

CROATIAN CANADIAN CULTURAL CENTRE



GUIDE TO CATERING SERVICES

3010 -12 Street NE
Calgary, Alberta
Ph. (403) 250-9821
Fax: (403) 250-8743

croatiancente@nucleus.com

catering@croatiancentre.ca

www.croatiancentre.ca

2009

Catering Services and Policy

The Croatian Canadian Cultural Centre has hosted many catered events since our grand opening in July 1984. Our professional and knowledgeable staff is dedicated to the success of your every function and we look forward to coordinating your next event.

Banquet Room Capacities

Venue	Min Guests	Max Guests		Deposit (Fri. Sat or Sun) 1:00PM-1:00AM
Great Hall	200	364		Catering/\$1000
Red/White/Blue Room	210	336		Catering/\$1100
Red Room	50	85		Catering/\$300
White Room	50	81		Catering/\$300
Blue Room	100	170		Catering/\$500
Red & White	85	166		Catering/\$600
Blue & White	130	251		Catering/\$800

Room Rental

Minimums: The above rates are based on minimum guarantees (minimum \$ menu x minimum number of guests) – client is responsible for minimum attendance rates OR the actual attendance, whichever is greater. If final guest numbers will fall below the minimum requirements for your room, this can be remedied by a move to a more suitable venue within the facility(if available) or a cost of \$10/person for the number of attendees you fall short.

Closing times for banquet rooms is 1:00 AM. All entertainment and bar service will cease promptly at close. If any personnel or equipment related to your function is not removed from the premises by closing plus 1 hour, overtime billing at a rate of \$150/hour (and portions thereof) shall commence. The first hour is billable on the hour, in addition to any overtime charges for staff at their respective hourly rates. (See staffing services)

Deposit

Deposits are non-refundable, unless the venue is rebooked for the function date at an equivalent value. In such case, the client agrees to the forfeiture of an administrative charge of 10% on the deposit or \$50.00 which ever is greater, to be held until the conclusion of the function and ensuring that the Centre can cover all liabilities incurred on the behalf of the client.

- ❖ The deposit; is to reserve the venue and damage deposit for the event in question, returned in full the week after the function.
- ❖ The deposit required on Premium rates is in addition and preface to the applicable catering minimums (which tantamount to rental fees), and is required to reserve the venue.

Food Services

All food and beverage service is subject to a 15% gratuity and 5% GST. Attached menu prices for buffet and plate service will be guaranteed 30 days prior to function. Requested variances (additions or substitutions) will affect per person charge. A Banquet Event Order will confirm all selections made and price, in addition to discuss times, set-up styles etc. The banquet event order shall be issued to client for review and co-signature.

Mid-night Snack: The client may opt to provide their own evening snacks at a charge of \$1.50/person for related service, rental, and maintenance charges. Heat can be made available in our kitchen for another additional \$.50/person.

All outside catering is strictly prohibited.

Guest Guarantee

Confirmation of the following details is due no less than **30 days prior** to function date:

- ❖ Total number of guests (**due 7 working days prior** to function date)
- ❖ Head table guest count
- ❖ Seating/table/room set-up
- ❖ Bar/Wine arrangements
- ❖ Itinerary; cocktails, meals, snacks, dancing schedule

Payment

Payment in full is due no less than three days prior to your function and can be accepted by certified cheque, bank draft, or money order. We do not accept debit or credit cards. Late charges MAY apply to 'overdue' accounts.

Beverage Services

All food and beverage service is subject to a 15% gratuity and 5% GST.

- ❖ Coffee or tea is available, exclusive of Food Service, at a rate of \$150/urn (100 cups) or \$15.00/pot (10 cups).
- ❖ A fruit punch is also available, exclusive of Food Service, at a rate of \$50/50 serving lot.
- ❖ **Host Bar** – Bartender & ticket seller wages paid by client.
- ❖ **Corkage service** provides high-ball and wine glasses, ice and mixes including Coke, Sprite, Ginger Ale, Club Soda, Tonic Water, Orange Juice, Clamato Juice, spices, lemons, limes, and celery sticks, as well as the bussing and maintenance service of glasses – **at a rate of \$5.75 per person**. A charge of \$1.00 applies for wine corkage should you elect to provide wine on tables for a total of \$6.75 corkage if supplying own Alcohol.
- ❖ Alcoholic beverages that are supplied by the client must provided the appropriate permits/licenses obtained from the Alberta Liquor Control Board and presented to Croatian Cultural Centre Management.

Staffing Services

All staffing services are subject to a 4-hour minimum charge.

- ❖ **Event supervisors** are mandatory for every function, billable from the first hour of access at a rate of \$25/hour (included in fully catered packages) and doubling for every overtime hour that he/she is required on the premises.
- ❖ **Chefs** may be required for the delivery of special or particular menus/requests; variable additional charges apply.
- ❖ **Bartenders**, billable at \$15.00/hr, fully trained and certified by the Centre, are required in order to operate the bar at a recommended rate of one-bartender/100 guests.
- ❖ **Ticket sellers**, billable at \$13.00/hr, are required to sell tickets for a 'cash bar' - clients are encouraged to exercise the option to supply their own personnel for this position.
- ❖ **Coat checkers**, billable at \$15.00/hr, are required to administrate the coat check – clients are encouraged to exercise the option to supply their own personnel for this position.
- ❖ **Set-up porters**, billable at \$15.00/hr, are required to significantly alter a room's set-up – e.g.: put up or take down chairs for transitions – clients are encouraged to exercise the option to supply their own personnel for this position.
- ❖ **Cleaning charges** (minimum \$100.00) will apply to functions that drip wax on establishment fixtures or other rental surfaces, distribute confetti on the property, and any other infraction that otherwise compromises the serviceability, sale ability and presentation of the venue and equipment.

Decoration Services

A basic decoration package that includes the following is available at a charge of \$500.00:

- ❖ Perimeter Lighting (one of dance floor, room, or railing, depending on venue)
- ❖ Cake Table Skirting
- ❖ Guest Book Signing Table Skirting
- ❖ Head Table – Tented with Raftered Finials
- ❖ Head Table - Skirting
- ❖ Trellis Lined/Mini-light Archway (entrance usually)
- ❖ Silk Flowers/Artificial Trees (as available for distribution throughout room)

*Clients who wish to decorate themselves are reminded that there is a charge for using the electricity and a service charge of \$10.00 per/hour for setting up the day before (if the room is available and during business hours only.)

*The placement or incorporation of outside materials or requests for differing or additional services/decoration may constitute additional charges and are subject to availability.

**Full floral services including bouquets, centerpieces, cake-flowers, corsages, boutonnieres and other arrangements are also available at additional charges. Please do not hesitate to enquire.

***SOCAN (*The Society of Composers, Authors and Music Publishers of Canada*) fees are charged to all functions that have music.

0-100 guests	\$41.13
101-300 guests	\$59.17
301-500 guests	\$123.38

Croatian Canadian Cultural Centre

Linens, Audio Visual and Music

Table Skirts	\$25.00/e	Screen (6 foot)	\$20/ea
Linen Napkins	\$1.95/ea	Podium	N/C
Cordless Microphone	\$20/ea		

We invite you to contact us with any additional questions
or special needs that you may have.

Banquet Plated Dinner Menu

*All banquet dinners are served with tossed salad and choice of dressing,
Fresh buns & butter, coffee and tea.*

Entrees (1)

Prices are per plate and subject to 15% Gratuity and 5% GST

Roast Prime Rib	31.95
Alberta's finest beef, served au jus	
Roast Baron of Beef	27.50
Tender sliced AAA roast beef with pan gravy	
Chicken Hunter Style	27.50
Chicken breast in mushroom wine sauce	
Chicken Cordon Bleu	27.75
Breaded chicken breast stuffed with ham and Swiss cheese	
Cedar Baked Salmon	\$27.95
Marinated salmon baked on a cedar plank, served with teriyaki sauce	
Roast Turkey	\$28.75
A combination of white and dark meat with sage dressing	
Mustard and Brown Sugar Baked Ham	\$26.95
Mouthwatering ham, served with sweet mustard sauce	
Herb and Garlic Roasted Pork loin	\$27.95
Savory pork loin, stuffed with sage dressing	

Choices of starch, two vegetables and dessert on next page.

Two Entrée Plate

Combination Entrees

Price per plate and subject to 15% Gratuity and 5% GST

Filet Mignon and Cedar Baked Salmon	\$33.95
Roast Beef, gravy and Baked Chicken	\$28.50
Roast Beef, gravy and Chicken Breast	\$29.95
<i>Chicken breast choice of mushroom or cream sauce</i>	
Poached Salmon and Chicken Breast	\$29.95
Cedar baked Salmon and Chicken Breast	\$30.95
<i>Above selections include (choices bottom next page)</i>	

Two choices Vegetables (2)

One choice Potatoes or Rice (1)

Desserts (1)

Rice & Potatoes

Oven Roasted
Creamy Mashed Potatoes
Scalloped Potatoes (add \$.50)
Stuffed Baked Potato (add \$1.00)
Rice Pilaf (red and green peppers)
Steamed Rice
Perogies (add \$1.50)

Vegetables

Glazed Baby Carrots
Peas and Pearled Onions
Whole Green Beans
Buttered Corn
Green Beans Almandine

Desserts

Banana Chocolate Torte
Peach Raspberry Torte
Fresh Fruit (in season) (0.50 add)
Black Forest Cake
Apple Blossom
Cheese Cake (Strawberry or Blueberry)

Dinner Buffet

Price per person and subject to 15% Gratuity and 5% GST
 Buns, butter, coffee and tea included in dinner. Carving at \$60.00

Luxury	\$30.50
Three entrees, your choice of rice or potato, 2 vegetables, choice of 4 salads, and choice of one dessert	
Deluxe	\$28.50
Two Entrees, your choice of rice or potato, 2 vegetables, choice of 3 salads, and choice of one dessert	
Value Plus	\$26.50
Roast Beef and Baked Chicken, your choice of rice or potato, 2 vegetables, choice of 2 salads, and choice of one dessert	

Entrees	Vegetables	Salads
Roast Beef (sliced)	Glazed Baby Carrots	Tossed Salad
Baked Chicken	Peas and Pearled Onions	Caesar Salad
BBQ or Sweet & Sour Meatballs	Whole Green Beans	Mandarin Orange & Almond
Cabbage Rolls	Buttered Corn	Creamy Coleslaw
Glazed Ham	Green Beans Almandine	Pasta Vegetable Salad
Roast Turkey		Marinated Vegetable Salad
Stuffing add \$.1.50		
Roast Pork Loin		Three Bean Salad
Poached Salmon		Creamy Potato Salad

Rice & Potatoes	Desserts
Oven Roasted	Assorted Pastry
Creamy Mashed Potatoes	Banana Chocolate Torte
Scalloped Potatoes (add \$.50)	Peach Raspberry Torte
Stuffed Baked Potato (add \$1.00)	Fresh Fruit (in season)(add \$ 0.50)
Rice Pilaf (red and green peppers)	Black Forest Cake
Steamed Rice	Apple Blossom
Perogies (add \$1.50)	Cheese Cake (Strawberry or Blueberry)

Hors D'oeuvres

Hot Service (5 dozen minimum)	Price per dozen
Cocktail Sausage Rolls	\$17.00
Swedish Style or Sweet and Sour Meatballs	\$15.50
Bacon Wrapped Chicken Livers	\$16.75
Satay Skewers (Chicken, pork or beef)	\$17.50
Quiche Lorraine, vegetarian or seafood	\$15.50
Chicken Wings (BBQ or Hot)	\$17.00
Ribs (BBQ or honey garlic)	\$17.00
Breaded Shrimp	\$18.00

Cold Service (5 dozen minimum)	Price per dozen
Devilled Eggs	\$17.00
Prosciutto & Melon	\$17.00
Teriyaki Chicken Rolls (sushi style)	\$17.50
Shrimp & Cocktail Sauce	\$18.00

Cold Service – Per Side	Price
Smoked Salmon	\$100.00
Gravlax	\$100.00

Platters

Serving estimate approx. 25-40 people	Price
Vegetables & Dip	\$70.00
Fresh Fruit Tray	\$85.00
Cheese Platter	\$75.00
Cold cuts (Includes buns, butter, mustard, and mayonnaise)	\$85.00
Sandwich Wraps (assorted fillings)	\$85.00
Pastries (50 pieces)	\$60.00
Pickle Tray – assorted	\$65.00

Subject to service charge

Bar Snacks

	Price
Pretzels	\$20.00
Peanuts	\$20.00

Breakfast and Lunch

Morning Starters

Muffin	\$ 1.95
Bagel	\$1.95
Croissant	\$ 1.95
Donut	\$ 1.50

Breakfast Buffet Special

**Scrambled eggs, Bacon, Sausage, Hash browns, and Pancakes
Muffins, Croissants, Danish, Fresh Fruit,
Coffee and Tea**

\$13.95

****Add Eggs Benedict To Your Buffet For \$ 2.00****

Lunch Buffet Specials

Beef Stew	\$13.95
Beef Stroganoff	\$13.95
Beef Bourguignon	\$12.95
Lasagna or Vegetarian Lasagna	\$14.95
Chicken Stir-fry	\$14.95
Chicken Breast with Mushroom Sauce	\$14.50
Roasted Chicken	\$13.50
Roasted Garlic Pork	\$13.95
Roasted Herb Pork Loin	\$13.95

All of the above served with salad, vegetables, rice and bun.

Lunch Plate

Includes: three assorted open faced sandwiches, vegetables and dip, fresh fruit and a tart or square **\$14.95**

Sandwich or Wrap and Soup **\$10.50**

Sandwich or Wrap and Salad **\$10.50**

Caesar Salad (up grade for above selections) **\$ 1.50**

Build your own sandwich platter: Assorted deli meat lettuce, tomatoes, Onions and pickles all on one platter. It also comes with buns, butter, Mayonnaise, mustard and tossed salad. **\$13.50**