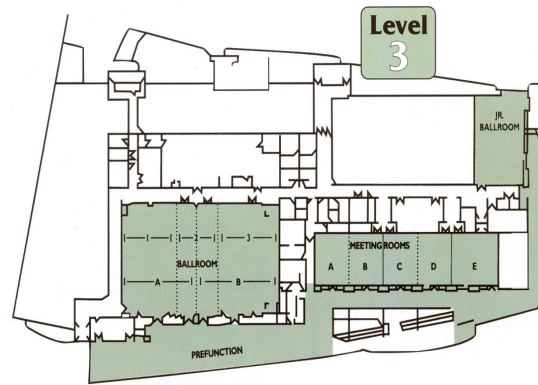


TERMS & CONDITIONS

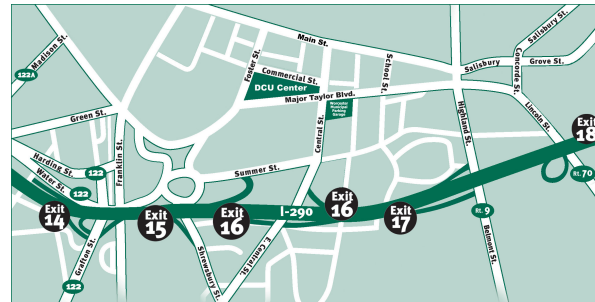
PAYMENT – A 50% non-refundable deposit is required with a signed contract 14 days after the contract is issued for the event. Full payment is required in advance of the event with payment being made either by check or money order. Management reserves the right to require a Bank Certified Check. The administrative fee does not represent a service charge, gratuity, or tip for the benefit of service employees.

GUARANTEES & CHANGE ORDER DEADLINES - Your guarantee is due and the change-order deadline is 1:00pm - 5 business days prior to the start of your event. For multiple-day events there is one change-order deadline for the entire event. Custom menus will require an earlier change-order deadline. If no confirmation of attendance, or change to the order is received by the deadline, the most recent Banquet Event Order will be considered your final guarantee. The catering order cannot be reduced after the deadline. Any additions to the order that we are able to accommodate will be subject to a 30% surcharge. All charges will be based on your guaranteed attendance or actual attendance, whichever is greater.

SMG is the exclusive Food & Beverage provider for the DCU Center. No food or beverage of any kind will be permitted to be brought into the facility by the patron or patron's guests or invitees without prior written approval of the General Manager or Food & Beverage Director. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged at SMG's sole discretion.



Level 3 Ballrooms & Meeting Rooms
Level 2 Conference Room (not shown)



Parking is at the Worcester Municipal Parking Garage on the corner of Central Street and Major Taylor Boulevard.

Please consult with your Event Coordinator for current rates and discount programs.



SAVOR ...
Worcester CATERING BY SMG



SMALL MEETING PACKAGES

*DCU Center...
The Convenient And Affordable Choice
For Your Next Small Meeting!*

50 FOSTER STREET
WORCESTER, MA 01608
MAIN: 508-755-6800
SALES: 508-929-0124
FAX: 508-929-0111

WWW.DCUCENTER.COM

A MEETING ROOM PACKAGE AT THE DCU CENTER INCLUDES:

- An appropriate sized meeting room for the group
- Podium with microphone, screen, and projections cart - an on-site audio/visual company is available for additional equipment rental or you may bring your own.
- Skirted and draped head table and registration table
- \$1.00 more per person for room set-ups requiring table linens.
- The services of a dedicated Manager on Duty for the event
- DCU Center Marketing & Promotions services for your event
- Custodial services

Half Day- prices are per person and inclusive of 6.25% sales tax, .75% meals tax and 20% taxable administrative fee

\$25.00 Basic Package

\$35.00 Executive Package

Full Day- prices are per person and inclusive of 6.25% tax, .75% meals tax and 20% taxable administrative fee

\$55.00 Basic Package

\$65.00 Executive Package

Dinner meeting options are available. Please consult with your Event Coordinator for menus and pricing.

BASIC PACKAGE

Half Day - Includes the Meeting Room Package amenities plus, fresh brewed regular and decaf coffee, tea, and chef's choice of morning or afternoon pastries.

Full Day - Includes the same amenities as the half day option plus, your choice from the DCU Center Small Meeting Basic Package Lunch menu.

EXECUTIVE PACKAGE

Half Day - Includes the Meeting Room Package amenities plus, fresh brewed regular coffee, tea, chilled orange, grapefruit and apple juice, an ever changing assortment of morning breakfast breads and Danish or afternoon sweets.

Full Day - Includes the same amenities as the half day option plus, your choice from the DCU Center's Small Meeting Executive Package Lunch and Afternoon Break menu.

DCU CENTER SMALL MEETING MENU

All selections include a 12oz. bottled beverage and/or a small bottled water with your choice of a cookie or brownie and appropriate accompaniments.

BASIC PACKAGE LUNCH MENU

“Wrap It Up”

Your choice of Chicken Salad, Chicken Caesar, Turkey, Ham or Veggie Wrapped in Traditional or Specialty Tortilla, Yukon Gold Potato Salad or Specialty Chip

“Stand-By-Me Caesar “

Mesquite Marinated-Flame Grilled Chicken Breast atop Fresh Romaine Lettuce with Caesar Dressing Herbed Croutons and

“Butchers Block”

Cured Ham, Roast Turkey with Swiss and Cheddar Cheeses On a Fresh Baked Hoagie Roll, Specialty Chips

EXECUTIVE PACKAGE LUNCH MENU

You may choose a lunch from either the Basic Package menu or from the following:

“Cheddar & Beef on a Bulkie”

Slow Roasted Beef on a Traditional Bulkie Roll with Aged Sharp Cheddar Cheese Horseradish Mayonnaise Specialty Chips

“Chicken Salad Croissant”

Homemade Chicken Salad with a Flaky Croissant, Specialty Chips, Seasonal Seedless Grapes

“Turkey or Ham on a Bulkie”

Roast Turkey or Cured Ham on a Traditional Bulkie Roll with Aged Sharp Cheddar Cheese, Mayonnaise & Specialty Chips

EXECUTIVE PACKAGE AFTERNOON BREAK MENU

Grain Trail Mix - Dried Fruit, Chocolate Chip & Granola

Energy Bars - Assortment of Power & Granola Bars
Whole Fresh Fruit – Apple, Oranges and Bananas

Chips – An assortment of flavored Potato Chips

Assortment of Candy Bars – Hershey's M/M's
Snickers, Milkyway, Skittles, Twix

For an additional fee, additional food and beverage options are available. Please consult with your Event Coordinator for menus and pricing.
