

# Event Policy Guide



Ministry Festivals Banquets  
Fundraisers Workshops Social Gatherings  
Trainings Conferences Meetings  
Recreation



**THE BLVD**

Mississippi Boulevard Christian Church  
(Disciples of Christ)

## THE PRAYER GARDEN

The Prayer Garden is our outdoor courtyard space which sits in the heart of our complex. It can very comfortably accommodate 100 guest seated in a theater style format. It has stationary wood benches as and wood arbor which frames our stage area. This space is perfect for weddings, receptions, and outdoor mini concerts.

# Our Vision

Lead, Learn, Live and Love without Limits.

Our vision scripture comes from Ephesians 3:20 (ESV)

Now to Him who is able to do exceedingly above all that we ask or think, according to the power that works in us.

## LEAD

**LEADING others to Christ:** John 1:40-42 (WORSHIP, EVANGELISM)

- A church whose worship reveals the attractive, transformative glory of God through music, media and innovation.
- A church whose members are unashamed to share their personal testimony with the unsaved & unchurched and to engage them relationally to join the family of God at The Blvd.

## LEARN

**LEARNING to be like Christ:** Romans 8:29; Philippians 3:10 (DISCIPLESHIP)

- A church with a HIGH EXPECTATION for members to participate in a network of intimate learning communities, that move people from one stage of discipleship to the next and through the various seasons & stages of life using innovative, relevant & practical curriculum.
- A church with a children's, youth and young adult ministry that is as inspiring and exhilarating as Disney, as a military Boot Camp that often leaves the next generation wanting more & desiring to do more for Christ and prepares them to be leaders of this present age into the future.

## LIVE

**LIVING for Christ:** Ephesians 2:10; 1 Corinthians 11:1 (DISCIPLESHIP)

- A church where people pursue Christian living because it makes life better and prepares us to spend eternity with Christ.
- A church where people are committed to living in a community of faith in relationship with other believers, and who are called to be their best selves through accountability.

## LOVE

**LOVING as Christ:** John 13:35 (MISSIONS, FELLOWSHIP)

- A church determined to make a real, tangible and qualitative impact in Greater Memphis & around the world through acts of service, radical generosity and systemic advocacy.
- A church intentional about experiencing life together through the use of small groups, athletic ministry, the totality of our campus, especially our family life center. A church where all members are connected and who participate in caring for each other.



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*Events are not just a set  
of activities. Rather  
they are an expression  
and illustration of the  
view you have of the  
guest you extend an  
invitation to. - RGF*

# Facility Rental Policy

Mississippi Boulevard Christian Church (The BLVD) makes portions of its space available for facilities rental. In order to help care for and maintain the Church's property and its contents, any and all reservations, agreements, and contracts for the use of the facilities must adhere to the following outlined details.

## WHAT TYPES OF RENTALS ARE ALLOWED?

The BLVD will allow appropriate amenities to groups to utilize our facility if the activities held are in support of educational, civic, community and / or church activities. Event purpose and mission can not conflict with MBCC Mission and purpose or pose any danger or threat to event participants and/or our members. We also allow the rental of our facility for special occasions, such as weddings, receptions, and limited special events (i.e.

## WHO CAN RENT FROM THE BLVD?

Both members and non-members may rent facility space from MBCC. For interested organizations and educational institutions, again your activities, agenda, or purpose should not conflict with the mission and vision of The BLVD.

## WHEN IS THE FACILITY AVAILABLE FOR RENTAL?

Events will not be scheduled on national or church recognized holidays; during MBCC Sunday worship times or during our major church wide events, such as Christmas Concerts, Church Picnics, etc. when usage may present a conflict with staffing or equipment. **There is a minimum of 30 days notification required for all Facility Request, no exceptions.** You may obtain a Facility Request Form or a Wedding Agreement Packet (*used for weddings only*) at our Midtown Welcome Center or via email by emailing [events@theblvd.org](mailto:events@theblvd.org).

## WHAT TIME IS THE FACILITY AVAILABLE FOR RENTAL?

The facility is available for rental during our standard operational hours, as early as 8:00 a.m. and as late as 8:00 p.m. Monday through Saturday. All events must be over by **8:00 p. m.** to allow our staff and security adequate time to secure the entire complex. Failure to vacate the premises at the designated time shall result in a **\$75.00** late dismissal fee assessed per every **30 minutes** you remain thereafter. This fee is in addition to Renter being assessed the standard hourly rate for the space they are occupying. Events that do not start on time, and it is not fault of MBCC will be assessed the same fee. If it is our fault the client will receive a credit.



# Facility Rental Policy

## **How Long Do We Have To Set-Up?**

Arrangements regarding building access, deliveries, additional set-up requirements, and removal of special rented equipment must be reviewed in advance with the MBCC Events Office. We will allow up to two (2) hours prior to your event for set-up with no additional fee assessed. When additional time is required there is a fee of \$25.00/hour, up to four (4) hours allowed for set-up needs. If more than four (4) hours is required, the “Client / Renter” will be required to book the space for the entire day. (See Schedule of Fees page for rates.) Events, such as productions, concerts, etc., that may extend beyond our standard 9:00 building closure, must receive written approval from Operations Management and Pastoral Staff and are subject to a fee of \$200.00/hour for full staffing of security, operations, housekeeping, etc.

## **When is Payment Due?**

In order to properly secure a reservation of time for a particular space, 50% of the room rental fee is required at the time of booking. For example, if your room fee is \$500.00, \$250.00 is due to hold the room. The room rental fee is not the same as the account balance, which includes media, security, catering, etc. A reservation is not guaranteed until payment is received and the appropriate Facility Rental Contract has been signed by the “Lessee” (MBCC Operation’s Manager) and the “Client/Renter” (The party leasing the space). The total account balance is due 14 business days prior to the day of the scheduled event, unless otherwise agreed upon by the Lessee.

All Clients/Renters are responsible for all costs incurred including fees pertaining to catering, rentable resources, decorations, additional lighting, entertainment, extra security and extra equipment. Clients/Renters are also responsible for contractual agreements made with any and all outside vendors. MBCC will not hold accounts, nor allow items to be billed to us on behalf of a Client/Renter. Any items rented from MBCC directly, must be paid for by the conclusion of the event. Failure to meet this obligation may result in additional penalties assessed and a suspension of rental privileges.

## **How Do We Handle Renting Outside Equipment?**

The Client/Renter is responsible for renting or supplying any special equipment needed for the event such as, exhibits, displays, computers, cameras, instruments, special tables, and chairs. This refers to any table or chair that are not part of MBCC current inventory. All rented equipment must be removed immediately following the event or at the prearranged specified time as agreed upon by the MBCC Events Office. Failure to do so may result in a \$200.00 penalty storage fee. The church will not be held responsible for lost or stolen

# Facility Rental Policy

supplies, equipment, or other property belonging to the Client/Renter or their outside vendors. Client/Renter shall be responsible for all fees associated with any vendor contracted for services for their event.

Moreover, MBCC does not permit the use of their equipment by anyone other than paid staff. Therefore, the use of instruments, cameras, computers, video equipment own by MBCC shall not be operated by non-paid staff. However, staff may be contracted for their services. Please consult the Schedule of Fees and the Events Office for additional information.

## **What About Room Set-Up?**

The Client / Renter is requested to provide sufficient time and notification for all room set-up requirements. Final set-up designed is requested seven (7) days prior to the event.

Any item that is considered a permanent fixture cannot be moved or disconnected from electrical sources. Any non-authorized tampering with and /or moving of permanent fixtures such as key boards, sound board, lighting, or pianos, etc., will result in a minimal \$500.00 technicians service fee, plus any additional hourly rates incurred in the assessment and reconnection process.

## **How is Security Handled?**

Any event which takes place outside of our normal business hours Monday—Friday, 8:00 a.m. to 5:00 p.m. requires security for insurance purposes. Security is automatically scheduled and the Client/Renter will be assessed a fee of \$20 per hour per required guard. This fee is non-negotiable. Our security service is contracted by an outside vendor. The \$20 per hour per guard is their rate.

## **What About Catering?**

The BLVD provides full service catering for all events held at our facilities. A minimum of \$300.00 in food and beverage is required when using our catering service. You may schedule a consultation through our Events Office or by calling the catering office directly at 901-272-5636. Outside catering services are allowed, however, the caterer must provide a copy of their current Shelby County issued Business License and some form of liability insurance. If the outside caterer requires use of our kitchen, there will be a \$300.00 fee for limited use. This fee covers set-up, clean-up and minimal staffing. In addition, the Client/Renter as well as the Caterer must sign the Caterers Use and Care Policy and our Hold Harmless Form.

# Facility Rental Policy

## **What are the Regulations on Decorating?**

All greenery or live flowers must be treated by a commercial florist to prevent the introduction of insects or pests into the Church. Special attention should be given to holiday floral displays, which often incorporate plant material gathered from wooded areas, rather than traditional floral supply houses. Any special delivery outside the agreed set-up time must be coordinated with the Events Office.

Moreover, use of adhesives, such as glue and tape, on walls or fixtures is prohibited. In addition, you may not nail or screw items to any surface of the church.

## **What About Disposal of Trash and Other Items?**

Clients/Renters and their suppliers are responsible for trash removal and ensuring adequate cleanliness. All trash must be placed in sealed bags and placed in the designated trash receptacles at the conclusion of the event. Tables and chairs belonging to MBCC must be free of food, drink, and properly cleaned. Please note that as of July 1, 2016, gum is prohibited in our rental spaces. Therefore, gum damaged to floor or furniture surfaces will result in a \$250.00 removal fee.

## **Our Definition of Safety Hazards.**

Any object that inhibits the full walk path or obstructs the view of any person of varying heights, physical strength and cognitive ability, may be deemed a safety hazard. All electrical cords and equipment provided by the Client/Renter must be properly installed so as not to present a hazard for guest and must be in accordance with the Memphis Fire Department safety guidelines. All music levels must conform to standard residential codes. Any equipment, such as stage lighting, must be approved through the MBCC Events Office.

## **Additional Safety Concerns and Regulations Are As Follow:**

MBCC is concerned about the safety of all guest and members. To ensure the security of the facility and its contents, as well as to minimize the liability to individuals on our campus, all non-rented areas are off limits to the guests, members, vendors, and other support staff. Propping doors open and use of non-authorized entrances and exits is prohibited. Designated entrances are assigned for your event. Prior to your event, clarify which entrance will be made accessible, so that you can properly communicate that information to guest. Signage may be used to provide directions for guests in order to avoid disorder and confusion.



# Facility Rental Policy

## **What About Event Signage and /or Invitation and Ticketing?**

A sample of all signage, tickets, invitations, email marketing materials, social media evites, etc., must be approved through the Events Office prior to the distribution thereof. The Events Department must also approve any use of the Church logo on any surface.

## **Will There be a MBCC Representative on Site to Answer Questions?**

There will be a MBCC Representative on site during the course of your event. Event Staff is on site to address any concerns during the set-up of your event and to sure the event starts as scheduled. In the majority of cases, the front desk receptionist is available to answer guest questions and direct them as needed. Housekeeping staff will also be present to handle spills and emergency clean-up situations during the course of your event as well.

## **The Following is Damage and Regulation Information Needed for a Successful Event:**

The Church is subject to various regulations, which require the following prohibitions:

- No Smoking anywhere inside any of the premises or within close proximity of the buildings doors or windows .
- Use of drugs or illegal substances is prohibited on premises and subject to prosecution.
- Firearm are prohibited on premises, excepted by law enforcement and authorized personnel.
- Open flames (candles may be used when placed inside glass holders or containers. Glass containers should be approved by Fire Safety Commission and may be subject to evaluation by the Fire Marshall.
- No throwing of confetti or glitter or other materials inside or on the grounds of any of the facilities.
- Nothing may be hung, nailed, stapled, or taped to any of the facilities walls, ceilings, floors, or furnishings.
- Helium filled balloons must be properly anchored, and cannot be released. All balloons must be removed following the event. Balloons released in the Sanctuary will result in a fee to removed (Fee TBD)
- Only the approved entrances and exits may be used during the event, designated during the Client walk-through.

# Facility Rental Policy

- Arrangements may be made for caterers and delivery personnel to use alternate entrances after first checking in with security.
- Hosts, guests, and all contracted personnel will conduct themselves in a manner benefiting that of a church environment.
- The Communion Table, seasonal decoration and other permanent fixtures cannot be removed.

The Client/Renter assumes full responsibility for any damages to the physical premises and properties of the Church and for any personal injuries that occur within the hours during which the event takes place.

## Family Life Center

All policy and regulation information provided in this pamphlet also applies for the use of the Family Life Center. However, to book any part of the Family Life Center for any function, you must consult the FLC Coordinator at 901-272-5640.

To schedule and coordinate ministry activities in this space, please consult your ministry leader, to coordinate all ministry details.

# Cancellation Policy

No rental reservation is confirmed without a signed ***Facility Use and Rental Contract***. Moreover, a reservation is **not guaranteed** without the appropriate payment (s).

Either party may cancel their Agreement, without obligation or penalty to the other, by giving written notice of cancellation at least 30 days prior to the date final payment is due.

Full refunds will be given only in instances where cancellation is made and received by the Church's Events Administrator in writing in advance of **14 business days** prior to the event date. In instances where cancellation is made two (2) weeks or less of the scheduled event, a **25% refund** will be made, with the remaining **75% retained** by Renter to cover the scheduled staff costs and lost potential rental revenue.

MBCC reserves the right to cancel event for lack of payment, or missed scheduled payments, violation of rules and regulations, or for reasons which may adversely impact our ministry, our brand, or the safety of our members.



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## THE CHAPEL

The Chapel is a little over 2000 square feet of space that can host a small wedding of up to 180 people theater style seating; or a banquet of 105 people with round tables.

Moreover this space is equipped with sound system, and the proper AV system for computer power point presentations, etc.

The large windows on either side of the room allows for a lot of beautiful natural sunlight to flood the space.

# Schedule of Fees

## MIDTOWN

<b>Area / Room</b>	<b>Hourly Rate</b>	<b>Half Day Rate</b>	<b>Full Day Rate</b>
Sanctuary	320.00	1,200.00	2,500.00
Chapel	95.00	350.00	700.00
Fellowship Hall	135.00	500.00	1,000.00
MLK Seminar Room	95.00	350.00	700.00
Multipurpose Room	70.00	275.00	550.00
New Disciples Suite	65.00	250.00	500.00
Large Classroom Rental 04 A—03N	25.00	100.00	200.00
Medium Classroom Rental 06A—09N	22.00	85.00	175.00
Small Classroom Rental FH Breakout Rooms	19.00	75.00	150.00
Choir Room	45.00	175.00	350.00

### **Resources**

### **Flat Rate**

Media Support	350.00
Videographer	500.00
Sound Technician	75.00/hr
Round Table Cloth Rental (Black and White )	10.00/ each
Chair Covers (Black, White and Ivory)	3.00 /each
Pipe and Drape (Black)	<i>Quoted based on</i>

# Schedule of Fees

## SOUTHWIND

At the present time, the frequency and availability of rental space at our Southwind Campus will be based upon the facilities use by our Charter School that will be on site beginning Fall 2016. Special approval is required by the Operations Department. For more information contact the Events Office.

<b>Area / Room</b>	<b>Hourly Rate</b>	<b>Half Day Rate</b>	<b>Full Day Rate</b>
Sanctuary	135.00	500.00	1,000.00
Fellowship Hall	95.00	350.00	700.00

<b>Resources</b>	<b>Flat Rate</b>
Media Support	350.00
Videographer	500.00
Sound Technician	75.00/hr
Round Table Cloth Rental (Black and White)	10.00/ each
Chair Covers (Black, White and Ivory)	3.00 /each
Pipe and Drape (Black)	<i>Quoted based on</i>



**EVENTS@THEBLVD.ORG**





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## THE FELLOWSHIP HALL

The Fellowship Hall has many uses. It can accommodate as many as 500 people in a theater style setting, and up to 400 comfortably for a reception.

The space is often used for conferences, receptions, ministry events, town – hall meetings, plays and more.

# Planning Tools

<b>Planning Worksheet</b>	<i>Who's Responsible / Complete By</i>
Determine the Purpose of the Event? Who is the event for? Any Goals and Objectives? Target number of people in attendance?	
What's the event name?	
What is the event time?	
What type of event is it? (Banquet, Concert, Training, etc.)	
What is the event set-up going to be?	
Will food be served?	
What is your event budget? (The entire budget for food, décor, etc.)	
Is there an event theme?	
What resources do you need? And how will you need to use them? Media? Audio? Video? Transportation? How long will you need these services?	
Who is the official point of contact for your event? What are their numbers and alternate forms of contact?	
Have you completed your Facility Request Form?	

<b>Planning Worksheet (cont.)</b>	<b><i>Who's Responsible / Complete By</i></b>
<p><b>Meet with Event Planning Office:</b></p> <p>Discuss entertainment needs for the event and develop list of ideas.</p> <p>Discuss menu and develop ideas.</p> <p>Secure any necessary permits and insurance required for your event.</p> <p>Order any rental products that will be needed.</p> <p>Coordinate any Audio-visual and set up needs for your event.</p> <p>Discuss any signage required for your event.</p> <p>Contract for any outside vendors for special needs that you have.</p>	
<p>Will you have any special guest?</p> <p>If so, what special accommodations do they require?</p>	
<p>If this is a ministry event have you obtain approval?</p>	
<p>Which Campus is this event taking place?</p> <p>Midtown?</p> <p>Southwind?</p> <p>Both?</p>	
<p>Will you have an event program? Agenda?</p>	
<p>Will there be ticket sales? And or a registration process?</p>	
<p>Have you confirmed payment schedules?</p> <p>Submitted the necessary check request?</p> <p>Submitted the necessary purchase orders?</p>	
<p>Have you identified your planning team?</p> <p>Decorator?</p> <p>Organizer/Coordinator?</p>	
<p>Have you set you deadlines and planning schedule?</p>	

# Index of Forms



\* Required

\*Contact Name: \_\_\_\_\_ \*Contact Phone Number: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

\*Date Request(s): \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

\*Proposed Time(s): \_\_\_\_\_ Set-Up Time(s): \_\_\_\_\_ Break Down Time(s): \_\_\_\_\_

\*Type of Event:  **Ministry**  **Community/Outreach**  **Corporate/Organization**  **Personal/Individual**

Briefly Describe the Mission or Purpose of the Event: \_\_\_\_\_

\_\_\_\_\_

**Midtown**  **Southwind**  **Both Locations** \*Number of Expected Guest \_\_\_\_\_

**Room(s) Needed:**  Sanctuary  Chapel  Prayer Garden  Fellowship Hall

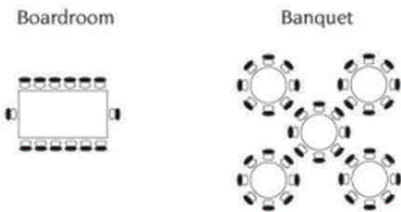
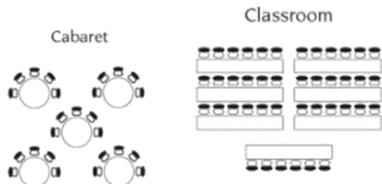
MLK Seminar Room  Conference Room  Class Room (s) \_\_\_\_\_  Table Request Lobby

Other Resources Needed (Please Specify): \_\_\_\_\_

### MEETING SET-UP SPECIFICATIONS

*From the list(s) below, please select the specifications required for your event*

#### Circle/Check the Room Set-up Preferred



Draw Own:

#### \*MEDIA REQUIREMENTS

Microphone (s) Required  Yes  No Qty. \_\_\_\_\_  
 Background Microphone (s)  Yes  No Qty. \_\_\_\_\_  
 Podium:  Yes  No Video/ DVD:  Yes  No  
 CD/ Recorded Music:  Yes  No  
 Set Up For Live Musicians:  Yes  No  
 Power Point:  Yes  No  
 Signage Request  Yes  No

#### \*FOOD SERVICES REQUIREMENTS

##### MENU SELECTION

Food Option Choice (1-4)

- Breakfast
- Lunch
- Dinner
- Refreshments

Decorations Needed:  Yes  No

Consulted with Food Services?  Yes  No



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## MAINTENANCE/HOUSEKEEPING REQUEST

### ADDITIONAL ITEMS REQUESTED (Part Two)

- Vehicle Use       Truck Use       Bus Use  
 **Midtown**     **Southwind**     **Both Locations**

Event \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Time of Use: \_\_\_\_\_ to \_\_\_\_\_

### For Vehicle Use/ Transport Request:

Explain the need, identify the destination and number of staff needed for use: \_\_\_\_\_

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Additional Notation For Room(s) Requested:

Additional Instruction For Request \_\_\_\_\_

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Storage Needs Describe: \_\_\_\_\_



**OFFICE OF EVENTS/HOLD HARMLESS**

*Catering Reservation & Menu Request Form*

Date of Function: \_\_\_\_\_ Group Name: \_\_\_\_\_

Nature of Event/Occasion \_\_\_\_\_

1<sup>st</sup> Contact Person: \_\_\_\_\_

Contact Phone Number(s): Hm \_\_\_\_\_ Wk \_\_\_\_\_ Cell/Pgr \_\_\_\_\_

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Contact Phone Number(s): Hm \_\_\_\_\_ Wk \_\_\_\_\_ Cell/Pgr \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Food Served @: \_\_\_\_\_ End Time: \_\_\_\_\_ Breakdown Time: \_\_\_\_\_

**Type of Event (Select One)**

Formal  Semi-Formal  Casual  Other - Specify: \_\_\_\_\_

Number of Meals: \_\_\_\_\_ Anticipated Budget: \_\_\_\_\_

This is an AGREEMENT, RELEASE and WAIVER of LIABILITY (hereinafter referred to as "Release") between Mississippi Boulevard Christian Church and the \_\_\_\_\_

\_\_\_\_\_, also referred to as the client in this agreement, for the event outlined above. With all parties understanding that it is impossible for Mississippi Boulevard Christian Church to guarantee an allergen-free environment for all event attendee's. It is incumbent upon the **Client** to be aware of and assume responsibility for their guest and promptly notify our catering staff of any conditions that may compromise the safety of any individual's health. For this reason, any food prepared by our kitchen and or staff cannot be carried off the facility by attending guest without special written permission.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Caterer Signature

\_\_\_\_\_  
Date





<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
<p><b>Option One \$5.95/person</b></p> <p>“Wellness Breakfast”</p> <p>Assorted Fresh Fruit (In Season)</p> <p>Bran Muffins or Choice of Low Fat Muffins</p> <p>Assorted Yogurt</p> <p>Granola Bars</p> <p>Chilled Assorted Juices</p>	<p><b>Option One \$8.95/person</b></p> <p>“Pasta Deluxe Salad”</p> <p>Pasta Salad &amp; Grilled Chicken on Bed of Lettuce</p> <p>Bread Sticks</p> <p>Lite Dessert</p> <p>Tea/Water</p>	<p><b>Option One \$9.95/person</b></p> <p>“Italian Dinner”</p> <p>Garden Lasagna</p> <p>Spring Mix Salad</p> <p>Bread Sticks</p> <p>Beverage/Water</p>
<p><b>Option Two \$5.00/person</b></p> <p>“Cereal Eye Opener”</p> <p>Assorted Fresh Fruit (In Season)</p> <p>Assorted Cereal</p> <p>Milk</p> <p>Granola Bars</p> <p>Chilled Assorted Juices</p> <p>Coffee</p>	<p><b>Option Two \$9.00/person</b></p> <p>“Gourmet Salad”</p> <p>Chicken or Tuna Salad</p> <p>Tropical Salad</p> <p>Croissant</p> <p>Tea / Water</p>	<p><b>Option Two \$5.95/person</b></p> <p>Spaghetti w/Meat Sauce or Marinara</p> <p>Garden Spring Mix Salad</p> <p>Bread Sticks</p> <p>Beverage/ Water</p>
<p><b>Option Three \$ 4.95/person</b></p> <p>“Breakfast Sandwich”</p> <p>Choice of Sausage, Ham or Bacon Biscuit</p> <p>Assorted Fresh Fruit</p> <p>Chilled Assorted Juices</p>	<p><b>Option Three \$8.25/person</b></p> <p>“Burger Bar”</p> <p>Choice of Beef, Turkey or Garden Burger</p> <p>Chips</p> <p>Cookie</p> <p>Beverage</p>	<p><b>Option Three \$9.00/person</b></p> <p>“Grilled Chicken Dinner”</p> <p>Mesquite Chicken Breast</p> <p>Choice of Starch</p> <p>Choice of Vegetable</p> <p>Roll</p> <p>Dessert</p> <p>Beverage</p>
<p><b>Option Four \$7.95/person</b></p> <p>“Southern Style”</p> <p>Choice of Turkey Bacon or Sausage Links/Patties</p> <p>Scrambled Eggs</p> <p>Creamy Grits</p> <p>Biscuit or Whole Grain Toast</p> <p>Chilled Assorted Juice</p> <p>Coffee</p>		

**Please Note:**

*We offer a Light Reception Menu which consists of Hors d'oeuvre, Desserts and Beverages. Please consult the Catering Staff for specifics.*

**901-272-5636**

# Vendors

Here are some vendors that The Blvd has used in the past.

## **Hicks Convention Services**

935 Rayner St, Memphis, TN 38114

901-272-1171

## **Party Concepts**

2197 Central Ave, Memphis, TN 38104

901-272-7531

## **White Door**

4116 B F Goodrich Blvd, Memphis, TN 38118

901-567-3250

## **Event.Decor.Direct**

[www.eventdecordirect.com](http://www.eventdecordirect.com)

1-800-914-3538

## **Holiday Flowers**

1149 Union Ave. Memphis, TN 38104

901-753-2400

## **Premier Ice Sculptures**

40 Bankston Rd, Nesbit, MS 38651

901-870-5582



**EVENTS@THEBLVD.ORG**