



# SNELLING

CONFERENCE CENTER

## EVENTS & CATERING PACKET

3165 Washington Road, Augusta, Georgia 30907

706-854-4763

[WWW.EDGARSHOSPITALITY.COM](http://WWW.EDGARSHOSPITALITY.COM)

05.22.23

# CATERING/CONFERENCE SPACE



By choosing our services you have made a great investment in our community. Proceeds from your event will go towards supporting our local Goodwill job services programs and Helms College to help others achieve abundant living in the Augusta and surrounding areas.

Please make an appointment to see our event space and discuss the details. Thank you, and we look forward to meeting you!

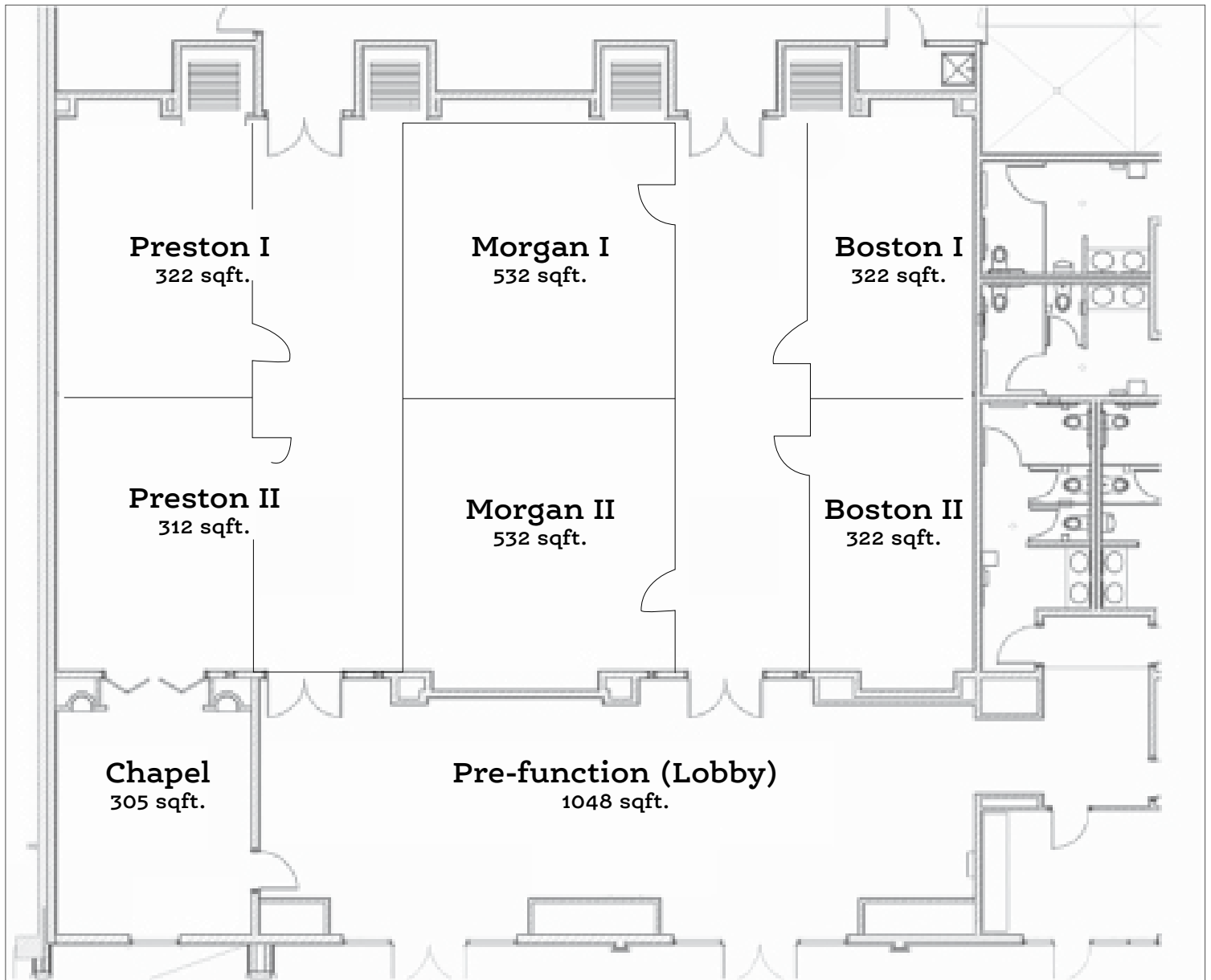


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# FLOOR PLANS



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# RENTAL RATE INFORMATION

Live Streaming Meetings available through our LifeSize A/V System for offsite presenters and/or participants. Please inquire about this service and pricing.



<b>SNELLING CENTER ROOM RENTALS</b>	<b>PRICE</b>	<b>ACCOMODATES</b>
BOSTON ROOM	\$500.00	UP TO 40
MORGAN ROOM	\$500.00	UP TO 50
PRESTON ROOM	\$500.00	UP TO 40
MORGAN & PRESTON ROOMS	\$1,200.00	UP TO 100
MORGAN & BOSTON ROOMS	\$1,200.00	UP TO 100
BOSTON, MORGAN, AND PRESTON	\$2,000.00	UP TO 200

## *Room Rentals include:*

- \* Use of pre-function/lobby area  
(may share with another event if full space not rented).
- \* Use of 6 ft. rectangular tables and chiavari chairs.
- \* Coordinating linens and decor for buffet tables.
- \* China, flatware, glassware
- \* A/V Packages start at \$150
- \* Complimentary Parking and Wi-Fi included.
- \* Materials for conferences may be mailed to The Snelling Center prior to event.
- \* Early Access for set up is possible if the event calendar permits. Fees may apply. Please schedule with Events Coordinator.
- \* Pricing is approximate. Please see Events Coordinator for final pricing based on event details.

If your party has a guest count of 50 or higher with alcohol service, a police officer is required for security. Depending on your guest count, a Fire Marshall may be required as well. The cost is approximately \$200 per officer, \$50 per hour at a four-hour minimum. You will need to bring cash to pay the officer directly on the evening of your event.

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# BREAK PACKAGES

4 Hours

## PACKAGE A

*\$13 per person*

Selection of:

- Bagged Popcorn
- Candy Bars
- Bagged Potato Chips
- Soft Drinks & Bottled Water

## PACKAGE B

*\$12 per person*

Selection of:

- Granola Bars or Trail Mix
- Vegetable Crudite Cups or Fresh Fruit Cups
- Selection of Soft Drinks & Bottled Water

## PACKAGE C

*\$16 per person*

Selection of:

- Bakehouse Cookies
- Bakehouse Brownies
- Soft Drinks & Bottled Water

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## BEVERAGE PACKAGE

*\*\*If no food is ordered\*\**

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## COLD BEVERAGE PACKAGE

*\$10 per person*

Selection of:

- Soft Drinks
- Bottle Water
- Juices

## HOT BEVERAGE PACKAGE

*\$7 per person*

• Regular Coffee

• Decaf Coffee

• Hot Tea

• Condiments

## COLD BEVERAGE STATION

*\$8 per person*

• Sweet Tea

• Unsweet Tea

• Lemonade

• Iced Water

*NOTICE: Service Charges and State Sales Tax*

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# BREAKFAST

## CONTINENTAL BREAKFAST

*\$14 per person*

- Assorted Breakfast Pastries  
Preserves
- Yogurt Parfait  
Fresh Berries, Granola
- Steel Cut Oatmeal  
Assorted Toppings
- Assorted Muffins
- Fresh Mixed Fruit
- Assorted Juices and Bottled Waters

## BREAKFAST GRAND BUFFET

*\$19 per person*

- Assorted Breakfast Pastries  
Preserves
- Fresh Mixed Fruit
- Scrambled Eggs
- Bacon and Turkey Sausage
- Breakfast Potatoes  
Diced Fried Potatoes, Onions and Peppers
- Stone Ground Cheddar Grits
- Assorted Juices and Infused Water

## HOT BREAKFAST BISCUITS

*\$40 per dozen*

- Bacon, Egg and Cheese
- Egg and Cheese
- Fried Chicken Cutlet
- Sausage
- Sausage, Egg and Cheese
- Ham, Egg and Cheese

## ADDITIONAL ITEMS

*(\$5 per person)*

### Biscuits and Gravy

### Buttermilk Pancakes

Whipped Butter, Syrup

### French Toast

Powdered Sugar, Syrup

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# BOX LUNCH OPTIONS

All boxed lunches are served with cutlery, condiments and bottled water.

SANDWICH <i>(Select One)</i>	SIDES <i>(Select One)</i>
<p><b>TURKEY CLUB</b> Turkey, Bacon, Lettuce, Tomato</p> <p><b>TAVERN HAM &amp; CHEDDAR</b> Tavern Ham, Lettuce, Tomato, White Cheddar</p> <p><b>ROAST BEEF</b> Roast Beef, Provolone, Arugula, Pickled Red Onion</p> <p><b>CHICKEN SALAD</b> Green Leaf Lettuce</p> <p><b>GRILLED VEGETABLE WRAP</b> Mixed Grilled Vegetables, Herb Cream Cheese Spread, Flour Tortilla</p>	<p><b>ZAPPS POTATO CHIPS</b></p> <p><b>COLESLAW</b></p> <p><b>SOUTHERN POTATO SALAD</b></p> <p><b>PASTA SALAD</b></p> <p><b>BROCCOLI SALAD</b></p>
<p><b>ADDITIONAL SIDES OR DESSERTS</b> <i>(\$5 per person)</i></p>	<p><b>DESSERTS <i>(Select One)</i></b></p>
	<p><b>BAKEHOUSE COOKIES AND BROWNIES</b> Chocolate Chip, Oatmeal Raisin, Fudge Brownie, Blondie</p>

**\$16/person**

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# SOUP, SALAD & SANDWICH LUNCH BUFFET

Served with iced tea.

## SALADS *(Select One)*

### MIXED GREENS

Tomato, Cucumber, Carrot, Red Onion  
House Vinaigrette or Ranch Dressing

### CAESAR SALAD

Parmesan, Romaine Lettuce, Croutons, Caesar Dressing

### SPINACH SALAD

Baby Spinach, Goat Cheese, Pecans, Bacon,  
Roasted Tomatoes, Balsamic Vinaigrette

## SOUP *(Select One)*

### CREAM OF TOMATO

### CLASSIC CHICKEN NOODLE

### BROCCOLI AND CHEDDAR

## DESSERT

### BAKEHOUSE COOKIES AND BROWNIES

Chocolate Chip, Oatmeal Raisin,  
Fudge Brownie, Blondie

## SANDWICHES *(Select One)*

### TURKEY CLUB

Turkey, Bacon, Green Leaf Lettuce,  
Tomato

### TAVERN HAM AND CHEDDAR

Tavern Ham, Green Leaf Lettuce,  
Tomato, White Cheddar

### ROAST BEEF

Roast Beef, Provolone,  
Arugula, Pickled Red Onion

### CHICKEN SALAD

Green Leaf Lettuce

### GRILLED VEGETABLE WRAP

Mixed Grilled Vegetables, Herb Cream  
Cheese Spread, Flour Tortilla

# \$25/person

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# HORS D'OEUVRES

## DISPLAYS

### VEGETABLE CRUDITÉS & DIPS

*\$8 per person*

Assorted Vegetables, Focaccia Crostini, Pimento Cheese Dip, Hummus, Blue Crab Dip, Spinach-Artichoke Dip

### CHARCUTERIE DISPLAY

*\$14 per person*

Selection of Cured Sausages and Meats, Imported Olives, Marinated Vegetables, Peppers, Assorted Jams, Balsamic Glaze, Focaccia Crostini

### CHEESE BOARD

*\$11 per person*

Selection of Domestic and Imported Cheeses, Dried Fruits, Nuts, Artisan Crackers

### JUMBO GULF

### SHRIMP DISPLAY

*\$60 per dozen (min. 3 dozen)*

Lemon Aioli, Cocktail Sauce, Sweet Chili Sauce

### FRUIT DISPLAY

*\$9 per person*

Assorted Seasonal Cut Fruit

### SLIDER STATION

*\$72 per dozen (min. 3 dozen)*

*(Choose Flavors)*  
BEEF SLIDERS - Smoked Gouda, Bacon Jam, BBQ Aioli, Pickle, Yeast Roll

### PULLED BBQ CHICKEN

OR PORK SLIDERS – Pulled BBQ Chicken or Pork, Sweet Heat BBQ Sauce, Creamy Slaw

### CRAB CAKE SLIDERS –

Crab Cake, Green Leaf, Cajun Remoulade

## HORS D'OEUVRES (HOT)

*Priced by the dozen*

VEGETABLE SPRING ROLLS \_\_\_\_\_ \$32

Sweet and Sour Sauce

CHICKEN WINGS \_\_\_\_\_ \$40

Sweet Heat BBQ, Buffalo, Sweet Chili

MEATBALLS \_\_\_\_\_ \$32

BBQ or Sweet and Sour

CHICKEN TENDERS \_\_\_\_\_ \$34

Ranch and Honey Mustard

MINI CRAB CAKES \_\_\_\_\_ \$68

Cajun Remoulade

COCONUT SHRIMP \_\_\_\_\_ \$50

BURNT PORK BELLY ENDS \_\_\_\_\_ \$55

Cider BBQ Glaze, House Pickle

## HORS D'OEUVRES (COLD)

*Priced by the dozen*

TOMATO BRUSCHETTA \_\_\_\_\_ \$34

Tomato, Garlic, Onion, Basil, Balsamic and Extra Virgin Olive Oil

MARINATED MOZZARELLA AND TOMATO SKEWERS \_\_\_\_\_ \$36

PIMENTO CHEESE CROSTINI \_\_\_\_\_ \$32

SOUTHERN STYLE DEVEILED EGGS \_\_\_\_\_ \$36

ONION JAM AND GOAT CHEESE CROSTINI \_\_\_\_\_ \$32

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# LUNCH OR DINNER PACKAGES

Includes water, tea and coffee

SALADS <i>(Select One)</i>	SOUPS <i>(Select One)</i>
<p><b>MIXED GREEN SALAD</b> Tomato, Cucumber, Red Onion, Shaved Carrot Choice of House Vinaigrette or Ranch Dressing</p> <p><b>CAESAR SALAD</b> Romaine Lettuce, Parmesan, Croutons, Caesar Dressing</p> <p><b>GREEN JACKET SALAD</b> Romaine Lettuce, Grape Tomatoes, Parmesan, Green Onions, Fried Pita Chips, Green Jacket Dressing</p>	<p><b>CREAM OF TOMATO</b></p> <p><b>CLASSIC CHICKEN NOODLE</b></p> <p><b>BROCCOLI AND CHEDDAR</b></p>
<p><b>ICEBERG WEDGE</b> Iceberg Wedge, Tomatoes, Red Onion, Bacon, Chive, Crumbled Blue Cheese, Buttermilk Blue Cheese Dressing</p> <p><b>SPINACH SALAD</b> Baby Spinach, Goat Cheese, Pecans, Bacon, Roasted Tomatoes Balsamic Vinaigrette</p> <p><b>COLE SLAW</b></p> <p><b>SOUTHERN POTATO SALAD</b></p> <p><b>PASTA SALAD</b></p> <p><b>BROCCOLI SALAD</b></p>	<p><b>VEGETABLES <i>(Select One)</i></b></p> <p><b>MIXED SEASONAL VEGETABLES</b></p> <p><b>STEAMED BROCCOLI</b></p> <p><b>SAUTEED GREEN BEANS</b></p> <p><b>MARINATED GRILLED VEGETABLES</b></p> <p><b>PAN ROASTED BRUSSELS SPROUTS</b> with Bacon</p> <p><b>ROASTED HONEY GLAZED CARROTS</b></p> <p><b>GRILLED ASPARAGUS</b></p>

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# LUNCH OR DINNER PACKAGES (CONT.)

## ENTREES

**BUFFET** *(Select Two)* | **PLATED:** *(Select One)* | **ADDITIONAL ENTREE:** *(\$7 per person)*

<i>Chicken</i>	<i>Pork</i>	<i>Beef</i>	<i>Seafood</i>
HERB MARINATED CHICKEN	BABY BACK RIBS	BEEF TENDERLOIN MEDALLIONS,	BALSAMIC -FIG GLAZED SALMON
GRILLED BBQ CHICKEN	SOUTHERN FRIED BONELESS PORK CHOP	Mushroom and Onion Demi	FRIED CATFISH
SOUTHERN FRIED CHICKEN	ROASTED HERB PORK LOIN	HOME STYLE MEATLOAF	SAUTEED SHRIMP Tasso Gravy
TUSCAN CREAM CHICKEN	MAPLE-MUSTARD GLAZED HAM	COUNTRY FRIED STEAK	BLACKENED TILAPIA
LEMON GARLIC CHICKEN	APPLE-BOURBON GLAZED BONELESS PORK CHOPS	Sawmill Gravy	LEMON-PARSLEY COD
		BRAISED SHORT RIBS with Cabernet Demi-Glace	
		BOURBON GLAZED FLANK STEAK	

<b>STARCHES</b> <i>(Select One)</i>	<b>DESSERT</b> <i>(Select One)</i>		
ROASTED FINGERLING POTATOES	ASSORTED COOKIES <i>(Buffet Only)</i>	CHOCOLATE MOUSSE CUP <i>(Buffet Only)</i>	MOUSSE CAKE
HERB MASHED POTATOES	ASSORTED BROWNIES <i>(Buffet Only)</i>	TIRAMISU	NY CHEESECAKE
WILD RICE PILAF	BANANA PUDDING <i>(Buffet Only)</i>	STRAWBERRY SHORT CAKE	RED VELVET CAKE
WHIPPED SWEET POTATOES		LEMON CREAM SHORT CAKE	PECAN TARTLET
SMOKED GOUDA MAC & CHEESE		TUXEDO TRUFFLE	CHEF'S CHOICE COBBLER
STONE GROUND CHEDDAR GRITS			
LOADED BAKED POTATOES			

**ADDITIONAL STARCH OR DESSERT:** *(\$5 per person)*

## Plated \$38/person | Buffet \$35/person

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# MEXICAN BUFFET

Salads and desserts can be on buffet or pre-plated for table.  
Served with rolls and butter.

<b>SALADS</b> <i>(Select One)</i>	<b>ENTRÉE</b> <i>(Select Two)</i>
<b>CHOPPED SALAD</b> Romaine, Black Beans, Jicama, Grilled Corn, Tomatoes, Peppers, Avocado, Cotija Cheese Lime Vinaigrette	<b>CHICKEN ENCHILADAS</b> Corn Tortilla, Shredded Chicken, Mixed Cheese, Enchilada Sauce, Cilantro
<b>MEXICAN CAESAR SALAD</b> Romaine, Avocado, Fried Tortilla Strips, Cotija Cheese, Caesar Dressing	<b>STREET TACOS</b> Tequila-Lime Chicken, Blackened Tilapia, Carnitas, Shredded Red Cabbage, Cilantro, Onion
<b>SIDES</b> <i>(Select Two)</i>	<b>CHILE RELLENOS</b> Poblano Peppers, Chorizo, Queso, Rice, Cilantro
<b>STREET CORN</b>	<b>MARINATED FLANK STEAK</b> Sliced and served with Classic Mole Sauce
<b>MEXICAN RICE</b>	<b>FAJITAS</b> Chicken and Steak, Onions, Bell Peppers, Flour Tortillas, Pico de Gallo, Guacamole
<b>REFRIED BEANS</b>	<b>DESSERT</b> <i>(Select One)</i>
<b>GRILLED VEGETABLES</b>	<b>TRES LECHES</b>
<b>ROASTED ZUCCHINI</b>	<b>FLAN</b>
<b>ADDITIONAL ENTRÉE</b> <i>(\$7 per person)</i>	<b>CHURROS</b>
<b>ADDITIONAL SIDES OR DESSERTS</b> <i>(\$5 per person)</i>	

## \$35/person

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# SOUTHERN BUFFET

Salads and desserts can be on buffet or pre-plated for table.  
Served with iced tea & lemonade and corn bread squares.

<b>SALADS</b> <i>(Select One)</i>	<b>ENTRÉE</b> <i>(Select Two)</i>
<b>HEIRLOOM TOMATO SALAD</b> Red Onion, Chives, Herb Vinaigrette	<b>SOUTHERN FRIED CHICKEN</b> Hot Sauce, Local Honey
<b>ARUGULA AND GRILLED PEACH SALAD</b> Shallots, Goat Cheese, Candied Pecans, Lemon-Mustard Vinaigrette	<b>BABY BACK RIBS</b> Sweet Heat BBQ Sauce
<b>MIXED GREEN SALAD</b> Tomato, Cucumber, Red Onion, Shaved Carrot Choice of House Vinaigrette or Ranch Dressing Bacon Vinaigrette	<b>BBQ PULLED PORK</b> Sweet Heat BBQ, Carolina Gold BBQ Sauce
<b>SIDES</b> <i>(Select Two)</i>	<b>FRIED CATFISH</b> Cajun Remoulade
<b>BBQ BAKE BEANS</b>	<b>SHRIMP AND GRITS</b> Shrimp, Stone Ground Cheddar Grits, Tasso Gravy
<b>EDGARS SIGNATURE COLLARD GREENS</b>	<b>DESSERT</b> <i>(Select One)</i>
<b>SMOKED GOUDA MAC &amp; CHEESE</b>	<b>RED VELVET CAKE</b>
<b>SAUTÉED GREEN BEANS</b>	<b>PECAN TART</b>
<b>MASHED POTATOES</b>	<b>BANANA PUDDING</b>
<b>FRIED OKRA</b>	<b>CHEF'S CHOICE COBBLER</b>
<b>HONEY GLAZED CARROTS</b>	
<b>ADDITIONAL ENTRÉE</b> <i>(\$7 per person)</i>	
<b>ADDITIONAL SIDES OR DESSERTS</b> <i>(\$5 per person)</i>	

## \$35/person

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# ITALIAN DINNER BUFFET

Salads and desserts can be on buffet or pre-plated for table.  
Served with rolls and butter.

<b>SALADS</b> <i>(Select One)</i>	<b>ENTRÉE</b> <i>(Select Two)</i>
<b>TOMATO MOZZARELLA SALAD</b> Sliced Tomatoes, Fresh Mozzarella, Pesto, Balsamic Glaze	<b>CLASSIC LASAGNA</b> Ground Beef, Italian Sausage, Ricotta, Mozzarella, Pomodoro Sauce
<b>CAESAR SALAD</b> Romaine Lettuce, Parmesan, Croutons, Caesar Dressing	<b>TUSCAN CHICKEN</b> Spinach, Tomatoes, Garlic, Onions, Cream Sauce
<b>ITALIAN CHOPPED SALAD</b> Romaine, Radicchio, Iceberg, Celery, Red Onion, Tomatoes, Green Olives, Pepperoncini, Parmesan, Creamy Herb Dressing	<b>SPAGHETTI AND MEATBALLS</b>
<b>SIDES</b> <i>(Select Two)</i>	<b>SLICED FLANK STEAK PIZZAIOLA</b> Marinara Sauce, Herbs, Extra Virgin Olive Oil
<b>ROASTED FENNEL TOMATOES</b>	<b>ITALIAN SAUSAGE AND PEPPERS</b> Italian Sausage, Onions, Peppers, Pomodoro Sauce
<b>GREEN PEAS AND PANCETTA</b>	<b>DESSERT</b> <i>(Select One)</i>
<b>ROASTED BRUSSELS SPROUTS</b>	<b>TIRAMISU</b>
<b>BROCCOLI RABE WITH PINE NUTS</b>	<b>VANILLA PANNA COTTA</b>
<b>FRESH BUTTERED PASTA</b>	<b>ITALIAN CHOCOLATE CREAM CAKE</b>
<b>POLENTA</b>	
<b>ROASTED HERB POTATOES</b>	
<b>ADDITIONAL ENTRÉE</b> <i>(\$7 per person)</i>	
<b>ADDITIONAL SIDES OR DESSERTS</b> <i>(\$5 per person)</i>	

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# BAR PACKAGES

All guests over the age of 21 will be charged for the Bar Package rates regardless if they are drinking alcohol or not. Sparkling Wines are not included in the Bar Packages, but can be purchased separately.

## BAR SETUP FEE, \$150

Includes mixers, garnish, glassware, setup and breakdown

### TOP SHELF

Grey Goose | Macallan | 12 Year  
Pineapple Plantation  
Bombay Sapphire | Makers  
Mark | Casamigos | Hennessy  
Woodford Reserve

### PREMIUM

Tito's | Johnnie Walker  
Red | Captain Morgan  
Tanqueray | Jack Daniels  
Patron Silver | Crown Royal  
Bulleit | Milagro Blanco  
Milagro Reposado

### CALL

Fris | Dewar's  
Bacardi | Aviation  
Pepe Lopez  
Seagram's 7  
Jim Beam  
Espolon Blanco  
Espolon Reposado

\*We may substitute any liquor with a comparable one based on availability.

## HOST BAR PACKAGES

### TOP SHELF

Per Hour, Per Person-\$18  
or  
Tickets-\$12 each

### PREMIUM

Per Hour, Per Person-\$15  
or  
Tickets-\$10 each

### CALL

Per Hour, Per Person-\$13  
or  
Tickets-\$8 each

## BEER, WINE & SOFT DRINK PACKAGE

Per Hour, Per Person-\$12 Tickets-\$7 each

### BEERS

Domestic: Bud Light,  
Yuengling, Michelob Ultra

Imported: Please inquire  
about current selections

Craft Beer (Upon  
Request):(+\$7) Please inquire  
about current selections

### WINES

White: Chardonnay,  
Pinot Grigio & Mascado

Red: Merlot, Pinot Noir &  
Cabernet

Sparkling:(+\$5) Sparkling  
Wine, Prosecco or Cava

### NON-ALCOHOLIC

Coca-Cola  
Diet Coke  
Sprite  
Gingerale  
Tonic  
Club Soda

## HOST BAR

(Price Per Drink)

SOFT DRINKS \$2  
BOTTLED WATER \$2  
DOMESTIC BEER \$4  
IMPORTED BEER \$6  
HOUSE WINE BY GLASS \$7  
CALL SELECTIONS \$8  
PREMIUM SELECTIONS \$10  
TOP SHELF SELECTIONS \$12

## CONSUMPTION/CASH BARS

(Price Per Drink)

SOFT DRINKS \$3  
BOTTLED WATER \$3  
DOMESTIC BEER \$5  
IMPORTED BEER \$7  
HOUSE WINE BY GLASS \$8  
CALL SELECTIONS \$9  
PREMIUM SELECTIONS \$11  
TOP SHELF SELECTIONS \$13

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# FINANCES

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## DEPOSIT

To secure your event space, a non-refundable initial deposit of \$500 - \$1500 is required along with a signed contract.

## ACCEPTED METHODS OF PAYMENT

Cash, credit or debit card (with a completed credit card authorization form), money order or checks. Payments by check must be received 7 business days prior to the first scheduled arrival.

## DIRECT BILLING

Direct billing is not available for social functions. Direct billing privileges may be established for those accounts incurring \$5,000 or more in charges if a credit application is submitted no later than 60 days prior to the first arrival date. If direct billing is approved, final payment must be received 30 days preceding the event. Afterwards a 1.5% fee will be applied every 30 days to the outstanding balance and direct billing privileges are subject to be revoked in the future.

## TAX AND SERVICE CHARGE

All prices are subject to taxable service charge of 22% and applicable state sales tax of 8%.

## TAX EXEMPT STATUS

Groups that are tax exempt are required to provide a Georgia State Sales Tax Certification 30 days prior to the event. All payments for tax exempt groups must be made in the name of the organization via a credit card or check.

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# ON-SITE

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## WI-FI

Complimentary Wi-Fi is available throughout the venue. If you require a high bandwidth or streaming capabilities, please speak with your sales associate.

## ACCESSIBILITY

The Snelling Conference Center is an accessible facility in compliance with the Americans with Disabilities Act (ADA). Our design includes accessible parking, entrances, and accessible restroom facilities. For reasonable accommodation requests, please call 706.854.4763 at least 48 hours prior to your visit.

## PARKING

Ample complimentary self parking is available on-site

## SMOKING POLICY

The Snelling Conference Center is a smoke-free facility.

## LOST & FOUND

The Snelling Conference Center assumes no responsibility for any lost or misplaced items.

## PETS

Service Animals are permitted at The Snelling Conference Center (i.e. seeing-eye animals). Pets, including comfort animals, and other animals are not permitted.

## FIRE ARMS & WEAPONS

The Snelling Conference Center prohibits firearms and weapons in all venues, except by on-duty law enforcement officers with jurisdiction.

3165 Washington Road, Augusta, Georgia 30907  
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# PLANNING

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## EVENT SPACE

The Snelling Conference Center reserves the right to change the function space contracted should the guest count change or as deemed necessary by the conference center. Sufficient space will be made available to accommodate meeting/function/exhibit requirements.

The Snelling Conference Center reserves the right to maximize space usage for all function space.

Standard room rentals include 1-2 hour access before the start time of an event.

Labor charges will be incurred if a group requests changes to the room setup after the room has been set. Group will be charged a minimum of \$100.00 per room.

## DECORATIONS

Fastening or affixing objects to ceilings, painted surfaces, podiums, columns, fabric moveable walls, or decorative walls will only be allowed under certain circumstances and must be approved by The Snelling Conference Center. Only approved adhesive products can be used. No nails or tape will be allowed on any surface.

The use of candles is permitted if the flame is enclosed by glass one inch above the flame. Please check with your Event Manager and/or Catering Manager for specifics regarding candle use. The use of glitters and confetti is not permitted. All balloons must be removed from the premises and disposed of upon conclusion of the event.

## LINEN

The Snelling Conference Center offers table cloths for all tables, including exhibit tables. Our in-house table linens and napkins are available in white or black. Other colors may be offered, based on availability and advanced notice. In-house floor length linens available at \$10 each. (Limited supply)

## FOOD & BEVERAGES

The Snelling Conference Center does not allow any outside food or beverage to be brought on property at any time. Due to food safety liability and the health department regulations, no food or beverage may be removed from the premises following any function.

To-go containers are strictly prohibited at our venue.

## MINIMUMS

A minimum of 20 guests are required for food and beverages.

## ALCOHOL POLICY

The Snelling Conference Center is regulated by the State Liquor Control Board. Per Georgia state law, alcoholic beverages of any kind will not be permitted to be brought into the premises by the patron or any of the patron's guests from the outside.

The Snelling Conference Center is the only licensee able to sell and serve liquor, beer and wine on premises. Georgia state law further prohibits the removal of alcoholic beverages purchased by the venue for client consumption.

The legal drinking age in Georgia is 21. Proper identification is required when attending a function with alcohol to be served. The Snelling Conference Center reserves the right to refuse service to any person who visibly appears to be intoxicated.

## GUARANTEE

Guaranteed attendance for your event must be received by the sales team ten (10) days prior to your event date. The guarantee numbers provided are not subject to reduction and charges will be applied accordingly. You will be billed either for that number or the number of guests served, whichever is greater. In some instances, more notice may be required due to menu complexity, holidays, delivery, or other constraints.

Guarantee increases received 72 hours or less prior to the event, shall incur a 10% price surcharge per person for the additional guests if the increase is above 5% of the guarantee.

Any menu ordered within 72 hours of the function date will be considered a "pop-up" and subject to special menu selections and pricing.

## MENUS

All menu prices are subject to change without prior notice unless they are on a Banquet Event Order signed by the client and returned to the Snelling Conference Center.

To assure availability of menu items, your selections should be submitted to the Catering team four weeks prior to your scheduled event.

Food and Beverage from packaged coffee breaks, continental breakfasts, breakfasts and luncheons are not transferable to other breaks.

Lunch menus are offered from 11 a.m. – 2 p.m.

Special Meals are defined as those meals requested for service other than the principal menu, either contracted in advance or at the time of service. All special meals must be included in the guarantee number.

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# ANCILLARY PRICE LIST

ITEM	PRICE/EACH
<b>LINEN RENTALS:</b>	
Tablecloths	\$8-20 each (vary depending on color and size)
Table Runners	\$5
<b>EVENT SERVICES:</b>	
Audio Visual System	\$150
Centerpieces	Starting at \$10
Floral Centerpieces	Starting at \$25
Chargers (Acrylic, Gold or Silver)	\$1 each
Chargers (Glass Beaded, Gold or Silver)	\$5 each
Menu Placecards	.50 each
<b>EVENT PLANNING:</b>	
	Inquire with your Planner
<b>EVENT STAFFING AND SET UP:</b>	
Server Attendant	\$150 up to 4 hrs; \$50/additional hr
Bartender	\$175 up to 4 hours; \$50/additional hr
Chef Attendant	\$250
Cash Bar Setup fee	\$150
Room flip (for weddings/receptions)	\$300
Police Officer	\$50/hr (4 hr minimum)
Fire Marshal	\$50/hr (4 hr minimum)

Menu prices are subject to change. A menu with current pricing will be provided when a quote is prepared.

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# SNELLING

CONFERENCE CENTER

# THANK YOU!

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