



Sheraton Roanoke Hotel & Conference Center

2801 Hershberger Road NW | Roanoke, VA 24017

www.sheratonroanoke.com | 540.563.9300

Banquets & Catering Summer Menu

Breakfast

CONTINENTAL BREAKFASTS

Breakfast Table includes Fresh Orange Juice, Freshly Brewed Starbucks® Regular and Decaf Coffee, and Tazo® Teas. Minimum of 25 people per buffet; \$75 fee will be applied if fewer.

Buffets displayed for 90 minutes.

The Blue Ridge

Fresh Harvest Fruit Salad
Freshly Baked Assorted Breakfast Pastries
Assorted Bagels with Flavored Cream Cheeses
(Flavors: Whipped, Vegetable Blend, and Strawberry),
Butter, and Fruit Preserves

\$11 per Guest

The Shenandoah

Mini Bacon and Egg Breakfast Croissant
Fresh Harvest Fruit Salad
Freshly Baked Assorted Breakfast Pastries
Assorted Bagels with Flavored Cream Cheeses
(Flavors: Whipped, Vegetable Blend, and Strawberry),
Butter, and Fruit Preserves

\$14 per Guest

Continental Enhancements

Individual Yogurts; Strawberry, Raspberry, or Peach | \$3
*Buttermilk Biscuit Sandwich with Scrambled Egg,
Cheese, and Ham or Sausage Patty | \$5*
*Pancakes or Waffles with Sweet Butter, Maple Syrup,
Local Honey, and Whipped Cream | \$4*
*Steel-Cut Oatmeal & Assorted Breakfast Cereals with
Milk, Dried Fruits, and Seasonal Berries | \$4*

A 20% service charge; 5.3% state sales tax; 5.5% City of Roanoke food and beverage tax will be added to all food and beverage charges.

PLATED BREAKFASTS

All Plated Breakfasts include Fresh Orange Juice, Freshly Brewed Starbucks® Regular and Decaf Coffee, and Tazo® Teas.

French Toast

Texas Style French Toast with Summer Berry Mixture, Maple Syrup, Scrambled Farm Fresh Eggs, and Apple Smoked Sausage or Crisp Bacon

\$15 per Guest

All-American

Scrambled Farm Fresh Eggs, Country-Style Potatoes, Apple Smoked Sausage or Crisp Bacon, Muffins, Danishes, and Breakfast Breads

\$14 per Guest

Healthy Choice

Seasonal Vegetable Frittata (made with Whole Egg or Egg Whites) and Roasted Cherry Tomato with Asparagus Garnish

\$15 per Guest

BREAKFAST BUFFETS

All Breakfasts Buffets include Fresh Orange Juice, Freshly Brewed Starbucks® Regular and Decaf Coffee, and Tazo® Teas.

Minimum of 25 people per buffet, \$75 fee will be applied if fewer.

Southern Breakfast

Fresh Harvest Fruit Salad
Freshly Baked Assorted Breakfast Pastries
Scrambled Farm Fresh Eggs with Jack and Cheddar Cheeses
Buttermilk Biscuits with Sausage Gravy
Country-Style Potatoes
Apple Smoked Sausage and Crisp Bacon
Butter, Honey, Fruit Preserves, and Chef's House Made Apple Butter

\$22 per Guest

Sheraton Breakfast

Fresh Harvest Fruit Salad
Freshly Baked Assorted Breakfast Pastries
Scrambled Farm Fresh Eggs
Country-Style Potatoes
Apple Smoked Sausage and Crisp Bacon
Butter, Honey, Fruit Preserves, and Chef's House Made Apple Butter

\$19 per Guest

On the Sweet Side

Fresh Harvest Fruit Salad
Scrambled Farm Fresh Eggs with Chives, Spinach, and Cheese
Apple Smoked Sausage and Crisp Bacon
Country-Style Potatoes
Pancakes with Maple Syrup
Texas Style French Toast with Summer Berry Mixture

\$22 per Guest

A 20% service charge; 5.3% state sales tax; 5.5% City of Roanoke food and beverage tax will be added to all food and beverage charges.

MORNING SNACKS & REFRESHMENTS

Krispy Kreme® Fresh Baked Glazed, Sprinkle, Chocolate Glazed, Sugar and Maple Donuts, Custard, Jelly, and Cream Filled Donuts |\$38 per dozen
Whole Fresh Harvest Fruit |\$2 per piece
Yogurt Parfait with Seasonal Berries |\$3 per guest
Assortment of Jumbo Muffins |\$42 per dozen
Assorted New York-Style Bagels with Whipped, Vegetable Blend, or Strawberry Flavored Cream Cheese |\$36 per dozen
Assorted Sliced House Baked Breakfast Breads |\$36 per dozen
Nutri-Grain Bars® and Nature Valley Granola Bars® |\$3 per item
Assorted Soft Drinks |\$3 per item
Bottled Water, Mineral Water®, and Minute Maid® Juices |\$3 per item
Energy Drinks |\$5 per item
Bottled Mocha Frappuccino® |\$5 per item
Freshly Brewed Starbucks® Regular and Decaf Coffee, and Tazo® Teas |\$45 per gallon

AM BREAK

Energize Me

Create your own Trail Mix Bar displayed in Martini Glasses
Dried Cranberries, Lightly Salted Peanuts, Semi-Sweet Chocolate Chips, Salted Pretzels, Mini Marshmallows, Raisins, and Assorted M&Ms
Freshly Brewed Starbucks® Regular and Decaf Coffee, and Tazo® Teas
\$11 per Guest

Krispy Kreme Doughy Delights

Fresh Baked Glazed, Sprinkle, Chocolate Glazed, Sugar and Maple, Custard, Jelly, and Cream Filled Donuts Artfully Displayed
Create Your Own Starbucks® Iced Coffee
Flavored Syrups, Whipped Cream, Caramel and Chocolate Syrup
\$9 per Guest

A 20% service charge; 5.3% state sales tax; 5.5% City of Roanoke food and beverage tax will be added to all food and beverage charges.

Lunch

LUNCH BUFFETS

Freshly Brewed Iced Tea and Water for all buffets.

Minimum of 25 people per buffet, \$75 fee will be applied if fewer.

Buffets displayed for 90 minutes.

Baja Bowl

Black and Pinto Beans

Cilantro-Lime White Rice

Diced Tomatoes, Shredded Lettuce, and Cheddar Cheese

Roasted Bell Peppers and Sweet Onions

Grilled Carne Asada and Chipotle Marinated Chicken

Red and Green Salsa, House Made Guacamole and Sour Cream

House Made Crispy Chips

Churros with Whipped Cream, Caramel, and Chocolate Sauce

\$23 per Guest

Smoke Pit

Iceberg Wedge with Smoked Bacon, Green Onions, and served with Chunky Blue Cheese Dressing

Country-Style Potato Salad

Herb Roasted Chicken

Smoked Pulled Pork with Sweet Peach Barbecue Sauce

Baked Beans with Bourbon and Pork Belly

Macaroni and Cheese with a Crispy Parmesan Breadcrumb Topping

Fresh Baked Honey Corn Bread with Sweet Whipped Butter

Warmly Spiced Bread Pudding topped with Salted Caramel Ice Cream

\$25 per Guest

Southern Comfort

Romaine Lettuce with Fresh Strawberries, Feta Cheese, Sliced Walnuts, and served with Citrus Vinaigrette Dressing

Buttermilk Fried Chicken

Carved Brown Sugar Rubbed Beef Brisket

Rustic Southern Mashed Potatoes made with Buttermilk, Butter, and Chives

Miniature Corn Cobs with Garlic Herb Butter

Smoked Cheddar Macaroni and Cheese

Fresh Green Beans with Smoked Bacon

Fresh Baked Biscuits served with Whipped Butter and Fruit Preserves

Hot Apple Cobbler with Vanilla Ice Cream

\$25 per Guest

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Market Lunch

Select One Salad:

Field Greens, Honeyed Pecans, and Cranberries topped with Lemon Thyme Vinaigrette
Citrus Salad, Spring Mixed Greens, Dried Cranberries, Mandarin Oranges, Red Onions, Crumbled Goat Cheese, and Roasted Pine Nuts topped with Raspberry Vinaigrette

Select up to Two Sandwiches:

Smoked Turkey, Havarti Cheese, Sliced Tomato, and Onion served with Honey Mustard on Ciabatta Parisian
Ham and Swiss Cheese served with Dijon Mustard on Baguette
Crisp Romaine Caesar Wrap with Grilled Chicken Breast and Garlic Parmesan Croutons
Grilled Vegetable Wrap with Lemon Hummus, Fresh Tomato, and Red Onion

Sides:

House Made Kettle Potato Chips
Fresh Baked Ghirardelli® Brownies and Cookies

\$23 per Guest

Boxed Lunches

All Boxed Lunches include Pasta Salad, Chips, Coca Cola ® Beverage, Whole Harvest Fruit, and a Cookie.

Select Up To Three Selections:

Smoked Turkey, Havarti Cheese, Sliced Tomato, and Onion served with Honey Mustard on Ciabatta Parisian
Ham and Swiss Cheese served with Dijon Mustard on Baguette
Roast Beef and Cheddar Cheese served with Horseradish Cream
Grilled Vegetable Wrap with Lemon Hummus, Fresh Tomato, and Red Onion
Crisp Romaine Caesar Salad with Grilled Chicken Breast and Garlic Parmesan Croutons

\$20 per Guest

A 20% service charge; 5.3% state sales tax; 5.5% City of Roanoke food and beverage tax will be added to all food and beverage charges.

AFTERNOON SNACKS & REFRESHMENTS

Assortment of Petite Cookies: Chocolate Chip, Oatmeal Raisin, Peanut Butter, Rocky Road, and White Chocolate Macadamia | \$36 per dozen

Individual Bags of Potato Chips, Pretzels, or Popcorn | \$3 per guest

Warm Pretzels with Mustard, Cheese Sauce, and Salted Caramel Sauce | \$4 per item

Starbucks® Regular and Decaf Coffee and Iced Teas | \$45 per gallon

THEMED BREAKS

Afternoon Chips

Kettle Chips, Pretzels, and Tortilla Chips served with Salsa, Guacamole, Black Bean and Corn Dip, and French Onion Dip

\$8 per Guest

Cookie Monster

Fresh Out-of-the-Oven Jumbo Bakery-Style Chocolate Chip, Oatmeal Raisin, Peanut Butter, Rocky Road, and White Chocolate Macadamia Cookies

Served with Ice Cold Whole and Chocolate Milk

(ADD Variety of Ice Creams for additional \$2 per person)

\$11 per Guest

Veg Out Farm-To-Market

Fresh Veggies with Chef's Selection of Dips

Tandoori Naan Triangles with an Assortment of Hummus

Grilled Vegetables Display with Balsamic Drizzle

Vegetable Chips

Served with Naked® Juice Shooters

\$12 per Guest

Simply Southern

Smoked Gouda Pimento Spread Grilled Cheese Triangles on Sourdough Bread

Salted Virginia Peanuts by the Scoop

Banana Crème and Chocolate Moon Pies

Miniature Fried Apple Pies

Peach Infused Sweet Tea and Mint Iced Green Tea

\$13 per Guest

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Dinner

PLATED DINNERS

Three Course Meal includes Freshly Brewed Starbucks® Regular and Decaf Coffee, and Tazo® Teas.

All Plated Dinners include Freshly Baked Breads with Sweet Whipped Butter and Iced Tea.

Salad (Select One Item)

Traditional Wedge Salad with Bleu Cheese Crumbles, Roasted Tomato, and Applewood Smoked Bacon
Assorted Baby Lettuce, Roasted Tomato, Sliced Cucumber, Applewood Smoked Bacon, Chopped Carrots, Garlic Croutons, and garnished with Chardonnay Vinaigrette
Caesar Salad with Shaved Parmesan Cheese and Garlic Croutons topped with Traditional Caesar Dressing
Greek Salad with Romaine Hearts, Roasted Tomatoes, Feta Cheese, Sliced Cucumbers, and Kalamata Olives served with Red Wine Vinaigrette

Entrées (Select One Item)

Rigatoni Pasta with Marinara, Basil, and Ricotta | \$22 per guest
Grilled Chicken Breast with Lemon Cream Sauce and Herb Roasted Red Bliss Wedges with Cracked Black Pepper, Baby Carrots, and Asparagus | \$24 per guest
Herb Butter Grilled Salmon with Wild Rice Pilaf and Batons of Squash, Zucchini, and Carrots served with Thyme Butter \$26 per guest
Braised Short Rib of Beef with Horseradish Demi-Glace and Crispy Onions Rustic Southern Mashed Potatoes made with Buttermilk, Butter, and Chives and a Sautéed Vegetable Mélange with Garlic, Herbs, and Olive Oil | \$28 per guest
Petite Filet and Grilled Chicken Breast with Port Demi-Glace, Herb Roasted Red Bliss Wedges with Cracked Black Pepper, and a Sautéed Vegetable Mélange with Garlic, Herbs, and Olive Oil | \$36 per guest
Petite Filet and Grilled Citrus Crusted Shrimp with Wild Rice Pilaf and a Sautéed Vegetable Mélange with Garlic, Herbs, and Olive Oil | \$39 per guest

Desserts (Select One Item)

Traditional New York Cheesecake with Fruit Coulee
Ultimate Chocolate Blackout
Four Seasons (Lemon Pound Cake with Raspberry and Lemon Mousse)
Key Lime Tart

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BUFFET DINNERS

Freshly Brewed Iced Tea and Water for all buffets.

Minimum of 25 people per buffet, \$75 fee will be applied if fewer.

Buffets displayed for 90 minutes.

Smoke Pit

Iceberg Wedge with Smoked Bacon, Green Onions, and served with Chunky Blue Cheese Dressing

Country Style Potato Salad

Herb Roasted Chicken

Smoked Pulled Pork with Sweet Peach Barbecue Sauce

Baked Beans with Bourbon and Pork Belly

Macaroni and Cheese with a Crispy Parmesan Breadcrumb Topping

Fresh Baked Honey Corn Bread with Sweet Whipped Butter

Warmly Spiced Bread Pudding Topped with Salted Caramel Ice Cream

\$25 per Guest

Southern Comfort

Romaine Lettuce with Fresh Strawberries, Feta Cheese, Sliced Walnuts, and served with Citric Vinaigrette Dressing

Buttermilk Fried Chicken

Carved Brown Sugar Rubbed Beef Brisket

Rustic Southern Mashed Potatoes made with Buttermilk, Butter, and Chives

Miniature Corn Cobs with Garlic Herb Butter

Smoked Cheddar Macaroni and Cheese

Fresh Green Beans with Smoked Bacon

Fresh Baked Biscuits served with Whipped Butter and Fruit Preserves

Hot Apple Cobbler with Vanilla Ice Cream

\$25 per Guest

Baja Bowl

Black Beans and Pinto Beans

Cilantro-Lime White Rice

Diced Tomatoes, Shredded Lettuce and Cheddar Cheese

Roasted Bell Peppers and Sweet Onions

Grilled Carne Asada and Chipotle Marinated Chicken

Red and Green Salsa, House-made Guacamole and Sour Cream

House-made Crispy Chips

Churros with Whipped Cream, Caramel, Chocolate Sauce and Strawberry Sauce

\$23 per Guest

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Reception

Station Enhancements

Tot-chos* | \$8 per guest

Crisp Tater Tots with House Cheese Blend and Green Onions

Choice of Topping Choices: Mexican Tot-Chos with Carne Asada, Pico de Gallo, Sour Cream, Guacamole OR

BBQ Tot-Chos with BBQ Pulled Pork, Slaw, and Garlic Aioli

Brisket and Chips | \$10 per guest

BBQ Beef Brisket Sliders

Homemade Potato Chips (Blue Cheese / Apple Smoked Bacon / Green Onion)

Mac and Cheese | \$7 per guest

Smoked Gouda Macaroni and Cheese served with a variety of toppings such as Shredded Cheddar Cheese, Herbed

Bread Crumbs, Bacon Crumbles, Sautéed Mushrooms, and Caramelized Onions

Coffee Braised Short Ribs* | \$12 per guest

Ancho Braising Jus and Tobacco Onions and White Cheddar Mashed Potatoes

Asian | \$6 per guest

Pork Fried Rice served in Chinese Takeout Boxes, Vegetable Spring Rolls with Sweet and Sour Sauce, and Fortune

Cookies

Sliders | \$15 per guest

Buffalo Chicken Slider with Pulled Buffalo Chicken, Bleu Cheese, and Carrot and Celery Relish.

All-American Beef Slider with Aged Cheddar Cheese, Smoked Bacon, and a Zesty Sauce

BLT Slider with Vine Ripe Tomato, Sliced Avocado, Smoked Bacon, Baby Lettuce, and Mayonnaise

Italian Slider with Marinara Meatball, Buffalo Mozzarella Cheese, and Basil Pesto Sauce

Mashed Potato Bar | \$7 per guest

Roasted Garlic Yukon Mash, Smoked Bacon, Cheddar Cheese, Crumbled Blue Cheese, Chives, Roasted Mushrooms,

Sour Cream, and Caramelized Shallot Gravy

Vegetable Montage | \$6 per guest

Fresh Garden Vegetables to include Cucumber, Red Radishes, Carrots, Asparagus Stalks, Sweet Peppers, Harvest

Tomatoes, Seeded Crackers with Ranch Herb Dip Artfully Displayed

Fruit and Cheese Display | \$7 per guest

Havarti, Muenster, and Gouda Cheeses with Sliced Strawberries and Blueberries,

Assorted Crackers, and French Baguettes

***denotes Chef Attendant required \$60**

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Hors D'oeuvres by the Piece

Minimum Order of 50 Pieces

\$2 per Piece

Bruschetta

Crostini with Whipped Ricotta, Roma Tomato, Garlic, and Basil

Spanakopita

Classic Blend of Spinach and Feta wrapped in Crispy, Flaky Layers of Phyllo Dough

Petite Chicken Cordon Bleu Puff Pastry

Buttery Puff Pastry Filled with Tender Chicken, Swiss Cheese, and Ham

Barbeque Meatballs

Classic Favorite with Orange Chipotle Barbecue Sauce

Mac & Cheese Croquette

Southern Macaroni and Cheese Breaded and Deep Fried and served with Tomato Coulis

\$3 per Piece

Beef Wellington Bites

Savory Beef Tenderloin accented with Mushroom Duxelle encased in a Puff Pastry

Philly Cheesesteak Egg Rolls

Traditional Philly Cheesesteak stuffed inside an Eggroll

Chicken Satay

Asian Spiced Chicken on Skewer drizzled with Bourbon Peach Honey Mustard

Stuffed Date

Sweet Medjool Date stuffed with Spanish Chorizo wrapped in Smoked Bacon

Antipasto Skewer

Fresh Basil, Cherry Tomato, Salami, Mozzarella, Marinated Olive, and Pepperoncini

\$4 per Piece

Hibachi Beef Skewer

Teriyaki Glazed Beef Roulade with Pepper, Onion, and Cheese Blend on Skewer

Chicken and Waffle Skewer

Buttermilk Fried Chicken and Waffle Diamond on Skewer drizzled with Maple Syrup

Bacon Wrapped Scallops

Tender Scallop Wrapped in Apple Smoked Bacon

Shrimp Cocktail

Jumbo Shrimp Displayed on ice served with Cocktail Sauce

Petite Crab Cakes

Homestyle Breaded Crab Cake topped with Remoulade

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HOSTED BAR

Hosted Bar Packages require a minimum of 30 guests. Hosted Bar requires 1 Bar per 75 Guests.
Bar Set-Up Fee is \$135 per bar.

By the Hour

Beer and Wine
\$11 per person for the first hour, and \$6 per person each additional hour

Familiar Brands
\$14 per person for the first hour, and \$7 per person each additional hour

Favorite Brands
\$17 per person for the first hour, and \$8 per person for each additional hour

Cash Bar

Cash Bars Have a Minimum of \$300.
Bar Set Up Fee - \$135 per bar.

Familiar Brands

Jim Beam | Seagram's VO | Dewar's White Label | Beefeater | Smirnoff | Bacardi Superior | Sauza Gold
\$6 per drink

Favorite Brands

Jack Daniel's | Crown Royal | Johnnie Walker Black | Tanqueray | Absolut | Bacardi Superior | Cuervo Gold
\$7 per drink

House Wines By-the-Glass

Pinot Grigio | Chardonnay | White Zinfandel | Merlot | Cabernet Sauvignon
\$6 per glass

Domestic Beer

Budweiser | Bud Light | Miller Lite | Coors Light | Michelob Ultra
\$4 per bottle

Premium & Imported Beer

Samuel Adams Lager | Corona | Heineken | Amstel Light | Beck's
\$5 per bottle

Assorted Coca-Cola Soft Drinks | Dasani® Bottled Water

\$3 per drink

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SECURITY: The Sheraton Roanoke Hotel Does Not Assume Responsibility For The Damage Or Loss Of Any Property Brought Into The Hotel Or Left Behind, Therefore, You May Consider Arranging For Security Personnel. Please Consult with your Event Coordinator For The Cost Of This Service. Please Do Not Leave Valuables Unattended.

ACTIVITIES ON HOTEL PREMISES: All Activities In Conjunction With An Event Must Be Reviewed And Approved By The Hotel In Advance. The Hotel May Not Allow Activities Which Are Considered Dangerous, Or Are Not In Compliance With Food Safety/Health Regulations. Please Allow At Least 1 Month For Approval Process.

SAFETY REGULATIONS: To Comply With Fire Safety Regulations, No Open Flames Are Allowed. Candles Enclosed In Votive Containers Or Hurricane Lamps Are Permitted.

Any Potentially Flammable Items Used For The Event Will Require Approval And May Require Additional Licenses And Permits From The City.

Pyrotechnics And Any Devices Which Interfere With Life Safety Systems Are Strictly Prohibited.

Under No Circumstances Can Fire Exits Be Blocked In Any Area Of The Hotel. In Addition, Unattended Vehicles Are Not Permitted In Our Loading Dock Area.

All Diagrams Will Require Approval From The Hotel And Are Subject To Hotel And City Fire And Safety Specifications. Exhibit Diagrams Will Require Approval From The San Diego Fire Department.

DISPLAYS AND DECORATIONS: All Displays, Signage And Or Decorations Proposed By The Patron Will Be Subject To Approval Of The Hotel. All Signage Must Be Professional In Appearance. Please Review Safety Regulations

Under No Circumstances Should Anything Be Nailed, Screwed Or Otherwise Affixed To The Walls Or Fixtures Of The Hotel.

All Banners Must Be Hung By Hotel Staff. Please Provide At Least 24 Hours' Notice For Service. Fee Will Apply Based On Size And Complexity.

Glitter Or Confetti Is Not Allowed In The Hotel. A Labor Charge (Minimum Of \$ 500) Will Be Applied To Those Groups That Do Not Comply.

OUTSIDE VENDOR REQUIREMENTS: Use Of Outside Vendors Must Be Reviewed And Approved By The Hotel. All Outside Vendors Including Exhibit Companies, Florists, Decorators, Entertainers, And Audio Visual/Production Companies Are Required To Comply with The Following guidelines.

All Vendors Must Submit To The Hotel, At Least 2 Weeks In Advance Of Event, A Current Certificate Of Insurance Including A Minimum Of \$1,000,000 Covered Liability: Sheraton Mission Valley Hotel And The Owner Must Be Named As Additional Insured And Additional Loss Payee To Include Workers Compensation. Exact Insurance Coverage Requirements Are Based On Scope Of Work. Please Review with Event Manager.

Hold Harmless Agreement Must Be Signed And On File Absolving Sheraton Mission Valley Hotel From Any Claims Of Damage Resulting From Equipment Used Or Labor Provided By The Outside Company.

Hotel Requires A Signed Copy Of Our Vendor & Production Guidelines.

All Vendors Should Be Instructed To Contact Hotel Event Manager At Least Two Weeks In Advance To Review Details And To Gain Necessary Approvals For Decorations.

Move-In/Out Times Must Be Scheduled In Advance with The Event Manager. All Move-In/Out Must Occur Through Our Loading Dock Area. Unattended Vehicles And Trucks Are Not Allowed In Our Loading Dock.

Vendors Must Comply with Hotel Specified Safety Regulations And Conduct Guidelines For The Safety Of Guests And Associates.

All Vendors Are Responsible For Removing All Of Their Items Promptly At The Conclusion Of The Event And Are Responsible For Removing Their Own Trash. The Hotel Cannot Be Responsible For Items Left Behind Or For Storage. Hotel Is Not Responsible For Damages To Vendor Property.

DAMAGES: It Is The Responsibility Of The Patron To Assume Full Responsibility For Any Damages To The Hotel Property Caused By The Patron, Their Guests Or The Agents Of The Patron (ex: Vendors, Bands, Display Companies, Etc).

A 20% service charge; 5.3% state sales tax; 5.5% City of Roanoke food and beverage tax will be added to all food and beverage charges.

MENU SELECTIONS & PRICING: Menu Selections and Prices are Subject to Change (Based on Product Availability and Market Conditions). Menus and Pricing May Be Confirmed Up To Three Months Prior To Your Event, Unless Specified In Your Sales Agreement. Menu Selections Should Be Confirmed with Your Event Coordinator At Least Three Weeks In Advance Of Your Event.

SERVICE CHARGE & SALES TAX: Food, Beverage, Room Rental and Rental Items Are Subject To Current Service Charge & Sales Tax In Effect The Date Of The Event (Currently 20% Service Charge And 10.8% Sales Tax).

FOOD AND BEVERAGE GUARANTEES: Final Attendance & Quantity Guarantees (For A'la Carte Items) Are Due To Your Event Manager 72 Business Hours In Advance. If Information Is Not Provided By The Deadline, The Estimated Number Of Attendees And/Or Quantities For A'la Carte Items Outlined On Banquet Event Order Will Become The Billable Guarantee.

Saturday Events - Guarantee Due Preceding Wednesday
Sunday Events - Guarantee Due Preceding Wednesday
Monday Events - Guarantee Due Preceding Wednesday
Tuesday Events - Guarantee Due Preceding Thursday
Wednesday Events - Guarantee Due Preceding Friday
Thursday Events - Guarantee Due Preceding Monday
Friday Events - Guarantee Due Preceding Tuesday

Guarantees Are Not Subject To Reduction. Within Three (3) Business Days Of The Event, You May Increase Your Guarantee Up To 5% (Maximum Of 25 Guests). Last Minute Guarantee Changes (Within 24 Hours) Will Be Subject To Availability. The Hotel Cannot Be Responsible For Last Minute Increases In Guarantees Above Five Percent (5%).

Meals Will Only Be Prepared For The Guaranteed Number Of Guests. Upon Request, The Hotel Will Set The Room For Up To 5% Over The Guarantee (Maximum Of 25 Guests). Hotel Will Make Every Effort To Accommodate Additional Guests, However, A Delay In Service May Result If Additional Guests Need To Be Served. If Actual Attendance Exceeds The Guarantee, The Actual Attendance Will Be Charged.

FUNCTION PAYMENT & REQUIRED DEPOSITS: Full Payment Must Be Received In Advance, Unless Credit Has Been Established With Sheraton Roanoke Accounting. Non-Refundable Deposits Are Required for all Social and Weekend Events.

CANCELLATIONS: Cancellation Fees Will Apply As Outlined In Sales Agreement Outside 29 Day Timeframe. Any Cancellation within 29 Days Will Be Require Full Payment For Estimated Event Charges Per Banquet Event Order And Guarantee.

ROOM ASSIGNMENTS: Function Rooms Cannot Be Guaranteed and Are subject To Change If Alternate Function Space Will Satisfy Event Requirements in Hotel's Opinion.

FUNCTION ROOM SET UPS: Any Change To The Contracted Set Up Of The Meeting Room May Result In A Labor Fee. Any Rooms Requiring A Change In Set Once The Set Has Been Completed By Our Team Per Banquet Event Order, Will Incur A Reset Fee. The Labor Fee Will Be Based On The Amount Of Labor Required To Make Necessary Changes.

PARKING: Complimentary Self-Parking

COMMUNICATIONS: Hi-Speed Internet, Telephones, Fax Machines, Copiers And Computers Are Available To Rent Through Lee Hartman and Sons.

ELECTRICAL: Lighting, Audio Visual, Entertainment And Exhibits Requiring Power Are Subject To A Fee For Hookup And Use Of Electrical. Please Provide Your Requirements To Your Event Manager.

AUDIO VISUAL, LIGHTING, EVENT PRODUCTION SERVICES: Available Though Our Experienced Event Technology Department. Custom Proposals Are Available Upon Request. A Fee Will Be Charged If An Outside Event Technology Company Is Used In Order To Cover Internal Staff Labor Costs. Any Equipment Brought Into The Hotel By Outside Sources May Be Subject To A Service Charge And Charges Will Apply For Electrical And Use Of House Sound. Rigging Services Must Be Arranged Through Hotel. Please Refer To Outside Vendor Guidelines If You Are Considering an Outside Company.

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