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VERONICA BAUGHMAN  
Event Sales Manager

VBAUGHMAN@TABLEONEHUNDRED.COM

**TABLE 100**  
RESTAURANT • BAR • BANQUET

CHRISTINA COFFEY  
Event Sales Coordinator

CCOFFEY@TABLEONEHUNDRED.COM

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EVENTS GUIDE



February 2025

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**TABLE 100**  
RESTAURANT • BAR • BANQUET

VISIT 100 RIDGE WAY, FLOWOOD, MS 39232 || CALL 601.933.2720 || WEB TABLEONEHUNDRED.COM

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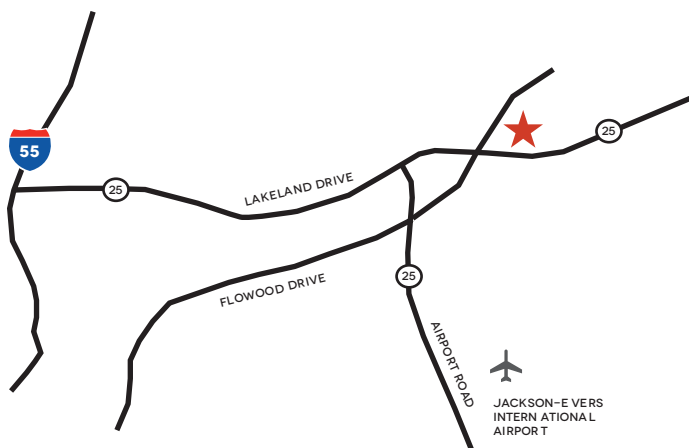
## TABLE 100 BANQUET & EVENT CENTER

Table 100 Banquet and Event Center offers beautiful event facilities with exceptional style, the finest cuisine, convenient location to all and an environment as elegant as your taste. We are here to host wedding receptions, bridal showers, business meetings, birthday parties, graduation celebrations, cocktail parties, educational seminars, trade shows, networking events, rehearsal dinners and any other occasion you may need space for.

## WHAT WE OFFER

- Five room configurations to accommodate 25 to 250 guests
- Event planning services
- Complete audio/visual capabilities including complimentary wireless Internet
- Overnight accommodations available at our affiliate hotels Holiday Inn Express and Candlewood Suites, both adjacent to our facility
- Specialty and chef-manned carving stations
- Plated or buffet meal service
- Beer, wine and cocktail service with on-site wine professional
- 5,000 sq. ft. of flexible space
- Easy access to the international airport
- Basic linen is included
- Iced tea, coffee and ice water included in room rental

## MAP



From I-55 take exit 98B for MS 25/ Lakeland Drive East toward Carthage. Continue on Lakeland Drive (approximately 5 miles). Turn left at Lakeland Common/ Laurel Park Drive and then right on Ridge Way. Table 100 is on the left next to Lowe's.

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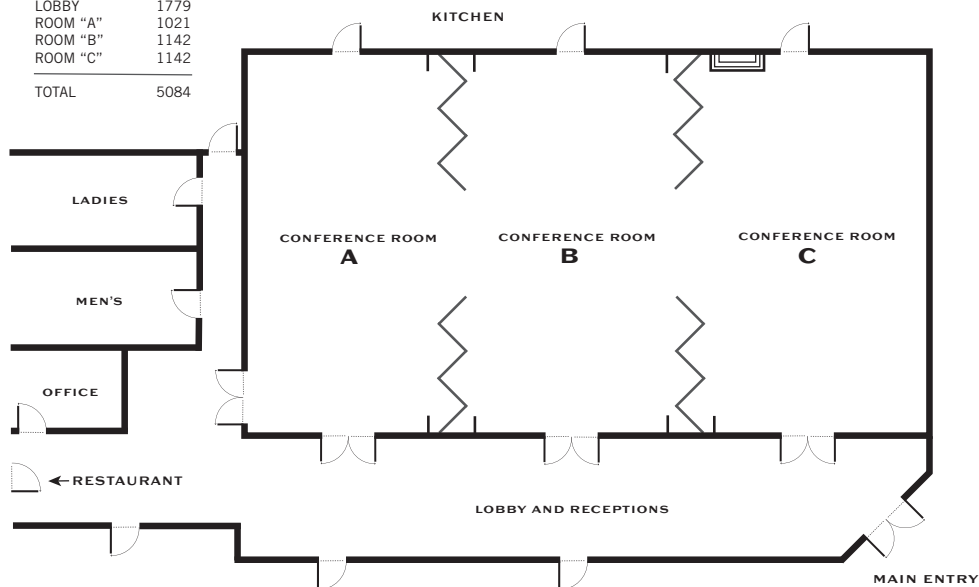
## BANQUET CAPACITY CHART

Meetings requiring set-up configurations other than rounds may incur an additional surcharge of up to \$3 per person, depending on the set-up.

	SINGLE BAY	ALL SPACE
<b>RECEPTION</b>	35 Guests	175 Guests
<b>THEATER</b>	60 Guests	240 Guests
<b>ROUNDS</b>	45 Guests	200 Guests
<b>CLASSROOM</b>	40 Guests	140 Guests
<b>CRESCENTS</b>	35 Guests	105 Guests

**CONFERENCE AREA  
SQUARE FOOTAGE**

LOBBY	1779
ROOM "A"	1021
ROOM "B"	1142
ROOM "C"	1142
<b>TOTAL</b>	<b>5084</b>



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## PRIVATE DINING ROOM CAPACITY CHART

cake & gift tables reduce capacity

### SMALL ROOM CAPACITY

approx. 500 square feet

SQUARE	20 guests
BOARD ROOM	20 guests / 16 with A/V
ROUND TABLES	28 guests
CRESCENT TABLES	24 guests / 15 with A/V

### LARGE ROOM CAPACITY

approx. 1000 square feet

SQUARE	48 guests / 32 with A/V
BOARD ROOM (2 tbls)	42 guests
ROUND TABLES	65 guests / 42 with A/V
CRESCENT TABLES	40 guests / 30 with A/V
U-SHAPE	25 guests

## AUDIO, VISUAL & PRESENTATION

### FEES PER DAY

Projector with Clicker \$75  
 6x8 Screen \$50  
 7x10 Screen \$80  
 Podium \$35

Easel Flip Chart & Markers \$40  
 Paper Pads with Pens \$2 each  
 Conference Speaker Phone \$75

Wi-Fi Complimentary

## PARKING

Parking for banquets and events is located in the Holiday Inn Express and Lowe's parking lots which are both adjacent to the property. Please include this information in any handouts or information given to your client prior to the event.

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## BREAKFAST AND BREAK SNACK MENU

Iced Tea, Water and Coffee Included in Room Rental. \$2pp if no rental fee

### THE TRADITIONAL

\$16.95 PER PERSON / MINIMUM 20 GUESTS

- Assorted Muffins, Scones and Biscuits
- Sliced Seasonal Fresh Fruit
- Scrambled Eggs
- Sausage Patties or Crisp Apple Bacon
- Butter, Assorted Jellies and Honey
- Natural Orange Juice

### THE CONTINENTAL

\$12.95 PERSON

- Assorted Muffins and Scones
- Sliced Seasonal Fresh Fruit
- Assorted Granola Bars
- Assorted Fruit Yogurts
- Natural Orange Juice
- Columbian, Regular & Decaffeinated Coffee

### BREAKFAST SANDWICH MEAL

\$13.95

- Served with Sliced Fresh Fruit & Breakfast Potatoes
- Choice of Sausage & Cheese Biscuit or Ham, Egg & Cheese on English Muffin

### UPGRADES

- Cinnamon Rolls, Butter & Maple Syrup \$3 pp
- Individual Dry Cereals with Milk \$4 pp
- Assorted Yogurts with Granola \$5 pp
- Sliced Seasonal Fruit \$4 pp
- Hot Oatmeal with Brown Sugar and Raisins \$3 pp
- Stone-ground Cream Cheese Grits \$3 pp
- Breakfast Potato \$3 pp
- Natural Orange Juice \$16 Gallon

### BREAK SNACKS

- Bagged Chips \$2 ea
- Sliced Fresh Fruit \$3 pp
- Assorted Cheese and Crackers \$3 pp
- Black-eyed Pea Hummus with Crostini \$3.5 pp
- Granola Bars \$2 ea
- Assorted Fruit Yogurts \$2 ea
- Crudite with Ranch Dip \$4 pp
- Assorted Muffins and Scones \$22.95 dz
- Freshly Baked Cookies \$22.95 dz
- Brownie Bites & Assorted Cakes \$3 pp
- Sodas \$2 ea

\*ORGANIC & SPECIALTY TEAS UPON REQUEST

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## BANQUET LUNCH MENU

Iced Tea, Water and Coffee included in Room Rental. If no rental fee, \$2 per person.

### COLD SANDWICHES

\$15.00 PER PERSON / MINIMUM 20 GUESTS

\$4.00 CHARGE FOR ADDING ANOTHER SANDWICH

~ CHOOSE TWO ~

#### BLACK FOREST HAM

Sliced Black Forest ham, white cheddar cheese, lettuce, tomato, dijon aioli on ciabatta bread

#### HOUSE MADE CHICKEN SALAD

Smoked chicken tossed with celery, scallions, pecans and apples with lettuce and tomato on ciabatta bread

#### SMOKED TURKEY PANINI

Smoked turkey, provolone, arugula, oven dried tomato, basil aioli on ciabatta bread

#### HOUSE MADE PIMENTO CHEESE

Traditional pimento (Tillamook Cheddar) with bacon, lettuce and tomato on ciabatta bread

#### ROAST BEEF & PROVOLONE

Provolone cheeses, lettuce & tomato with horseradish aioli on ciabatta bread

#### VEGGIE WRAP

Grilled asparagus, zucchini & squash, roasted red pepper, red onion on a spinach wrap

Above Sandwiches Served with:

Coleslaw, Pasta Salad, Potato Salad or Potato Chips and Cookies

Additional side \$2

Add soup de jour \$3

### DELI BUFFET

\$17.95 PER PERSON / MINIMUM 20 GUESTS

ADD SOUP DE JOUR \$5

ADD DESSERT \$4

- Fresh Garden Salad with Choice of Two Dressings
- Potato Salad or Mediterranean Pasta Salad
- Sliced Roast Beef, Turkey Breast and Cured Ham
- White Cheddar, American and Provolone Cheese
- Tomatoes, Onions, Lettuce and Sliced Pickles
- Mayonnaise, Horseradish and Deli Mustard
- Assortment of White and Wheat Breads
- Sliced Fresh Fruit and Cookies

### BURGER STATION

\$23.00 PER PERSON

INCLUDES CHOICE OF FRIES AND MARKET FRESH SALAD OR POTATO CHIPS AND COOKIES

- Beef Burger Patty
- Brioche Burger Buns
- White Cheddar, American and Provolone Cheese
- Tomatoes, Onions, Lettuce and Sliced Pickles
- Mayonnaise, Horseradish and Deli Mustard

*All buffets require room rentals and are self serve. If attendants are requested there is an additional charge per attendee.*

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**LUNCH BUFFET MENU**

All buffets require room rentals and are self serve.

If attendants are requested there is an additional charge per attendee.

**\$27.95 PER PERSON / MINIMUM 20 GUESTS**

*Our Buffet style menu does not include 'All You Can Eat'.*

Includes Fresh Garden Salad with choice of two dressings, rolls & butter

Add soup de jour \$3 | Additional vegetables \$3 | Additional protein \$6 | Additional Dessert \$4

**ENTREES (CHOOSE TWO)**

- . Roasted Pork Loin w/ Creole Mustard Cream Sauce
- . Oven Roasted Chicken
- . Pulled Pork with BBQ Sauce
- . Smoked BBQ Chicken
- . Chopped Steak with demi glaze and caramelized onions
- . Fried Catfish with Tartar Sauce
- . Pan Sautéed Tilapia with Lemon Butter Sauce
- . Sweet Tea Glazed Boneless Fried Chicken Breast
- . Chicken Tetrazzini
- . Smoked Brisket with BBQ Sauce - \$2 pp upcharge
- . Pan Seared Redfish, chef's daily sauce \$3 pp upcharge
- . Gulf Shrimp and Grits \$2 pp upcharge

**SIDES (CHOOSE TWO)**

- . Roasted Potatoes
- . Seasonal Garden-Fresh Vegetables
- . Braised Collard Greens
- . Creamy Mashed Potatoes
- . Baked Beans
- . Homemade Macaroni & Cheese
- . Southern-Style Green Beans
- . Black-Eyed Peas
- . Butter Beans

**DESSERT (CHOOSE ONE)**

- . Fresh-Baked Cookies and Sliced Fruit
- . Bread Pudding with White Chocolate Sauce
- . Fruit Cobbler
- . Brownie Bites & Assorted Cakes
- . Banana Pudding

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## LUNCH PLATED MENU

Monday - Friday Daily. Meals include Iced Tea, Water, Rolls and Butter

### THE LUNCH CLASSIC \$19 PP

#### STARTER CHEF'S MARKET SALAD

#### ENTREES

- Daily Lunch Special
- Grilled Chicken Piccata

#### SIDE OFFERINGS (CHOOSE TWO)

### THE LUNCH SELECT \$27 PP

#### STARTER CHEF'S MARKET SALAD

#### ENTREES (CHOOSE TWO)

- Daily Market Fish Special
- Chopped Steak
- Grilled Chicken Piccata

#### SIDE OFFERINGS (CHOOSE TWO)

### THE LUNCH PRIME \$32 PP

#### STARTERS (CHOOSE ONE)

#### ENTREES (CHOOSE TWO)

- Gulf Shrimp & Grits
- Pan Seared Atlantic Salmon
- Grilled Chicken Piccata

#### SIDE OFFERINGS (CHOOSE TWO)

#### DESSERT (CHOOSE ONE)

### THE LUNCH GRAND \$55 PP

#### STARTERS (CHOOSE ONE)

#### ENTREES (CHOOSE TWO)

- Scottish Salmon Filet
- 8 oz. Filet
- Grilled Chicken Piccata

#### SIDE OFFERINGS (CHOOSE TWO)

#### DESSERT (CHOOSE ONE)

### STARTERS

- Chef's Market Salad
- Baby Wedge \*\$2 upcharge
- Chef's Soup of the Day
- French Onion Soup \*\$2 upcharge

### SIDE OFFERINGS

- Yukon Gold Mashed Potatoes
- Garlic Spinach
- House Cut Fries
- Tillamook Mac & Cheese
- Sautéed Green Beans
- Braised Collard Greens

### DESSERT OFFERINGS

- ½ Double Chocolate Brownie with Vanilla Ice Cream and Berry Coulis
- Tahitian Vanilla Crème Brulee (parties of 60 or less)
- New York Style Cheesecake

### ADD-ON TO ANY MENU COURSE

- Appetizer Station (select three) \$12
- Caesar Salad \$3
- Soup of the Day \$4
- Dessert \$6

### ADD-ON TO ANY ENTRÉE SELECTION

- Gulf Crab Topping \$10
- Bacon Wrapped Shrimp \$10

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## DINNER PLATED MENU

Meals include Iced Tea, Water, Rolls and Butter

### THE CLASSIC \$40 PP

#### STARTERS (CHOOSE ONE)

#### ENTREES (CHOOSE TWO)

- Daily Fish
- Grilled Chicken Piccata
- Smoked Beef Brisket

#### SIDE OFFERINGS (CHOOSE TWO)

### THE SELECT \$50 PP

#### STARTERS (CHOOSE ONE)

#### ENTREES (CHOOSE TWO)

- Seared Atlantic Salmon Filet
- Grilled Chicken Piccata
- Braised Beef Short Ribs

#### SIDE OFFERINGS (CHOOSE TWO)

#### NEW YORK STYLE CHEESECAKE

### THE PRIME \$60 PP

#### STARTERS (CHOOSE ONE)

#### ENTREES (CHOOSE THREE)

- Daily Fish
- Seared Atlantic Salmon Filet
- Grilled Chicken Piccata
- 8oz. Filet
- Braised Beef Short Rib

#### SIDE OFFERINGS (CHOOSE TWO)

#### DESSERT (CHOOSE ONE)

### THE GRAND \$75 PP

#### APPETIZERS (CHOOSE THREE) *served reception style*

#### STARTERS (CHOOSE ONE)

#### ENTREES (CHOOSE THREE)

- Pan Seared Redfish topped with crabmeat
- 8oz. Angus Beef Filet
- Grilled Chicken Piccata
- Five Spice Duck Breast

#### SIDE OFFERINGS (CHOOSE TWO)

#### DESSERT (CHOOSE TWO)

### APPETIZER SELECTIONS

*served reception style*

- Mustard Glazed Meatballs
- Fried Catfish Strips with Comeback
- Crab Cakes
- House Smoked Tuna Spread
- Assorted Domestic Cheeses & Crackers
- Creamy Artichoke Spinach Dip

### STARTERS

- Chef's Market Salad
- Baby Wedge \*\$2 upcharge
- Chef's Soup of the Day
- French Onion Soup \*\$2 upcharge

### SIDE OFFERINGS

- Yukon Gold Mashed Potatoes
- Garlic Spinach
- Tillamook Mac & Cheese
- Sautéed Green Beans
- Braised Collard Greens
- Sautéed Carrots

### DESSERT OFFERINGS

- ½ Double Chocolate Brownie with Vanilla Ice Cream & Berry Couli
- New York Style Cheesecake
- Tahitian Vanilla Crème Brulee (parties of 60 or less)

### ADD-ON TO ANY MENU COURSE

- Appetizer Station (select three) \$12
- Caesar Salad \$4
- Soup of the Night \$5
- Dessert \$6

### ADD-ON TO ANY ENTRÉE SELECTION

- Gulf Crab Topping \$10
- Bacon Wrapped Shrimp \$10

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## DINNER BUFFET MENU

All buffets require room rentals and are self serve.

If attendants are requested there is an additional charge per attendee.

### BUFFET ONE HUNDRED

\$35.95 PER PERSON / MINIMUM 20 GUESTS

*Our Buffet style menu does not include 'All You Can Eat'.*

Add soup de jour \$3 | Additional vegetables \$3 | Additional protein \$6 | Additional Dessert \$4

FRESH GARDEN SALAD WITH CHOICE OF TWO DRESSINGS

ROLLS & BUTTER

#### ENTREES (CHOOSE TWO)

- Roasted Pork Loin with Creole Mustard Cream Sauce
- Oven Roasted Chicken
- Pulled Pork with BBQ Sauce
- Smoked BBQ Chicken
- Fried Catfish with Tartar Sauce
- Pan Sauteed Tilapia with Lemon Butter Sauce
- Sweet Tea Glazed Boneless Fried Chicken Breast
- Chicken Tetrazzini
- Chopped Steak
- Smoked Brisket with BBQ Sauce \$2 pp upcharge
- Pan Seared Redfish w/chef's daily sauce \$3 pp upcharge
- Gulf Shrimp and Grits \$2 pp upcharge

#### SIDES (CHOOSE TWO)

- Roasted Potatoes
- Seasonal Garden-Fresh Vegetables
- Garlic Spinach
- Braised Collard Greens
- Creamy Mashed Potatoes
- Baked Beans
- Homemade Macaroni & Cheese
- Southern-Style Green Beans
- Black-Eyed Peas
- Butter Beans

#### DESSERT (CHOOSE ONE)

- Fresh-Baked Cookies and Sliced Fruit
- Bread Pudding with White Chocolate Sauce
- Fruit Cobbler
- Brownie Bites & Assorted Cakes
- Banana Pudding

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..... **HORS D'OEUVRES STATIONS** .....

Priced Per Person / Room Minimum  
Hors D'oeuvres only • Minimum 20 people

**COLD HORS D'OEUVRES** =====

*Priced Per Item*

- House Smoked Tuna Spread - \$5
- Pimento Cheese Spread - \$3
- Antipasti-Marinated Grilled Vegetables - \$4
- Tomato Basil Bruschetta - \$3
- Boiled Jumbo Shrimp w/Cocktail Sauce - \$4
- House Smoked Turkey & Cheese Sliders w/Aioli - \$3

*Half Pan (Serves 12)*

- Smoked Chicken Salad - \$40
- Vegetable Crudite w/Ranch Dip - \$30
- Mediterranean Pasta Salad - Half Pan - \$36
- Fresh Sliced Fruit Tray - \$36
- Assorted Domestic Cheese Tray - \$36
- Bacon topped Deviled Eggs - \$18 / dozen

**HOT HORS D'OEUVRES** =====

*Priced à la carte*

- Mustard Glazed Meatballs - \$4
- Shrimp and Grits Shooters - \$4
- Parmesan Chicken Tenders - \$3.5
- Fried Catfish Strips with Comeback - \$3.5
- Crab Cakes - \$4.50
- Beef Crostini w/Bacon Onion Jam - \$5
- Pulled Pork Sliders - \$4

*Half Pan (Serves 12)*

- Smoked Vidalia Onion Cheese Bake - \$36 w/crostini
- Creamy Artichoke & Spinach Dip - \$36 w/crostini
- 4 Cheese Mac & Cheese - \$36

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## CASH OR HOSTED BAR

\$75 SET UP FEE / MINIMUM 50 GUESTS

Pay by the drink

### PREMIUM BAR

#### WINE \$8

House Chardonnay, House Pinot Grigio, House Moscato,  
House Cabernet Sauvignon, Beringer White Zinfandel,  
Mondavi Woodbridge Pinot Noir

#### BEER \$4

Bud, Bud Light, Coors Light, Miller Lite, Michelob Ultra

#### LIQUOR/MIXERS \$10

Cathead Vodka, Beefeater Gin, Dewar's Scotch, Exotico  
Reposado Tequila, Bacardi Rum, Four Roses Bourbon  
House Made Sour Mix, Bloody Mary Mix, Tonic, Soda,  
Vermouth, OJ, Cranberry, Grapefruit, Pineapple, Lime,  
Grenadine

#### NON ALCOHOLIC BEVERAGES \$2

Coke, Diet Coke, Coke Zero, Sprite,  
Bottled Water, Ginger Ale

### TOP SHELF BAR

#### WINE \$8

Includes all plus Sparkling Wine for \$10

#### BEER \$8

Includes all plus a selection of seasonal craft beers

#### LIQUOR \$15

Includes all Premium plus Grey Goose Vodka, Tanqueray  
Gin, Jack Daniels Whiskey, Makers Mark Bourbon,  
Johnnie Walker Black Scotch, Cazadores Blanco Tequila,  
Captain Morgan Spiced Rum

#### NON ALCOHOLIC BEVERAGES \$2

Coke, Diet Coke, Coke Zero, Sprite,  
Bottled Water, Ginger Ale

## BEER/WINE STATION

\$45 Bar Set Up Fee

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..... **AUDIO, VISUAL & PRESENTATION** .....

**FEES PER DAY**

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Projector with Clicker \$75

Wireless or Hand-Held Microphones \$40

6' x 8' Screen \$50

7.5' x 10' Screen \$80

Lavalier Microphone \$45

Podium \$35

Easel Flip Chart & Markers \$40

Paper Pads with Pens \$2 each

Conference Speaker Phone \$75

**RENTALS**

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Silver or Gold Chargers \$1 each

Vases with Floating Candles \$1 each

Black or White Chair Covers \$2 each

*\*Other colors/styles available for an additional fee*

*\*Per guest request complimentary mirrored plates and votives are available*

..... **WI-FI COMPLIMENTARY** .....

..... **PARKING** .....

Parking for banquets and events is located in the Holiday Inn Express and Lowe's parking lots which are both adjacent to the property. Please advise your guests to enter the Table 100 Banquet area through the North entrance of the building. Please include this information in any handouts or information given to your guests prior to the event.

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**TERMS AND CONDITIONS** of this agreement between you and Table 100 are intended to clarify and communicate the commitments between the two parties to assure the result of your event is to your expectation. There are 3 pages included in this contract. Your signature acknowledges that you have read and reviewed all 3 pages of the Banquet Event Order.

**ASSIGNMENT/CONFIRMATION OF FUNCTION SPACE:** You agree to confirm with us the assigned function space before printing any materials listing specific meeting or function locations. The schedule of events listed above, indicates the space that is tentatively being held for your event and will be held on a definite basis upon signing of this contract by both parties. If for any reason the function space reserved is not available for your event, you agree that we may substitute space of appropriate size and comparable quality for your event. Please contact Table 100 at least two weeks before your event to review and confirm the details for your event, including menus, decorations, entertainment and beverage service. Upon review of your event requirements, Banquet Event Orders (“BEO”) will be sent to you to confirm all final arrangements and prices. These BEO’s must be signed and returned prior to the event and will serve as a part of this agreement. Based on original head count and specifications of your event, we provide a flow chart or room diagram. In the event that changes are made by the client, we cannot guarantee that the space set-up will remain the same. Table 100 reserves the right to make changes as deemed necessary, without prior explanation to or approval from the client.

**PARKING:** Parking for banquets and events is located in the Holiday Inn Express and Lowe’s parking lots which are both adjacent to the property. Please advise your guests to enter the Table 100 Banquet area through the North entrance of the building. In addition, you may want to include this information in any handouts or information given to your guests prior to the event.

**GUEST COUNT GUARANTEE:** The final guaranteed number of guests attending your function is required three (3) working days prior to the event date and is not subject to reduction. You will be billed the guaranteed count or the actual number of guests, if attendance exceeds the guarantee. If the guarantee is not received, the attendance count reflected on the banquet order will be prepared for and billed to your organization. Table 100 Banquets and Events will set and prepare five (5) percent over your guaranteed attendance, as allowed. Food and beverage functions that exceed the five percent overage are not guaranteed the contracted food and beverage items. Per Mississippi Department of Public Health regulations and the safety of you and your guests, to go boxes will not be allowed to remove any food from the premises.

**DEPOSITS:** To secure a space for your group and/or event, a good faith deposit is required with return of the signed contract. The deposit amount will be determined by estimated dollar cost of your event and presented by the sales manager. The deposit will be credited toward the total dollar amount of your final bill.

**PAYMENT:** Unless you have established credit in advance with us, you will pay the entire contract price in cash, by credit card or by certified check at least three business days prior to your function or by personal bank check two weeks prior to your function. One form of payment per event is accepted. We may terminate this agreement and retain the portion of your deposit or seek additional amounts necessary to equal the cancellation fee provided in paragraph 7 if payment is not made as agreed. If you have established credit, payment in full will be due within thirty (30) days after receipt of the bill. If you prefer, all charges can be paid by credit card. Table 100 accepts American Express, Discover Card, Master Card or Visa. If payment of all undisputed charges is not received within thirty (30) days after your receipt of the final invoice, a finance charge of 1.5% per month, or the maximum amount allowed by law, whichever is less, will accrue on the unpaid, undisputed amount, commencing on the date of receipt of the final invoice. Any variance from the payment terms can only be altered by the Sales Manager in writing.

**ROOM FEES:** Room fees are based upon the usage of space from as determined between the client and sales manager. The rental includes tables and chairs, basic linen and a complimentary beverage station of iced tea, coffee and water for the rental period. Damage Liability In the unlikely event that any damage to the property of Table 100 should occur as a result of your function, your group and/or agent shall assume responsibility for all damages, bear all cost(s) of repair and/or replacement and any costs associated with damage recovery including, but not limited to, legal and court fees. We ask your cooperation in not stapling, taping, tacking or nailing any items to any walls, floors or ceilings of the facilities. All display material must obtain prior approval by the management staff. Contact our Sales Manager for assistance.

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TABLE 100

RESTAURANT • BAR • BANQUET

VISIT 100 RIDGE WAY, FLOWOOD, MS 39232 || CALL 601.933.2720 || WEB TABLEONEHUNDRED.COM

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VERONICA BAUGHMAN

Event Sales Manager

VBAUGHMAN@TABLEONEHUNDRED.COM

TABLE 100

RESTAURANT • BAR • BANQUET

CHRISTINA COFFEY

Event Sales Coordinator

CCOFFEY@TABLEONEHUNDRED.COM

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**DISPLAYS AND DECORATIONS; YOUR PROPERTY:** We are not responsible for any loss or damage to property belonging to you or your attendees and do not maintain insurance covering it. All displays and/or decorations will be subject to our prior written approval and we reserve the right to contract and charge for our banquet staff to provide the labor for any installations or removals of such. Should merchandise or articles be left at Table 100 preceding or following your event, Table 100 will assume no responsibility for damage or loss. Loss or damage of your groups displays, equipment, decorations, or personal property brought onto the premises will be the sole responsibility of the group and/or organization. All decoration, displays and materials utilized during your function need to be removed at the close of the event, unless prior arrangements have been made in writing with the Sales Manager. If prior arrangements have not been made, all remaining decorations, displays and/or materials will be disposed of. \* No glitter or confetti. No hanging or taping on the walls.

**MUSIC** is allowed as long as it is not heard when doors are closed. Music must not contain profanity or sexual language. DJ's are not allowed.

**CANCELLATION POLICY:** Cancellations received less than 30 days in advance of the function, forfeit deposit & 50% of all payments.

**OUTSIDE FOOD AND BEVERAGE:** Due to state law, you may not bring in any alcoholic beverages. Absolutely no outside food is allowed to be brought into the facility, with the exception of a wedding or birthday cake. There is a \$2 per person cake fee, which includes set up of a table, linens, plates, napkins and silverware. Due to safety regulations, uneaten food may not be taken off premises unless approved by management and is only allowed in bulk containers. No individual to-go containers are allowed.

**EVENT SET UP STANDARDS:** China service is standard for all events. The conference center's standard banquet service for plated and buffet meals are 60" rounds of eight (8) guests with 1 server per 24 guests for plated and 40 guests for buffet. The two private dining room's standard set-up is 48" rounds of 6. An additional labor and linen charge will be applied for any set up that requires tables the seat less than the standard. For banquet requirements above inventory, applicable rental rates will apply. Events scheduled on holidays may incur additional labor charges. Re-Set charges will be assessed in the amount of \$150 if an approved change is made to a function within 24 hours of scheduled event time.

**TABLE LINENS:** One tablecloth, one topper per table, and one napkin per person will be provided with all meal functions at no charge. Clients may select white or black linens/napkins. Meetings requiring set-up configurations other than rounds may incur an additional surcharge of up to \$3 per person, depending on the set-up.

**CHILD GUEST POLICY:** We welcome children to all appropriate events at Table 100. Children age 12 and under may order from the kid's menu at \$10 per child. Meal will come with ice cream. Any guest 13 and older is charged as an adult.

**CONDUCT OF EVENT:** You agree to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations. You agree to cooperate with Table 100 and any relevant governmental authority to ensure compliance with such laws. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the restaurant. You assume full responsibility for the conduct of all persons in attendance at your event and for any damage done to any part of our premises during the time of your event. Table 100 reserves the right to refuse service to patrons for any of the following reasons: acting in a way that is rude or disrupting to other guests, showing rowdy or disruptive behavior, arriving before or refusing to leave after business hours, violating rules such as a dress code, showing threats to the health and safety of workers or other guests and lacking hygiene or cleanliness.

**INDEMNIFICATION:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless Table 100, the Owner and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the restaurant. You represent and warrant that your activities conducted at the restaurant and conference center and in connection with the function shall not infringe the patent, copyright or trademark rights or violate rights of privacy or publicity of any third party.

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