food + beverage information

Our Commitment

The Charlotte Convention Center and the NASCAR Hall of Fame are committed to the success of your event. The full-service, in-house catering department offers a variety of tantalizing menu options including everything from a simple coffee break for 10 people to an elegant dinner for up to 10,000 people. Special-themed menus can also be developed for your event. The catering staff is dedicated to providing your guests with a memorable dining experience.

Deposit / Guarantee

All catered functions require a 50% deposit based on the estimated catering cost. This deposit is required at the time of booking or other appropriate date as determined by your Catering Sales Manager. The remaining balance is due with your final guarantee three (3) to five (5) business days prior to your first food function date, or other appropriate date as determined by your Catering Sales Manager.

In an effort to conserve resources and reduce waste, our policy is to set rooms and prepare meals only for the actual number guaranteed.

All meals are prepared to order for special dietary requirements. Please consult with a Catering Sales Manager for assistance.

Bartenders

A bartender is required on all host and cash bars. As a general rule, we recommend one bartender per 100 guests. There is a three-hour minimum for each bartender at a cost of $150.00 plus $25.00 for each additional hour.

Alcohol Policies

The sale and service of all alcohol in the Convention Center and the NASCAR Hall of Fame is regulated by the North Carolina Alcoholic Beverage Control Commission (ABC). It is our responsibility to administer and abide by these rules:

- All alcoholic beverages must be dispensed by Convention Center employees.
- All attending guests must be able to produce valid picture identification upon request in accordance with North Carolina ABC laws.
- Convention Center staff reserves the right to refuse service to any patrons for any reason.
- No beer, wine, or alcohol may be brought into the Convention Center or the NASCAR Hall of Fame by any person or outside service.
- The Convention Center may require a uniformed security guard at all functions where alcohol is being served (refer to Event Regulations for additional information).

Tax & Service Charge

All catered functions are subject to 22% service charge and applicable taxes.

Eating / Meeting in the same room

If your group decides to dine in a meeting room, we request you recognize the following rules:

- All attendees must vacate the room to allow our staff to reset for the meal function.
- The amount of time required to reset the room will be determined by the catering department based on the level of service needed for each event.
- Following the meal, our staff must have ample time to clean the room prior to the commencement of the meeting.

Failure to adhere to the above will result in excess labor charges.

Tax Exemption

All groups or organizations filing a non-tax status must pay all sales tax at the time of billing. Please apply to the North Carolina Department of Revenue for reimbursement. The letter of application must include:

- A copy of the Group Charter
- A "letter of determination" from the Federal Government concerning the group classification as a not-for-profit organization
- Copies of receipts showing sales tax paid

The letter and the aforementioned items should be sent to:
Sales & Use Tax Division
NC Department of Revenue
P.O. Box 25000 | Raleigh, NC | 27640
Phone: 919.733.7983

The Mecklenburg County Tax Office will follow the state's lead in ruling on a refund of Mecklenburg County Prepared Food and Beverage Tax. If the state's ruling is positive, send the same information, along with a copy of the state's ruling to:
City-County Tax Office
Mecklenburg County
P.O. Box 32728 | Charlotte, NC | 28232
Phone: 704.336.6899

Food & Beverage Exclusivity

The Convention Center and the NASCAR Hall of Fame have exclusive food and beverage rights. Any outside vendors, special giveaways or samples must be approved in writing by the Convention Center's catering department.

The Convention Center reserves the right to adjust menu prices depending on the location of your event within the Convention Center or the NASCAR Hall of Fame. All prices are subject to change without notice.