local Greens, Mushroom Demi 45  
Braised Short Rib, Garlic Pomme Puree, Roasted Seasonal Vegetables 45  
Chicken Florentine, Wild Mushrooms, Roasted Red Pepper Cream, Goat Cheese, Roasted Seasonal Vegetables, 43  
Seared Local Fish, Lemon Beurre Blanc, Pearl Cous Cous MKT  
Jumbo Lump Crab Cake, Avocado Mango Salsa, Jicama Slaw MKT  
Mediterranean Shrimp Pasta, Light Tomato Sauce, Olives, Feta Cheese, Orzo 43

## **Dessert – Choose**

**One4** Raspberry  
Cheesecake New York  
Cheesecake Seasonal  
Bread Pudding Cremoso  
Al Cioccolato Seasonal  
Fruit Cobbler Key Lime  
Pie  
Bourbon Pecan Pie

# LUNCH BUFFET

*Served with Unsweetened Iced Tea & Assorted Mini Desserts  
Selections are Priced Per Person*

## **Execute Deli 45**

Housemade Potato Chips  
Turkey and Brie on Multigrain Bread,  
Shaved Red Onion, Bacon, Apricot Chutney  
Shaved Ham, Salami and Capicola Wrap  
Romaine, Roasted Red Pepper, Red Wine Vinaigrette  
Roasted and Grilled Vegetables on Ciabatta  
Herbed Ricotta, Balsamic Reduction  
Chicken Caesar Wrap  
Parmesan, Romaine, Garlic Herb Crouton  
Smoked Brisket on Brioche  
Pickled Red Onion, Pimento Cheese  
House Cured Pickle Tray with Assorted Condiments

## **King Street Lunch 56**

Chopped Salad  
Cucumber, Tomato, Red Onion, Kalamata Olive, Mozzarella, White Beans, Romaine  
Lettuce, Lemon Thyme Vinaigrette  
Heirloom Tomato Caprese Salad  
Wild Mushroom Grilled Flatbread  
Feta, Spinach, Truffle Oil  
Local Shrimp Penne  
Creamy Vodka Pomodoro, Fresh Parmesan  
Breaded Italian Chicken Cutlets  
Prosciutto, Brie Cheese, Baby Arugula  
Roasted Seasonal Vegetables  
Roasted Red Pepper Agro dolce

## **Mini Dessert Display:**

Assorted Mini Pies, Tarts, Cupcakes,  
Macarons, Truffles & Petit Fours

## **Queen Street Lunch 54**

Local Greens Salad  
Roasted Red Pepper, Fennel, Goat Cheese, Pecans, Balsamic Vinaigrette  
Celery Seed Coleslaw  
Pasta Salad  
Housemade Chorizo, Braised Chicken, Manchego, Broccoli, Sherry Vinaigrette  
Lemon Thyme Roasted Chicken  
Hickory Smoked Brisket  
Vinegar BBQ Sauce  
Artichoke Risotto Cake  
Spinach, Sun Dried Tomato, Pecorino Lemon Butter Sauce  
Seasonal Truffled Vegetables  
Yeast Rolls

## **Stay Fit Lunch 54**

John's Island Tomato & Cucumber Salad  
Quinoa Salad  
Citrus Segments, Arugula, Shaved Vegetables Fresh Fruit Salad with Mint  
Grilled Seasonal Vegetables with Balsamic Reduction  
Grilled Local Fish  
Lemon and Garlic Scented Extra Virgin Olive Oil  
Roasted French Cut Chicken Breast  
Tomato & Sweet Onion Broth  
Local Butter Beans with Wilted Greens  
Yeast Rolls

## **Lowcountry Lunch 56**

Local Greens Salad  
Radish, Carrot, Pickled Red Onion, Cherry Tomato, Shaved Parmesan  
Celery Seed Coleslaw  
Lowcountry Potato Salad  
Honey Dijon, Shaved Kale  
Southern Fried Chicken  
Shrimp & Grits  
Baked Macaroni & Cheese  
Braised Collard Greens  
Southern Cornbread

# Cocktail Hour Display Stations

Display Stations are priced for 60 minutes

## **Cheese & Charcuterie 21**

Selection of 3 Cheeses, 4 Meats, Pimento Cheese,  
Marinated Vegetables, Pickled Mustard Seed, Oil Cured Olives,  
Assorted Flatbreads, Grissini, Grilled Baguette,  
Honeycomb & Quince Paste

## **Grilled Vegetables 16**

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

## **Southern Charm 18**

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

## **Raw Bar 29**

Jumbo Tail-on White Shrimp, Local Ceviche, Oysters and  
Clams on the Half Shell,  
Presented with Lemon Crowns, Bloody Mary Cocktail Sauce,  
Chipotle Tartar Sauce  
*Enhance with Caviar & Bellini Pancakes MKT*

## **Steamed Oysters (Seasonal) 150 Per Bushel**

Hot Sauce, Cocktail Sauce, Lemon, Crackers

## **Passed or Displayed Hors D'oeuvres**

**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 | 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, Tzatziki | House Chorizo and Gouda Puff Pastry | Shrimp and Grits Skewers | Lobster Arancini | 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 21**

Choice of Three 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 21**

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

## **Mac & Cheese 19**

Choice of Two: Maine Lobster & Gruyere | White Cheddar & Caramelized Onion |

Winter Black Truffle & Mushroom | Local Shrimp & Andouille with Gouda | Smoked Chicken & Pimento

## **Garden Salad Station 15**

Baby Kale Mixed Greens, Grilled Chicken Breast, Bacon Lardons,

Fresh Mozzarella, Cheddar Cheese, Shaved Red Onion, Tomato, Cucumber,

Slivered Almonds, Chopped Pecans, Homemade Croutons

Served with Assorted Dressings

# 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

## Slider Station 21

Choice of Three 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 29

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 & Southern Cornbread

Accompaniments (Choose One):

Cole Slaw, Charleston Gold 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, 25 per person**

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

**Whole Grilled Tenderloin, 32 per person**

Classic Béarnaise Sauce, Yeast Rolls

**Lemon Thyme Roasted Chicken, 23 per person**

Truffle Jus

**Bone-in Prime Rib, 31 per person**

Roasted Garlic Jus, Brioche

**Grilled Local Fish, MKT**

Lemon and Herb-Scented Olive Oil

**Smoked Brisket, 27 per person**

House-Made Carolina Mustard and Original BBQ Sauces

**Cider Brined Turkey, 22 per person**

Roasted Garlic & Sage Gravy

**All Carving Stations Include Choice of Two Enhancements:**

Charleston Gold 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 16**

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

## **Crepe Station 16**

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

## **Ice Cream Sundae Bar 16**

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

## **Mini Dessert 18**

Fudge Brownies  
Chocolate Chip Cookies  
Key Lime Tarts  
Lemon Tarts  
Hazelnut Tarts and Truffles

## **Seasonal Fresh Fruit 12**

Fresh Melon, Pineapple, Grapes, Seasonal Berries



# Dinner Buffets

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

## **Lowcountry 76**

Local Greens, Pickled Butter Beans, Bacon, Aged Cheddar, Buttermilk Dressing  
Southern Fried Chicken, Sawmill Gravy  
Maple Brined Pork Loin, Whole Grain Mustard, Molasses Glaze  
Low-Country Boil: Peel and Eat Shrimp, Corn, Potatoes, Housemade Andouille Sausage  
Sour Cream and Goat Cheese Smashed Potatoes  
Braised Mustard Greens with Pickled Root Vegetables

## **King Street 82**

Tomato Bread Salad, White Bean, Pecan Pesto, Fresh Mozzarella, Cucumber, Lemon Thyme Vinaigrette  
Lobster Bisque, Sherry Gastrique  
Bistro Tender Au Poivre, Roasted Rosemary Potatoes  
Seared Local Fish, Charleston Chowder  
Farmer's Rice Pilaf, Wilted Greens  
Roasted Seasonal Vegetables

## **Broad Street 79**

Local Mixed Greens, Roasted Red Peppers, Pine Nuts, Grilled Mushrooms, Truffle Balsamic Vinaigrette  
Roasted Tomato Bisque, Brioche Crouton, Crème Fraiche  
Braised Short Rib, Shaved Fresh Horseradish  
Roasted Root Vegetables, Sautéed Greens, Pecorino Cheese  
Pan Seared Local Fish, Cauliflower Veloute, Braised Cabbage, Seasonal Potato Gratin  
Mushroom Risotto

## **Dessert – Choose One**

Seasonal Fruit Cobbler  
Bourbon Pecan Pie  
Key Lime Pie  
Chocolate Amaretto Cheesecake  
Raspberry Cheesecake  
Chocolate Mousse Cake

# Plated Dinners

All Plated Dinners Include Three Courses

Table-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 68

Grilled Filet Mignon

Roasted Garlic Pomme Puree, Local Vegetables, Red Wine Jus 78

Braised Short Rib

Pan Seared Brussel Sprouts, Seasonal Potato Gratin, Chimichurri 72

Seared Local Fish

Roasted Fingerling Potatoes, Charleston Chowder, Okra 73

Confit Pork Shoulder

Low Country Succotash, Bourbon Demi 71

Pecan Crusted Chicken Breast

Sweet Potato Puree, Local Vegetables, Marsala Cream 68

Crispy Duck Confit

Wild Rice Risotto, Creamed Kale 69

Grilled Local Fish

Roasted Corn Cake, Local Vegetables, Chile Buerre Blanc 73

## Desserts

Cremoso al Cioccolato

Raspberry Cheesecake

Amaretto Chocolate Cheesecake

Seasonal Fruit Cobbler

## 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**

Bud Light

Mich Ultra

#### **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**

Bud Light

Mich Ultra

#### **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.