

Banquet & Catering

Wine and dine in a golden state of mind.

HOLLYWOOD
CASINO



Must be 21+. Gambling Problem? Call 1-800-GAMBLER or visit www.1800gambler.net.



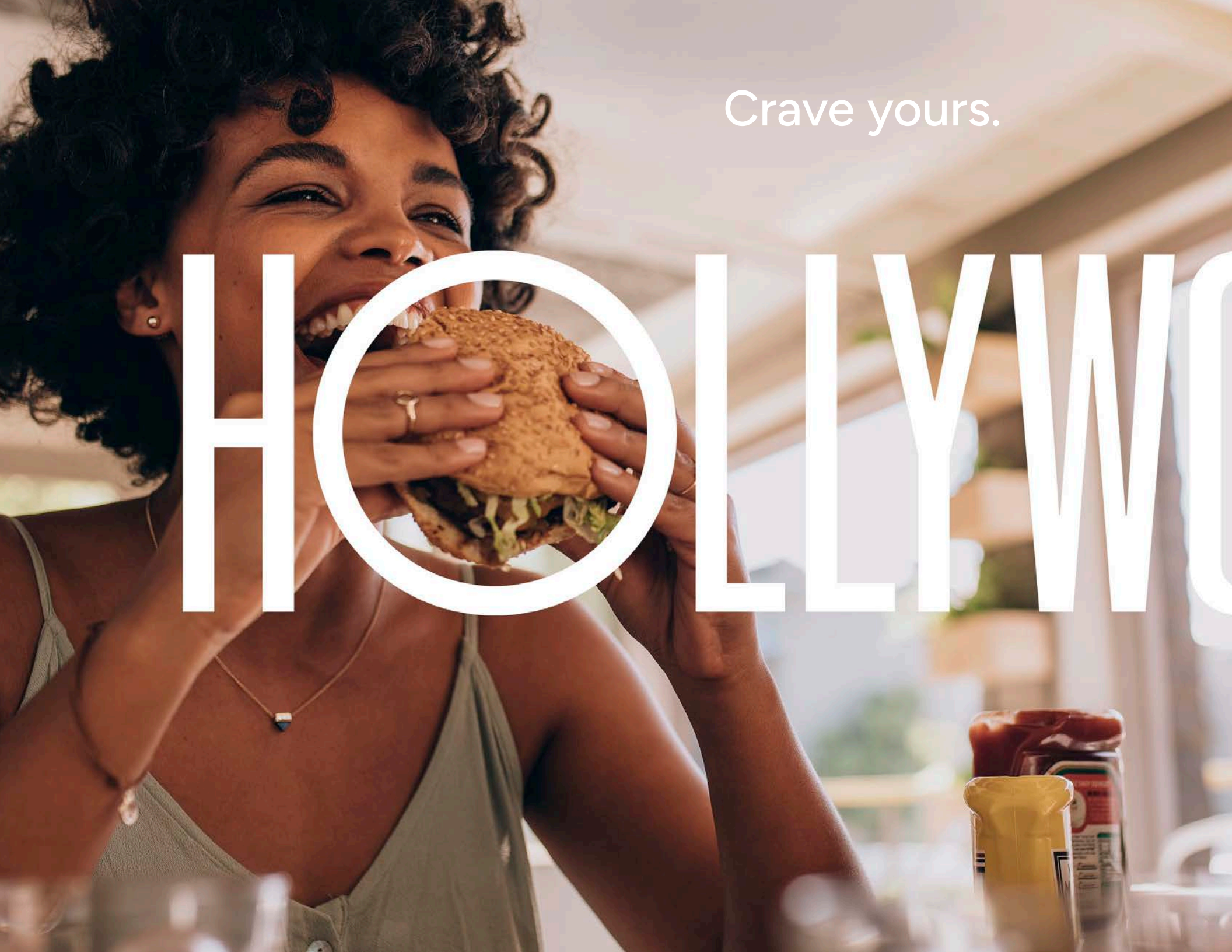
Table of Contents

Policies	4	Reception	
Breakfast		hors d'oeuvres	15
themed buffets	6	boards & platters	16
enhancements	7	action stations & upgrades	17
À La Carte	8	carving stations	18
Breaks	10	Bar Selections	19
Lunch		Event Venues	
themed buffets	11	shenandoah room	21
boxed lunches	12	potomac room	22
Dinner		hollywood ballroom	23
buffet by design	13	Price Guide	24
themed buffets	14		



Crave yours.

HOLLYWOOD



Banquet & Catering Policies

Contracts

The main contact for the event is required to review all event details thoroughly. Contract signatures must be returned within **72 hours** of receipt. Once a final Banquet Event Order (BEO) is issued, it is the responsibility of the main contact to sign and return the approved document to the Banquet Management Department. This ensures that both parties are in full agreement with all terms, conditions, and event details.

Deposits

To secure event space at Hollywood Casino at Charles Town Races, a deposit equal to the full room rental fee is required at the time of contract signing. Deposits are due within **72 hours** of receiving the contract and may be paid via ACH or credit card. All deposits are non-refundable.

Payments

Full payment for all event charges is due on the day of the event via ACH or credit card. Checks should be made payable to Hollywood Casino at Charles Town Races. Late payments are subject to additional fees and may impact future bookings.

Tax-Exempt Payment

All tax-exempt organizations must submit a valid Tax-Exempt Form 0003 or 501(c)(3) certificate prior to contract signing. Failure to submit proper documentation will result in applicable taxes being charged.

Service Fees and Tax

All food and beverage purchases are subject to a **20% service charge** and applicable state and local taxes. Additionally, all prices are subject to a **2% sales charge** and applicable taxes. The current West Virginia state sales tax is **6%**, and rates are subject to change without notice.

Cancellation Policy

Cancellations made more than **30 days** before the event date will not incur additional charges; however, deposits remain non-refundable.

- Cancellations made **30–15 days** prior: 25% of the event subtotal is due.
- Cancellations made **14–7 days** prior: 50% of the event subtotal is due.
- Cancellations made **6 days or less** prior: 100% of the event subtotal is due.

The event subtotal is calculated from the most recent invoice.

Timeline

All menu selections must be submitted to the Banquet Management Department no later than 30 days before the event date. The final guaranteed guest count must be provided 7 business days prior to the event. The final invoice will reflect the guaranteed count or actual attendance, whichever is greater. Late submissions may incur additional fees.

Small Party Fee

A small party fee of \$100 will apply to all meal functions with a guarantee of 25 persons or less.

Hollywood Ballroom—Minor Policy

For events held in the Hollywood Ballroom, a one-time fee of \$150 will be added to the final invoice if minors (under 21 years of age) are in attendance. Security personnel will be assigned to monitor all entrances and exits throughout the event.

Banquet & Catering Policies

cont'd

Outside Food and Beverages

Outside food and beverage are not permitted in the venues. Exceptions may be granted **by request** for a wedding cake provided by a licensed food service. If approved, a copy of the vendor's insurance certificate must be submitted at least **30 days prior to the event date**.

Additionally, no food or beverage may be taken outside the venue after the event.

Décor and Centerpieces

The use of pins, nails, tape, or other adhesives on venue walls is strictly prohibited. Dry ice, fog machines, live flames, sparklers, and similar effects are not permitted within the venue or on property. The main event contact assumes full responsibility for any damages caused by decorations or displays.

Dining Guarantee

Buffets are priced at a 90-minute time duration only. To maintain the quality and appearance of the food, the buffet tables are replenished and monitored frequently. Due to the delicate preparation involved with food service, Hollywood Casino at Charles Town Races shall not be responsible for food quality should meal periods be delayed by the guests in excess of 30 minutes beyond the agreed mealtime.

At the conclusion of each buffet event, all food and beverages, with the exception of a wedding cake, become the property of the Hollywood Casino at Charles Town Races and cannot be taken from the venue. All events must be paid according to their guaranteed final headcount, even if the day of attendance is less than the guaranteed number. If the guest attendance exceeds the guaranteed final headcount, the invoice will be adjusted to reflect the increased per-person count.

Dietary Restrictions and Allergies

Any special dietary requirements must be submitted to the Banquet Management Department 14 days before the event. Requests for menu substitution(s) submitted less than 14 days from the event date cannot be guaranteed.

Holding Policy

Decorations, vendor equipment, or materials delivered earlier than 7 business days before the event are subject to a \$150 per-day holding fee. Items shipped without prior approval from the Banquet Management Department will not be accepted and will be returned to the sender.

Security

Hollywood Casino at Charles Town Races is not responsible for lost, stolen, or damaged personal items. If additional security personnel are requested or required for an event, a fee of **\$150 per officer** will apply.

Room Charges

All setup requirements, including audiovisual needs, must be confirmed at least 7 business days prior to the event. Any day-of changes to the room layout or setup, including the addition of tables or equipment, will incur a reset fee of up to \$150.

Event Setup & Breakdown Fees

To ensure a seamless experience, the following setup and breakdown fees apply to all events:

Catered Events: A \$125 setup and breakdown fee will be applied to the final invoice. Additional charges may apply for events requiring extended labor or customized setups.

Non-Catered Events: A \$300 setup and breakdown fee will be applied to the final invoice. This fee covers standard setup and teardown services; additional labor may be assessed for events exceeding standard requirements.

Concession Stand & Bar-Only Events: An estimated attendance count is required 30 days prior to the event date. A \$12 per person minimum applies based on the estimated count. Should the minimum not be met, the event organizer will be responsible for the remaining balance.

Breakfast

served for one hour and thirty minutes.

all breakfast buffets include freshly brewed coffee, decaffeinated coffee, assorted hot teas, chilled fruit juices, regular milk, and skim milk.

themed buffets

The Sweet Spot

\$15 per person

belgian waffles
maple, strawberry, and
blueberry syrups
variety of berries

salted caramel bananas
whipped cream
chocolate chips, granola, and
coconut flakes

Racetrack Road

\$16 per person

fresh fruits
choice of sausage or
smoked bacon
home-fried potatoes

scrambled eggs
danish pastries and muffins

The 304 Deluxe

\$20 per person

fresh fruits
sausage gravy and biscuits
smoked bacon
home-fried potatoes

scrambled eggs
danish pastries and jams
assorted bagels and
cream cheese

The Blue Ridge Buffet

\$26 per person

fresh fruits
yogurt and granola parfaits
choice of sausage or
smoked bacon
pancakes with berry compote
and s'mores topping
home-fried potatoes

scrambled eggs
assorted bagels and
flavored cream cheeses
danish pastries and muffins
butter and fruit preserves

Mountaineer's Delight

\$28 per person

fresh fruit board
hickory ham steaks
breakfast sausage
brioche french toast with berry
compote and s'mores topping
home-fried potatoes

choice of eggs benedict or
scrambled eggs
cheddar grits
biscuits and gravy
butter and fruit preserves



Breakfast

served for one hour. can be added to one breakfast buffet.

enhancements

Belgian Waffle Station

chocolate chips
salted caramel bananas

variety of berries
warm maple syrup

whipped cream

\$8 per person



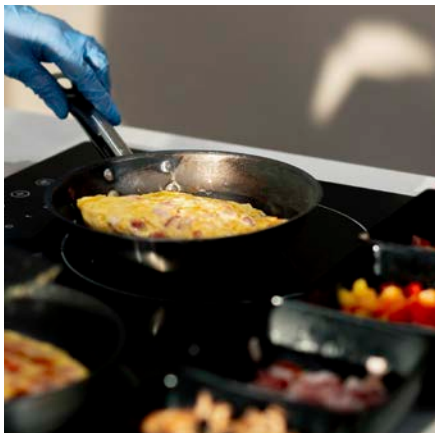
Signature Sip Station

deluxe coffees and hot teas
cold brew

biscotti
chocolate-covered
espresso beans

assorted syrups and creamers

\$12 per person



Omelet Station

includes one attendant. an additional attendant is required for each 50 guests at \$75 each.

made-to-order + topping varieties:

bacon and ham
cheeses

mushrooms, onions, peppers,
spinach, tomatoes

\$12 per person

AM Beverage Break

regular coffee
decaffeinated coffee

hot tea
iced tea

\$8 per person

À La Carte

minimum of 2 dozen

breakfast

Croissants				\$48 per dozen
Choice of:				
sausage, egg, cheese	bacon, egg, cheese	ham, egg, cheese		
Biscuits				\$48 per dozen
Choice of:				
sausage, egg, cheese	bacon, egg, cheese	ham, egg, cheese		
Assorted Muffins				\$26 per dozen
Assorted Bagels				\$26 per dozen
Assorted Danishes				\$26 per dozen
Assorted Quiches				\$26 per dozen

À La Carte

minimum of 20 per selection or 2 gallons

beverages

Assorted Chilled Fruit Juices	\$5 each
Assorted Soft Drinks	\$4 each
Evian Water	\$6 each
Sparkling Water	\$4 each
Iced Tea or Lemonade	\$18 per gallon



À La Carte

snacks

By The Item

minimum of 20 per selection

Yogurt Cups	\$3 each
Fresh Fruit Cups	\$3 each
Vegetable Crudité Cups	\$3 each
Individual Bags of Chips and Pretzels	\$3 each
Assorted Granola Bars	\$3 each
Hummus and Pita Chips	\$5 each



By The Pound

minimum orders: 2 pounds

Crunchy Corn	\$18 per pound
Caramel Popcorn	\$15 per pound
Trail Mix	\$18 per pound



By The Dozen

minimum orders: 2 dozen

Soft Pretzels and Mustard	\$28 per dozen
Assorted Freshly Baked Cookies	\$30 per dozen
Assorted Freshly Baked Brownies	\$30 per dozen
Sweet Hawaiian Rolls	\$10 per dozen



Breaks

all breaks are served for one hour.

morning & afternoon

The Cookie Jar

assorted freshly baked cookies and brownies

regular, skim, and chocolate milks

\$10 per person

assorted soft drinks and iced tea

Ballpark Break

buffalo chicken dip and tortilla chips
cheeseburger sliders

chocolate-covered pretzels
assorted potato chips

\$16 per person

assorted soft drinks and iced tea

Energy Break

fresh fruits
fresh vegetable platter with light dips

granola and multigrain bars
assorted fruit smoothies

\$16 per person

assorted soft drinks, fruit juices, iced tea
red bull energy drinks

Nuts & Oats

vanilla yogurt
warm oatmeal
almonds, pistachios, walnuts

chocolate chips
dried fruits and fresh berries

\$14 per person

honey and peanut butter granola clusters
assorted fruit juices and iced tea

Mezze Break

pita chips and pretzel crisps
roasted red pepper hummus
lemon garlic hummus

spinach and artichoke dip
lamb meatballs with tzatziki
roasted vegetables and crudité

\$20 per person

assorted soft drinks, fruit juices, iced tea



Lunch

themed buffets

served for one hour and thirty minutes.

all lunch buffets include freshly brewed coffee, decaffeinated coffee, assorted hot teas, and iced tea.

The Corner Deli

\$23 per person

fresh fruits
choice of chicken noodle, tomato, or potato soup
 seasonal garden salad
 deli sliced honey ham, roast beef, turkey breast

american, cheddar, swiss, provolone cheeses
 onions, tomatoes, lettuce, pickles, banana peppers
 mustard and mayonnaise
 assorted breads and rolls
 cookies and brownies

Fiesta Feast

\$28 per person

corn and black bean salad
 fajita chicken with peppers and onions
 seasoned ground beef
 flour and corn tortillas
 mexican rice

shredded lettuce, shredded cheese, diced tomato, jalapeños, black olives
 tortilla chips with salsa, guacamole, sour cream
 caramel flan, key lime pie, and tres leches cups

C-Town Cookout

\$24 per person

coleslaw
 loaded potato salad
 pulled bbq pork and brisket
 baked beans

charred street corn
 macaroni and cheese
 cookies and brownies

Salad Bar Upgrade

+\$4 per person

romaine, mixed greens, spinach
 grape tomatoes, red onions, shredded carrots, cucumbers
 parmesan and cheddar cheeses

bacon, croutons, sunflower seeds
 ranch, caesar, balsamic, italian, bleu cheese dressings

Italian American

\$25 per person

garlic breadsticks with marinara dipping sauce
 caesar salad
 pasta salad
choice of meat or vegetable lasagna

fried ravioli
 chicken parmesan
 sweet sausage with peppers and onions
 almond biscotti, mini cannoli, mini fruit tarts, and tiramisu cups



Lunch

boxed lunches

all boxed lunches include freshly brewed coffee, decaffeinated coffee, assorted hot teas, and iced tea.

Boxed Lunch

\$18 per person

bag of potato chips

freshly baked cookie

bottled water

Choice of Three:

roast beef and cheddar
turkey and provolone

ham and swiss
italian sub

tuna salad sandwich
vegetarian wrap

Choice of One:

pasta salad

potato salad

fruit salad

Salad Bar Upgrade

+\$4 per person

romaine, mixed greens, spinach
grape tomatoes, red onions,
shredded carrots, cucumbers

parmesan and cheddar cheeses
bacon, croutons, sunflower seeds

ranch, caesar, balsamic, italian,
bleu cheese dressings



Dinner

served for one hour and thirty minutes.

all dinner buffets are served with dinner rolls and butter, freshly brewed coffee, decaffeinated coffee, assorted hot teas, and iced tea.

buffet by design

Hollywood Dinner Buffet

Two Entrées \$39 per person | Three Entrées \$44 per person

Choice of Salad Bar

romaine, mixed greens, spinach
 grape tomatoes, red onions,
 shredded carrots, cucumbers
 parmesan and cheddar cheeses
 bacon, croutons, sunflower seeds
 ranch, caesar, balsamic, italian,
 bleu cheese dressings

OR

Choice of Two Salads or Soups:

classic caesar
 salata caprese
 potato salad
 classic pasta salad
 antipasto salad
 loaded potato soup
 roasted tomato soup

Choice of Four Sides:

garlic-roasted whipped potatoes
 creamy twice-baked potatoes
 sweet potato casserole

macaroni and cheese
 rice pilaf
 sautéed seasonal vegetables

honey-glazed carrots
 roasted cauliflower
 broccoli au gratin

Choice of Entrées:

baked salmon
 lemon dill sauce
 herb-seared chicken breast
 asparagus, mornay sauce, and
 parsley crumb

buttermilk fried chicken
 gravy, and hot honey
 mustard-crusted top round
 mushroom demi-glace

slow-roasted pork loin
 apple, bacon, and dijon-tarragon sauce
 cremini and portobello ravioli
 braised onions, and creamy tomato
 sauce

Desserts

seasonal assorted variety of mini desserts, cookies, brownies

Dinner

served for one hour and thirty minutes.

all dinner buffets are served with freshly brewed coffee, decaffeinated coffee, assorted hot teas, and iced tea.

themed buffets

Emperor's Choice

\$30 per person

sesame chopped salad

hot and sour soup

choice of pork or vegetable eggrolls

kung pao chicken

pepper steak with red peppers and onions

stir fry vegetables

vegetable lo mein

steamed white rice

ube cheesecake, mango mousse cake, assorted seasonal cookies

The Island Way

\$32 per person

tropical fruit display

hawaiian macaroni salad

sweet corn muffins

pan-seared mahi-mahi

kalua pork

huli-huli chicken

grilled pineapple fried rice

sugar cane sweet potatoes

banana pudding cups, coconut cake, coconut macaroons,

pineapple upside-down cake

Little Italy

\$32 per person

garlic breadsticks with
marinara dipping sauce

caesar salad

vegetable minestrone

grilled chicken pesto tortellini

penne alla vodka with meatballs

shrimp scampi

roasted italian vegetables

chef's choice panna cotta,

chocolate caprese torte,

mini pistachio cannoli,

praline crème puffs, tiramisu

Salad Bar Upgrade

+\$4 per person

romaine, mixed greens, spinach

grape tomatoes, red onions,
shredded carrots, cucumbers

parmesan and cheddar cheeses

bacon, croutons,
sunflower seeds

ranch, caesar, balsamic, italian,
bleu cheese dressings



Reception

served for one hour.
a minimum order of 50 pieces per selection.

hors d'oeuvres



Classic

\$150 per 50 pieces

Choice of:

bruschetta crostini
prosciutto-wrapped melon (gf)
spanakopita
buffalo chicken empanada
buffalo chicken chip
southwestern chicken eggroll
nashville hot chicken bites
chicken quesadilla trumpet

chicken or beef satay
chicken or pork potsticker
pulled pork cornbread (gf)
pretzel dog
carnitas taquitos
mini philly cheesesteak
mini pepperoni deep dish

mushroom, tomato, and cheese
en croute
shrimp wonton
asiago wrapped asparagus
brie, raspberry, and almond
en croute
chickpea falafel (v)
goat cheese and artichoke quiche

Premium

\$200 per 50 pieces

Choice of:

antipasto skewer (gf)
charcuterie roses (gf)
coconut shrimp
mango margarita shrimp
shrimp cocktail (gf)
shrimp and grit cake (gf)
shrimp spring roll
seafood stuffed mushroom
lobster puff pastry

mini crab cake
bacon-wrapped scallops
salmon or goat cheese lollipop
coconut chicken
sesame chicken skewer
chicken pecan skewer
mini chicken and waffle
duck, bacon, and corn wonton
mini beef wellington

beef and gorgonzola
bacon-wrapped skewer
cremini mushroom with sausage (gf)
spinach and artichoke tortilla crisp
artichoke balls
brie and apricot puff pastry
ratatouille beggar's purse
fig and goat cheese flatbread
smoky gouda arancini

Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

Reception

served for one hour.

boards & platters

Artisanal Cheese & Cured Meats

\$250 serves 50 people | \$350 serves 100 people

lavash

crostini

fruit preserves

whole grain mustard

Fruit & Berry Board

\$150 serves 50 people | \$200 serves 100 people

\$300 serves 200 people

seasonal fresh fruits and berries

Crudité

\$150 serves 50 people | \$200 serves 100 people

assorted fresh vegetables

dressings and dips

Classic Grazing Board

\$200 serves 50 people | \$350 serves 100 people

\$500 serves 200 people

cured meats and
assorted cheeses

fruits and vegetables

nuts and artisan crackers

Mezze Grazing Board

\$250 serves 50 people | \$350 serves 100 people

\$500 serves 200 people

olives, figs, sweet gherkins,
and grapes

pita, pretzels, and
assorted vegetables

hummus, tzatziki, and feta





Reception

served for one hour.
order in addition to any buffet package.

action stations & upgrades

Mashed Potato Bar

creamy whipped potatoes
sautéed filet tips
aged cheddar

bacon
caramelized onions

chives
madeira sauce

\$14 per person

Macaroni & Cheese Bar

smoked pork macaroni and cheese
with parsley crumb topping

buffalo chicken mac and cheese
with maytag bleu cheese

wild mushroom and broccoli mac
and cheese with parmesan

\$12 per person

Pasta Bar Action Station

an attendant is required at \$75.

\$14 per person

Choice of Pasta:

penne

tortellini

fettuccini

Choice of Sauce:

alfredo

marinara

pesto

Choice of Toppings:

chicken

broccoli

kalamata olives

sausage

onions

roasted garlic

shrimp

peppers

basil

asparagus

portobello mushrooms

tomatoes

Reception

served for one hour.

includes one attendant. an additional attendant is required for each 150 guests or more at \$65.

carving stations

Glazed Ham

\$9 per person

apple chutney

pineapple mostarda

Roasted White & Dark Turkey

\$10 per person

gravy

cranberry sauce

Mustard & Herb-Roasted Pork Loin

\$15 per person

pork jus

dijon cream

peppercorn

Smoked Pork Butt

\$15 per person

smoky bbq sauce

hawaiian rolls

honey butter

Steamship Round

\$18 per person

a minimum of 75 guests required with an attendant

horseradish sauce

ground mustard

au jus

Premium Selections

market price per person

New York Strip

au poivre

chimichurri

Rosemary Crusted Leg of Lamb

lamb jus

mint chutney

Slow-Roasted Prime Rib of Beef

au jus

horseradish sour cream





Bar Selections

bartender required. one bartender recommended per 75 guests.

hosted bar & à la carte

Hosted Bar Packages

\$175 fee per additional bartender.
Soft drinks included.

One Hour

Select \$27 per person
Premium \$37 per person

Two Hours

Select \$37 per person
Premium \$48 per person

Three Hours

Select \$47 per person
Premium \$59 per person

Four Hours

Select \$56 per person
Premium \$68 per person

Select À La Carte

Liquors

\$11

Tito's Handmade Vodka,
Tanqueray London Dry Gin,
Bacardí Superior Rum,
Malibu Coconut Rum,
Jose Cuervo Especial Gold Tequila,
Johnnie Walker Black Label Scotch,
Jack Daniel's Tennessee Whiskey,
Jim Beam Bourbon,
Hennessy V.S Cognac,
Baileys Irish Cream,
Disaronno Amaretto, Frangelico,
Kahlúa, DeKuyper Peachtree,
DeKuyper Sour Apple Pucker

Wines

\$11

Wycliff Sparkling, Apothic White Blend,
Apothic Red Blend

Domestic Beers

\$6

Bud Light, Coors Light,
Miller Lite, Yuengling Lager,
O'Doul's (Non-Alcoholic)

Premium À La Carte

Liquors

\$13

Grey Goose Vodka,
Bombay Sapphire Gin,
Captain Morgan Original Spiced Rum,
1800 Reposado Tequila,
Glenlivet 12yr Scotch,
Crown Royal Canadian Whisky,
Maker's Mark Bourbon,
Rémy Martin VSOP Cognac

Wines

\$13

La Marca Prosecco,
Chateau Ste. Michelle Chardonnay,
Benvolio Pinot Grigio,
Bonanza Cabernet Sauvignon

Imported Beers

\$7

Corona Extra, Heineken Original,
Stella Artois

Craft Beers

\$9

Cigar City Jai Alai IPA,
Tröegs Graffiti Highway IPA, Stone IPA

Beverages À La Carte

free soft drink refills after first purchase.

Seltzers	\$8 each
Red Bull Energy Drinks	\$6 each
Assorted Soft Drinks and Fruit Juices	\$3 each

PM Beverage Break

\$12 per person

regular coffee, decaffeinated coffee, hot tea, iced tea,
and an assortment of soft drinks

We are committed to promoting a safe and enjoyable environment for all guests. Beverage packages are priced per person, per hour, and include responsible service by our trained staff. We reserve the right to limit or discontinue alcohol service to any guest who appears intoxicated or underage, in accordance with West Virginia law.

Bar Selections

wine list & upgrades

Sparkling

	Glass Bottle
Prosecco, La Marca, Italy 187mL	13
Brut, Domaine Ste. Michelle, Columbia Valley, Washington	12 42

White

	Glass Bottle
Chardonnay, Chateau Ste. Michelle, Columbia Valley, Washington	10 36
Chardonnay, Imagery, Sonoma County, California	14 48
Chardonnay, Scenic Root Winegrowers "Textbook," Napa Valley, California	18 65
Sauvignon Blanc, Allan Scott Family Winemakers, Marlborough, New Zealand	12 41
Pinot Grigio, Benvolio, Friuli-Venezia, Italy	13 43
Riesling, Chateau Ste. Michelle, Columbia Valley, Washington	10 38
Rosé, Famille Perrin "Reserve," Côtes du Rhône, France	13 43

Red

	Glass Bottle
Cabernet Sauvignon, Bonanza, California	13 43
Cabernet Sauvignon, Benziger Family Winery, Sonoma County, California	12 38
Cabernet Sauvignon, Sean Minor Wines, Napa Valley, California	17 62
Merlot, Scenic Root "Textbook," Napa Valley, California	22 83
Merlot, 14 Hands, Columbia Valley, Washington	10 38
Pinot Noir, A to Z Wineworks "The Essence," Oregon	17 60
Pinot Noir, Sean Minor Wines, Sonoma Coast, California	14 50
Malbec, Familia Zuccardi "Santa Julia Reserva," Uco Valley, Argentina	12 39

additional wine cellar options available. inquire for more details.

Signature Bar Experiences

purchase minimum of 50 guests, one bartender included.

Bloody Mary Bar \$13 per person
Tito's Handmade Vodka, House-Made Bloody Mary Mix, Various Pepper Sauces, Various Garnishes

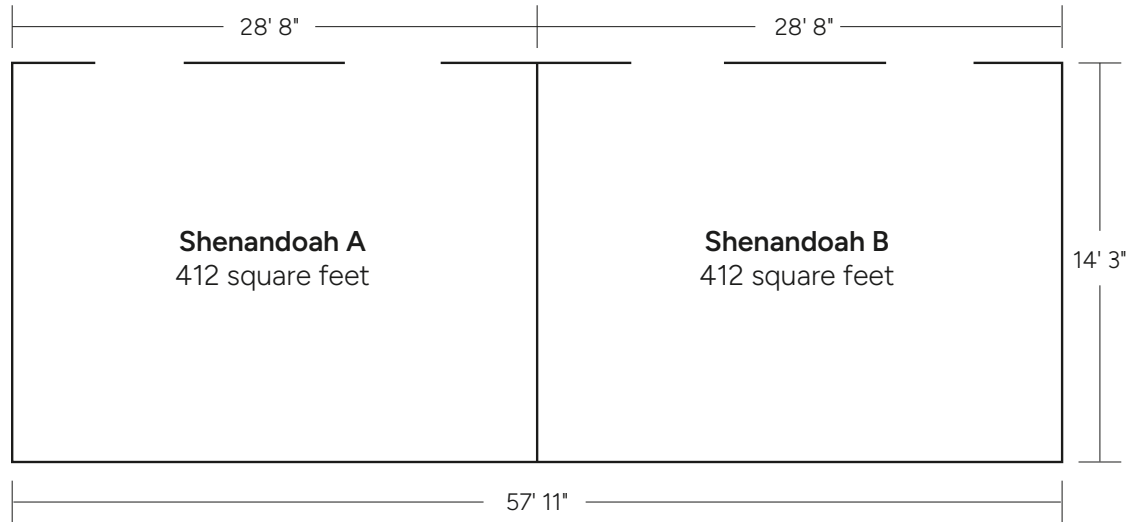
Margarita Bar \$13 per person
Jose Cuervo Especial Gold Tequila, Triple Sec, House-Made Sour Mix, Blueberry, Raspberry, and Passion Fruit Purées, Lemon Juice, Sea Salt, Sugar, Lime

Martini Bar \$15 per person
Tito's Handmade Vodka, Bombay Sapphire Gin, Sweet and Dry Vermouths, Assortment of Stuffed Olives, Garnishes, Classic, Dirty, Shaken, Stirred

Event Venues

shenandoah room

The Shenandoah Room is located at The Inn of Charles Town. This venue offers an intimate setting with seating for up to 50 guests and an optional use of the outdoor patio. The room can also be divided into two rooms—perfect for small groups or meetings.



Side A/B 412 Sq Ft

Capacity by Layout

- Theater Room – 30
- Classroom – 25
- Conference – 25
- Hollow Square – 28
- U-Shape – 28

Full Venue 825 Sq Ft

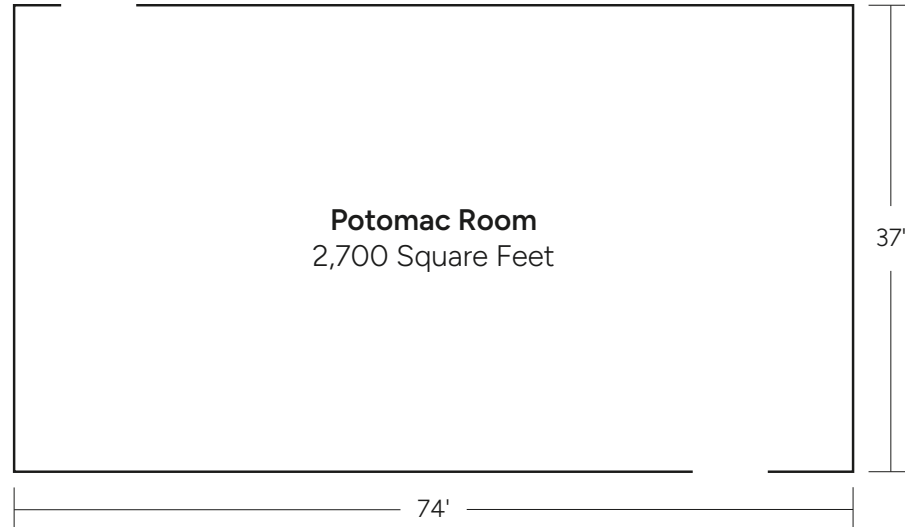
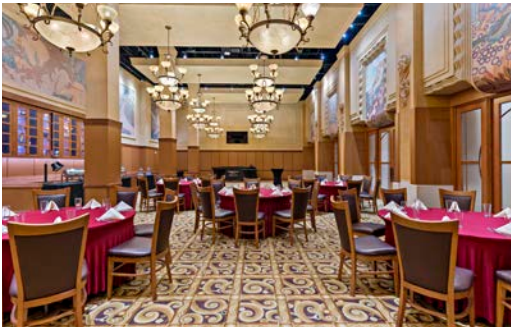
Capacity by Layout

- Reception/Banquet* – 56
- *with 4x4 Dance Floor – 32
- Theater – 70
- Classroom – 50
- Conference – 50
- Hollow Square – 44
- U-Shape – 36

Event Venues

potomac room

The Potomac Room is located on the main level of the casino near the front entrance to the property. This venue offers a private, yet spacious meeting space that is closer to the action, with seating for up to 70 guests. The Potomac Room is a 21+ only venue.



Full Venue 2,700 Sq Ft

Capacity by Layout

Reception/Banquet* – 70
*with 4x4 Dance Floor – 48

Theater – 100

Classroom – 64

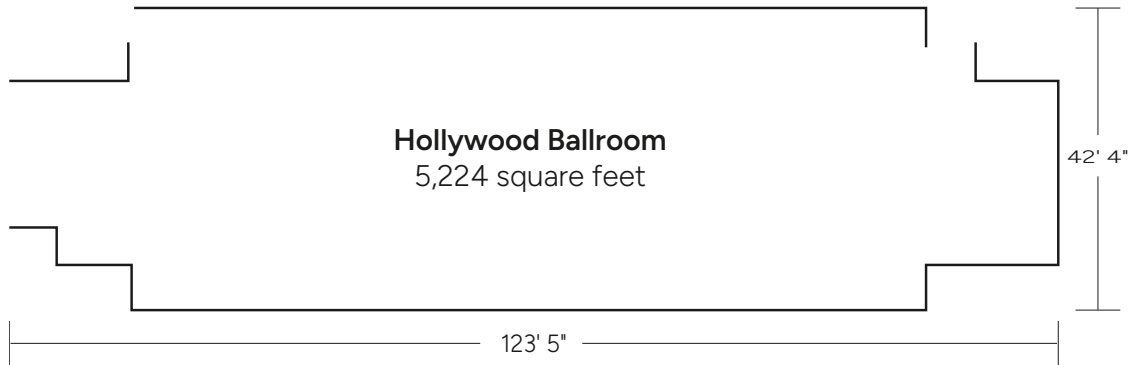
Hollow Square – 52

U-Shape – 42

Event Venues

hollywood ballroom

The Hollywood Ballroom is our largest and most versatile venue with accommodations for up to 300 guests. The venue is located on the third floor of the casino – overlooking the Skyline Terrace Restaurant and offers a scenic view of the horse racetrack and Blue Ridge mountains.



Full Venue 5,224 Sq Ft

Capacity by Layout

- Reception/Banquet* – 300
- *with Dance Floor/Stage – 250
- Theater – 300
- Classroom – 120
- Expo (10x10 Booths) – 50
- Hollow Square – 94
- U-Shape – 80

Pricing

room rentals

room rental price includes a four-hour rental, dining tables, chairs, tableware, and one bar.

	Sunday – Thursday	Friday – Saturday
Hollywood Ballroom	\$650	\$800
Hollywood Ballroom & Dance Floor Rental (Weddings Only)	\$800	\$1,000
Potomac Room	\$400	\$500
Shenandoah Room	\$300	\$400
Half Shenandoah Room (Side A or B)	\$200	\$300
Additional Hour of Rental (per hour)	\$150	\$150

Pricing

additional items

Audio Visual

LCD Projector & Screen	\$70
Mobile Flat Screen TV	\$60
Podium & Microphone	\$50
Dual-Powered Speakers, AUX, & Mic	\$50
White Board with Markers	\$25
Flip Chart with Paper	\$20
Additional Microphone	\$15
Speakerphone	\$15

Venue Enhancements

Dance Floor	\$400
Staging	\$300
Additional Bar	\$150 each
Pipe and Drape	\$25 per 12 ft.

Additional Linen Rental

Standard Linen Package*	\$18 per table
Colored Tablecloths for 5ft. Dining Rounds, Cloth Napkins, and Chair Covers	
*Specialty linen colors are available at a market price upcharge. Inquire for more information.	
8 ft. Rectangle Table	
Black Linen	\$6 per table
Chair Covers	\$3 per table
Cloth Napkins	\$1 per person
Cocktail Table Covers	\$4 per table
Chair Sashes	\$1.50 per table

All items brought to the venue for decorations or vendor setup must be removed from the venue following the conclusion of the event. See "holding policy" for more information.

HOLLYWOOD

CASINO

750 Hollywood Drive, Charles Town, WV 25414
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