

Nottoway
PLANTATION · RESORT

social events

venue options

Rental rates and food & beverage minimums are subject to change. Rental rates are based on 3-hour rental block.

Cypress Ballroom

With floor-to-ceiling windows overlooking the pond and rotunda, Cypress Ballroom is a beautiful, adaptable space that is the perfect venue for small-to-medium sized groups.

Square Footage: 2,457

Seated Capacity: 120

Menu Options: Buffet & Seated

Rental & Minimums: Seasonal

Grand Pavilion

The Grand Pavilion is a dramatic open-air alternative (heated & air conditioned) that can be dressed as simply or as elaborately as your imagination allows. A shared courtyard with Randolph's Ballroom allows the two spaces to be easily configured into one dazzling venue.

Square Footage: 3,600

Seated Capacity: 300

Menu Options: Buffet & Seated

Rental & Minimums: Seasonal

Oscar's Private Dining Room

Located across from the Mansion Restaurant on the ground floor of the Mansion, Oscar's Dining Room provides a private, more intimate setting for smaller groups to enjoy elopement celebrations, rehearsal dinners, wedding showers and more.

Square Footage: 336

Seated Capacity: 24

Menu Options: Seated Only

Rental & Minimums: Seasonal

Poolside

Nottoway's pool and cabana are the perfect venue for your outdoor event, from casual buffets to elegant dinners and evening receptions.

Square Footage: 3,685

Seated Capacity: 60

Menu Options: Buffet & Seated

Rental & Minimums: \$500 plus seasonal food & beverage minimums

Randolph's Ballroom

Adorned by the sparkle of lavish crystal chandeliers and the grace of arched, intricately-molded entryways and columns, Randolph's Ballroom is the epitome of stylish elegance. It shares a courtyard with the Grand Pavilion with which it can be combined for an even larger venue.

Square Footage: 4,640

Seated Capacity: 300

Menu Options: Buffet & Seated

Rental & Minimums: Seasonal

White Ballroom

Nottoway's spectacular White Ballroom, located on the main floor of the historic mansion, has been the setting for countless wedding ceremonies, including those of the Randolph family itself, and is perfect for elegant parties and festive celebrations.

Square Footage: 960

Seated Capacity: 60

Menu Options: Seated Only

Rental & Minimums: \$1,000 plus seasonal food & beverage minimums

breakfast

Prices listed per person. Based on 1.5 hours of service.

All breakfast buffets are served with water, juice, and freshly brewed coffee.

Continental Breakfast

Traditional - \$15

Fresh Whole Fruit
Assorted Pastries, Muffins & Croissants
Assorted Yogurt with Granola

Deluxe - \$19

Sliced Fresh Fruit Display with Assorted Yogurts
Assorted Pastries, Muffins & Croissants
Sausage Biscuits
Ham and Cheese Croissants

Breakfast Buffets

Minimum 25 guests*

Azalea Breakfast - \$22

Sliced Fresh Fruit Display with Assorted Yogurts
Assorted Pastries, Muffins & Croissants
Assorted Cold Cereals with Milk
Scrambled Eggs
Breakfast Potatoes
Apple-Wood Smoked Bacon or Breakfast Sausage
Homemade Buttermilk Biscuits

Camelia Breakfast - \$27

Sliced Fresh Fruit Display with Assorted Yogurts
Assorted Pastries, Muffins & Croissants
Assorted Cold Cereals with Milk
Scrambled Eggs
Breakfast Potatoes
Southern Stone Ground Cheese Grits
Apple-Wood Smoked Bacon and Breakfast Sausage
Homemade Buttermilk Biscuits with Sausage Gravy

Buffet Enhancements

Give your guests an added option to either of the breakfast buffets.

Omelet Station - \$7

With your choice of meat, fresh vegetables, and cheese. Chef attendant required at \$100 per 35 guests.

Crepe Station - \$8

Sweet and savory crepes prepared to order. Chef attendant required at \$100 per 35 guests.

Beignets & Café Au Lait - \$10

Fresh beignets with powdered sugar and Crème Anglaise. Served with freshly brewed Café Au Lait.

**If minimum guest count is not met, a \$100 surcharge will be applied.*

ALL BANQUET FOOD & BEVERAGE, RENTAL, AND ASSOCIATED CHARGES ARE SUBJECT TO 22% SERVICE CHARGE AND 9.45% SALES TAX.

seated brunch

Served with water, iced tea, and freshly brewed coffee

Two Courses \$30 | Three Courses \$35 | Four Courses \$42 | Five Courses \$49

Appetizer

Choice of One

Yogurt Parfait

Yogurt topped with fresh fruit and granola

Seafood Martini

Louisiana blue crab, shrimp and lobster

Fried Green Tomatoes

Remoulade sauce with Louisiana lump blue crab

Beignets

With powdered sugar and crème Anglaise

Soup

Choice of One

Crab & Brie Bisque

Rich, creamy bisque served with fresh Louisiana lump blue crab meat

Chicken & Sausage Gumbo

House-made roux accented with chicken and locally made sausage. Served with white rice.

Salad

Choice of One

House Salad

Mixed greens, cucumbers, and ripe grape tomatoes tossed in house-made sugarcane vinaigrette dressing

Spinach Salad

Spinach, fresh strawberries, and sweet & spicy pecans, tossed in a citrus vinaigrette dressing

Entrée

Choice of Two*

Eggs Benedict

Two poached eggs with Canadian bacon on an English muffin, topped with Hollandaise sauce. Served with steamed asparagus and breakfast potatoes.

New Orleans French Toast

New Orleans French bread dipped in sugar egg custard, served with Steen's Cane Syrup and apple wood smoked bacon

Southern Fried Chicken and Waffles

Fried chicken tenders served over two Belgian style waffles accompanied with your choice of Steen's cane syrup or regular maple syrup and crispy bacon.

Wood Grilled Chicken Creole

Louisiana Creole tomato sauce with artichokes, mushrooms, roasted peppers, Yukon mashed potatoes & seasonal vegetables

Crab Cake Benedict

Louisiana blue crab, Cajun Tasso, and poached eggs on an English muffin, topped with Hollandaise sauce. Served with steamed asparagus and breakfast potatoes.

Pasta Fourchon

Shrimp and lump crab meat with herbs and vegetables in penne pasta, tossed in an alfredo sauce

Pan Roasted Gulf Redfish

Filet of redfish roasted with New Orleans BBQ butter sauce, sweet & spicy pecans, Yukon mashed potatoes & seasonal vegetables

Barbeque Shrimp & Grits

Louisiana jumbo gulf shrimp, stone ground grits, Andouille sausage, and barbeque butter.

Dessert

Choice of One

White Chocolate Bread Pudding

A simple but delicious, homemade dessert served warm and topped with Crème Anglaise and sweet caramel sauce

Bananas Foster Cheesecake

A delightful cheesecake that tastes like it came straight from the flambé cart.

Berries Anglaise

Fresh, seasonal berries served in a martini glass and topped with Crème Anglaise.

Chocolate Decadence Cake

A delectable chocolate cake with rich dark fudge and chocolate ganache mousse filling.

Add Bottomless Mimosas—\$15 per person

**If selecting more than one entrée, Group is responsible for providing an entrée count along with place cards indicating which entrée each guest is to be served.*

***Combination entrees do not allow additional entrée selections.*

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lunch buffets

Prices listed per person. Based on 1.5 hours of service. Minimum 25 guests.*

All lunch buffets are served with water, iced tea, and freshly brewed coffee.

Magnolia Deli - \$18

Selection of Breads
Garden Salad with Assorted Dressing
Assortment of Baked Ham, Roasted Turkey Breast and Slow-Cooked Roast Beef
Assortment of Cheese
Assorted Chips
Chef's Choice Dessert

Cypress - \$25

Assorted Breads
Garden Salad with Assorted Dressing
Fresh Fruit Salad
Potato Salad
Assortment of Barbeque Brisket, Smoked Turkey, and Fried Shrimp
Chef's Choice Dessert

Paddle Wheel - \$27

Assorted Breads
Garden Salad with Assorted Dressing
Potato Salad
Seasonal Mixed Vegetables
Cheese Tortellini with Alfredo Sauce
Blackened Chicken
Marinated and Sliced Sirloin
Chef's Choice Dessert

Old South - \$30

Assorted Breads
Garden Salad with Assorted Dressing
Smothered Green Beans
Red Beans and Rice with Sausage
Chicken and Sausage Jambalaya
Fried Catfish
Barbeque Beef Brisket
Chef's Choice Dessert

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seated lunch

Served with water, iced tea, and freshly brewed coffee

Two Courses \$30 | Three Courses \$35 | Four Courses \$42 | Five Courses \$49

Appetizer

Choice of One

Sugar Cane Chicken

Lightly breaded tenders tossed in sugar cane buffalo sauce

Seafood Martini

Louisiana blue crab, shrimp and lobster

Fried Green Tomatoes

Remoulade sauce with Louisiana lump blue crab

Crawfish Beignets

Savory crawfish beignets with spicy remoulade

Soup

Choice of One

Crab & Brie Bisque

Rich, creamy bisque served with fresh, Louisiana lump blue crab meat

Chicken & Sausage Gumbo

House-made roux accented with chicken and locally made sausage. Served with white rice

Salad

Choice of One

House Salad

Mixed greens, cucumbers, and ripe grape tomatoes tossed in house-made sugarcane vinaigrette dressing

Spinach Salad

Spinach, fresh strawberries, and sweet & spicy pecans, tossed in a citrus vinaigrette dressing

Entrée

*Choice of Two**

Blackened Shrimp Salad

Mixed greens, sweet and spicy pecans, blackened Louisiana shrimp, with a balsamic vinaigrette

Grilled Chicken Salad

Mixed greens, grilled chicken, grape tomatoes, black olives, tortilla strips, with a balsamic vinaigrette

Pasta Fourchon

Shrimp and lump crab meat with herbs and vegetables in penne pasta, tossed in an alfredo sauce

Wood Grilled Chicken Creole

Louisiana Creole tomato sauce with artichokes, mushrooms, roasted peppers, mashed potatoes & seasonal vegetables

Jumbo Lump Crab Cakes

Louisiana blue crab with lemon butter sauce, Yukon gold mashed potatoes and seasonal vegetable

Pan Roasted Gulf Redfish

Filet of redfish roasted with New Orleans BBQ butter sauce, sweet & spicy pecans, mashed potatoes & seasonal vegetables

Barbeque Shrimp & Grits

Louisiana jumbo gulf shrimp, stone ground grits, Andouille sausage, and barbeque butter.

Petite Filet Mignon

6 oz. angus tenderloin filet of beef, broiled to perfection (MEDIUM), mashed potatoes and seasonal vegetables

Dessert

Choice of One

White Chocolate Bread Pudding

A simple but delicious, homemade dessert served warm and topped with Crème Anglaise and sweet caramel sauce

Bananas Foster Cheesecake

A delightful cheesecake that tastes like it came straight from the flambé cart.

Berries Anglaise

Fresh, seasonal berries served in a martini glass and topped with Crème Anglaise

Chocolate Decadence Cake

A delectable chocolate cake with rich dark fudge and chocolate ganache mousse filling

Add Bottomless Mimosas—\$15 per person

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afternoon tea

Minimum guest count of 12. All menu items and tea will be displayed on buffet tables or at guest tables for self-service.

\$35 per person

Fresh Baked Scones

Selection of Scones with Devonshire Cream and Fruit Preserves

Sliced Seasonal Fruit

Tea Sandwiches

Choice of Three:

Smoked Salmon and Watercress

Crab Salad

Turkey with Avocado

Dill & Cream Cheese with Cucumbers

Asparagus in Phyllo Dough

Pastries & Petit Fours

Selection of pastries and assorted petit fours

Selection of Teas

Choice of Two:

Earl Grey

English Breakfast

Darjeeling

Mint Green Tea

Strawberry Herbal

Lemon Lime Herbal

Add Bottomless Mimosas—\$15 per person

dinner buffets

Prices listed per person. Based on 1.5 hours of service. Minimum 25 guests*.

All dinner buffets are served with water, iced tea, and freshly brewed coffee.

Bayou Goula - \$30

Assorted Rolls
Garden Salad with Assorted Dressing
Potato Salad
Country Style Baked Beans
Corn on the Cob
Barbeque Chicken
Slow-Cooked Ribs
Smoked Sausage

Live Oak - \$39

Assorted Rolls
Garden Salad with Assorted Dressing
Crab and Brie Bisque
Oven Roasted Potatoes
Sautéed Seasonal Vegetables
Chicken and Sausage Jambalaya
Grilled Gulf Fish Amandine
Marinated and Sliced Sirloin
Shrimp and Grits

Southern Seafood Boil- *Market Price*

Choice of one

Boiled Crawfish (available March-May)

approximately 3 lbs per person

Boiled Shrimp (available all year)

approximately 1 lb per person

Assorted Rolls
Garden Salad with Assorted Dressings
Boiled Smoked Sausage, Corn and Potatoes
Fried Catfish or Chicken Strips
Chicken & Sausage Jambalaya
Chef's Choice Dessert

Sugar Cane - \$35

Assorted Rolls
Garden Salad with Assorted Dressing
Oven Roasted Potatoes
Braised Sugarcane Carrots
Blackened Chicken
Marinated and Sliced Sirloin
Grilled Shrimp

Iberville - \$47

Chef attendant required at \$100 per 75 guests

Assorted Rolls
Caesar Salad
Pasta Salad
Oven Roasted Potatoes
Sautéed Seasonal Vegetables
Grilled Gulf Fish
Chicken Creole
Prime Rib Carving Station with Au Jus

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buffet carving stations

All carving stations require a chef attendant at \$100 per 75 guests. Assorted rolls and condiments are provided with each carving station.

Herb Roasted Turkey Breast - \$325

Serves 50 guests

Cane Syrup Glazed Ham - \$325

Serves 50 guests

Roasted Pork Loin - \$350

Serves 75 guests

Cochon de Lait - \$600

Serves 75 guests

Prime Rib of Beef - \$600

Serves 75 guests

Beef Tenderloin - \$850

Serves 50 guests

Steamship Round of Beef - \$600

Serves 200 guests

Top Round of Beef - \$350

Serves 100 guests

seated dinner

Served with water, iced tea, and freshly brewed coffee. Chef's choice of starch and vegetable, unless otherwise indicated.

Three Courses \$41 | Four Courses \$49 | Five Courses \$59

Appetizer

Choice of One

Sugar Cane Chicken

Lightly breaded tenders tossed in sugar cane buffalo sauce

Seafood Martini

Louisiana blue crab, shrimp and lobster

Fried Green Tomatoes

Remoulade sauce with Louisiana lump blue crab

Crawfish Beignets

Savory crawfish beignets with spicy remoulade

Soup

Choice of One

Crab & Brie Bisque

Rich, creamy bisque served with fresh, Louisiana lump blue crab meat

Chicken & Sausage Gumbo

House-made roux accented with chicken and locally made sausage. Served with white rice

Smoked Duck & Mushroom

Savory smoked duck and fresh mushrooms in a cream-based soup

Salad

Choice of One

House Salad

Mixed greens, cucumbers, and ripe grape tomatoes tossed in house-made sugarcane vinaigrette dressing

Spinach Salad

Spinach, fresh strawberries, and sweet & spicy pecans, tossed in a citrus vinaigrette dressing

Entrée

Choice of Two*

Jumbo Lump Crab Cakes

Louisiana blue crab with lemon butter sauce

Broiled Tilapia Amandine

Herb-seasoned with lemon butter and toasted almonds

Blackened Gulf Fish

Fresh Gulf filet blackened with Cajun spices and butter

Pasta Fourchon

Shrimp and lump crab meat with herbs in penne pasta, tossed in an alfredo sauce

Wood Grilled Chicken Creole

Louisiana Creole tomato sauce with artichokes, mushrooms, roasted peppers

Chicken Breaux Bridge

Sautéed chicken breast topped with crawfish étouffée

Prime Rib of Beef

12 oz. cut, cooked medium, served with au jus

Randolph Filet

8 oz. center cut tenderloin filet of beef, cooked medium, grilled over pecan wood

Vegetable Napoleon

Grilled portobello mushroom with fire roasted bell peppers, eggplant, and squash, served with balsamic vinaigrette

Pasta Primavera

Penne pasta tossed with fresh, roasted vegetables in olive oil

Combination Entrée

Choice of One**

Grilled Atlantic Salmon & Petite Filet

Herb-seasoned salmon with lemon butter and toasted almonds accompanied by a 5 oz. filet of beef, cooked medium, grilled over pecan wood

Crab Cake & Wood Grilled Chicken Creole

Pan-fried, seasoned Louisiana crab cake accompanied by a wood-grilled chicken breast topped with Louisiana Creole tomato sauce, artichokes, mushrooms, and roasted peppers

Barbeque Shrimp & Petite Filet

Fresh Gulf shrimp served in an Abita Beer barbeque sauce accompanied by a 5 oz. filet of beef, cooked medium, grilled over pecan wood

Grilled Gulf Fish & Fig-Marinated Pork Loin

Fresh Gulf fish filet grilled with Cajun spices and butter accompanied by a fig-marinated and apple wood-smoked tenderloin of pork

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seated dinner, continued

Dessert

Choice of One

White Chocolate Bread Pudding

A simple but delicious, homemade dessert served warm and topped with Crème Anglaise and sweet caramel sauce

Bananas Foster Cheesecake

A delightful cheesecake that tastes like it came straight from the flambé cart.

Berries Anglaise

Fresh, seasonal berries served in a martini glass and topped with Crème Anglaise.

Chocolate Decadence Cake

A delectable chocolate cake with rich dark fudge and chocolate ganache mousse filling.



cocktail events

Hors d'Oeuvres

All items can be butler passed or set up as a display. 100 pieces per order, unless otherwise noted.

Cold Hors d'Oeuvres

- Jumbo Boiled Louisiana Shrimp with Spicy Cocktail Sauce - \$425
- Smoked Salmon with Herbed Cream Cheese on Crostinis - \$525
- Lobster and Crab Pinwheels - \$650
- Assorted Finger Sandwiches - \$425
- Blackened Tuna Sashimi on Crispy Wontons - \$450
- Bruschetta with Roma Tomatoes, Fresh Mozzarella, and Fresh Basil - \$395

Hot Hors d'Oeuvres

- Pecan Crusted Duck Breast with Fig Marmalade - \$425
- Jumbo Lump Crab Cake with Pink Remoulade - \$625
- Crawfish Beignets with Pink Remoulade - \$425
- Crabmeat Stuffed Mushrooms - \$550
- Spinach and Feta Stuffed Mushrooms - \$425
- Andouille Sausage Bites with Creole Mustard - \$425
- Grilled Louisiana Shrimp with Thai Chili - \$425
- Grilled Lamb Lollipops with Red Pepper Jelly - \$525
- Applewood Bacon-Wrapped Shrimp - \$575
- Steak and Eggs, Tenderloin topped with Fried Quail Egg - \$625

Dips & Displays

Displays

Displays serve approximately 100 guests.

- Pecan Praline Baked Brie, served with crackers - \$225
- Imported & Domestic Cheeses, served with crackers - \$400
- Vegetable Crudités, served with assorted dips - \$400
- Sliced Fresh Fruit, served with yogurt dip - \$450
- Charcuterie, served with assorted condiments and crackers - \$500
- Marinated Grilled Vegetables, drizzled in balsamic vinaigrette - \$500
- Seafood Display with Smoked Salmon, Boiled Shrimp, and Crab Claws - \$650

Dips

Dips serve approximately 75 guests. All dips are served with appropriate condiments and crackers.

Cold

- Shrimp Remoulade - \$125
- Jumbo Lump Crab Dip - \$250

Hot

- Spinach & Artichoke - \$100
- Smoked Seafood - \$150
- Crab Au Gratin - \$250

bar service

Open Bar Packages

All open bar packages include water and sodas. Prices listed per person with service from the bar. For red/white wine table service, add \$5 per person. For cocktail service, add \$150 per server; 1 server per 25 guests.

Length	Beer/Wine	Premium Bar	Top-Shelf
1-Hour	\$15	\$19	\$23
2-Hour	\$20	\$24	\$28
3-Hour	\$24	\$28	\$32
4-Hour	\$28	\$32	\$36

Hosted & Cash Bar

Prices list are per drink. \$100 bartender fee applies per 75 guests.

Selection	Hosted	Cash
Bottled Water	\$2	\$2
Sodas	\$3	\$3
Domestic Beer	\$4	\$5
Imported/Premium	\$5	\$6
House Wine	\$7	\$8
Premium Wine	\$9	\$10
Premium Spirits	\$8	\$9
Top-Shelf Spirits	\$10	\$11

Beverage Selections

Selections are subject to change. Brand requests may incur additional charges.

Beer Selections

Bud Light
Michelob Ultra
Parish Brewing Canebrake

**Draught beer served in Randolph's Ballroom. Bottled beer served in all other venues*

Premium Spirits

Tito's Vodka
Tanqueray Gin
Bacardi Silver Rum
Don Julio Blanco Tequila
Jack Daniels Tennessee Whiskey
Seagram's 7 Whiskey
Johnnie Walker Red Blended Scotch Whisky

Wine Selections

Chardonnay
Pint Noir
Cabernet Sauvignon
Sparkling Wine

**Premium wines available with upcharge*

Top-Shelf Spirits

Grey Goose Vodka
Bombay Sapphire Gin
Plantation 5 Year Rum
Patrón Silver Tequila
Maker's Mark Bourbon
Crown Royal
Glenmorangie 12 Year Single Malt Scotch Whisky

bar enhancements

All add-on bar stations are priced per person and may be added to any open bar package serving liquor. Additional \$100 bartender fee applies to each add-on service. Minimum 25 guests.

Martini Bar - \$7

An enticing selection of premium vodkas and gin as well as specialty martini drinks, including cosmopolitans, appletinis, and more! Gourmet accompaniments included.

Taste of NOLA - \$6

Treat guests to a taste of New Orleans with classic cocktails such as the Hurricane, Pimm's Cup, Sazerac, New Orleans Milk Punch, and Vieux Carre.

Cordials and Coffee Bar - \$6

A perfect after-dinner compliment, the Cordials and Coffee Bar features Bailey's Irish Cream, Kahlua, Godiva Chocolate Liqueur, Amaretto and Grand Marnier along with gourmet coffee accompaniments.

Bubbly Bar - \$6

Features premium champagne cocktails including Mimosa, Kir Royale, Classic Champagne Cocktail, Poinsetta, Bellini and French 75. Gourmet accompaniments included.

Southern Belle Bar - \$6

Features cocktails fit for any Southern Belle including a classic mint julep, spiked sweet tea, Jack & ginger, seasonal fruit mojito and, of course, a Scarlett O'Hara.

Frozen Margarita Bar - \$7

Minimum 50 guests.

Personalized Nottoway Plastic 12oz Tumblers \$200 per 100

policies & procedures

Menu Selection and Guarantees

The Resort needs your assistance in making your event a success. Please refer to your event contract for guarantee and menu selection due dates. Changes made after the due dates will be subject to additional charges.

Plated Events

In the event that your group requires a split menu, entrée selections are limited to a maximum of two selections. The Resort requires that the Group produce place cards identifying the particular entrée selected by the guest. If the Resort needs to produce more than the initial amount guaranteed for a specific entrée, the Group is responsible for paying for those additional meals.

Buffets

For groups less than the minimum, a \$100 surcharge, subject to applicable tax and service charge, will be added for buffet meal service. Buffet and station pricing is based on 1.5 hours of service. Each additional hour added is subject to additional fees.

Outside Food & Beverage

No food and/or beverage of any kind will be permitted to be brought into the Resort by the Group or any of the Group's guests. All food and beverage items served in banquet rooms must be supplied and prepared by Nottoway Plantation & Resort. Food may not be taken off the premises after it has been prepared and served. The Group is responsible for notifying its guests of this policy. Specialty items, such as cakes, may be provided by approved vendors on a case by case basis.

Liquor Laws

Resort strictly adheres to and enforces all Louisiana State Liquor Laws. Identification may be requested at any time. The Resort reserves the right to refuse service to anyone not in accordance with these liquor laws. Alcoholic beverage service will be denied to guests who appear to be intoxicated or are under age. The duration of service for alcoholic beverages is limited to no more than (5) five hours per event.

Special Dietary Requests

Should guests have any special dietary requests or food allergies and require special meal requirements, Nottoway must be notified at least (5) five business days in advance of the event with names of guests and special requirements, and Nottoway will make the necessary arrangements to accommodate the request.

Nottoway utilizes many different ingredients in menu items and there may be products that may contain nuts, nut products, dairy and/or soy, and the like, and the resort will not be liable for the guests' allergic reactions resulting from partaking in food items served at any food and beverage outlets and/or functions being held at Nottoway.

Custom Menu Requests

Nottoway strives to make your event exactly as you envisioned. Please consult your Sales Manager regarding any custom menu requests. All custom menu requests must be made no less than 21 days prior to the event.

Menu Prices

All prices are subject to change without notice.

Tax and Service Charge

Banquet food, beverage, room rental and fees are subject to a taxable 22% service charge and 9.45% sales tax. Taxes are subject to change without notice and prevailing taxes during event will apply.

Payment

A valid credit card must be provided to hold reservations. A Credit Card Authorization Form will be sent upon booking to collect credit card information. Please refer to your contract for deposit and final payment requirements.

Room Setup and Time Changes

If room setup changes are requested after your event has been set up as specified on the banquet event order, a minimum labor charge of \$150 will apply and be posted to your master account. If additional hours are requested and permitted by the Resort, a \$500 charge will apply per half hour.

policies & procedures

Décor

Nottoway provides a high quality of linen, glass, silverware, china, and decor. Nottoway does not provide flowers or centerpieces. Events may be enhanced with items such as lighting, lounge furniture, and specialty linens which are listed on our rental add-on form. Please consult your Sales Manager.

Signage and Decorations

Signs and banners are not allowed in the Hotel's public areas, unless approved in advance by the Resort. Regarding the Group's function space, all signs must be professionally printed, and their placement and posting be pre-approved by an authorized Resort representative. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited. Open flames, confetti, and wall hangings are not permitted at the Resort.

Audio Visual

A complete range of audio-visual equipment is available through the Resort's provider. The Resort requires advance notice of any outside vendor coming onto the Resort property and Resort must approve all vendors and specifications for electrical requirements.

Outdoor Events

The Resort reserves the right to relocate any scheduled outdoor event to an indoor location. This decision will be based on current and forecasted weather conditions. All weather decisions will be made (5) five hours prior to the start of the event.

Room Damages

Due to the historic nature of the Resort and the commitment to protect the mansion, grounds and objects they contain, Nottoway management reserves the right to refuse use of its property to any event sponsor, planner or purveyor. The Group assumes liability for any and all damages to the resort property, including interiors and exteriors of all buildings and grounds as a result of negligence by the Group or any of the Group's guests. Cleaning or repairs for such damages including supplies and labor, deemed necessary by Nottoway management will be billed to the Group.

Security

The Resort reserves the right to require security for events that serve alcohol and/or have more than 100 guests or are scheduled during evening hours. If deemed necessary, security shall be obtained by the Resort (1 guard per 100 guests) at the expense of the Group. Charges are based on the rate of the security service provider. The Resort has sole discretion to select the security service provider and individual security guards. The Resort does not assume responsibility for damage or loss of any merchandise or articles left on the premises prior to, during or following any event.

Shipping and Receiving

Due to limitations in secured storage space, Nottoway will only accept packages as follows: Boxes/packages may be sent for arrival a maximum of (3) three days prior to Group arrival and must be marked with the following:

Responsible party's name, Group Name, Hold for Arrival Date

There will be no charge for up to (10) ten boxes, weighing no more than 25 pounds per box. Additional boxes are subject to a \$5.00 per box charge. Nottoway will not be responsible for any damages or loss to any packages or boxes.

Outside Contractors

The Resort offers all services necessary for a successful program. However, if Group finds it necessary to use outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of Group shall be subject to prior approval of the Resort. Upon prior reasonable written notice to the Resort from Group, Resort shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the Resort premises by other guests and members of the Resort.

Group's contracts with its contractors will all specify that contractor and the Group will indemnify and hold the Resort harmless from any and all damages or liabilities which may arise by such Contractors or through their use. A copy of the Contractor's liability insurance will be required prior to arrival on Resort property.

