

CREATIONS

FOR THE UNIVERSITIES AT SHADY GROVE BY CHARTWELLS

chartwells 
where hungry minds gather

Current Version as of 8/1/2021



The Universities AT SHADY GROVE

9630 Gudelsky Drive. Rockville, MD 20850
www.shadygrove.umd.edu/conference-center





CONTINENTAL BREAKFAST

CEREALS

JUICES

COFFEE

TEAS

PASTRIES

MILK

YOGURT

EGGS

BUFFETS

**Requires 2 attendant fees at \$75 each*

Vegan Breakfast Bowl | \$6.59

Spicy Tofu Breakfast Bowl with Kale, Mushroom, Tofu Scramble, Lemon Couscous, Grape Tomato, Scallion and Avocado

Individual assorted cold cereals with
Whole, 2% or Soy Milk | **\$2.50**

Fresh Hot Oatmeal w/Brown Sugar and Raisins | **\$3.75**

Egg, Cheese, Bacon or Sausage Burritos | **\$5.95**

Wrapped Hot Croissant Egg Breakfast Sandwich with Cheese, Bacon or Egg Whites | **\$5.25**

Associates Continental | \$10.99

Assorted Breakfast Pastries

Seasonal Fresh Fruit

Regular and Decaffeinated Starbucks Coffee

Bottled Orange Juice

Bachelors Continental | \$11.25

Assorted Breakfast Breads May include: Zucchini, Carrot and Cranberry

Sliced Seasonal Fruit Platter

Individual Assorted Juices

Regular and Decaffeinated Starbucks Coffee

Assorted Tazo Teas, Bottled Water and Assorted Fruit Juices

Prices based on 2 hour duration

Faculty Wake Up | \$15.50

Fresh Baked Muffins with Whipped Butter

Scrambled Eggs Garnished with Chives and Cheddar Cheese

Home Fried Potatoes with Onions and Peppers

Pork or Turkey Bacon

Fresh Fruit Salad

Regular and Decaffeinated Starbucks Coffee

Assorted Tazo Teas, and Assorted Fruit Juices

The Terrapin Big and Hearty | \$14.50

Pancakes Served with Syrup with Whipped Butter



Scrambled Eggs Garnished with Green Onions and Cheddar Cheese

Pork or Turkey Bacon

Home Fried Potatoes with Onions and Peppers

Fresh Sliced Fruit , Vanilla Yogurt and Granola

Regular and Decaffeinated Starbucks Coffee

Assorted Tazo Teas, and Assorted Fruit Juices

Enhancements | \$1.95

Add additional Bacon (2 pieces per person)



China is available upon request. Please inquire for pricing



BREAKS

MUFFINS

JUICES

NUTS

POPCORN

PRETZELS

CAKES

SODA

*You call them breaks, here we call it "recess"
Just because the food is grown up does not mean you have to be!*

MORNING RECESS

The Salisbury Pick me up | \$7.95



Fresh Sliced Fruit Display

Trail / Energy Mix

Assorted Soda and Bottled Waters

Regular and Decaffeinated Starbucks Coffee
with Assorted Tazo Teas

Coffee and Crumbs | \$7.25

Coffee cake with crumbled topping

Regular and decaffeinated
Starbucks Coffee

Assorted Tazo Teas

AFTERNOON RECESS

***We all Scream for... | \$6.50**

Ice Cream: Strawberry, Chocolate and French

Vanilla Ice Cream

Rainbow Sprinkles

Chocolate Fudge and Caramel Sauce

Peanuts

Shredded Coconut, Whipped Cream

Bottled Water

Ballpark | \$6.25

Hot Pretzels with Whole Grain Mustard

Assorted Candy Bars

Individual Bags of Popcorn

Bottled Root Beer

Assorted Soda and Bottled Waters



Crunch & Munch | \$4.75

Fried Crispy Pita Chips

Potato Chips

Tortilla Chips

Onion Dip, Hummus and Salsa

Assorted Sodas and Bottled Water

Ying and Yang | \$7.50

Assorted Nuts

Goldfish Crackers

Dried Fruit

Chocolate Covered Pretzels

Assorted Sodas and Bottled Water

***Enhancements | \$4.95**

16oz Smoothie Bar: Banana Strawberry,

Mango Peach, Blueberry Orange

Sweet Surrender | \$5.50

To Include: Sugar, Chocolate Chip, Oatmeal,
and Double Chocolate Chip Cookies

Assorted Sodas and Bottled Water

Coffee and Tea Service



Prices based on 2 hour duration

MORNING A LA CARTE OFFERINGS

Peeled Hard Boiled Eggs with Kosher Salt | \$14.00 Doz

Assorted Breakfast Breads | \$2.00 Per Person - 12 Person Min

Assorted Breakfast Pastries & Muffins | \$22.00 Doz

Bagels with Cream Cheese | \$19.00 Doz

Fresh Baked Cinnamon Rolls | \$2.50 Per Person - 12 Person Min

Fresh Baked Assorted Scones | \$23.50 Doz

Granola and Nutri-grain Bars | \$1.95 Each

Whole Fruit | \$1.75 Each

Assorted Donuts | \$18.00 Doz

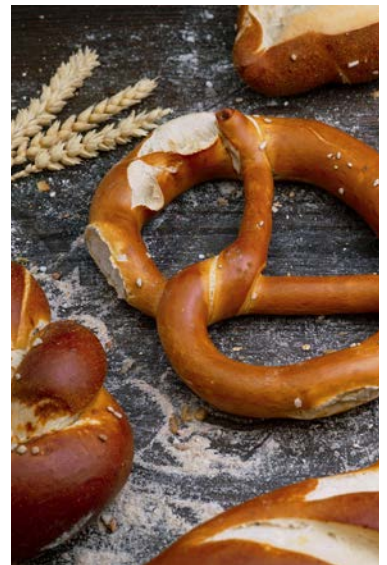
Assorted Glazed and Chocolate Donut Holes | \$4.00 Doz

Individual Greek and Lowfat Yogurts | \$3.00 Each

Individual Fruit Yogurts | \$3.50 Each

Sliced Fresh Fruit - (1) tray serves 15 people | \$33.75

Vanilla Yogurt with Granola | \$3.50 Per Person



AFTERNOON A LA CARTE OFFERINGS

Assorted Fresh Vegetables Served with Assorted Dips | \$4.50

International & Domestic Cheese Display Garnished with Fresh Fruit and Served with Bread and Crackers | \$6.95

Tri-color Tortilla Chips with Salsa and Guacamole | \$4.00

Potato Chips with French Onion Dip | \$2.50

Fruit Kabobs | \$2.85 each

Assorted Candy Bars | \$1.50 each

Homemade Cookies and Brownies | \$18.00 Doz

Assorted Cookies | \$15.00 Doz

Brownies | \$18.00 Doz

A Cooler of Individual Assorted Ice Cream Novelties | \$2.25 each

Subject to availability this may include:

Chocolate Éclair Strawberry Shortcake

Non-Fat Vanilla & Chocolate cups Vanilla & Strawberry Cups

Neapolitan Sandwich & Vanilla Sandwiches

An assortment of Non Dairy Italian Ice

Cinnamon and Sugar-Dusted Churros | \$2.95

Assorted Mini Cupcakes | \$24.00 Doz

Individual Bags of Popcorn | \$1.95 each



A LA CARTE BEVERAGES

*Starbucks Coffee, Decaf & Tea Service (2Hr) | \$3.50

Thirst Quenchers:

Lemonade, Iced Tea or Cranberry Punch | \$16.75 gallon

Fresh Juices

Orange, Cranberry, Grapefruit & Apple | \$15.00 gallon

Aquas Frescas

Strawberry, Watermelon or Cucumber Mint | \$18.00 gallon

Assorted Naked Juices

Protein Zone, Blue Machine and Red Machine | \$4.25 each

2%, Whole or Soy Milk | \$2.30 carafe

Assorted Soft Drinks | \$1.75 each

Fruit Juices | \$2.00 each

Assorted Energy Drinks (Redbull & Monster) | \$4.00 each

Virgin Mojito | \$30.00 gallon

Bottled Water | \$1.75 each

Citrus Infused Water | \$8.50 gallon





LUNCH

SALADS

HAMBURGERS

FISH

BEEF

PASTA

DESSERTS

BEVERAGES

SANDWICHES

UMB BOX BOWLS

Pulled Pork Bowl | \$8.99



Cilantro lime rice, salsa, corn and black beans, cheddar cheese shredded romaine, and guacamole with slow roasted pork carnitas

Barbacoa Bowl | \$8.99

Cilantro lime rice, salsa, corn and black beans, cheddar cheese shredded romaine, and guacamole with beef barbacoa

Vegetarian Bowl | \$8.99

Cilantro lime rice, salsa, corn and black beans, cheddar cheese shredded romaine, and guacamole with roasted vegetables

Chicken Bowl | \$8.99

Cilantro lime rice, salsa, corn, black beans, cheddar cheese, shredded romaine, and guacamole with chili lime chicken

BOX LUNCHES

Maximum total of 3 to be chosen

Artisan | \$13.99

All Sandwiches include:

Fruit Salad, Side Salad, Dessert Bar and Bottled Water

Muffuletta Vegetarian | Classic Italian on Hero

Grilled Chicken with Hummus on Ciabatta

Roast Beef with Cheese | Chicken Salad

Executive Wraps | \$15.95

All Wraps include:

Fresh Fruit Salad, Pasta Salad, and a Fresh Baked Cookie.

Turkey and Brie

Roast Beef with Provolone and Caramelized Onions

Hummus and Roasted Vegetables 

Salads | \$16.50

All Salads include:

Fresh Fruit Salad, Pasta Salad, and a Fresh Baked Brownie

Balsamic Roasted Vegetables, Wild Greens and Parmesan Cheese with Tomato-Basil Vinaigrette

Greek Flank Steak with Feta and Garlic Cucumber Yogurt Dressing

Chicken Caesar Salad

Quinoa Salad | \$13.50

*China is available upon request. Please inquire for pricing
Kosher - Min of 10 - list provided upon request*

COLD LUNCH BUFFETS

Build Your Own Dagwood | \$17.50

Select one Side Salad:

Mixed Green Salad

Greek Salad

Creamy Pasta Salad

House Roasted Sliced:

Turkey Roast | Beef

Tuna | Ham

Sliced: Cheddar and Swiss Cheese

Assorted Breads and Rolls

Condiments to include:

Mayonnaise, Mustard, Lettuce, Tomatoes,
Onions & Pickles

Lays Potato Chips

Assorted Cookies and Brownies

Lemonade or Iced Tea & Water

Additional salads | \$3.00 each

Macaroni Salad

Potato Salad

Pasta Salad

Black Bean & Corn Salad or Penne Pasta
with Roasted Vegetables

UMBC Sandwich Board | \$14.00



House Salad

Choose 3 of the 6 Sandwiches:

Ham & Swiss | Croissant Club

Tuna Salad | Chicken Salad

Vegetarian Wrap

Tomato and Basil Mozzarella

Lays Potato Chips

Fresh Baked Cookies and Brownies

Lemonade or Iced Tea & Water

Wrap it Up | \$16.95

Choose 3 of the 6 Wraps:



Roasted Vegetables with Sun-Dried Tomatoes

Chicken Salad

Cajun Chicken Wrap

Chicken Caesar Wrap

Southwestern Turkey

Roast Beef with Horseradish Spread

Lays Potato Chips

Fresh Baked Cookies and Brownies

Lemonade or Iced Tea & Water

China is available upon request. Please inquire for pricing

LUNCH BUFFET



University of Baltimore

The Lost Cities of Gold | \$19.50



- Black Bean Corn Salad
- Lime Vinaigrette Seven-Layer Salad
- Tortilla Chips
- Chilled Cilantro and Lime Marinated Chicken
- Cheese Enchiladas Veracruz Rice Ala Mexicana
- Roasted Seasonal Vegetables
- Assorted Cakes
- Lemonade or Iced Tea & Water

Add an entree | \$4.50

- Chicken or Beef Fajitas with Flour Tortillas

Bowie State Mid Term | \$25.95

- Fresh Grape Tomato, Hearts of Palm and Mozzarella Salad
- Mixed Field Greens with Assorted Dressings
- Roasted Vegetable Salad
- Sun-Dried Tomato Stuffed Chicken Breast in a Balsamic Glaze
- Eggplant Parmesan in a Marinara Sauce
- Tri-Colored Tortellini in a Creamy Carbonara Sauce
- Tiramisu
- Fresh-Baked Breads and Locally Sourced Butter
- Lemonade or Iced Tea



Additional entrees

\$7.50

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- Penne Pasta with Bolognese Sauce
 - Sautéed Chicken Cutlet in a Marsala Sauce
 - Lasagna

*China is available upon request. Please inquire for pricing
25 person Minimum required*

The Towson Spring Break | \$24.75



Mixed Field Greens with Assorted Dressings

Macaroni Salad

Baked Beans

Corn On The Cob

Home-Made Jalapeno Corn Bread

Hamburgers, Hot Dogs and Chicken Breasts

Tomatoes, Lettuce, Red Onion, Pickles, Pepperoncini and Sweet Relish

Fresh Sliced Seasonal Fruit

Lemonade or Iced Tea & Water

Additional selections | \$3.00

Assorted Pies



*China is available upon request. Please inquire for pricing
25 person Minimum required*

DECONSTRUCTED LUNCH SALAD BUFFETS

Choose one:

Greek - Salad Bar | \$15.95

Fresh Romaine, Feta Cheese, Kalamata Olives, Plum Tomatoes, Red Onions and Pepperoncini with a House Made Vinaigrette

Nicoise - Salad Bar | \$15.95

Nicoise Olives, Green Beans, Hard Boiled Egg Wedges, Potatoes and Cherry Tomatoes with a House Made Vinaigrette

Cranberry Walnut - Salad Bar | \$15.95

Mesclun Greens, Iceberg Lettuce, Romaine Hearts, Tomatoes, Carrots, Granny Smith Apples, Walnuts, Dried Cranberries and Crumbled Blue Cheese with a Red Wine Vinaigrette

Pasta Salad Bar | \$14.75

Al Dente Pasta, Assorted Roasted Vegetables, Sun-Dried Tomato Pesto and Parmesan Cheese with Mesclun Greens and Romaine Hearts

All Salad Buffets Include:

Assorted Cookies or Brownies
Fresh-Baked Breads and Whipped Butter
Iced Tea or Lemonade and Water

Enhancements

Add Chicken | \$2.75

Add Salmon | \$Market Price

Add Shrimp | \$4.50



*China is available upon request. Please inquire for pricing
25 person Minimum required*

LUNCH BUFFETS FOR A STUDENT'S BUDGET

All Selections Include: House Salad with Ranch and Balsamic Dressings, Iced Tea, Lemonade and Chefs Choice of Dessert

Mac & Cheese | \$15.00

With Rustic Breads

Eggplant Parmesan | \$15.00

With Garlic Bread

Meat or Vegetarian Lasagna | \$15.00 (Min of 20 people)

With Garlic Bread

*Pizza Party | \$19.00

Cheese, Pepperoni, Veggie and Hawaiian ~16 Inch Pizzas~

De-constructed Cajun Chicken and Pasta | \$17.00

Blackened Chicken Strips with Bell Peppers, Rigatoni Pasta and Gorgonzola Cream Sauce

Vegetarian Turmeric Trail \$15.00 | Chicken \$17.75

Rice, Carrots, Peas, Potatoes, Green Beans, and Onions, Seasoned In Turmeric and Topped with Hard Boiled Eggs Served with Naan and a Kakadi Kosumalli (Cucumber Lentil Salad) and Pal Payasam (Rice Pudding with Raisins) for Dessert

De-constructed Asian Experience Chicken \$21.00 | Beef \$23.00

Chilled Lo Mein Salad with Chicken or Beef, House Salad with Sesame Vinegar Dressing, and Vegetable Spring Rolls served with Sweet Chili Sauce.



* Price based on 2 pieces per person
China is available upon request. Please inquire for pricing
25 person Minimum required



RECEPTION

CANAPÉS

SHRIMP

WRAPS

SUSHI

BRUSCHETTA

TENDERLOIN

DIM SUM

OYSTERS

CHEESE

HORS D' OEUVRE

Traditional | \$2.25

- Asian Vegetable Spring Roll with Sweet Chili Sauce
- Chicken Tenders
- Assorted Quiches
- Boursin & Spinach Stuffed Mushrooms
- Chicken or Vegetable Quesadillas with Salsa and Sour Cream
- Tomato Basil Bruschetta with Balsamic Vinegar
- Mozzarella Sticks

Specialty | \$2.95

- Parmesan Artichoke Hearts
- Spinach and Feta Empanadas with Dill Sour Cream
- Beef Empanadas with Avocado Poblano Sauce
- Chicken Skewers
- Potato Skins

Signature | \$3.95

- Peppercorn Melange-Crusted Beef Tenderloin
- Coconut Shrimp with Mango Chutney
- Scallops Wrapped In Bacon
- Chinese Chicken Salad in a Crisp Wonton Cup
- Maryland Crab Cakes



Cold Hors d' Oeuvres can be Butler Passed at an Additional Fee. For Quality of Presentation and Proper Serving Temperature, Butler Passing of Hot Hors d'Oeuvres is Not Recommended

**Pricing is Per Piece with a Minimum of 25 Pieces Per Item
China is available upon request. Please inquire for pricing*

RECEPTION DISPLAYS

Farmers Market | \$4.50

Assorted Fresh Vegetables Served with Assorted Dips

International and Domestic Cheese Board | \$6.95

Garnished with Fresh Fruit and Served with Bread and Crackers

Crispy Pita Dip | \$4.50

Served with your choice of Sun-Dried Tomato Pesto, Lemon Tahini or Hummus

Brie en Croute | \$5.75

Dried Cranberries and Candied Pecans with your choice of Apricot or Raspberry Jam

Antipasto | \$8.50

Prosciutto, Pepperoni, Salami, Provolone, Mozzarella, Olives, Sun-Dried Tomato Tapenade, Roasted Peppers and White Bean Dip with Toasted Focaccia

Middle Eastern Platter | \$8.50

Hummus, Lemon Tahini, Tzatziki, Feta Cheese, Tomatoes, Greek Olives and Toasted Pita Points

Meatball Bar | \$8.50

Choice Of Two:

Turkey Meatballs with Stuffing

Bourbon Glazed Backyard Meatballs

Classic Italian Bocce Ball



China is available upon request. Please inquire for pricing

Bruschetta Bar | \$7.25

Choice Of Three:

Assorted Toasted Baguette Slices Topped With:

Tomato-Basil | Sun-Dried Tomato | Gorgonzola

Roasted Red Pepper Tapenade | Kalamata Olive Tapenade

Assorted Mini Sandwiches | \$33.00 Dozen

Choice of Three:

Roasted Vegetable With Sun-Dried Tomato Spread Turkey with Cranberry Relish

Ham with Honey Mustard

Roast Beef with Boursin Cheese Spread

Tarragon Chicken Salad

***CARVING STATIONS**



Beef Tenderloin serves 25 | \$295.00

With Rolls, Horseradish Cream and Peppercorn Sauces

Roasted Prime Rib serves 40 | \$550.00

With Rolls, Assorted Mustards and Horseradish

Blackened Pork Loin Serves 30 | \$325.00

With Rolls and Creole Mustard Sauce

Honey-Baked Ham Serves 40 | \$275.00

With Rolls, Honey Mustard and Herb Mayonnaise

Whole Roasted Turkey serves 40 | \$225.00

With Rolls and Cranberry Sauce



All Carving Stations are designed to accompany Hot or Cold Hors d'Oeuvres. Stations are priced per person based on One Hour of service (25 Person Minimum).

**All Action and Carving Stations are Chef Attended - One Chef Required per 100 Guests
Fee of \$150.00 per Chef to Apply*

RECEPTION STATIONS



Asian Station | \$31.95

(20 person minimum)

Sushi with Wasabi and Pickled Ginger

Tuna On A Rice Cracker with Seaweed Salad
& Assorted Steamed Dim Sum

Peking Duck Pancake with Assorted Dipping
Sauces

Mac & Cheese | \$24.00

(20 person minimum)

With Choice of 5 ingredients :

Broccoli, Carrots, Green Onions, Red
Onions, Zucchini, Yellow Squash, Roasted
Red Peppers, Ham, Diced Chicken, Bacon or
Spicy Sausage

Enhancements | \$2.00

Grilled Shrimp

Mediterranean Street fare | \$37.95

(20 person minimum)

(Select 3)

Zhatar Chicken Breast

Lamb Meatballs

Falafel

Lebanese Spiced Beef

*Choose your Toppings:
(Select 5)*

Tabbouleh | Kalamata Olives

Marinated Feta | Tomato and Onion Salad

Pickled Onions

Cucumber with Lemon Olive Oil

Cabbage Slaw | Pickled Peppers

Choose 2 Spreads:

Roasted Garlic Hummus

Red Pepper Hummus

Baba Ganoush

Tzatziki

Served with Pita Flats, Brown Rice,
Iced Tea and Water.

China is available upon request. Please inquire for pricing



BEVERAGE

MARTINIS

CHAMPAGNE MARGARITA

RED WINE WHITE WINE

TONICS BEER

NON-ALCOHOLIC

TYPES OF BARS

All Bars require a 4 hour Minimum

Hosted Beer and Wine

Domestic Beers | \$5.25

Budweiser
Bud Light
Miller
Miller Light
Coors Light

Imported | \$5.75

Heineken
Amstel Light

Bottled Water and Soda | \$4.00

House Wines | \$32.00

Mirassou Chardonnay (CA)
Kendall Jackson Reserve Sauvignon Blanc (CA)
Edna Valley Merlot (CA)
Edna Valley Cabernet Sauvignon (CA)

Premium Host Bar Offerings | \$7.25

Smirnoff
Captain Morgan
Beefeater
Seagrams Seven
Jack Daniels
Bacardi Sauza Gold

Top Shelf Host Bar | \$7.75

Skyy
Mount Gay
Johnnie Walker Red
Crown Royal
Gentlemen Jack
Jose Cuervo Gold

Top Shelf Wines | \$39.00

Clos Du Bois Reserve Chardonnay (CA)
Kim Crawford Sauvignon Blanc (NZ)
William Hill Merlot (CA)
Louis Martini Cabernet Sauvignon (CA)

All Cash Bar Prices are .50 additional. All Host Bars incur a Bartender Fee at \$125 each.

All Cash Bars incur a Bartender and Cashier Fee at \$125 each.

Cash Bars require 50% in Guest Revenue (based on 1 \$6 average drink)

HOSTED PACKAGE BARS - PER PERSON

Beer and Wine Bar

House wines
Domestic beers
Imported
Soft drinks
Bottled waters

1 hour | \$9.00
Additional hours | \$5.00

Premium Liquors

House wines
Domestic beers Imported
Soft drinks
Bottled waters

1 hour | \$14.00
Additional hours | \$7.00

Top Shelf Liquors

Top shelf wines Domestic
beers Imported
Soft drinks
Bottled waters

1 hour | \$16.00
Additional hours | \$8.00

Champagne

Gloria Ferrer, Blanc de Noirs, Sonoma Piper | \$28.00
Heidsieck, Brut, France | \$42.00

Enhancements

Champagne Fruit Punch | \$70.00 Gallon
Caribbean Rum Punch | \$75.00 Gallon
Shady Grove Margaritas | \$75.00 Gallon
Sangria | \$75.00 Gallon
Non-Alcoholic Fruit Punch | \$22.00



All Cash Bar Prices are .50 additional. All Host Bars incur a Bartender Fee at \$125 each.
All Cash Bars incur a Bartender and Cashier Fee at \$125 each.
Cash Bars require 50% in Guest Revenue (based on 1 \$6 average drink)



TECHNOLOGY

LIGHTS

CAMERA

ACTION

MISCELLANEOUS AV EQUIPMENT



Pipe and drape	\$100.00 per 12 foot section
Laser pointer	\$50.00 per day
Flipchart with markers	\$45.00 per day
Post-it flipcharts	\$60.00 per day
Speakerphone	\$125.00 per day
Easel	\$10.00 per day
AV roll cart	\$20.00 per day
AV Technicians	\$ 85.00 per hour
<i>4 hour minimum required</i>	
Mon- Friday 7am – 6pm	\$85.00
Evenings / Weekends	\$125.00

Microphones

Table, Podium or Floor mic with Mixer	\$50.00 per day
Each additional mic	\$35.00 per day
Wired lavalier mic	\$80.00 per day
Gooseneck mic	\$60.00 per day
Wireless Lavalier or Hand held mic	\$75.00 per day
Podium and mic	\$85.00 per day

Audio

Cassette player and recorder	\$75.00 per day
5-disc CD player	\$75.00 per day
4-8 channel mixer	\$50.00 per day

AV PACKAGES

Projector Support Package | \$200.00 per day

This package is suitable for meetings if you choose to provide your own projector

Includes:

- An AV Cart for your LCD projector & laptop
 - 7x12 Dressed Screen
 - Extension cord and power strip
 - Audio Visual Technician will assist you in connecting your laptop and projector at the start of your meeting
-

Laser Projector Package | \$550.00 per day

This Package Is Suitable For All Computer-Generated Presentations Of Any Size

Includes:

- 6000 Lumen Laser Projector with a 7x12 Dressed Screen
 - Audiovisual Roll-Cart
 - Extension Cords
-

JBL Audio Support Package | \$400.00 per day

This Package Is Designed For Groups With
50 Attendees Or More To Ensure A Full Range Of Sound.

Includes:

- (2) 250-Watt JBL Speakers On Stands
- CD Player With Walk-In Music
- 4-Channel Mixer
- Extension Cords & Cables

Classroom Technology Package | \$250.00 per day

This package is available when a smart classroom is confirmed.

This package includes:

A Ceiling Projector, Host PC, Dropdown Screen, House Sound and a VGA Laptop Connection

Audio Web Conference Support Package | \$400.00 per day

This Package Includes

- (1) Laptop
- (1) Laptop (Backup)
- (2) LAN Internet Connections (Program/Backup)
- (1) Gentner - If Needed
- (1) Audio Mixer
- (1) Video/Audio Tech
- (1) Podium With Mic
- (-) Associated Cabling And All Cords

DOES NOT INCLUDE

Web Conferencing Software Platform.

For Example, Webex, Go-To Meetings, Join.Me

Video Recording Package | \$400.00 per day

Package Includes:

- (1) Video Recorder On Tripod
- (1) 32gb Sd Sandisk Memory Card
- (1) Video/Audio Tech
- (1) 4 Channel Mixer
- (1) Associated Cabling And All Cords
- (1) Dedicated Av Tech To Record - 4 Hour Minimum

Video Web Conferencing Package | \$650.00 per day

This Package Includes:

- (1) Video Recorder On Tripod
- (2) Laptop (1 for Backup)
- (2) LAN Internet Connections (Program/Backup)
- (1) Gentner - If Needed
- (1) Audio Mixer
- (1) Video/Audio Tech
- (1) Podium With Mic
- (-) Associated Cabling And All Cords

DOES NOT INCLUDE

Web Conferencing Software Platform.

For Example, Webex, Go-To Meetings, Join.Me





TERMS & CONDITIONS

Food and Beverage Policies

Please make your reservations for catered events through the academic year at Universities at Shady Grove with the Events Office at 301.738.6059.

In order to serve you better, and to avoid a late service charge, we ask that you make arrangements for luncheons and dinners at least five days prior to the event.

Coffee service and beverage set-up requests must be received no later than 3 business days prior to the function.

Prices are subject to change with market fluctuations and may be confirmed 90 days prior to your function.

Guarantee

We ask that you give us a final attendance number at least 3 Business days prior to your function so that we may make final arrangements.

For your convenience, we will be prepared to serve 5% over the guaranteed number. If no final guarantee is received, we will consider the number indicated on the original booking forms to be the correct and guaranteed number of guests. The guarantee is not subject to reduction after 72 hours.

Final guarantees must be submitted directly to the Events Office at 301.738.6059

Loss Prevention

USG is not responsible for any items left in any meeting rooms before, during or after any function.

Meeting Space Allotment

USG reserves the right to reassign the room should any change in attendance or type of function occur prior to the time of your event. USG may assign suitable charges for any extraordinary room setups; electrical requirements and/or substantial room set changes from the original Banquet Event Order within 24 hours of the function.

Any signs, decorations or other items displayed must be of professional quality and have prior approval of your Event Manager. USG may assess charges for decorations, banners, dance floor, risers, or other equipment not contained within the equipment inventory. Additional charges will be assessed if greater than reasonable cleanup is required after the function.

Cancellations

Cancellations for Food must be made within a reasonable time, and no later than 72 hours prior to the function. Orders canceled outside of 72 hours may be subject to food and labor cost incurred by the contracted Catering company (Chartwells)

A minimum of 50% service charge is assessed if cancellations are made after the cut-off period.

Packages

Packages for your event may be delivered no earlier than five (5) business days prior to the function.

Staffing

Our professional service staff is available to replenish buffets, pass hors d'oeuvres or serve plated meals at your event.

Our Event Department will determine your staffing needs based on the size, style and logistics of your event.

Staffing is charged at \$30/hour for a minimum of 4 hours.

Alcoholic Beverages

The sale and service of all alcoholic beverages is regulated by Maryland State Liquor Board. The Universities at Shady Grove is responsible for the administration of these regulations; therefore, it is our policy that no alcohol beverage(s) be brought into the campus for a banquet function.

Service and Rentals

All price quotes are for disposable service unless otherwise noted.

A variety of tablecloths and napkins can be arranged to give your event a more elegant appearance. If you need linen for guest or conference tables for receptions, breaks, boxed meals or lunch/dinner tables, there will be an additional charge. CES Linen for Round tables is \$20.00 per table.

Additional charges will apply for specialty linens. Compostable products will be provided with orders unless otherwise requested



The Universities

AT SHADY GROVE

9630 Gudelsky Drive, Rockville, MD 20850
www.shadygrove.umd.edu/conference-center
Call Us: 301.738.6059