



## *Banquet and Catering Guidelines*

*Thank you for your interest in Smithfield Station. We would be pleased to host your meal, meeting, or reception. You can be assured that every detail will receive our personal attention, and we will strive to do everything possible to provide you with an event that you will be proud to host. Please consider the enclosed information. Should you have any questions, please call us at (757) 357-7700, extension 2 or email us at [SmithfieldStation@SmithfieldStation.com](mailto:SmithfieldStation@SmithfieldStation.com)*

### **GENERAL POLICIES**

Your event is a top priority to us! To make this event as successful as possible, we will work side by side with you throughout the course of it. It is recommended that we have an initial meeting with you to determine what you want your event to be like and what financial considerations need to be addressed. From there, we will go to contract which holds many of the necessities of the event in it and will let you know exactly what you should receive. Upon signing a contract, a deposit will be required to hold your space and final payment will be due 48 hours prior to the event. We promise to do everything in our power to make your event a success.

### **DEPOSIT**

A deposit equal to 50% of the estimated meeting room rental, food, beverage, and service charges must be paid at the time of contract or 60 days prior to the event, whichever is later. The balance of the estimated charges must be paid by the day of the event. Cancellation of the Client's event is without penalty up until 60 days prior to the event. From 60 to 30 days prior, the Client must pay a cancellation fee of 25% of the estimated total of the event charges. After 30 days, the cancellation penalty is 50% of the total estimated charges.

### **MEETING SPACE AND BANQUET ATTRITION**

The Client may reduce the number of expected attendees by 20% with no penalty until 30 days prior to the event. After 30 days prior to the event, there is a cancellation fee per person canceled, and the fee is equal to 50% of the contracted per person food, beverage, and service charges.

### **FOOD & BEVERAGE PREPARED BY OTHERS**

The management of Smithfield Station reserves the right without limit to approve or disapprove in the management's sole discretion the serving of foods and beverages not prepared or supplied by Smithfield Station ("outside product"), and the Client consents to this authority. If, in its sole discretion, the management elects to permit outside product, the Client agrees to pay a fee to compensate Smithfield Station for its opportunity cost and the cost of serving said outside product. For food, there is a "plate charge"; for beverage, there is a "corkage fee". The cost of these shall be determined in advance by mutual agreement and will be stated in an addendum to the contract.

### **FORCE MAJURE**

Neither party should be responsible for any failure of performance due to acts of God, natural disaster, or other declared national emergency that makes performance of this Agreement inadvisable and/or illegal and makes it impossible to provide the facility to hold the event. The Agreement may only be terminated for any one or more of the above reason by written notice from one party to the other.



## *Bar Selections*

### **BAR SERVICE / STAFFING**

Offsite catering alcohol service requires an ABC license which must be obtained by the client. All staffing will be charged starting one hour prior to and one hour after plus, the event time. Rates are as follows:

|                     |                        |
|---------------------|------------------------|
| Bartender .....     | \$40.00 per hour       |
| Service Staff.....  | \$25.00 per hour       |
| Attendant Fees..... | \$125.00 per attendant |
| Bar Setup.....      | \$90.00 per event      |

| <b>HOST OR CASH BAR</b> | Host         | Cash* |
|-------------------------|--------------|-------|
| Call Brands.....        | \$6.50       | 7.25  |
| Premium Brands.....     | \$7.50       | 8.00  |
| Domestic Beer.....      | \$4.25       | 5.00  |
| Craft Beer.....         | \$6.00       | 7.00  |
| Wine by the glass.....  | \$6.50       | 7.25  |
| Soft Drinks.....        | \$2.95       | 3.00  |
| Kegs.....               | Market Price |       |

\*Cash bar prices include sales tax.

### **PUNCH AND SODA**

|                       |                    |
|-----------------------|--------------------|
| Fruit Punch.....      | \$29.00 per gallon |
| White Wine Punch..... | \$45.00 per gallon |
| Champagne Punch.....  | \$60.00 per gallon |

### **BAR SET-UPS.....\$7.00 per person**

Includes all juices, mixers, cups, beverage napkins and ice

**All prices are subject to gratuity and appropriate sales tax.**

**All prices are subject to change without notice.**



## *Breakfast and Breaks*

### **CONTINENTAL BREAKFAST**

(Minimum 30 people)

Ham Rolls, Danish Pastries, Assorted Fruit Bread,

Coffee & Juices

\$12.00 per person

Add fruit for \$4.00 per person

### **PLATED COUNTRY BREAKFAST**

(Minimum 30 people)

Fresh Orange Juice, Scrambled Eggs, Bacon & Sausage,  
Hash Browns, Biscuits & Jam, Coffee

\$15.50 per person

Add an Omelet Station to the Country Breakfast

\$12.00 per person additional

### **BREAKFAST BUFFET**

(Minimum 40 people)

Assorted Juices, Scrambled Eggs, Bacon & Sausage, Grits,  
Hash Browns, Hotcakes & Syrup, Biscuits & Jam, Coffee

\$18.00 per person

### **OMELET STATION**

Let one of our Chefs create your very own omelet.  
Toppings include Crab Meat, Shrimp, Genuine Smithfield  
Ham, Cheeses and much more. Served with Coffee,  
Assorted Juices and Biscuits

\$15.00 per person

All prices subject to gratuity and appropriate tax.

### **MEETING BREAKS**

#### **BEVERAGE SERVICE**

Coffee, Tea, Soft Drinks and Bottled Water

\$9.00 per person

Coffee only \$6.00 per person

#### **FRESH FRUIT BOWL**

Apples, Oranges, Bananas and Grapes

\$6.00 per person

#### **COOKIES AND BROWNIES**

Jumbo Cookies and Brownies in assorted flavors

\$35.00 per baker's dozen (13)

#### **CHOCOLATE LOVERS**

Chocolate Covered Strawberries and

Miniature Assorted Candy Bars

\$12.00 per person

#### **MIXED NUTS**

Salted, Candied, and Chocolate Covered

\$8.00 per person

#### **ICE CREAM BAR**

(Minimum 15 people)

Vanilla Ice Cream, Hot Fudge, Butterscotch,  
Strawberries, Bananas, Walnuts, Cherries,  
and Whipped Cream

\$10.00 per person

**A guaranteed number of guests is required  
forty-eight (48) hours prior to the function.  
That is the minimum number for which you  
will be billed.**

# Hors D'oeuvres

(All items priced for 50 pieces unless otherwise stated and include appropriate condiments)

## HORS D'OEUVRES

### Crab Stuffed Mushrooms

Crab Imperial stuffed mushroom caps topped with parmesan and sherry .....\$110.00

### Chicken Tenders

Crispy, country breaded chicken tenders.....\$85.00

### Shrimp and Crab Spring Rolls

Miniature rolls stuffed with shrimp, crab, and vegetables.....\$100.00

### Swedish Meatballs

One ounce meatballs in a rich beef and heavy cream sauce.....\$65.00

### Scallops Wrapped in Bacon

Large sea scallops wrapped in bacon.....\$125.00

### Thai Chicken Satay

Chicken tenders marinated in a Thai peanut sauce...\$160.00

### Seafood Kabob

Sea scallops, shrimp, peppers, and onion marinated in teriyaki.....\$195.00

### Crab Dip

Crab, cream cheese, heavy cream, red peppers, spinach and sherry topped with parmesan (Quart) .....\$125.00

### Crab Meat Bites

Bite sized versions of our award-winning fried crab cakes.....\$175.00

### Blackened Shrimp Avocado Cucumber Bites

Peeled and deveined shrimp, blackened and placed on a slice of cucumber on top of a spicy avocado mix.....\$110.00

### Oysters Rockefeller

Oysters baked with spinach, bacon, heavy cream, pernod, and parmesan.....\$85.00

### Asparagus in Phylo Dough

Asparagus tips and fontina cheese wrapped in phylo dough .....\$120.00

### Ham and Crab Meat Bites

Genuine Smithfield Ham blended with our crab cake rolled into bite sized morsels.....\$175.00

### Shrimp Wrapped in Bacon

Large shrimp wrapped in bacon, broiled and topped with Sweet Baby Rays BBQ and melted pepper jack cheese.....\$125.00

### Oysters on the Half Shell

From local waters.....\$75.00

### Iced Cocktail Shrimp

Jumbo shrimp spiced with Old Bay seasoning and lemon.....\$125.00

### Smithfield Ham Rolls

Fresh baked rolls stuffed with Genuine Smithfield Ham.....\$75.00

### Assorted Finger Sandwiches

Chicken and ham salads on white and wheat bread.....\$75.00

### Strawberries Dipped in Chocolate

Large strawberries dipped in rich milk chocolate.....\$95.00

### Peppered Goat Cheese Stuffed Pork Tenderloin with Tomato-Onion Jam

Tender medallions of pork topped with pepper crusted goat cheese and a sweet and sour tomato and red onion jam .....\$95.00

### Crab and Shrimp Flatbreads

Succulent Blue Crab and Gulf shrimp on flat bread, topped with roasted red peppers, marinara sauce and cheese.....\$85.00

### Antipasto Skewers

Skewers of fresh mozzarella, sundried tomatoes, artichoke hearts and green olives.....\$155.00

### Roasted Vegetable Tray

Garlic roasted carrots, asparagus, squash, peppers and eggplant with herbed ranch.....\$150.00

### Fruit Kabobs

Skewers of melon, strawberry, and pineapple served with yogurt dressing.....\$125.00

### Assorted Chicken Wings

Breaded wings tossed in Jamaican Jerk, Eddie's Original, and Thai Sweet Chili sauces.....\$85.00

### Clams with Oyster Mushrooms

Clams on the half shell topped with oyster mushrooms, horseradish oil and orange segments.....\$95.00

### Sliced Beef Tenderloin

Sliced tenderloin cooked medium to medium rare served with French bread and creamy horseradish sauce.....\$200.00

### Gourmet Cheese Board

Display of Gruyere, Van Gogh, Buttermilk Bleu, Fontina, and aged cheddar cheeses.....\$150.00

## FOOD DISPLAYS

(Serves 50 Guests)

### SEAFOOD DISPLAY

Chilled shrimp, crab claws, and oysters on the half shell artistically displayed with cocktail sauce and lemon .....\$300.00

### FRUIT DISPLAY

Cubes of honeydew, cantaloupe, pineapple, watermelon and strawberries served with yogurt dressing. A great centerpiece for any buffet.....\$200.00

### CHARCUTERIE DISPLAY

Display of assorted smoked sausages, summer sausages, pickled meats, bruschetta as well as Gruyere, Van Gogh, Buttermilk Bleu, Fontina, and aged cheddar cheeses served with bread crisps, sugar coated pecans, and preserves.....\$225.00

### GOURMET CHEESE BOARD

Display of Gruyere, Van Gogh, Buttermilk Bleu, Fontina, and aged cheddar cheeses.....\$150.00

### CARVING STATIONS

Top Round of Beef (serves 40 guests).....\$375.00

Spiral Sliced Ham (serves 40 guests).....\$175.00

Herb Rubbed Filet of Beef (serves 25 guests).....\$300.00

Herb Roasted Turkey Breast (serves 30 guests).....\$175.00

Prime Rib of Beef (serves 35 guests).....\$350.00

**All carved items served with appropriate sauce and rolls.**

## FOOD STATIONS

Add-ons to your Hors D'oeuvres selections

### PASTA STATION

Penne, tortellini, and fettuccine pastas with alfredo, marinara, and pesto sauces with a variety of vegetables cooked to order  
\$10.00 per person

Add meat cooked to order  
\$4.00 per person

Attendant required

### FAJITA BAR

Build your own fajitas with sautéed chicken, beef and shrimp, flour tortillas, shredded lettuce, diced tomatoes, cheeses, sour cream, green onions and salsa  
\$12.00 per person

Attendant required

### MASHED POTATO BAR

Creamy whipped new potatoes and smashed sweet potatoes with a variety of toppings  
\$9.00 per person

### CHOCOLATE FOUNTAIN

Rich milk chocolate fountain with bananas, strawberries, pineapples, cookies and pretzels for dipping  
\$10.00 per person

### BITE SIZED SANDWICH STATION

Miniature Station Burgers (ham, bacon, cheddar and crab) and Crab Cake Sandwiches prepared to order  
\$10.00 per person

Attendant's fee of \$125.00 per station.

All prices subject to gratuity and appropriate tax.

# Luncheon Selections

(Minimum 30 people)

*For group luncheons, please select the same first course and dessert for all guests. The price of the entree also includes tea, coffee and bread. All prices are subject to a service charge and appropriate tax. A guaranteed number of guests is required forty-eight (48) hours prior to function.*

## FIRST COURSE SELECTIONS

(Choose one for group)

- Station Chowder
- Tossed Salad
- Spinach Salad
- Crab Soup (+ \$2.00)
- Shrimp Cocktail (+ \$4.00)
- Scallops Wrapped in Bacon (+ \$4.00)

## ENTREES (Choose up to 3 for group)

**Station Quiche** - Choose from Seafood, Lorraine or Smithfield Ham & Crab served with fresh fruit.....\$21.00

**Petite Filet Mignon** - Six ounce cut of western beef with sautéed mushrooms served with potato and vegetable .....\$32.00

**Chicken Salad Plate** - Served on mixed salad greens with fresh fruit and cheese wafers .....\$19.00

**Station Seafood Caesar** - Blackened scallops, tuna, shrimp and fried lobster bites served on crisp romaine lettuce tossed with Caesar dressing and topped with croutons, red onion, lemon and parmesan cheese.....\$26.00

**Blackened Salmon Caesar Salad** - Blackened salmon filet served on crisp romaine lettuce tossed with Caesar dressing and topped with croutons, red onion, lemon and parmesan cheese.....\$24.00

**Bourbon Street Chicken** - Blackened chicken tenderloin smothered with chunks of Genuine Smithfield Ham, mushrooms and green onions over parmesan risotto and topped with béarnaise sauce .....\$29.00

**Baby Back Ribs** - A full slab of Genuine Smithfield fork-tender, slow-smoked ribs braised in barbeque sauce..... \$28.00

**Pork Medallions** - Pork tenderloin sautéed with mushrooms, roasted red peppers and caramelized onions .....\$25.00

**Seafood Platter** - Crab cake, shrimps, scallops and flounder filet served broiled or fried with potato and vegetable du jour .....\$27.00

**Calabash Shrimp** - Generous portion of fresh caught shrimp, lightly breaded and fried to order. Served with hushpuppies, half portion.... \$27.00

**Calabash Flounder** - Generous portion of fresh caught flounder, lightly breaded and fried to order. Served with hushpuppies, half portion.....\$27.00

**Calabash Scallops** - Generous portion of fresh caught scallops, lightly breaded and fried to order. Served with hushpuppies, half portion.....\$27.00

**Calabash Oysters** - Generous portion of fresh shucked oysters, lightly breaded and fried to order. Served with hushpuppies, half portion.....\$27.00

**Crab Cake** - One broiled or fried four ounce cake served with potato or vegetable.....\$24.00

**Oscar Mahi Mahi** - Fresh Atlantic mahi mahi filet topped with grilled asparagus and sautéed jumbo lump crab meat. Finished with béarnaise sauce.....\$32.00

**Norfolk Combo** - Local crab meat, sea scallops and wild caught shrimp sautéed in garlic butter...\$36.00

**New Orleans Style Cajun Seafood Pasta** Penne pasta tossed with fresh andouille sausage, wild caught shrimp, sea scallops, peppers, onions and a spicy Cajun cream sauce, half portion.....\$28.00

**Pasta Primavera** - Garden fresh vegetables tossed in Alfredo sauce served over linguini.....\$20.00

## DESSERTS

(Choose one for group)

- |                              |               |
|------------------------------|---------------|
| Vanilla Ice Cream            | Tuxedo Bombe  |
| Hot Fudge Ice Cream Cake     | Key Lime Pie  |
| Cheesecake DuJour (+ \$2.00) | Bread Pudding |

## PRICES SUBJECT TO CHANGE WITHOUT NOTICE

Although we do not provide cakes on site, we can provide you with names and numbers of those who can. There is a \$2.00 per person plus tax plating charge for all outside desserts.

# Dinner Selections

(Minimum of 30 people)

The cost of the entree includes a choice of one first course, one salad, one entree and one dessert, as well as potato, vegetable, bread, tea and coffee. All prices are subject to a gratuity and appropriate tax.

Please indicate one set menu for all guests. You may choose three entrees as long as an exact number is given at least forty-eight (48) hours prior to the function. You will be charged for any meals which are prepared.

## FIRST COURSE

(Choose one for group)

- Station Chowder
- Fresh Fruit Cup
- Scallops Wrapped in Bacon (+ \$4.00)
- Cajun Crab Stuffed Mushrooms (+ \$4.00)
- Shrimp Cocktail (+ \$4.00)
- Crab Soup (+ \$2.00)

## SALAD

(Choose one for group)

- Tossed Salad**  
Seasonal spring mix, tomato, cucumber, onion, ripe olive, house dressing
- Spinach Salad**  
Fresh spinach, boiled egg slices, crumbled bacon, red onion, fresh pineapple, walnuts, hot bacon dressing
- Caesar Style Salad**  
Romaine lettuce, croutons, red onion, parmesan cheese, Caesar dressing

## ENTREES

(Choose up to 3 for group)

- Filet Mignon** - Nine ounces of tender western beef with a fluted mushroom cap .....\$45.00
- Filet Mignon & Shrimp** - Six ounces of filet mignon with béarnaise sauce on the side and four jumbo fried shrimp.....\$45.00
- Filet Mignon & Crab Cake** - Six ounces of filet mignon and a broiled crab cake topped with béarnaise sauce .....\$45.00
- Prime Rib of Beef** - Served with horseradish sauce (minimum order of 18).....\$38.00
- Pork Medallions** - Pork tenderloin sautéed with mushrooms, roasted red peppers and caramelized onions .....\$38.00
- Bourbon Street Chicken** - Blackened chicken tenderloin smothered with chunks of Genuine Smithfield Ham, mushrooms and green onions over parmesan risotto and topped with béarnaise sauce.....\$39.00

**Seafood Platter** - Crab cake, jumbo shrimps, flounder, and scallops served broiled.....\$39.00

**Calabash Shrimp** - Generous portion of fresh caught shrimp, lightly breaded and fried to order. Served with hushpuppies.....\$36.00

**Crab Cakes** - Two broiled or fried four ounce cakes.....\$39.00

**Cajun Stuffed Flounder** - Flounder fillet stuffed with Cajun seasoned shrimp and crabmeat.....\$38.00

**Stuffed Shrimp** - Jumbo shrimp stuffed with crab imperial and broiled with Old Bay seasoning and butter.....\$38.00

**Crab Stuffed Salmon** - Atlantic salmon fillet topped with crab imperial and béarnaise sauce....\$38.00

**Flounder Smithfield** - Broiled flounder fillet topped with sautéed jumbo lump crab meat served on Genuine Smithfield Ham with béarnaise sauce.....\$39.00

**Smithfield Surf & Turf** - Genuine Smithfield Ham slices with two petite fried crab cakes.....\$38.00

**New Orleans Style Cajun Seafood Pasta**  
Penne pasta tossed with fresh andouille sausage, wild caught shrimp, sea scallops, peppers, onions and a spicy Cajun cream sauce .....\$38.00

**Pasta Primavera** - Garden fresh vegetables tossed with Alfredo sauce served over linguini.....\$29.00

## DESSERTS

(Choose one for group)

- |                              |                  |
|------------------------------|------------------|
| Ice Cream                    | Tuxedo Bombe     |
| Hot Fudge Ice Cream Cake     | Ice Cream Sundae |
| Key Lime Pie                 | Cheesecake       |
| White Chocolate Crème Brulee | Bread Pudding    |

All entrees served with chef's choice fresh vegetable except pasta dishes.

Special menus for vegetarian dinners or buffet dinners are available through our Chef. We will be more than happy to set up an appointment for you to discuss these or any other special requests.

**PRICES SUBJECT TO CHANGE  
WITHOUT NOTICE**

# Buffet Dinners

(Minimum of 50 Adults Required)

*Our Buffet is priced based on the number of entrees. The pricing includes your choice of salad (plated at the table), an appetizer (served on the buffet), choice of entree, choice of two sides, bread and butter, tea, coffee and a selection of assorted desserts.*

## FIRST COURSE

Served Table Side  
(Choose One)

### GARDEN SALAD

Seasonal spring mix with grape tomatoes, cucumber, olives, red onion and vinaigrette dressing

### CAESAR SALAD

Crisp romaine lettuce with parmesan cheese, croutons, red onion, lemon and Caesar dressing

### SPINACH SALAD

Spinach, bacon, sliced onions, chopped egg and pineapple with hot bacon dressing

### CHOPPED SALAD

Assorted wild greens, avocado, tomato, bacon, bleu cheese, chopped egg, onions and herbal vinaigrette dressing

## APPETIZERS

(Choose Two)

Crab Soup (+ \$2.00 per person)

Station Chowder

Crab Dip

Oysters Rockefeller

Shrimp Cocktail (+ \$4.00 per person)

Scallops Wrapped in Bacon (+ \$4.00 per person)

## ENTREES

(Choice of two for \$35.00 per person)

(Choice of three for \$40.00 per person)

Baby Back Ribs  
London Broil  
Oven Roast Pork Loin  
Bourbon Street Chicken  
Steak Frites

Fried Flounder  
Miniature Crab Cakes  
Fried Shrimp  
Stuffed Salmon  
Cajun Seafood Pasta

## SIDE DISHES

(Choose Two)

Roasted Baby Bakers  
Potato Au Gratin  
Red Skin Mashed Potatoes  
Baked Potato (+\$1.00)  
Asparagus (+\$1.00)

Green Beans Almandine  
Roasted Vegetable  
Sugar Snap Peas  
Honey Glazed Carrots

### Add on a carving station:

Top Round of Beef.....\$12.00 per person  
Spiral Sliced Ham.....\$4.50 per person  
Herb Rubbed Filet of Beef.....\$15.00 per person  
Herb Roasted Turkey Breast.....\$6.00 per person  
Prime Rib of Beef.....\$15.00 per person

All carved items served with appropriate sauce and rolls.

*All buffets include bread and butter, tea, coffee and a selection of assorted desserts.*

*Menu price does not include gratuity and applicable sales tax.*