



Banquets / Wedding Receptions / Special Events
Conference Room / Banquet Hall

MENU OPTIONS & RENTAL INFORMATION

321 Xenia Avenue, Yellow Springs, Ohio 45387
937.319.0403

Mako Williams, Hotel General Manager

Leo Brandon, Event Coordinator
Events@millsparkhotel.com

Prices and selections listed are currently valid only for 2019 and are subject to change in 2019.

MILLS PARK HOTEL WEDDING & EVENT PROCEDURES & ARRANGEMENTS

Banquet Hall rental fees for a seven hour event until 11:00 pm:

Saturday: \$1200 + \$300 set-up fee (On Season)

Friday: \$1000 + \$300 set-up fee (On Season)

Sunday through Thursday: \$500 + \$300 set-up fee

The \$300 setup fee* will be collected 8 weeks before the event. This includes access to rental space one hour before event, and one hour afterward for removal of decorations.

Outdoor/lawn ceremony fee is \$500. Weather permitting, guest needs to have a backup plan. Event Coordinator will help with ideas.

\$150 fee will be charged for cake cutting.

Banquet Hall Occupancy: 150 maximum

Conference Room Rental per day: \$350

(with food/beverage service, daily rate is reduced to \$250)

Food and Beverage

All Food and Beverage to be served to your guests must be purchased from Mills Park Hotel and consumed on the premises with the exception of wedding cakes and desserts. No food or beverage will be allowed to leave the premises except dessert. Special dietary needs will incur extra cost.

Banquet Hall Sales

Day	Rental/Setup	Food/Beverage
Saturday	\$1500	\$TBD
Friday	\$1300	\$TBD
Sunday-Thursday	\$800	\$TBD

Payment

Full payment for event space rental is required to hold the contracted space for your function. This must be made within 7 days of original reservation. Payment may be made with cash, check or credit card. All prices subject to a 20% server gratuity and 6.75% local sales tax.

Schedule of payments:

7 days after reservation: full rental fee due to book date

180 days before event: last date to cancel for refund of rental fee

4 weeks before event: menu and set-up fee due

2 weeks before event: final count and full payment for food and beverage are due no later than 14 days before event

A change fee of \$150 will be incurred for date changes of the event.

Cancellations

A full refund will be provided if booked date is canceled up to 6 months (180 days) prior to scheduled event. All cancellations after 180 days, client will forfeit the room rental fee.

Guarantees

For your event to be a success, the guarantee (i.e., exact number of people expected) will need to be given to your event coordinator

14 days prior to your function. Menu selection is required 4 weeks prior to event. If fewer than the guaranteed number of guests attend, the final guaranteed number will still be charged. If more than the guaranteed number attends, you will be charged accordingly.

Food will be prepared for 5% over your guarantee. By Health Department Codes, no left over foods are allowed to be removed from the premises, except wedding cakes and dessert.

Decorations

Mills Park Hotel reserves the right to control all functions.

NO GLITTER, CONFETTI, RICE, BUBBLES or UNWRAPPED CANDY MAY BE USED or SPRINKLED ON THE TABLES.

NO BALLOONS, OPEN FLAME CANDLES, or SPARKLERS.

Battery-operated candles are allowed.

NO attachments to or hanging from the walls or light fixtures.

The room setup (table /chair placement) will be arranged by the hotel staff. Guests may not make adjustments to any banquet fixtures.

These requirements are non-negotiable due to fire codes.

*Setup fee includes cost of house tables, chairs, white china, white linens and silverware. A wide range of colors are available to special order (linens, table clothes napkins) through our preferred vendor, at an additional cost.

Staffing

All functions will be staffed by Mills Park Hotel Employees. Any special staffing required by the Lessee for the events will require additional charges as determined by the management team.

Beverage

Mills Park Hotel is the only authorized licensee able to sell and serve liquor, beer, and wine on the premises. No beverage of any kind may be brought in or carried out by patron or guests. Mills Park Hotel reserves the right to control or refuse the consumption of alcohol. Proper Identification is required by Ohio Law. Adults found providing alcoholic beverages to minors and anyone seen to be using unlawful substances will be asked to leave the premises. If they refuse, a complaint will be filed with the Yellow Springs Police Department.

Entertainment

Entertainment arrangements are the sole responsibility of the Lessee and must be confirmed with the event coordinator 8 weeks prior to scheduled event. Music is permitted to play until 11:00 pm. Mills Park Hotel reserves the right to control the music levels at your function. Special lighting, staging, electrical connections or excessive electrical needs will be charged back to the host.

Security

Mills Park Hotel reserves the right to hire security at their discretion. It will be the responsibility of the Lessee to cover the cost of providing this service, with a minimum fee of \$150. Security officer will be a member of the Yellow Springs Police Department or local law enforcement officer.

Policy

Alcohol may be served until 10:45 pm (last call). At 11:00 pm all DJ and entertainment must stop. The Banquet Hall must be vacated by 12:00 midnight. The Lessee accepts liability for any damage done to the property of Mills Park Hotel unless those directly responsible are apprehended and the costs are paid by them. Mills Park Hotel LLC shall not be held liable for any loss, damage, or legal action to or against any person or the property of any guest(s) of the Lessee.

\$100 penalty fee for each 30 minutes beyond midnight.

Mills Park Hotel and Banquet Hall is a smoke-free and pet-free property. Any guest in violation of these policies will be immediately removed from premises.

PLATED MEAL SERVICE

Plated service is available up to 150 guests. Entrée selections and final count must be confirmed two weeks prior to event. Iced tea, lemonade, and water are included.

Classic Plated Meal Service

\$50 per person

One Served Salad, One Starch,
One Vegetable
Choice of Two Classic Entrées
Dinner Rolls and Butter

Elegant Plated Meal Service

\$60 per person

One Served Salad, One Starch,
One Vegetable
Choice of Two Elegant Entrées
Dinner Rolls and Butter

Ultimate Plated Meal Service

\$70 per person

One Served Salad, One Soup,
One Starch, One Vegetable
Choice of Two Ultimate Entrées
Dinner Rolls and Butter

Choice of Cheddar Brioche, Parker House, Old World Butter Flake or standard dinner rolls.

DINNER BUFFETS

We are able to run a double-sided buffet line to better serve your guests. Iced tea, lemonade, and water are included.

Classic Dinner Buffet

\$35 per person

*Your buffet choices include:
one salad, two starches,
one vegetable, and one entrée
from the Classic selections.*

Elegant Dinner Buffet

\$45 per person

*Your buffet choices include:
one salad, two starches, two vegetables,
and two entrées from the Elegant or
Classic selections.*

Ultimate Dinner Buffet

\$55 per person

*Your buffet choices include:
cold veggie and fruit trays, one salad,
two starches, two vegetables,
and two entrées from the Ultimate,
Elegant, or Classic selections.*

*Enjoy appetizers during cocktail hour before your plated or buffet dinner!
Choose two from the list below for \$10 per person.
Choose three from the list below for \$15 per person.*

Small Plate Celebration

\$28 per person

A fresh-cut fruit platter with sweet cream and vegetable platter with buttermilk herb dip, plus your choice of five appetizers from the list below. Iced tea, lemonade, and water are included.

Caprese Skewers

Mini Quiche

Pecan Chicken Bites

Vegetable Spring Rolls

Honey Siracha Meatballs

Mushroom Profiteroles

Southern Chicken Sliders

Raspberry Brie Puffs

Spanakopita

Domestic Cheese Board

Antipasto Salad Skewers

Caprese Crostini

Savannah Kabob

Gougeres

Jumbo Shrimp Cocktail –

\$3 extra per person

Mini Crab Cakes –

\$3 extra per person

Bacon Wrapped Scallops –

\$3 extra per person

Assorted Mini Cupcakes & Petit Fours –

\$2 extra per person

We would be delighted to meet with you to help design a menu that suits your taste, budget, and theme.

Mills Park Hotel offers a complimentary tasting session for up to four guests, for an event valued at or in excess of \$8000.

Includes, two entrée samples, two starches, two vegetables and two desserts. Tastings are by appointment only and can be scheduled within 90 days of confirmed event.

Mako Williams,
Hotel General Manager

Katherine Hammond,
Food & Beverage Director

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ENTRÉES & ACCOMPANIMENTS

Meat dishes are prepared and served with pan sauce.

Classic Entrées

Pot Roast
Smoked Pork Loin
Southern Pulled Pork
BBQ Chicken Breast
Mushroom Risotto
Roasted Pork Tenderloin
Chicken Piccata

Elegant Entrées

Carved Prime Rib
Herb Roasted Salmon
Braised Short Ribs
Carved Turkey Breast
Portobello Pepper Ravioli
Chicken Cordon Bleu
Jumbo Shrimp Scampi

Ultimate Entrées

Carved Beef Tenderloin
Lobster Ravioli
Smoked Pork Chops
Stuffed Chicken Breast
Butternut Squash Ravioli
Mahi Mahi

Salads

Caesar
Strawberry Goat Cheese
Green Garden/Hurricane
Panzanella
Cobb
Broccoli Cranberry

Dressings

Choose two:
Buttermilk Ranch
Blue Cheese
Balsamic
Green Goddess

Soups

Lobster Bisque
Tomato Basil
French Onion
Chicken Tortellini
Butternut Squash

Vegetables

Butter Rum Carrots
Green Beans with Feta
Buttered Sweet Corn
Fire Roasted Vegetables
Steamed Sweet Peas with Herb Butter

Starches

Yukon Mashed Potatoes
Rosemary Red Potatoes
Roasted Mushroom Orzo
Vegetable Rice Pilaf
Mac and Cheese
Baked Beans (*with or without bacon*)
Quinoa Tabbouleh with Feta
Greek Pasta Salad
Pesto Tortellini
Sweet Potato Casserole

Dessert Selections*

Additional charge: \$ 4 - 8 per person

Flourless Chocolate Truffle Cake
Chocolate Hamptons
Florida Key Lime Pie

Gluten-free Chocolate Torte
Vanilla Bean Cheesecake
Tuxedo Petit Fours
French Beignets: Chocolate &
Mixed Berry

Red Velvet Cake
Carrot Lava Bundt Cake
Tiramisu Cheesecake
Apple Cobbler Tart

*** Pricing varies based on desserts chosen**

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Mills Park Hotel offers a complimentary tasting session for up to four guests, for an event.

Includes two entrée samples, two appetizer samples, and two desserts. Tastings are by appointment only and can be scheduled within 90 days of confirmed event.

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BAR & BEVERAGE SELECTIONS

Under the guidelines of our State Liquor License, **ALL** alcoholic beverages must be purchased through Mills Park Hotel. A minimum of one bar per 100 guests is required.

Guests may not consume their own alcoholic beverages on the premises.

NO ONE under 21 years old is allowed to consume alcoholic beverages.

All prices are subject to a 20% server gratuity and 6.75% local sales tax.

Cash Bar

\$150 Bartender fee per bar

Each guest will incur the cost of his/her own drinks.

Domestic \$4

Microbrew \$6

Premium \$7

Wine by the Glass \$6

Well Mixed Drinks \$6

Open Beer & Wine Bar

\$150 Bartender fee per bar

1 Hour – \$15 per person

2 Hours – \$20 per person

3 Hours – \$25 per person

4 Hours – \$30 per person

5 Hours – \$35 per person

Includes House Wine, Domestic Bottled Beer, Bottled Soda and Bottled Water.

Beer Upgrades

Add \$3 per person to include choice of two Microbrews

Add \$4 per person to include choice of up to four Microbrews/Premiums

Full Open Bar

\$150 Bartender fee per bar

1 Hour – \$20 per person

2 Hours – \$25 per person

3 Hours – \$30 per person

4 Hours – \$35 per person

5 Hours – \$40 per person

Includes House Wine, Call Liquor, Domestic Beer, Soda and Juice.

Beer Upgrades

Add \$3 per person to include choice of two Microbrews

Add \$4 per person to include choice of up to four Microbrews/Premiums

House Brands

Tito's Vodka

Jack Daniels Whiskey

Stillwrights Bourbon

Dewar's Scotch

Cuervo Gold Tequila

Bacardi Rum

Tanqueray Gin

House Wine

Coastal Vines Chardonnay

Coastal Vines Merlot

Coastal Vines Pinot Grigio

Coastal Vines
White Zinfandel

Mirassou Pinot Noir

Neirano Moscato

Domestic Beer

Budweiser

Bud Light

Stella Artois

Yuengling

Microbrew

Yellow Springs

Captain Stardust

Yellow Springs Zoetic

MadTree Psychopathy

MadTree Lift

Rhinegeist Cougar

Alaskan Amber

Premium

Jackie O's Mystic Mama IPA

Rhinegeist Truth

Fat Head Bumble Berry
Honey Blueberry Ale

Kentucky Bourbon Barrel Ale

Additional Beverage Selections

Nonalcoholic Sparkling Juice – \$10 per bottle

Champagne – \$18 / \$36 / \$75 per bottle

Pot-brewed Coffee and Hot Tea Station up to 50 people – \$100

Pot-brewed Coffee and Hot Tea Station more than 50 people – \$200

Coke, Pepsi and Bottled Water – \$2

At Your Service

Mako Williams – Hotel General Manager
Katherine Hammond – Food & Beverage Director
Leo Brandon - Event Coordinator

Everyone at the Mills Park Hotel is here to help you enjoy your wonderful event!



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