

The Inn

at *Ole Miss*

H O T E L & C O N F E R E N C E C E N T E R

Events and Catering

120 Alumni Drive | Post Office Box 1848 | University, MS 38677
MAIN 662-234-2331 | EVENTS 662-236-4833
TheInnAtOleMiss.com

About The Inn at Ole Miss

With over 10,000 square feet of meeting space, The Inn at Ole Miss is the premier location among Oxford area hotels. With its spacious ballroom and technologically-advanced meeting rooms, you will find all of the services and facilities necessary for planning the perfect meeting, conference or special event.

Meeting Spaces Reservations

Unless otherwise noted, the rental rate of all space is based on eight hours of use. With the exception of The Stark Family Garden, all room rentals include the use of tables and banquet chairs. The hotel reserves the right to make room changes if there is another space more suitable for your number of attendees. The hotel reserves the right to make the final decision on outdoor events in the event of inclement weather. This decision will be made 48 hours prior to the start of the event. All events must conclude by 11:00pm.

Deposit and Payment

In order to secure event space, a non-refundable fifty percent deposit of the room rental is required with the completed contract. Fourteen days prior to the event date, the estimated total is due in full. Should the guaranteed total headcount increase or if any additional charges are incurred, the client will be invoiced the week following the event with payment due within 21 days of receipt.

Tax, Service Fees, and Labor

State sales tax (currently 7%) will be applied to all food and beverage purchases. Groups that qualify for sales tax exemption must submit a copy of their state tax exempt status prior to the event. Tax exempt groups are still responsible for taxes on alcohol related charges.

Approved vendors whose services are billed through The Inn at Ole Miss may include a service fee. These service fees are taxed at 7%.

Labor fees may be applied for various services such as bartenders, cashiers, coat check attendants, and security. These items are not taxed.

Security

In an attempt to comply with Mississippi Alcoholic Beverage Commission laws and restrictions, the hotel requires security for any event with bar service. At management's discretion security may be required for any event if deemed necessary. Arrangements for security will be made by the hotel at the client's expense.

Food and Beverage Policy

The Inn at Ole Miss works solely with Taylor Grocery Special Events and Catering. We have complete confidence in their ability to create a menu that will exceed your expectations. The hotel receives a 20% commission on all catering orders. All catering orders must be placed through the hotel's event coordinator.

The Ole Miss Alumni Association holds the license to sell and serve alcoholic beverages within the hotel. In an effort to comply with Mississippi Alcoholic Beverage Commission laws and restrictions alcohol may not be brought into the hotel from outside sources or removed from the premises.

With the exception of wedding cakes, no outside food or beverage is permitted. Failure to comply with these restrictions will result in additional fees and possible cancellation of your event.

Audio Visual

Our state-of-the-art audio visual services are second to none in the area. Designed and installed by the same company who setup command and control for Fort Knox, each of our meeting spaces are equipped with stand-alone audio/video systems. This includes but is not limited to projectors, screens, podiums, handheld and lapel mics. We can natively project through HDMI and S-VGA connections but have all the cables and adapters to make sure your device will work. Our team of knowledgeable on-site AV Technicians will insure that your event is a technological success.

Rentals and Décor

Included in the rental of all event spaces is the use of the hotel's banquet chairs and tables. The hotel has a variety of tables including 72" round banquet tables, 8' classroom tables, 8' banquet tables, and short and tall 30" round cocktail tables.

Not included, but available to rent through the hotel are the following:

<i>24 x 24 Wood Dance Floor</i>	<i>\$250</i>
<i>Polyester Linen (Navy, White, or Black)</i>	<i>\$12 per linen</i>
<i>China (Linen Napkin Included)</i>	<i>\$3 per place setting</i>

Decorations, rental items, and florals may be provided by the vendor of your choice. Open flame candles are not permitted in any of our meeting spaces. Sparklers and birdseed are permitted for outdoor use only. No confetti, glitter, rice or other such materials are permitted. Any signs or wall décor must be free standing or on an easel. Nothing is to be affixed to the walls. In the event that damage is incurred, the cost of the repair or replacement will be billed to the client.

Function Room Descriptions

Gertrude C. Ford Ballroom

The Gertrude C. Ford Ballroom is our largest space at 5,600 square feet. This space can accommodate up to 400 people depending on the layout selected. In addition to the beautiful crystal chandeliers and balcony, the ballroom has full audio-visual capabilities including five drop-down screens and projectors.

Gertrude C. Ford Ballroom by Section

The 5,600 square foot ballroom can be divided into four soundproof sections for smaller functions or breakout rooms. Each section is 1,400 square feet and can accommodate up to 100 people.

James N. Butler Auditorium With a built in stage and full audio visual capabilities, the James N. Butler Auditorium is a great space for lectures, presentations, or award ceremonies. Seating capacity for this space is 70-100 people dependent on the setup.

McMillan Boardroom

The McMillan Boardroom features a very spacious boardroom table with 24 leather, rolling chairs that provide plenty of comfort for all day meetings. This space has a small wet bar and outdoor patio which are perfect for a quick break during an all-day meeting or for casual mingling before or after recruiting events.

William S Griffin Boardroom

With seating for 14 people at the conference table, the William S. Griffin Boardroom is ideal for those smaller meetings or interviews. Separation from the lobby and other meeting rooms provides a very quiet environment for this space.

Stark Garden

The Stark Garden is a beautiful outdoor courtyard space that provides a wonderful setting for wedding ceremonies or casual receptions. Surrounded by beautiful landscaping and tucked between the Triplett Alumni Center and the lobby of The Inn at Ole Miss, this space is a true hidden gem on campus.

Beverage Services

All Day Beverage Service (4-8 hours).....\$4.00 per person

Unlimited soft drinks, water, iced tea, and coffee

Half Day Beverage Service (1-4 hours).....\$3.00 per person

Unlimited soft drinks, water, iced tea, and coffee

All Day Coffee and Tea Service (4-8 hours).....\$3.00 per person

Unlimited coffee, iced tea and water

Half Day Coffee and Tea Service (1-4 hours).....\$2.50 per person

Unlimited coffee, iced tea and water

Dasani Bottled Water.....\$1.50 each

Snack Services

Sweet and Salty Snack Package (choose two).....\$5.50 per person

Assorted Granola Bars

Soft Baked Pretzels

Mixed Nuts

Assorted Full Size Candy Bars

Fresh Baked Cookies

Individual Cheese Sticks

Build Your Own Trail Mix.....\$5.50 per person

Includes mixed nuts, pub mix, peanut butter chips, banana chips, m&ms, mini marshmallows, cheese crackers, and pretzels.

Popcorn Bar.....\$3.50 per person

Butter flavored popcorn with three of the following mix-ins

Chocolate Chips

Cheese Crackers

Caramel Chips

Mini Marshmallows

M&Ms

Peanuts

Gummy Bears

Almonds

Fresh Cut Fruit Platter

Small (8-12 people).....\$30.00 per platter

Medium (12-16 people).....\$36.00 per platter

Large (16-24 people).....\$48.00 per platter

Assorted Fresh Baked Cookies.....\$15.00 per dozen

Bar Services

Beers

Budweiser
Bud Light
Coors Light
Corona
Heineken
Miller Lite
Michelob Ultra
Yuengling

Call Brands

Tito's
Bacardi
Jose Cuervo Gold
Jim Beam
Tanqueray

Line 39 House Wines

Chardonnay
Pinot Grigio
Sauvignon Blanc
Cabernet Sauvignon
Pinot Noir
Merlot

Premium Brands

Grey Goose
Bacardi
Espolón
Maker's Mark
Bombay Sapphire
Dewar's

Package Bars

Provided at a per person cost dependent on the number of hours the bar is open. 20% gratuity will be added to all package bars.

Wine and Beer Package Bar..... (2 hours) \$12 per person.....(3 hours) \$15 per person

Call Brand Package Bar..... (2 hours) \$17 per person.....(3 hours) \$19 per person

Premium Brand Package Bar..... (2 hours) \$22 per person.....(3 hours) \$24 per person

Hosted Bar

Provided on consumption for the duration of your event or for a specified amount of time. 20% gratuity will be added to all hosted bars.

Beer..... \$4.00 per bottle

Call Brands.....\$9.00 per drink

Wine.....\$7.00 per glass

Premium Brands.....\$11.00 per drink

Cash Bar

Your guests may purchase their own alcohol at the prices listed above. A \$250 minimum in sales is required or the difference will be added to the host's bill.

Bartender Fees

\$100 per bartender. One bartender is required for every 100 guests.