

# SPECIAL EVENTS



Let our professional staff take care of your special event. We deliver highly personalized service that provides an unforgettable experience for your moment in time. Contact our event planning team for your special celebration.

### WEEKEND EVENT HOURS


**Friday: 5:00 p.m. - 11:00 p.m.**

**Saturday: 10:00 a.m. - 11:00 p.m.**

<p><b>Package A</b> <b>\$2500.00</b> plus \$2.50/person service charge</p>	<p><b>Package B</b> <b>\$5000.00</b> plus \$2.50/person service charge</p>	<p><b>Package C</b> <b>\$6200.00</b> plus \$2.50/person service charge</p>
<p>Includes:</p> <ul style="list-style-type: none"> <li>• 1 Ballroom</li> <li>• Seated tables</li> <li>• Table linens (white, ivory, black)</li> <li>• 4 hours rental time</li> <li>• Up to 100 guests</li> </ul> <p>*Caterer will be responsible for dinnerware and staff.</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Hunt Lobby</li> <li>• Seated tables</li> <li>• Table linens (white, ivory, black)</li> <li>• Chairs</li> <li>• Bar: \$200.00</li> <li>• Dance floor: \$500.00</li> <li>• 6 hours rental time</li> <li>• Up to 200 guests</li> </ul> <p>*Caterer will be responsible for dinnerware and staff.</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Ballrooms A, B, C &amp; D</li> <li>• Seated tables</li> <li>• Table linens (white, ivory, black)</li> <li>• Chairs</li> <li>• Bar: \$200.00</li> <li>• Dance floor &amp; setup: \$700.00</li> <li>• 6 hours rental time</li> <li>• Up to 500 guests</li> </ul> <p>*Caterer will be responsible for dinnerware and staff.</p>

- Prices subject to change without notice.
- The Conference Center holds the exclusive rights to food and beverage service in the facility.
  - A list of pre-approved caterers is available on our website: [ugatiftonconference.caes.uga.edu](http://ugatiftonconference.caes.uga.edu).
  - NO outside food or beverage may be brought into the conference center under any circumstances.
  - Additional charges may apply for specialty linens to include buffet, beverage, gift, or memory tables. Most events will require additional staffing at \$30/hour/employee.
- Security is required if alcohol is present at \$50/hour/officer.
- The service of alcohol must be discontinued 1 hour before the conclusion of the event.
- All evening events must conclude by 11:00 pm and the facilities vacated by 12:00 am. Additional charges will be incurred at **\$300/hour/UGA Employee** after 12:00 am.

### QUESTIONS? WE'RE HERE TO HELP!

 229.386.3416

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