

MA 18P 18090500000000000023  
MODIFICATION

**State of Maine**



**Master Agreement**

**Effective Date:** 09/17/18

**Expiration Date:** 09/30/24

**Master Agreement Description:** PQVL for Conference and Meeting Space

**Buyer Information**

Sherri Brooker 207-624-8878 ext. Sherri.Brooker@Maine.gov

**Issuer Information**

Sherri Brooker 207-624-8878 ext. Sherri.Brooker@Maine.gov

**Requestor Information**

Sherri Brooker 207-624-8878 ext. Sherri.Brooker@Maine.gov

**Agreement Reporting Categories**

**Authorized Departments**

ALL

**Vendor Information**

**Vendor Line #:** 1

**Vendor ID**

VC1000006667

**Vendor Name**

AUGUSTA CITY OF

**Alias/DBA**

AUGUSTA CIVIC CENTER

**Vendor Address Information**

16 CONY STREET

AUGUSTA, ME 04330

US

**Vendor Contact Information**

Sep 14, 2023, 8:38 AM

MARGARET NOEL  
207-626-2405  
margaret.noel@augustaciviccenter.org

**Commodity Information**

**Vendor Line #:** 1

**Vendor Name:** AUGUSTA CITY OF

**Commodity Line #:** 1 **Commodity**

**Code:** 97165

**Commodity Description:** PQVL for Conference and Meeting Space

**Commodity Specifications:**

**Commodity Extended Description:**

<b>Quantity</b>	<b>UOM</b>	<b>Unit Price</b>
0.00000		0.000000
<b>Delivery Days</b>	<b>Free On Board</b>	
<b>Contract Amount</b>	<b>Service Start Date</b>	<b>Service End Date</b>
0.00	09/17/18	09/30/24
<b>Catalog Name</b>	<b>Discount</b>	
	0.0000 %	
	<b>Discount Start Date</b>	<b>Discount End Date</b>

Please see authorized signatures displayed on the next page



**RIDERS**

<input checked="" type="checkbox"/>	The following riders are hereby incorporated into this Contract and made part of it by reference: (check all that apply)
<input checked="" type="checkbox"/>	Rider A – Scope of Work and/or Specifications
<input checked="" type="checkbox"/>	Rider B – Terms and Conditions
<input type="checkbox"/>	Rider C - Exceptions
<input checked="" type="checkbox"/>	Debarment Form – Appendix A from RFQ
<input checked="" type="checkbox"/>	Rider D - Price sheet
<input type="checkbox"/>	Other – Included at Department’s Discretion

**RIDER A**  
**Scope of Work and/or Specifications**  
**MA 180905\*23**

**Commodity: Conference & Meeting Space**

**Master Agreement Competitive Bid RFP: 201803033**

**Contract Period:** Through September 30, 2024

**Vendor Contact Person:** The vendor contact person will help consumers place orders, inquire about orders that have not been delivered, all shipping issues, quality issues and any issues pertaining to the Master Agreement (MA) contract. All orders not submitted through a Delivery Order will be sent through the vendor contact person. The vendor contact person for this MA is:

**Name:** Forrest Bumford **Tel:** 207-626-2405 **Email:**forrest,bumford@augustaciviccenter.org

**Prices:** Prices are with shipping terms of “Free on Board (FOB) – Destination”. The State intends for this to mean that all goods shall be priced to include shipping charges, if any, to the State’s desired location. The “FOB – Destination” shipping term is also intended to mean that the State shall not bear any responsibility for the goods in question until the State takes possession of them at the destination point of delivery.

**Quantities:** It is understood and agreed that the MA will cover the actual quantities required by the State over the length of the contract.

**Ordering Procedures:** Delivery Orders (DO) will be created in AdvantageME for all orders. The DO will be emailed to the email address referenced on the MA as a .pdf file.

**Using Departments:** The primary using departments of this Master Agreement are: All

**Shipping Points:** The items covered by this MA may be requested for and expect to be shipped to any State of Maine owned facility.

**Delivery:** The vendor is responsible for the delivery of material in first class condition at the point of delivery, and in accordance with good commercial practice.

## Specifications

1. **ADA:** Americans with Disabilities Act
2. **Agency:** A State of Maine Government Agency sponsoring a specific procurement action or conference/meeting room rental.
3. **Delivery Order (DO):** An order created to procure specific assignments from an established Master Agreement. DO's are required for services in the amount of \$5,000 or more.
4. **Department:** Department of Administrative and Financial Services, Bureau of Business Management, Division of Procurement Services
5. **Facility:** A venue used to hold functions, such as an events, conferences, meetings or other purpose gatherings of many individuals.
6. **Master Agreement (MA):** A contractual agreement which will govern the relationship between the State of Maine and the Provider
7. **PQVL:** Pre-Qualified Vendor List
8. **Provider:** A conference/meeting room Provider that is a party to a State of Maine Master Agreement.
9. **State:** State of Maine

This Master Agreement (MA) contract is awarded as part of a Pre-Qualified Vendor List (PQVL) for the provision of rental space for conference and meeting room facilities for the use of all state agencies for a variety of events on an as needed/as available basis. Providers will be required to coordinate, oversee and manage, on a daily basis, all aspects of the event whether small or large for room set up, conference hosting, event flow, staging, etc. The State allows municipal governments, school districts and public higher education institutions to use any contract resulting from this RFP, with the mutual consent of the Provider.

### **A. Mini-Bid Process and Awards**

An Agency seeking a facility will notify all pre-qualified vendors who meet the required geographical area (region) and event size when specific services are needed by initiating the mini-bid process. Providers will be given a description of the particular services needed and asked to respond within a specific timeframe. Bids submitted on behalf of the mini bid process will be evaluated on the basis of the Providers' proposed cost or both proposed cost and detailed offering. The Agency, as applicable, will then select one Provider based on the bids submitted and criteria being evaluated during the "mini-bid" process. The rates (**Rider D**) associated with this MA will form the foundation of each Provider's future "mini-bid" responses - that is, a Provider may not propose rates in the "mini-bid" that are above what was proposed in response to this RFP process (but a Provider may propose a rate lower, if it so chooses).

An Agency would create a Delivery Order (DO) against the MA to secure the facility with the awarded bidder.

Maine Armory Rental Program - When seeking facilities, Agencies are required to include the Maine State Armories, if applicable, when considering possible event locations. For more information on the programs go to:  
<https://www.maine.gov/dafs/bbm/procurementservices/policies-procedure/maine-armory-rental-program>

MAs are to be used as a tool for Agencies, however each Agency reserves the right to select Providers from the PQVL without using this mini-bid process for emergencies, for projects less than \$5,000 and if only one Provider is able to meet the geographical and event size requirements. At the discretion of the State, large projects and/or projects with unique needs not covered within this RFP may be released and awarded through project specific RFPs. Providers for those projects will not be selected from the PQVL, rather through a separate RFP or other procurement process based on their specific needs/timelines.

The appeal procedures were available upon the original determination of the PQVL. The appeal procedures will not be available during subsequent mini-bid process involving only the pre-qualified or pre-approved list participants if cost is the sole determining factor.

## **B. Space Rentals and Signage**

For large multiday conferences the Agency may need access to the facility the day prior to deliver items and/or set up for the following morning. Prior to usage, each room should be set-up by the facilities staff. Rooms may require furniture, including tables, table skirts, chairs, stools, podium, lectern, dais, staging, pipes and drapes, etc. Rooms should also have a sufficient HV AC system for such needs of each room.

- 1. Large Conference/Main Meeting Room Rentals:** Main conference room area that will adequately fit requested number of attendees and agreed-upon accommodations. Agencies may request a large meeting room to accommodate all attendees for needs such as: general session, dining, exhibitor area, etc.
- 2. Breakout/Meeting Rooms:** Smaller or secondary conference room(s) used for smaller group meetings to be used concurrent with general assembly room. In most cases, it is preferred that these rooms be in the same building as the large banquet/meeting room (when utilized). If the breakout room is part of the main meeting room, it should have a floor to ceiling partition to provide a sound barrier in order for sessions to run concurrently.
- 3. Dining Rooms:** Agencies may request a separate meal/break serving area on-site so that neither set-up nor clean-up will interfere with scheduled presentations.
- 4. Registration/Lobby area:** Agencies may require a Registration/Lobby area outside of any meeting room.
- 5. Secure Storage Area:** Agencies may require a separate secured storage area (mostly for multiday conferences) for equipment, materials, etc.

**6. Restrooms:** Adequate (multi-stall) restroom facilities for participants.

**7. Exhibit Areas:** - Some Agencies hold events that require exhibit areas for inside and/or outside the facility.

**8. Inside/Outside Signage:** Agencies may request signage both inside and outside.

### **C. Facility One Point of Contact**

Provide one dedicated representative assigned as a facility coordinator to oversee and manage all aspects of the event to be sure it runs smoothly and to assist the Agency utilizing the facility with questions and/or needs that arise throughout the event.

### **D. Technology, Rentals and Support**

If applicable, provide onsite technical expertise for both the Agency and attendees for network and internet connectivity and audio-visual support.

1. **Wireless Internet Access:** Facility should include free high speed wireless Internet access sufficient for the number of anticipated participants simultaneously using the Internet, if needed.

Some events may require websites/programs on a network infrastructure requiring regular access to the public worldwide web as well as to standard email servers. If there are, standard facility filtering or blocking features the Provider may be asked to turn it off for the conference, if needed.

2. **Rentals:** Equipment may or may not be provided by the using Agency. The Agency may require the need to rent equipment from the Provider. Such items could include but not limited to:

- a. Staging,
- b. Digital Projection Equipment
- c. Small and Large Screens,
- d. Handheld and Lapel Microphones
- e. Step Stools
- f. Easels
- g. Flags
- h. Charts
- i. Audio/Video Cart
- j. Cables, Connectors, Power Strips, Extension Cords
- k. Amplifier Appropriate for Room Size
- l. Laser Pointer



**3. Audio Visual Equipment and Support:** The Agency may request audiovisual equipment and support for specific events.

## **E. Other Requirements**

**1. Americans with Disabilities Act (ADA) Compliance:** All spaces, including, but not limited to, presentation spaces, parking, and restrooms should be accessible for individuals with disabilities as per the Americans with Disabilities Act [https://www.govinfo.gov/app/details/STATUTE-104/ STATUTE-104-Pg327](https://www.govinfo.gov/app/details/STATUTE-104/STATUTE-104-Pg327). *If participants require accommodations to access the content of the event, such as an American Sign Language interpreter, the Agency will provide these services separate from this RFP.*

**2. Smoke-Free:** Facility must comply with all applicable laws regarding smoke-free environments.

## **F. Meals**

Meals will be determined by each Agency and be specific to each event and may or may not be a requirement.

**1. Meal items:** Agencies may request breakfast, lunch, snacks and/or dinner. Providers shall have menu options that provide for a balanced diet with a variety of choices. Providers should provide menu selections that are modest. Water stations may be requested as needed.

**2. Dietary Restrictions:** Providers should be able to accommodate specific dietary restrictions such as food allergies or special diets (vegetarian, vegan, etc.) made in advance upon request.

## **G. Lodging**

Some events may require overnight accommodations.

Lodging is preferred onsite but could be through other local area facilities. Providers who provide onsite lodging should accommodate the total expected number of conference participants. Rooms should be single occupancy and clean, well maintained, and well lighted. Rooms should also include wireless internet access to all guests.

## **H. Parking**

Adequate parking for all participants (to include onsite parking for individuals with disabilities), or as an alternative, secondary parking with shuttle services of less than five-minute duration preferred.

## I. Reservations

Providers should have a clear Reservation Plan for how state Agencies should make reservations. Provider must accept reservations for an event or meeting space without requiring pre-payment.

## J. Cancellation of Events

Termination; Cancellation. This Agreement may be terminated by the Agency on or before thirty (30) days prior to the start of the Lease Period (the "Termination Date"). All terminations or cancellations must be communicated to the Provider in writing. Upon termination, the Provider may immediately and without notice to the Agency release the Premises and may reserve it for use by a third-party. In the event of inclement weather, Agency must give a forty (48) hour notice of cancellation to avoid charges.

In the event the Agency terminates this Agreement after the Termination Date, the Agency shall be invoiced for any costs to-date incurred by the Provider unless it is a postponement, and the event is rescheduled to occur within the next ninety (90) days.

Termination by Provider. The Provider may, in its sole discretion, terminate this Agreement by delivering written notice of termination to the Agency. In the event of such termination by the Provider, the Agency shall remain liable to the Provider for all applicable charges and fees for its use of the Premises and for any expenses incurred by the Provider up to the date of termination. The Provider may terminate this Agreement under this section only upon its determination that:

- a. The Facility, Premises, or any part thereof, has been damaged, destroyed by mishap or casualty or occurrence to such an extent that Provider's performance of this Agreement has been rendered impossible; or
- b. The Agencies use or intended use of the Premises or Facility poses a risk of damage or other harm to the Provider, its officers, employees, agents or assigns or to any other agency, individual or entity in or on the Premises or Facility and the Agency has refused or failed to modify or correct its use or intended use of the Premises or Facilities

Change of Space: The Provider may, in its sole discretion, relocate the Agency to a different, comparable space(s) if the contracted space becomes unavailable due to the following:

- a. The rental space, or any part thereof, has been damaged, destroyed by mishap or casualty or occurrence to such an extent that Provider's performance of this Agreement has been rendered impossible.

## **K. Reporting**

Provide to the contract administrator a annual report no later than thirty (30) days after the end of each Fiscal Year which includes:

1. A summary of the services ordered indicating those paid for with a DO and/or agency credit card;
2. The agency utilizing the facility;
3. The total dollar value for each event by agency

## **L. Removal from Pre-Qualified Vendors List**

The Department may remove a pre-qualified vendor from the pre-qualified list at any time, upon giving 30 days' written notice to the pre-qualified vendor, if the Department determines that during the pre-qualification term:

1. The pre-qualified vendor failed or refused to perform its contractual obligations,
2. The pre-qualified vendor's performance was unsatisfactory including, but not limited to, the quality and timeliness of services provided, or
3. The vendor no longer has the ability to perform the services specified in this RFP.

## **M. Certificate of Insurance**

It is the provider's responsibility to supply an updated copy of the Certificate of Insurance to the Agreement Administrator as a new certificate becomes available.

## **RIDER B TERMS AND CONDITIONS**

- 1. DEFINITIONS:** The following definitions are applicable to these standard terms and conditions:
  - a. The term “Buyer” or “State” shall refer to the Government of the State of Maine or a person representing the Government of the State of Maine.
  - b. The term “Department” or “DAFS” shall refer to the State of Maine Department of Administrative and Financial Services.
  - c. The term “Bureau” or “BGS” shall refer to the State of Maine Bureau of General Services.
  - d. The term “Division” shall refer to the State of Maine Division of Purchases.
  - e. The term “Contractor”, “Vendor”, or “Provider” shall refer to the organization that is providing goods and/or services through the contract to which these standard terms and conditions have been attached and incorporated.
  - f. The term “Contract” or “Agreement” shall refer to the contract document to which these standard terms and conditions apply, taking the format of a Buyer Purchase Order (BPO) or Master Agreement (MA) or other contractual document that is mutually agreed upon between the State and the Contractor.
  
- 2. WARRANTY:** The Contractor warrants the following:
  - a. That all goods and services to be supplied by it under this Contract are fit and sufficient for the purpose intended, and
  - b. That all goods and services covered by this Contract will conform to the specifications, drawing samples, symbols or other description specified by the Division, and
  - c. That such articles are merchantable, good quality, and free from defects whether patent or latent in material and workmanship, and
  - d. That all workmanship, materials, and articles to be provided are of the best grade and quality, and
  - e. That it has good and clear title to all articles to be supplied by it and the same are free and clear from all liens, encumbrances and security interest.

Neither the final certificate of payment nor any provision herein, nor partial nor entire use of the articles provided shall constitute an acceptance of work not done in accordance with this agreement or relieve the Contractor liability in respect of any warranties or responsibility for faulty material or workmanship. The Contractor shall remedy any defects in the work and pay any damage to other work resulting therefrom, which shall appear within one year from the date of final acceptance of the work provided hereunder. The Division of Purchases shall give written notice of observed defects with reasonable promptness.

- 3. TAXES:** Contractor agrees that, unless otherwise indicated in the order, the prices herein do not include federal, state, or local sales or use tax from which an exemption is available for purposes of this order. Contractor agrees to accept and use tax exemption certificates when supplied by the Division as applicable. In case it shall ever be determined that any tax included in the prices herein was not required to be paid by

Contractor, Contractor agrees to notify the Division and to make prompt application for the refund thereof, to take all proper steps to procure the same and when received to pay the same to the Division.

**4. PACKING AND SHIPMENT:** Deliveries shall be made as specified without charge for boxing, carting, or storage, unless otherwise specified. Articles shall be suitably packed to secure lowest transportation cost and to conform to the requirements of common carriers and any applicable specifications. Order numbers and symbols must be plainly marked on all invoices, packages, bills of lading, and shipping orders. Bill of lading should accompany each invoice. Count or weight shall be final and conclusive on shipments not accompanied by packing lists.

**5. DELIVERY:** Delivery should be strictly in accordance with delivery schedule. If Contractor's deliveries fail to meet such schedule, the Division, without limiting its other remedies, may direct expedited routing and the difference between the expedited routing and the order routing costs shall be paid by the Contractor. Articles fabricated beyond the Division's releases are at Contractor's risk. Contractor shall not make material commitments or production arrangements in excess of the amount or in advance of the time necessary to meet delivery schedule, and, unless otherwise specified herein, no deliveries shall be made in advance of the Division's delivery schedule. Neither party shall be liable for excess costs of deliveries or defaults due to the causes beyond its control and without its fault or negligence, provided, however, that when the Contractor has reason to believe that the deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay will be given immediately to the Division. If the Contractor's delay or default is caused by the delay or default of a subcontractor, such delay or default shall be excusable only if it arose out of causes beyond the control of both Contractor and subcontractor and without fault of negligence or either of them and the articles or services to be furnished were not obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

**6. FORCE MAJEURE:** The State may, at its discretion, excuse the performance of an obligation by a party under this Agreement in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. The State may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.

**7. INSPECTION:** All articles and work will be subject to final inspection and approval after delivery, notwithstanding prior payment, it being expressly agreed that payment will not constitute final acceptance. The Division of Purchases, at its option, may either reject any article or work not in conformity with the requirements and terms of this order, or re-work the same at Contractor's expense. The Division may reject the entire shipment where it consists of a quantity of similar articles and sample inspection discloses that ten (10%) percent of the articles inspected are defective, unless

Contractor agrees to reimburse the Division for the cost of a complete inspection of the articles included in such shipment. Rejected material may be returned at Contractor's risk and expense at the full invoice price plus applicable incoming transportation charges, if any. No replacement of defective articles of work shall be made unless specified by the Division.

**8. INVOICE:** The original and duplicate invoices covering each and every shipment made against this order showing Contract number, Vendor number, and other essential particulars, must be forwarded promptly to the ordering agency concerned by the Vendor to whom the order is issued. Delays in receiving invoice and also errors and omissions on statements will be considered just cause for withholding settlement without losing discount privileges. All accounts are to be carried in the name of the agency or institution receiving the goods, and not in the name of the Division of Purchases.

**9. ALTERATIONS:** The Division reserves the right to increase or decrease all or any portion of the work and the articles required by the bidding documents or this agreement, or to eliminate all or any portion of such work or articles or to change delivery date hereon without invalidating this Agreement. All such alterations shall be in writing. If any such alterations are made, the contract amount or amounts shall be adjusted accordingly. In no event shall Contractor fail or refuse to continue the performance of the work in providing of articles under this Agreement because of the inability of the parties to agree on an adjustment or adjustments.

**10. TERMINATION:** The Division may terminate the whole or any part of this Agreement in any one of the following circumstances:

- a. The Contractor fails to make delivery of articles, or to perform services within the time or times specified herein, or
- b. If Contractor fails to deliver specified materials or services, or
- c. If Contractor fails to perform any of the provisions of this Agreement, or
- d. If Contractor so fails to make progress as to endanger the performance of this Agreement in accordance with its terms, or
- e. If Contractor is adjudged bankrupt, or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed because of its insolvency, or
- f. Whenever for any reason the State shall determine that such termination is in the best interest of the State to do so.

In the event that the Division terminates this Agreement in whole or in part, pursuant to this paragraph with the exception of 8(f), the Division may procure (articles and services similar to those so terminated) upon such terms and in such manner as the Division deems appropriate, and Contractor shall be liable to the Division for any excess cost of such similar articles or services.

**11. NON-APPROPRIATION:** Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

**12. COMPLIANCE WITH APPLICABLE LAWS:** Contractor agrees that, in the performance hereof, it will comply with applicable laws, including, but not limited to statutes, rules, regulations or orders of the United States Government or of any state or political subdivision(s) thereof, and the same shall be deemed incorporated herein by reference. Awarding agency requirements and regulations pertaining to copyrights and rights in data. Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act, (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

**13. INTERPRETATION:** This Agreement shall be governed by the laws of the State of Maine as to interpretation and performance.

**14. DISPUTES:** The Division will decide any and all questions which may arise as to the quality and acceptability of articles provided and installation of such articles, and as to the manner of performance and rate of progress under this Contract. The Division will decide all questions, which may arise as to the interpretation of the terms of this Agreement and the fulfillment of this Agreement on the part of the Contractor.

**15. ASSIGNMENT:** None of the sums due or to become due nor any of the work to be performed under this order shall be assigned nor shall Contractor subcontract for completed or substantially completed articles called for by this order without the Division's prior written consent. No subcontract or transfer of agreement shall in any case release the Contractor of its obligations and liabilities under this Agreement.

**16. STATE HELD HARMLESS:** The Contractor agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and other persons, firm or corporation furnishing or supplying work, services, articles, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this Agreement.

**17. SOLICITATION:** The Contractor warrants that it has not employed or written any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement, and it has not paid, or agreed to pay any company, or person, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation or

this warranty, the Division shall have the absolute right to annul this agreement or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

**18. WAIVER:** The failure of the Division to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this order or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant, or condition or the future exercise of such right, but the obligation of Contractor with respect to such future performance shall continue in full force and effect.

**19. MATERIAL SAFETY:** All manufacturers, importers, suppliers, or distributors of hazardous chemicals doing business in this State must provide a copy of the current Material Safety Data Sheet (MSDS) for any hazardous chemical to their direct purchasers of that chemical.

**20. COMPETITION:** By accepting this Contract, Contractor agrees that no collusion or other restraint of free competitive bidding, either directly or indirectly, has occurred in connection with this award by the Division of Purchases.

**21. INTEGRATION:** All terms of this Contract are to be interpreted in such a way as to be consistent at all times with this Standard Terms and Conditions document, and this document shall take precedence over any other terms, conditions, or provisions incorporated into the Contract.

**22. ORDER OF PRECEDENCE.** In the event of a conflict between the documents comprising this Agreement, the Order of Precedence shall be:

- a. Exceptions - If applicable
- b. General Terms & Conditions for Goods and/or Services under Buyer Purchase Orders and Master Agreements
- c. Scope of Work - If applicable
- d. Vender Agreement - Included at Department's Discretion
- e. Other - Included at Department's Discretion



RIDER C  
EXCEPTIONS

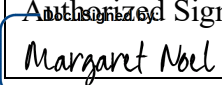
NA

## Debarment, Performance, and Non-Collusion Certification

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:*

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
  - b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 
    - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
    - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
    - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
    - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.**
  - c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*
- Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

*To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

Name: Margaret Noel	Title: Director
Authorized Signature: 	Date: 9/29/2023

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RIDER D  
"NOT TO EXCEED" RATE SHEET and FOOD POLICIES

**ROOM RENTAL RATES-Rider D "Not to Exceed" Room Rental Rates****MAIN AUDITORIUM**

NON-REVENUE PRODUCING	\$2000 Per Day
BANQUET	\$1000 Per Day
SETUP Day	\$1000 Per Day

**MAIN BUILDING-FIRST FLOOR****FIRST FOUR HOURS****ALL DAY**

Androscoggin	\$275.00	\$400.00
Aroostook	\$275.00	\$400.00
Cumberland	\$400.00	\$600.00
Franklin (included in auditorium rental for ticket sales)	\$275.00	\$400.00
Hancock	\$275.00	\$400.00
Kennebec	\$400.00	\$600.00
Penobscot	\$400.00	\$600.00
Lincoln	\$275.00	\$400.00
Oxford	\$275.00	\$400.00
Knox	\$200.00	\$300.00
Lobby (included in auditorium rental for registration)	\$175.00	\$300.00

**MAIN BUILDING-SECOND FLOOR**

Piscataquis	\$400.00	\$600.00
Sagadahoc	\$400.00	\$600.00
Washington	\$400.00	\$600.00
York	\$400.00	\$600.00
Somerset	\$275.00	\$400.00
Waldo	\$275.00	\$400.00

**NORTH WING-FIRST FLOOR**

Fort Western	\$400.00	\$625.00
Arnold	\$250.00	\$400.00
Howard	\$250.00	\$400.00
Arnold/Howard	\$500.00	\$800.00
All Three (FWAH)	\$800.00	\$1225.00

**NORTH WING-SECOND FLOOR**

Augusta	\$400.00	\$625.00
Capital	\$250.00	\$400.00
Pine Tree	\$250.00	\$400.00
Capital/Pine Tree	\$500.00	\$800.00
All Three (ACP)	\$800.00	\$1225.00
Maine Lounge (included in ACP rental)	\$110.00	\$165.00

**MAIN BUILDING-DOUBLE OR TRIPLE ROOMS**

Androscoggin/Aroostook	\$300.00	\$550.00
Lincoln/Oxford	\$300.00	\$550.00
Androscoggin/Aroostook/Cumberland	\$525.00	\$950.00
Washington/York	\$480.00	\$950.00
Piscataquis/Sagadahoc	\$480.00	\$950.00
Kennebec/Penobscot	\$480.00	\$950.00

Note: If setup changeover is required for 2nd or multiple sessions, add \$60/hr. per maintenance staff person per room. We offer a 50% discount on any meeting room in which we serve a full breakfast, lunch or dinner. Rates effective October 1, 2023.

**RATE SHEET Rider D****"Not to Exceed" Equipment and Service Rates****EXHIBIT BOOTH EQUIPMENT****EVENT RATE**

Pipe and Drape	Per 8'x10' Booth	\$35.00
	Per Run/Foot	\$3.50
Tables	4', 7' or 8'	\$15.00
Table Skirting		\$15.00
Table Covers		\$12.00
Chairs		\$3.00
Waste Baskets	Small	\$8.00
Electrical	Per 8'x10' Booth	\$50.00-110V
(Day of Show additions, add \$20 to rates)		\$90.00-208 Single Phase
	Master Electrician Cost Separate	\$105.00-208 Triple Phase
		\$50.00-South Lot, per Night

**NOTE:** Exhibitors and clients are strongly encouraged to bring surge protectors for electrical equipment. Without this protection, the Augusta Civic Center cannot be responsible for damaged equipment.

**AUDIO-VISUAL AND PRODUCTION EQUIPMENT**

Stage Sections	4'x8'	\$20.00 per Section
Upright Microphone for Announcements	\$95.00 (Auditorium)	\$55.00 Meeting Rooms
Sound System with Mixer/Speakers/Podium	\$175.00 (Auditorium)	\$85.00 Meeting Rooms
Table Mic		\$15.00
Cordless Mic (Lapel or Handheld)		\$75.00
Podium		\$35.00
Fork Lift	With Certified Operator	\$60.00 per Hour
Genie Lift	With Certified Operator	\$60.00 per Hour
Tensa Barriers	Per 8' Section	\$11.00
Projector	LCD	\$175.00
OWL Conference Camera		\$150.00
Screen		\$95.00
Flipchart with Pad & Markers		\$35.00
Easel		\$25.00
Phone Line (2 Available)	Local Calls, 800, Collect Only	\$50.00 per Line
Photocopies		\$.20 per Copy
Wireless Internet Service	ACC_PUBLIC, no password	Complimentary
Hardwire Internet Service		\$60.00 per Line

**EVENT STAFFING {PER HOUR}**

Electrician, AV Technician	Per Staff Person	\$80.00 per Hour
Ticket Taker/Usher	Per Staff Person	\$35.00 per Hour
Security	ACC Event Staff Per Staff Person	\$35.00 per Hour (4 Hour Minimum)
	Police/EMT/Fire Per Officer	\$90.00 per Hour ( 4 Hour Minimum)

**Note:** ACC Security Event Staff is required for all events that take place on weekends and holidays or after 5pm on weekdays, or any event that includes a bar. The Augusta Civic Center determines the number of Security Staff needed per event. The Augusta Civic Center reserves the right to require Security at any event it deems necessary. All Security charges are the responsibility of the Lessee (client).

Custodian \$60.00 per Hour per Staff Person

**Note:** Custodian charges priced per event if necessary. The Augusta Civic Center reserves the right to charge Custodian fees for excessive cleaning or damages incurred by the Lessee or its agents, volunteers, staff, vendors or event attendees.

**AUDITORIUM EVENT SERVICES**

Box Office		4.5% of tickets sold at ACC box office
(Minimum Charge \$1000, Maximum Charge \$4000)		
Credit Card Charges		3% of tickets sold at ACC box office
BMI Fee		.003 of gross ticket sales
Merchandise Sales	House Sells	75%/25% (85%/15% on CDs)
	Tour Sells	80%/20% (90%/10% on CDs)
Venue Fee	Major Event	\$3.00 per attendee added to ticket cost
(Note: A major event is any event with ticket sales through Ticketmaster.)		
	All Other Auditorium Events	\$.55 per attendee
Coat Room	Self Service	\$300.00 per room
Miscellaneous Staff Services		\$60.00 per hour per person
Refuse Disposal		\$100.00 flat fee

**CATERING POLICIES**

All food, beverage and snack selections must be received ten (10) days prior to the event. Guaranteed counts must also be received at this time. Final counts are due five (5) days before the event date and may not be lowered after they are given. Any additions or changes made after the final counts are given will be subject to an additional base meal charge of \$3.00 per person. Changes to the counts will NOT be permitted on the event date.

**MAINTENANCE POLICIES**

All preliminary room setup requirements must be received ten (10) days prior to the event. Final setups must be received five (5) business days before the event date. Any additions or changes made after the final room setup requirements are given are subject to a minimum custodial fee of \$50.00. If the changes require one (1) hour or more, the fee will be \$60.00 per staff person per hour to accommodate the setup changes.

In order for the Augusta Civic Center to appropriately serve your needs, it is necessary for us to enforce the above policies. Product orders and staffing schedules must be completed in a timely manner in order to properly service your event, and we appreciate your cooperation and understanding.

I HAVE REVIEWED THIS RATE SHEET AS PART OF MY LEASE AGREEMENT AND ACKNOWLEDGE ALL FEES.

LESSEE \_\_\_\_\_

DATE \_\_\_\_\_

Rates and Policies Effective October 1, 2023



AUGUSTA  
**50**<sup>★</sup>  
CIVIC CENTER  
*Est. 1978*

# CATERING MENU

Augusta Civic Center | 76 Community Drive, Augusta, Maine 04330  
Margaret Noel, Director | [margaret.noel@augustaciviccenter.org](mailto:margaret.noel@augustaciviccenter.org)  
Administrative Offices: (207) 626-2405 | Box Office: (207) 626-2400  
[www.augustaciviccenter.org](http://www.augustaciviccenter.org)



## EVENT POLICIES & GUIDELINES

To ensure the success of your event, we have listed our policies below.  
If you have any questions, please contact the  
Administrative Office at (207) 626-2405.  
It is our sincerest wish that your event here will be a pleasant one.

### MENU SELECTIONS

Meal selection, estimated attendance and room setup requirements must be provided ten (10) days prior to the event. Final meal guarantees are due five (5) business days prior to the start of the event. Any meals that are added to the final guarantee less than five (5) days prior to the start of the event are subject to a \$3.00 per person additional meal charge. Changes to the final meal counts are **not** permitted on the event date. Prices do not include 8% Maine State Meals Tax (if applicable) and 20% service charge. Invoicing will be based on the final meal guarantee or the actual number of meals served, whichever is greater.

### SPECIAL DIETS

The Augusta Civic Center is pleased to prepare meals that require special dietary consideration. Please ask your Event Coordinator for more information. Additional charges apply.

### ALCOHOL SERVICES

The Augusta Civic Center abides by all State of Maine Liquor Laws and City ordinances. Bartenders use tip dishes on all bars, unless otherwise specified by client. If the sales from a bar are less than \$500.00 (including tax and service charge), the client is responsible for the difference. Open bars and pre-set bottles are subject to a 20% service charge. Invoicing for an open bar is calculated on the total amount of beverages consumed plus applicable tax and 20% service charge. The Augusta Civic Center reserves the right to close any bar due to lack of business or excessive drinking. For everyone's safety and security, the Augusta Civic Center reserves the right to refuse service to any patron it deems necessary. Unconsumed alcoholic beverages may not leave the facility.

### FOOD AND BEVERAGE EXCLUSIVITY

The Augusta Civic Center takes great pride in serving the finest food and beverages. No food or beverage will be permitted in to the facility with the exception of specialty cakes with advanced notice and permission. Fees apply for cake cutting and plating service. Due to health and safety standards, no food or beverage is allowed to leave the facility, even if the event's attendance does not reach the guaranteed number.

### EVENT CANCELLATION

The client must notify the Administrative Office of the Augusta Civic Center of any meal cancellations at least ten (10) business days prior to a scheduled event to avoid being charged for previously arranged meals and meal services. In the event of inclement weather, client must give a forty-eight (48) hour notice for cancellation to avoid charges for previously arranged meals and meal services. Please refer to event contract for other cancellation information.

### SECURITY COVERAGE

The Augusta Civic Center requires staff security to be present at all events scheduled after 5:00 p.m., Monday-Friday, or all weekend / holiday hours, as well as any event that includes alcoholic beverages. This is a fee-based service that will be invoiced to the client.

### PAYMENT

A deposit may be required to confirm your booking. Invoices will be prepared at the completion of the event according to the specifics of the signed event contract. Payments are due thirty (30) days from the invoice date, unless otherwise specified on the event contract. Please see your event contract for payment details. Accepted forms of payment are cash, check, bank check or money order. Credit cards are not accepted for deposits or payments at this time.

**If you have something custom in mind, please ask your Event Coordinator.  
We love to use our creativity!**



# BREAKFAST & BRUNCH

**Bagel Bar**.....\$5.95 pp  
A variety of fresh bagels accompanied by various spreads, including butter, peanut butter, cream cheese, and variety of jams/jellies, and coffee and tea service.

**Hot Oatmeal Bar**.....\$7.95 pp  
Fresh, hot oatmeal served with a variety of toppings, including dried fruit, brown sugar, blueberries, strawberries, honey, nuts, small cartons of milk, and coffee and tea service.

**The Lite Side**.....\$9.50 pp  
Fresh fruit, assorted yogurts, coffee and tea service, and assorted juices.

**The Continental** ..... \$10.95 pp  
A classic assortment of breakfast pastries, fresh fruit, coffee and tea, and assorted juices.

**The Eye Opener**..... \$14.95 pp  
Scrambled eggs, home fries, your choice of bacon or sausage, breakfast pastries, coffee and tea service, assorted juices, and fresh fruit.

**Power Meeting**.....\$16.95 pp  
Hearty breakfast of scrambled eggs, home fries, bacon and sausage, your choice of pancakes or waffles, fresh fruit, coffee and tea service, and assorted juices.



**Don't miss our À La Carte Options and Meal Enhancers on Page 9**

# HORS D'OEUVRES

## HOT APPETIZERS

- Honey Sriracha Chicken Meatballs**.....\$175 per 50  
Chicken meatballs seasoned and glazed with sriracha and honey.
- Cuban Spring Rolls** .....\$175 per 50  
Traditional flavors of a Cuban sandwich, wrapped in a crispy spring roll.
- Artichoke Beignet** .....\$160 per 50  
Quartered artichoke heart, topped with herbed cream cheese, coated in light bread crumb and Parmesan cheese batter.
- Chicken and Waffle Bites**.....\$175 per 50  
Savory combination of Southern-style buttermilk fried chicken and waffles, topped with hot honey.
- Peachy BBQ Brisket Bites**.....\$230 per 50  
Beef brisket drenched in a sweet, tangy peach BBQ sauce, wrapped in Applewood smoked bacon, and topped with a fiery pickled jalapeno.
- Beef Wellington** .....\$215 per 50  
Juicy chunks of beef, combined with red wine reduction and mushroom gravy, baked in a puff pastry.
- Mac and Cheese Bites**.....\$185 per 50  
Panko-breaded bites of creamy macaroni and cheese.
- Spinach or Buffalo Dip with Pita Bread** ....\$150 per 50  
Your choice of our warm, creamy spinach and artichoke dip or our mild cheesy buffalo dip, served with seasoned pita bread triangles.

- Spanakopita**.....\$140 per 50  
A classic combination of spinach, zesty feta cheese, herbs, and spices.
- Mini Quiche Variety** .....\$160 per 50  
An assortment of bite-sized, egg-based pies.
- Candied Bacon** .....\$175 per 50  
Skewered bacon seasoned for the perfect sweet and salty combination.
- Breaded Chicken Wings** .....\$125 per 50  
Served with a variety of dipping sauces.
- Crab Cakes**.....\$250 per 50  
A delightful blend of crabmeat, bread crumbs, and spices shaped into quarter-sized cakes.
- Seasoned Meatballs** .....\$225 per 150  
Italian (red sauce), Sweet and Sour, or Swedish (brown gravy sauce).
- Mashed or Baked Potato Bar**.....\$5.95 pp  
Your choice of baked potato or mashed potato, with a variety of toppings, such as shredded cheddar cheese, scallions, bacon bits, brown gravy, sour cream, chopped broccoli, and butter.
- Bacon Wrapped Scallops**..... Mkt Price per 100  
Scallops wrapped in bacon and accented with a bit of parmesan cheese.
- Flatbreads**.....\$3.50 pp  
Pick 2: BBQ Chicken w/cheddar cheese and red onion; Margherita; or, Steak and Cheese with green peppers.

## COLD APPETIZERS

- Deviled Eggs**.....\$150 per 50  
Classic deviled eggs topped with paprika.
- Bunless Cheeseburger Bites** .....\$185 per 50  
Beef meatballs, skewered with tomato, pickle, lettuce, bacon, and cheddar cheese.
- Finger Rolls** .....\$235 per 50  
Pick two fillings: chicken salad, ham salad, egg salad, or a mini ham or veggie italian.
- Reuben Tortilla Pinwheels** .....\$75 per 75  
Corned beef, sauerkraut, Swiss cheese, and Russian dressing, rolled in a wheat tortilla and cut into pinwheels.
- Shrimp Salad Shooter**.....\$170 per 50  
Cucumber and shrimp, mixed with lemon and herbs.
- BLT Bites** .....\$125 per 50  
Bite-sized bacon, lettuce and tomato sandwiches.
- Shrimp Cocktail**..... Mkt Price per 100  
A classic pairing of chilled shrimp and cocktail sauce.

## TRAYS AND BOARDS

### Fruit Tray or Veggie Tray

- A delicious display of fresh seasonal fruit or vegetables.  
XS (serves 25): \$60 | SM (serves 50): \$115  
MD (serves 75): \$170 | LG (serves 100): \$225

### Cheese and Cracker Tray

- An attractive arrangement of sliced cheeses and premium crackers.  
XS (serves 25): \$75 | SM (serves 50): \$130  
MD (serves 75): \$185 | LG (serves 100): \$240

### Charcuterie Boards

- An impressive and diverse offering of cheeses, meats, crackers, pickles, olives, nuts, fruits and vegetables.  
SM (serves 50): \$225 | LG (serves 100): \$450

# THE LIGHTER SIDE

KEY: V: Vegan | Veg: Vegetarian, not Vegan | GF: Gluten Free | DF: Dairy Free | NF: Nut Free

## Soups, Salads, and Sandwiches ..... 2 options: \$14.95 pp | 3 options: \$19.95 pp

Select your perfect combination from our Soup, Salad or Sandwich options. Choose up to three pre-made sandwich options (Ham & Swiss, Turkey & Provolone, Roast Beef & Cheddar, Tuna Salad, Chicken Salad, or Egg Salad) on either white bread, wheat bread, or a wrap. Pair it with either a Garden Salad or a Caesar Salad (select 1), or Soup, Served with assorted bottled beverages and coffee and tea service.

- ★ **Soup Selections:** Broccoli Cheddar (Veg, GF); Tomato Vegetable (V, Veg, GF, DF); Chicken Noodle (DF); Beef Stew (GF, DF); Chicken and Rice (GF, DF); Three Bean Chili (V, Veg, GF, DF); Tomato Basil (V, Veg, GF, DF); Chicken Tortilla Soup (GF,DF); Beef and Barley; or Meat Chili. Upgrade to Haddock Chowder or Seafood Chowder for an additional \$2 per person.
- ★ **Premium Sandwiches:** Ask your Event Coordinator about our Premium Sandwich options.

## Deluxe Salad Bar ..... \$15.95 pp

The Deluxe Salad Bar includes fresh crisp lettuce, grape tomatoes, sliced cucumber, red onion rings, shredded carrot, sliced pickled beet, black olives, shredded cheese, bacon bits, hard boiled eggs, and your choice of two proteins: tofu, diced chicken, diced ham, or diced turkey. Served with large cookies, assorted dressings, coffee and tea service, and assorted bottled beverages.

## Pizza Buffet ..... \$15.95 pp

There's no business like dough business! Create your favorite hand-tossed pizza (up to 2 toppings per pizza; priced as 3 slices per person), accompanied with a tossed or Caesar salad, individual bags of chips, freshly baked assorted cookies, and assorted bottled beverages. Gluten-free crust is available upon request for an added \$1.95 per person per pizza; additional toppings are \$1.50 per topping per pizza.

- ★ **Proteins:** Pepperoni, Hamburg, Ham, Grilled Chicken, Bacon, Meatball, or Sweet or Hot Italian Sausage
- ★ **Fruits & Veggies:** Mushroom, Red Onion, Garlic, Tomato, Black Olive, Greek Olive, Jalapeno, Spinach, Green or Red Bell Pepper, Artichoke, Broccoli, Zucchini, or Pineapple
- ★ **Cheeses:** Mozzarella, Asiago, Parmigiano-Reggiano, Feta, or Provolone
- ★ **Herbs:** Basil, Oregano, or Crushed Red Pepper
- ★ **Sauces:** Marinara, Pesto, Alfredo, or Garlic/Olive Oil (white pizza)

## Cold Deli Buffet ..... \$16.95 pp

Our "Build Your Own Sandwich" buffet is always a people-pleaser! Choose up to three proteins (Roast Beef, Ham, Turkey, Tuna Salad, Chicken Salad, Ham Salad or Egg Salad) and two sides (Potato Salad, Pasta Salad, Garden Salad, Caesar Salad, or Coleslaw). Served with assorted breads and cheeses, a deluxe pickle tray, a tray of garnishes (lettuce, tomato and onion), assorted condiments, small bags of chips, large cookies, assorted bottled beverages, and coffee and tea service.

## Boxed Lunch ..... \$16.95 pp

A convenient, portable choice! A choice of sandwiches or salads (Ham & Swiss, Turkey & Provolone, Roast Beef & Cheddar, Tuna Salad, Chicken Salad, or Egg Salad on fresh white or wheat bread; or a Veggie Wrap on a whole wheat wrap, or a traditional Garden Salad or Chicken Caesar Salad), served with chips, seasonal whole fruit, a large cookie, and assorted bottled beverages. Ask your Event Coordinator about upgrading to our Premium Sandwiches.

## Street Taco Bar ..... Two proteins: \$14.95 pp | Three proteins: \$18.95 pp

Your choice of proteins (beef, chicken, pork, or tofu) is served in hard and soft shells with shredded cheese, avocado, sour cream, salsa, rice, refried beans, roasted corn, chili, and churros, and assorted bottled beverages. Upgrade to handmade taco bowls for \$1.25 pp.

## PLATED MEAL SERVICE

Coffee and tea service, choice of either tossed or Caesar salad, one starch, one vegetable, and dinner rolls with butter are included with all Plated Meal Service selections. Additional charge for other beverages and desserts. There is a maximum of three meal selections for this meal option.

### BEEF AND PORK

<b>Baked Virginia Ham</b> .....	\$17.95 pp
A traditional glaze of honey with a touch of clove.	
<b>Apricot Glazed Pork</b> .....	\$17.95 pp
Seasoned with garlic and rosemary and roasted in apricot glaze.	
<b>BBQ Rubbed Pork</b> .....	\$18.95 pp
Rubbed with 14 secret spices and slow-cooked.	
<b>Smothered Beef Tips</b> .....	\$22.95 pp
Beef tips smothered in brown gravy.	
<b>Beef Burgundy</b> .....	\$23.95 pp
Braised beef cuts simmered in a seasoned red wine sauce.	

### POULTRY

<b>Baked Stuffed Chicken</b> .....	\$17.95 pp
Lightly seasoned chicken breast stuffed with a cornbread stuffing.	
<b>Chicken Bruschetta</b> .....	\$17.95 pp
Seasoned chicken topped with mozzarella, marinated diced tomatoes, and a balsamic glaze.	
<b>Chicken Cacciatore</b> .....	\$17.95 pp
Tender cuts of chicken and fresh veggies, slow-cooked in a marinara sauce.	
<b>Teriyaki Chicken</b> .....	\$16.95 pp
Seasoned chicken breast with traditional teriyaki glaze and topped with sesame seeds and green onion.	
<b>Roasted Turkey</b> .....	\$17.95 pp
Roasted to golden brown and sliced just before service.	
<b>Chicken Parmesan</b> .....	\$18.25 pp
Baked in a marinara sauce and served with melted mozzarella cheese.	
<b>Cranberry Brie Chicken</b> .....	\$18.95 pp
Seasoned chicken breast with a cranberry stuffing and dollop of brie.	

### PASTA AND SEAFOOD

<b>Stuffed Shells</b> .....	\$16.95 pp
Stuffed with ricotta cheese and baked in a marinara sauce.	
<b>Vegetable Lasagna</b> .....	\$17.95 pp
Layers of vegetables and lasagna noodles in a creamy white sauce, served with garlic sticks.	
<b>Baked Lasagna</b> .....	\$18.95 pp
Traditional meat lasagna in an Italian sauce served with garlic sticks.	
<b>Baked Stuffed Haddock</b> .....	\$23.95 pp
Creamy, buttery haddock topped with a seafood stuffing.	

### VEGAN

<b>Ratatouille</b> .....	\$16.95 pp
Layers of squash, zucchini, and eggplant over a lentil marinara sauce.	
<b>Tofu Stir-Fry</b> .....	\$17.95 pp
Sautéed vegetables and tofu.	
<b>Ravioli Primavera</b> .....	\$17.95 pp
Vegan ravioli tossed with seasonal veggies in a red sauce or a vegan garlic butter sauce.	

# BUFFET MEAL SERVICE

Coffee and tea service, tossed or Caesar salad, one starch, one vegetable, and fresh, warm dinner rolls with butter are included with all Client's Choice Buffet Meal Service selections. Additional charge for other beverages and dessert. A *minimum of 20 guests required for all buffets.*

## CLIENT'S CHOICE BUFFET

**Pick 2 Entrées:** \$19.95pp | **Pick 3 Entrées:** \$23.95pp

Select 2 or 3 entrées of your choice from the plated service entrées, as well as one starch and one vegetable from the list below, either a tossed salad with assorted dressings or a Caesar salad, rolls with butter, and coffee and tea service are included. Additional charge for other beverages and dessert.

- ★ **Additional Entrées:** In addition to the plated meal options, you may also select one of these special buffet offerings - Korean BBQ Chicken, Orange Chicken, or Homemade Macaroni and Cheese
- ★ **Starch Options:** Rice Pilaf, Baked Potato with Sour Cream, Mashed Potato, Oven Roasted Red Bliss Potato, Mashed Sweet Potato, White Rice, Fingerling Potatoes, Linguini, Fettucine, Scalloped Potatoes, Roasted Butternut Squash
- ★ **Vegetables:** Green Beans, Green Beans Almondine, Carrots, Peas, Broccoli, Corn, Roasted Root Vegetables, Veggie Blend

## CHEF'S CHOICE BUFFET

**2 Entrées:** \$16.95 pp | **3 Entrées:** \$21.95 pp

Includes the Chef's Choice of 2 or 3 entrées (one will be vegetarian), 1 starch, 1 vegetable, as well as the Chef's Choice of either a Caesar salad or a Tossed Salad with assorted Dressings, Rolls with Butter, Coffee and Tea Service, and the Chef's Choice of Dessert.

## DIETARY DELIGHT ..... \$18.95 pp

Choose one of our special diets entrées to accommodate the special various dietary needs of your guests. This option also includes sliced chicken, salad bar, gluten-free rolls and butter, and a prepackaged gluten-free cookie.

- ★ **Ratatouille** (V, GF): Zucchini, yellow squash, and eggplant simmered in a lentil marinara sauce, seasoned with garlic and herbs, and served with white rice.
- ★ **Vegetable Stir-Fry** (V, GF): A bright rainbow of crisp vegetables sautéed together in a gluten-free soy sauce and served with white rice.
- ★ **Pasta Primavera** (V, GF): Gluten-free pasta and seasonal vegetables tossed in a marinara sauce or vegan garlic butter sauce.
- ★ **Asian Noodle Stir-Fry** (V, GF): Rice noodles and vegetable stir-fry, sautéed in your choice of gluten-free soy sauce or sesame oil and topped with sesame seeds.



# THE FINISHING TOUCH



**KEY:**

V: Vegan | Veg: Vegetarian, not Vegan | GF: Gluten Free | DF: Dairy Free | NF: Nut Free

## PREMIUM DESSERTS

- DESSERT SHOOTERS** ..... \$5.95 pp  
Oreo Chocolate Mousse, Carmel Apple Trifle, Key Lime Pie, or Strawberry Cheesecake
- CAKE** ..... \$4.25 pp  
Chocolate, Carrot, or Lemon Cream
- COBBLER** ..... \$4.75 pp  
Apple, Blueberry, or Peach with Whipped Cream
- PIE** ..... \$5.95 pp  
Chocolate Cream, Pumpkin, Apple, Blueberry, Boston Cream, Pecan, Lemon Meringue, or French Silk
- SHORTCAKE** ..... \$5.95 pp  
Strawberry or Blueberry, served on a biscuit and topped with whipped cream
- CHEESECAKE** ..... \$8.25 pp  
Plain, Strawberry, Blueberry, or Raspberry

## SPECIAL REQUEST DESSERTS

- Apple or Blueberry Crisp with Whipped Cream ..... \$4.75 pp
- Chocolate Lava Cake ..... \$5.75 pp
- Mixed Berry Cake ..... \$8.25 pp

## DIETARY DESSERTS

- Pre-Packaged Brownies (GF, DF) ..... \$2.95 pp
- Pre-Packaged Cookie (GF, DF) ..... \$2.95 pp
- Pre-Packaged Mini Chocolate Chip Cookie (V, GF, NF, DF) ..... \$3.25 pp
- Flourless Chocolate Torte (GF) ..... \$5.95 pp
- White Chocolate Strawberry Layer (GF) ..... \$6.95 pp

**Talk to your Event Coordinator about our homemade cupcakes decorated to match your theme!**

## À LA CARTE OPTIONS & ENHANCERS

### BEVERAGES

Cartons of Milk.....	\$1.50 pp
Coffee and Tea Service.....	\$1.95/Cup   Refills: \$1.45/Cup
Champagne Toast .....	\$2.95 per glass
Assorted Bottled Juices .....	\$2.50 each
Assorted Bottled Beverages (Sodas, Iced Tea, and Water) .....	\$3.00 each
Cambros of Citrus Water, Iced Tea, or Fruit Punch (3 gallons) .....	\$30.00 each

### SNACKS

Chocolate Brownies .....	\$1.95 pp
Mini Whoopie Pie .....	\$2.75 pp
Individual Bags of Chips, Popcorn, Pretzels, Chex Mix, or Trail Mix (choose 3 max.) .....	\$2.25 pp
Large Cookies (Chocolate Chunk, M&M, Oatmeal Raisin, or Peanut Butter Cup) .....	\$2.95 pp
Protein Packs (Cubed Ham or Turkey, sliced cheese, and almonds).....	\$4.00 pp
Snack Packs: Cheese, Crackers, and Pepperoni .....	\$4.00 pp
Snack Packs: Vegetables and Ranch Dip .....	\$5.00 pp
Fruit Cups.....	\$5.00 pp
Jar-cuteries.....	\$5.95 pp
Fresh Fruit and Vanilla Yogurt Cup.....	\$6.25 pp
Bowls of Chips, Pretzels, or Popcorn (free refills) .....	\$12.00 per bowl

### BREAKFAST AND BRUNCH ENHANCERS

<b>Breakfast Pastries:</b> Assortment of danish, muffins, coffee cake, cinnamon buns, scones, donuts, breakfast breads, or strudels .....	\$3.25 each		
<b>Breakfast Sandwiches:</b> Your choice of bacon, sausage, or ham on a bagel or English muffin .....	\$5.00 pp		
<b>Breakfast Pizzas:</b> Cheese, Vegetable, Bacon, or Sausage .....	\$18.00 per 12-slice pizza		
Hard Boiled Eggs .....	\$1.25 pp	Hash browns.....	\$1.25 pp
Whole Fruit .....	\$1.75 pp	All Gluten Free.....	\$2.00 pp
Granola Bar .....	\$2.75 pp	Scrambled Eggs.....	\$2.75 pp
Assorted Yogurts .....	\$2.95 pp	Waffles or Pancakes .....	\$2.95 pp
Assorted Dry Cereal .....	\$3.00 pp	Quiche or Frittata .....	\$3.25 pp
Additional Meat (Ham, Sausage, Bacon) .....	\$3.25 pp	Corned Beef Hash.....	\$3.50 pp
Sausage Gravy and Biscuits.....	\$3.50 pp	Fruit Kebabs with Yogurt Dipping Sauce .....	\$4.25 pp

### LUNCH AND DINNER ENHANCERS

Additional Sandwich Filling .....	\$3.25 pp	Additional Soup / Chowder .....	\$5.00 / \$7.00 pp
Additional Pizza Topping .....	\$1.50 pp	Addition Starch or Vegetable .....	\$2.95 pp
Cucumber Caprese Salad .....	\$3.95 pp	Coleslaw, Pasta Salad, or Potato Salad.....	\$2.95 pp
Kale, Feta, Sundried Tomato Pasta Salad .....	\$3.95 pp	Upgrade to a Salad Bar .....	\$4.50 pp

### CHEF ATTENDED CARVING STATION

**Select from Prime Rib, Top Round, Roast Turkey, Ham, or Roast Pork: \$125.00 per station, plus \$4.95 per person**  
Add a touch of class to your event! When you offer a carving station as one of the entrées on your Client's Choice Buffet (not available for plated meals, lighter side lunches, or chef's choice buffets), our professional chefs will slice and serve your selection for each of your guests.

## CONCESSIONS OFFERINGS

**Add our Concessions Services as an additional feature to your event!** The Augusta Civic Center's Concessions Services offers traditional concessions food and beverages, as well as event-specific featured products to suit the needs of your guests. Speak with your Event Coordinator to add a Concessions Stand and talk about the availability of custom offerings. Minimum revenue guarantees may apply.

Concessions is also an efficient and cost-effective way to make sure your volunteers, staff or vendors get fed during the event—without the hassle of choosing meals and finding time in the program. Just send them to Concessions, and we will track the purchases and add them to your final invoice.

- ★ For breakfast concessions, we typically offer pastries and donuts, bacon or sausage breakfast sandwiches (made fresh variety daily), and breakfast pizzas.
- ★ Our hot food and sandwich options include hot dogs; pizza slices (pepperoni and cheese); french fries; mozzarella sticks; a wide variety of freshly made sandwiches; garden, Caesar, chef, or grilled chicken Caesar salads; and our most popular, the chicken tenders and fries combo.
- ★ Standard beverages include coffee and tea, bottled water and soda (Pepsi Products), Gatorade, Pure Leaf Iced Tea, and slushies.
- ★ For snacks, we offer a variety of candy, potato chips, pretzels, cotton candy, popcorn (prepackaged or freshly popped), a variety of baked goods from our kitchen, large salted pretzels with cheese, nachos with cheese, seasonal fruit cups, yogurt parfaits, and snack packs with crackers, cheese, and pepperoni, or fresh veggies with hummus or ranch dip.
- ★ All prices subject to change without advanced notice. Some products may not be available based on product availability at time of event. The Augusta Civic Center reserves the right to close any Concession Stand due to lack of business. The Augusta Civic Center is pleased to accommodate dietary and allergy restrictions when possible—3 day advanced notice required. Minimum revenue guarantee may be required.

## BAR SERVICES

**Add a cash bar or open bar as an additional feature to your event!** Ask your Event Coordinator for our list of standard offerings, or let us know if you need something special ordered.

- ★ The Augusta Civic Center abides by all State of Maine Liquor Laws and City ordinances. Bartenders use tip dishes on all bars, unless otherwise specified by client. If the sales from a bar are less than \$500.00 (including tax and service charge), the client is responsible for the difference. Open bars and pre-set bottles are subject to a 20% service charge. Invoicing for an open bar is calculated on the total amount of beverages consumed, plus applicable tax and 20% service charge. The Augusta Civic Center reserves the right to close any bar due to lack of business or excessive drinking. For everyone's safety and security, the Augusta Civic Center reserves the right to refuse service to any patron it deems necessary. Unconsumed alcoholic beverages may not leave the facility.
- ★ Requests for specific alcohol products outside of the typical inventory requires a product guarantee from the client. The Augusta Civic Center will purchase the quantity requested and the client must guarantee the purchase by paying for the remaining product at the conclusion of the event. A notice of 14 business days is required, and the standard 20% handling fee applies.
- ★ Unconsumed product may not be removed from the venue.

