

ROBERT E LEE



SPECIAL EVENTS &
BANQUET OFFERINGS





Located in historic downtown Lexington, Va., the Robert E. Lee Hotel offers a unique blend of historic charm and modern flare to complement your next event. From linens, menus and seating charts to decor and custom choices, our staff will help you coordinate each detail of your event.

Whether you're planning a small cocktail party or formal candlelit dinner, the Robert E. Lee Hotel can provide the ideal setting for your special celebration. Our modern, yet classic, design creates a perfect backdrop for your guests to have an unforgettable experience.

We have spacious rooms perfect for hitting the dance floor and our food and beverage team will help craft a custom menu to keep your guests satisfied long after the last song is played. After your event, we invite you to settle in to one of our stylish, comfortable guest rooms.

Our mission is simple - to exceed your expectations and produce a sensational event for you and your guests to cherish and remember forever.

If you are interested in choosing the Robert E. Lee Hotel as the venue for your next event, please contact our Hospitality Sales Department at 540-464-4653.

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BREAKFAST OFFERINGS



BREAKFAST BUFFET

Available for a maximum of 1½ hours. Includes freshly brewed Arabica bean coffee, hot tea, and orange juice. Prices are per person in attendance unless stated otherwise.

LIGHT BUFFET

Seasonal Fresh Fruit
Breakfast Rolls or House Baked biscuits with whipped butter
Assorted Pastries
Greek Yogurt

CONTINENTAL BUFFET

Fresh Cracked Scrambled Eggs
Seasonal Fresh Cut Fruit Display
Assorted Pastries
Choice of Bacon or Sausage
Homemade Buttermilk Biscuits with fresh seasonal Jam and Whipped Butter
Choose One Addition:
Home Fries with onions and peppers
Creamy Grits with Cheddar Cheese

BUFFET ADDITIONS:

Assorted Yogurts
Assorted Mini Quiche
Nutella Filled Crepes w/ strawberry compote
Bacon
Sausage
Home Fries
Whole Fresh Fruit
House Baked Buttermilk Biscuits with Jam
Prosciutto or Sliced Ham





BREAK OFFERINGS



BREAK SERVICE

Designed for ease of service, these breaks are abundant in variety, available when you need them, and allow flexibility in your planning. The break menus shown are prepared in advance for all of our group breaks. Prices are per person in attendance unless stated otherwise. Additional \$50 charge applies to groups of less than 10 guests.

MORNING BREAK

Includes fresh brewed coffee and hot tea

Assorted Yogurts

Whole or Sliced Seasonal Fruit

Fresh Assorted Danish

Choose One Addition:

Buttermilk Biscuits with preserves and freshed whipped butter

Buttermilk Biscuits with sliced ham and whipped butter

Assorted Mini Quiche

AFTERNOON BREAKS

BEVERAGE STATION

Includes fresh brewed coffee, hot and iced tea, assorted soft drinks

Half day (4 hours)

Full day (8 hours)

BREAK OFFERINGS

Seasonal Fruit Display with Greek Yogurt Dip

Fresh Baked Assorted Cookies

Vegetable Market Display with herb dip

Assorted Pastries





LUNCH OFFERINGS



LUNCH

Additional \$50 charge applies to groups of less than 16 guests.

PANINI BAR

Available to groups less than 25 people. Includes fresh brewed coffee and iced tea. Panini's are set as display and cut into half sandwiches. Based on one whole sandwich per person.

Choose two:

Chicken Avocado BLT - chicken breast, pancetta, avocado, baby arugula

Tuna Salad - avocado spread, fresh tomato, baby arugula

B.L.T. - house pancetta, heirloom tomato, arugula, garlic aioli

Panini Bar includes Kettle Chips and Seasonal Fresh Fruit

Add French Fries

A LA CARTE LUNCH OFFERINGS

Pizzette

House made flatbreads cut and displayed on buffet

Choose two:

Margherita - tomato sauce, heirloom tomatoes, fresh mozzarella, basil

Patate - sliced fingerling potatoes, fresh mozzarella, thyme, house pancetta, red onion

Ai Funghi - oyster mushrooms, cipollini onion, sage, fresh mozzarella

House Crafted Soup

Soup is displayed on buffet for easy self service

Choose one:

Tomato Soup

Ribollita - hearty Tuscan soup with cannellini beans and vegetables

Lentil Soup - lentils and locally sourced pork

Gazpacho (summer offering) - cold vegetable soup

Squash Soup (fall/winter offering) - candied walnuts

Carrot and Ginger Soup - creme fraiche

Butternut and Apple Soup - creme fraiche

Salad Station

Salad is displayed on buffet for easy self service

Choose one:

Caprese Salad - Local tomatoes, basil, fresh mozzarella, balsamic reduction, extra virgin olive oil

Baby Arugula Salad - toasted almonds, goat cheese, dried cranberries, white balsamic vinaigrette

Classic Caesar - hearts of romaine, shaved parmesan, house croutons

Mixed Green Salad - red onion, cucumber, cherry tomatoes, house croutons.

Dressing choices include gorgonzola vinaigrette, white balsamic vinaigrette, and ranch

Italian Family Style Salad

Choice of quinoa or cous cous served cold with seasonal sauteed vegetables and sliced marinated chicken breast





HORS D'OEUVRES



HORS D'OEUVRES

We suggest 5-6 pieces per person. Available for a maximum of two hours.

INDIVIDUAL PIECES:

Price reflects per dozen, minimum two dozen per order. Can be served as passed or in stations.

Bruschetta *(select from below)*

Heirloom tomatoes, extra virgin olive oil, basil
Gorgonzola, pickled radicchio, toasted almond
Goat cheese, roasted grapes, walnuts

Fried Green Tomatoes

Assorted Mini Quiche

Ham or Prosciutto on house made biscuits

Potato Croquettes

potatoes and fresh herbs with green goddess dressing

Canape

Chef's selection of seasonal ingredients

Arancini

parmesan, rice, herb breading stuffed

Polpette

Italian meatballs with a peperonata sauce

DISPLAYS:

Each modular display is built to serve 25-30 guests.

Caprese Platter

fresh mozzarella, local tomatoes, fresh basil, extra virgin olive oil and balsamic reduction

Seasonal Fruit Display

seasonal melons, strawberries, grapes, Greek yogurt dip

Vegetable Market Display

seasonal market selection of farm fresh vegetables and herb dip

Italian & Domestic Cheese Display

served with gourmet crackers and grapes





DINNER OFFERINGS



DINNER BUFFET

Each buffet can be customized to your specific needs. Pricing depends on specific selection of proteins and sides. All buffets include petite rolls, fresh coffee, iced tea station. Additional \$50 charge applies to groups of less than 16 guests.

Single Protein Buffet

Chicken
Pork Tenderloin
Salmon Filet or Beef Strip Loin
Beef Filet

Two Proteins Buffet

Chicken and Pork Tenderloin
Chicken and Salmon or Beef Strip Loin
Chicken and Beef Filet
Pork Tenderloin and Salmon
Pork Tenderloin and Beef Strip Loin
Pork Tenderloin and Beef Filet
Whole Salmon Fillet and Beef Strip Loin
Whole Salmon Fillet and Beef Filet

PROTEINS

(multiple proteins can be selected, pricing is based on selection)

Buffet served:

Chicken Breast- seasonal sauces to include, chimichurri, boursin cream, lemon-thyme, and caper

Salmon Fillet - creme fraiche and fennel

Carving station:

Beef Strip Loin - herb crusted, au jus

Pork Tenderloin - seasonal fruit chutney, au jus

Beef Filet - herb crusted, au jus

STARTERS *(Select one)*

Mixed Green Salad - red onion, cucumber, cherry tomatoes, house croutons.

Dressing choices include gorgonzola vinaigrette, white balsamic vinaigrette, and ranch

Classic Caesar - hearts of romaine, shaved parmesan, house croutons

Pomodoro Salad (Summer and Spring) - heirloom tomatoes, fresh mozzarella, basil, balsamic reduction

Chef's Seasonal Soup

STARCH *(Select one. Add an extra starch for \$3 per person)*

Vegetable Risotto

Parmesan Risotto

Mashed Potatoes

Penne Pasta: red sauce and house pancetta or vegetables and olive oil

Mushroom Risotto

Roasted Potatoes

Quinoa

VEGETABLE *(Select one. Add an extra vegetable for \$3 per person)*

Green Beans with Bacon

Roasted Brussel Sprouts with Bacon

Braised Kale - Summer Selection

Roasted Baby Carrots

Seasonal Mixed Vegetables

Braised Chard - Winter Selection

DESSERT *(select one)*

Cheesecake

Tiramisu

Cheese Display

Seasonal Fruit Crisp

Assorted Individual desserts





BEVERAGE OFFERINGS



BEVERAGE OFFERINGS

NON-ALCOHOLIC

Assorted Sodas, Bottled Water
Juice
Iced Tea/Lemonade
Coffee, Decaf, and Hot Tea

BEER *(must specify preference for bar set up)*

Bottled beer available only in ballroom

Bud Light, Michelob Ultra
Devils Backbone Vienna Lager,
Bold Rock Cider, Pabst Blue Ribbon
Bells Two Hearted Ale

WINE *(must specify preference for bar set up)*

White

Domino Chardonnay
Domino Pinot Grigio
White Haven Sauvignon

Bubbly

La Marca Prosecco

Red

Round Hill Pinot Noir
Round Hill Merlot
Maggio Petite Sirah
Ruta 22 Malbec
J Lohr Cabernet Sauvignon

SPIRITS *(others available upon request)*

Well Brands

Gordons Vodka, Pinnacle Gin, Castillo Rum,
Dewar's Scotch, Evan Green Bourbon,
Lunazul Blanco Tequila

Premium Brands

Kettle One, Tanqueray, Goslings, Johnny Black,
Makers Mark, Crown Royal, Don Julio





EVENT GUIDELINES



EVENT GUIDELINES

BARS

There is a fee of \$75 per bartender. We provide 1 bartender for every 75 guests.

COAT CHECK

Coat check service is available and recommended for social functions. There is a service fee of \$10 per hour for an attendant. One attendant per 75 guests is recommended.

FOOD & BEVERAGE SERVICE FOR CATERED EVENTS

The Robert E. Lee is the exclusive caterer for all social events at the property. Due to price fluctuations in the market, the menu items for private functions are selected no sooner than 6 months prior to the function date of arrival.

MENU

- You may utilize one of our sample menus or design your own.
- For weddings only, a complimentary menu tasting is available for up to 2 guests after contract is signed. A fee of \$25 per person will apply for additional guests.
- A \$50 charge applies to groups of less than 16 guests for plated meals or less than 25 guests for buffets.
- Chef action station fee is \$75 per station for 1½ hours.

PAYMENT & GUARANTEES

A deposit on the amount of the room rental is required to confirm all private event space. A guarantee guest count is due 7 days prior to your event. At that time a final proposal of food and event cost will be drafted and payment will be due (minus alcohol).

All events require a credit card number on file to secure the event.

ROOM RENTALS AND F&B MINIMUM REQUIREMENTS

Piedmont Boardroom Rental Fees

Breakfast/Lunch/Dinner Event	All-Day Events
\$100.00 (3 hours*) *\$25.00 per each additional hour	\$200.00

Includes AV equipment and conference phone.

Ballroom Rental Fees

Dinner Events	Lunch Events
Sunday - Thursday \$750.00	Sunday - Thursday \$375.00
Friday \$1000.00	Friday \$500.00
Saturday \$1500.00	Saturday \$750.00

Food and beverage minimum requirements for Ballroom:
 Sunday to Friday - a minimum of \$30 per guest
 Saturday - a minimum of \$40 per guest

Included in the rental fee of the Ballroom are the use of chairs and tables, white linen and napkins, glassware, silverware, china, candle votives and room set-up and break-down.

The Ceremony Site Fee at Lexington Golf and Country Club is \$500 and includes the venue and on-site ceremony coordination by the Catering Manager.

Rocca Bar Ristorante Rental Fees

Breakfast	\$250
Lunch	\$3000.00 minimum spend
Dinner	\$8000.00 minimum spend

The Veranda at Rocca Bar Ristorante

1/2 Veranda (2 hours*)	\$250.00 Sunday - Thursday \$500.00 Friday or Saturday
Full Veranda (2 hours*)	\$500.00 Sunday - Thursday \$1000.00 Friday or Saturday

*\$100.00 for each additional hour

Food and beverage minimum requirements for Veranda:
 Sunday to Friday - a minimum of \$30 per guest
 Saturday - a minimum of \$40 per guest

ADDITIONAL SERVICES

- Dance Floor - \$200
- Portable Heaters (4) - \$50 per heater
- Fire Pit Use - \$75 per pit
- AV Fee - \$175 (Includes screen, 2 microphones, projector, in-ceiling speakers)

TAXES & SERVICE FEES

All food and beverage charges are subject to a 20% service charge and a 10.3% state sales tax.

