

VERSATILE VENUE
EXCEPTIONAL VALUE
INSPIRED SERVICE

QUALITY CATERING



Holiday PARTY MENU





Our Holiday Parties Include

Dedicated Event Coordinator

Decorated Christmas Tree

Holiday Centrepieces for each Table Setting

Ivory Table Linens, Burgundy Napkins



Cold Hors D'Oeuvres

Roasted Tomato and "Alberta Cheese" Burrata Crostini 	\$30.00
Roasted Cherry Tomato, Fresh Burrata Cheese and Basil Pesto	
Roasted Cherry Tomato and Pistachio Stuffed Cucumber Cup    	\$30.00
Field Mushroom and Goat Cheese Tartlet 	\$30.00
Roasted Portobello, Oyster, Cremini and Button Mushrooms with Fresh Herbs, Roasted Garlic and Dijon with White Balsamic Goat Cheese	
Labneh and Eggplant Caponata Crostini 	\$30.00
"Taste of the Land" Butternut Squash Tartlet with Maple Nutmeg Candied Walnuts 	\$31.00
Blue Cheese and Date stuffed Peppadew Peppers  	\$32.00
Whipped Blue Cheese, Medjool Dates, Toasted Walnut Crumble	
Asparagus Wrapped with Prosciutto  	\$34.00
Cranberry Gastrique Prawn Skewer  	\$34.00
California Rolls with Soy, Pickled Ginger and Wasabi (MSC Certified)  	\$35.00
Assorted Nigiri Sushi (MSC Certified)	\$40.00
Tuna, Salmon and Cooked Prawn with Soy, Pickled Ginger and Wasabi	

Hot Hors D'Oeuvres

Vegetable Spring Rolls with Plum Sauce   	\$24.00
Indian Cocktail Vegetable Samosas with Mango Chutney   	\$27.00
Spinach and Feta Spanakopita with Tzatziki Sauce 	\$29.00
Vegetable Empanadas 	\$30.00
Chinese Char Siu BBQ Glazed Chicken Satay  	\$34.00
Double Smoked Bacon and Aged White Cheddar Cheese Crockets	\$34.00
Maple and Sage Gastrique Drizzle	
Alberta Beef and Sage Meatballs  	\$36.00
San Marzano Tomato Puree	
Festive Turkey Confit on a Stuffing Biscuit	\$36.00
House made Stuffing Biscuit with Cranberry and Rosemary Aioli	
Mini Classic Quebecois Beef Tourtière	\$40.00
Mini Beef Wellingtons with Béarnaise Aioli	\$40.00



Pricing is per dozen, minimum order of three dozen per type of hors d'oeuvres.
Prices do not include gratuity and GST and are subject to change without notice.


 Vegetarian  Vegan  Gluten Free  Dairy Free  Proudly Serving Fair Trade Coffee and Teas





PLATED LUNCH AND DINNER



All Plated Luncheon and Dinner Menu Selections come with Freshly Baked Rolls with Butter, Freshly Brewed Fair-Trade Regular and Decaffeinated Coffee and Selection of Fair-Trade Teas.

Choice of One Appetizer

Roasted Butternut Squash, Caramelized Apple and Fennel Bisque  
Cinnamon and Nutmeg Crème Fraîche


Creamy Chicken and Sweet Potato Velouté  
Sliced Chives and Chili Oil


Winter Greens Salad    
Baby Mixed Greens and Kale with Grape Tomato, Sliced Cucumber, Dried Cranberries and Mulled Cider Spiced Poached Pear with a Green Apple, Ginger and Tarragon Dressing

Lyalta Farms' Butterleaf Lettuce Salad  
Cranberry Rosemary Crème Fraîche, Black Pepper Pickled Strawberries, Watermelon Radish, Marinated Wild Rice and Roasted Garlic and Saffron White Balsamic Vinaigrette

Choice of One Main Course

Gourmet Turkey Dinner \$50.00
Herb Roasted White and Dark Meat with Roasted Garlic, Apple, Cranberry and Sage Stuffing, Truffle Scented Giblet Gravy
Roasted Garlic, Applewood Smoked Cheddar and Fine Herb Mashed Potato
Maple Nutmeg Roasted Butternut Squash and Lemon Roasted Garlic Green Beans

Stuffed Chicken Supreme  \$50.00
Goat Cheese, Kale and Cranberry Stuffing with a Caramelized Shallot and Herb Jus, Parmesan Dauphinoise Potatoes,
Maple Nutmeg Roasted Butternut Squash and Lemon Roasted Garlic Green Beans

Pan Seared Atlantic Salmon  \$49.00
Puttanesca Sauce, Parmesan Dauphinoise Potatoes,
Maple Nutmeg Roasted Butternut Squash and Lemon Roasted Garlic Green Beans

Beef Tenderloin  \$64.00
24 Hour Roasted Garlic, Herb and Grainy Dijon Mustard Marinated Beef Tenderloin, Fig Roasted Pearl Onion and Balsamic Compote
Roasted Red Beet and Goat Cheese Mashed Potato, Maple Nutmeg Roasted Butternut Squash and Lemon Roasted Garlic Green Beans
(Substitute Grilled Sirloin Steak for \$50.00 Per Person)

Choice of One Dessert

NY Style Cheesecake
Eggnog Cream Anglaise, Whipped Cream, Fresh Berries

Chocolate Decadence Cake  
Balsamic Strawberry Compote with a Coconut Whip

After Eight Chocolate Tart
Whipped Cream
(Available for an Additional \$1.50 Per Person)

Plated Luncheon and Dinner pricing is priced per guest and based on three courses (Starter, Entrée, and Dessert).
Minimum of 20 guests. Customize any plated menu into a 4-course service for an additional \$5.00 per person.

Prices do not include gratuity and GST and are subject to change without notice.

 Vegetarian  Vegan  Gluten Free  Dairy Free  Proudly Serving Fair Trade Coffee and Teas

Buffet Dinner includes Freshly Baked Rolls with Butter, Freshly Brewed Regular and Decaffeinated Coffee and Selection of Teas.

Salads

Winter Greens Salad (V) (VE) (GF) (DF)

Grape Tomatoes, Carrot and Cucumber, Balsamic Dressing and Raspberry Vinaigrette

Caprese Salad (V) (GF)

Heirloom Tri Color Tomato, Bocconcini Cheese, Fresh Basil and Balsamic Reduction

Prairie Salad (V) (VE) (DF)

Roasted Root Vegetable and Grain Salad with Farro, Barley and Red Organic Quinoa and a Champagne and Pea Shoot Vinaigrette

Beet Boards (V) (GF)

Tri Color Beet Boards with Calabrian Chile and Dill Balkan Yogurt, Micro Salad and Feta Cheese

Starches and Vegetables

Roasted Garlic, Sour Cream, Aged Cheddar and Scallion Loaded Mashed Potato (V) (GF)

Agave, White Balsamic and Sun-Dried Tomato Roasted Sweet Potato (V) (VE) (GF) (DF)

Gluten Free Gnocchi with a Saffron Coconut Curry Sauce, Charred Cauliflower, Roasted Peppers and Arugula (V) (VE) (GF) (DF)

Seasonal Vegetable Medley with Brussels Sprouts and Roasted Garlic Olive Oil (V) (VE) (GF) (DF)

Choice of One Main Entrée

	<u>Entrée</u>	<u>Additional Entrée</u>
Maple Infused, Dijon and Thyme Leg of Ham (GF) (DF) Pineapple Ginger Jus (Chef Carved)	\$45.00	\$10.00
Grilled Chicken Supreme (GF) (DF) White Wine, Leek and Mandarin Compote	\$50.00	\$12.00
Pan Roasted Turkey with Giblet Gravy Apple, Sun Dried Cranberry and Sage Stuffing	\$50.00	\$12.00
Pan Seared Atlantic Salmon (GF) Apple Fennel Salsa and Ponzu Brown Butter	\$51.00	\$13.00
House Spice Rubbed Baron of Beef (GF) (DF) Spicy Horseradish and Wild Mushroom Cabernet Demi (Chef Carved)	\$56.00	
House Spice Rubbed Prime Rib (GF) (DF) Spicy Horseradish and Wild Mushroom Cabernet Demi (Chef Carved)	\$62.00	

Dessert

Warm Sticky Toffee Pudding with Salted Brandy Caramel (V)

Spiced Cranberry Tart (V) (GF)

Festive Tuxedo Cake

Assorted Christmas Sugar Cookies (V)

Assorted Chocolate Mousse Cups (GF)

Seasonal Fruit Salad (V) (VE) (GF) (DF)

Minimum of 50 people.

Prices do not include gratuity and GST and are subject to change without notice.

(V) Vegetarian (VE) Vegan (GF) Gluten Free (DF) Dairy Free  Proudly Serving Fair Trade Coffee and Teas

WINE AND BAR SERVICE

Red Wines

	<u>Bottle</u>
Jackson Triggs, Proprietors' Selection, Cabernet Sauvignon, British Columbia, Canada	\$32.00
Gnarly Head, Zinfandel, USA	\$40.00

White Wines

Jackson Triggs, Proprietors' Selection, Pinot Grigio, British Columbia, Canada	\$32.00
Te Henga, Sauvignon Blanc, New Zealand	\$40.00

Sparkling

Cupcake Prosecco, Italy	\$39.00
-------------------------	---------

Bar Service

	<u>Host</u> (Exclusive of GST and Gratuities)	<u>Cash</u> (Inclusive of GST and Gratuities)
Domestic Beer—Coors Light, Canadian, Traditional	\$6.25	\$7.75
Premium/Imported Beer—Sol, Belgian Moon, Granville Island IPA	\$6.50	\$8.00
Coolers	\$6.50	\$8.00
House Wine (5oz)	\$6.50	\$8.00
House Liquor (1oz) - Vodka, Rye, Rum, Dark Rum, Spiced Rum, Gin and Scotch	\$6.25	\$7.75
Juice—Orange, Cranberry and Clamato	\$3.00	\$3.75
Soft Drinks	\$3.00	\$3.75

Bar Minimum

All bar services require a \$400.00 minimum revenue guarantee per bar plus applicable taxes and gratuities. Should final revenues fall short of the required minimum, the client will be charged a labour charge for the bartender at \$30.00 per hour, per bar, with a four hour minimum, plus applicable taxes and gratuities. Bartender levels are calculated based on a ratio of 1:100 guests.

Drink Tickets

For events that want to provide guests with drink tickets, the requested amount of tickets will be provided to the convenor prior to the start of the event for distribution to attendees. The tickets will be charged to the function master account based on the consumed beverage type. Bar service will operate as a cash bar for all other transactions.

Wine Brand/Vintage Request

Should you have a specific request for a wine service not offered on our current wine list, we would be pleased to source and provide a quotation for the preferred vintage.

Pre-Selected Choice Entrée

For groups selecting a choice of main course menu for their guests, we are pleased to provide a maximum of three entrée choices (including vegetarian). The total menu price will be based on the highest priced item. Pre-Selected choice entrée guarantees are due 5 business days prior to the event for the entire group.

Dietary Restrictions and Allergies

We are pleased to accommodate dietary requirements and allergy meal requests where possible. Please provide the requirements five business days prior to the event with the final guarantees. Please note our kitchen is not a nut free or allergen free environment. We make every effort to accommodate requests, however we do not guarantee that our product has not come into contact with allergens at some point within the food supply chain.

Our Vegetarian items are based on an ovo-lacto vegetarian diet (may contain eggs and dairy products). Full menus which have our Vegetarian symbol next to them contain an "eating path" of vegetarian items sufficient to constitute a meal (or break) without the need to request a special meal. (The full menu may also have a meat product as part of the total menu offering).

 Vegetarian  Vegan  Gluten Free  Dairy Free  Proudly Serving Fair Trade Coffee and Teas

Outside Food and Beverage Service

The MacEwan Conference & Event Centre does not permit outside food service to be brought into the premises.

Coat Check Service

We are pleased to arrange coat check services under the following terms. MacEwan Conference & Event Centre will provide 1 attendant per 150 guests (\$25.00 per hour, per attendant) with a minimum four hours per attendant. The MacEwan Conference & Event Centre assumes no responsibility for lost or stolen items.

Décor and Linen (3rd Party Vendors)

If you would like to accentuate your event with specialty linen or décor, please speak with your Event Coordinator and they can assist in recommending you to our preferred suppliers

Audio Visual

- Use your own equipment. If equipment malfunctions, it is the event booker's responsibility to replace.
- Book direct with Com/Media. If equipment fails, it is the event booker's responsibility to contact Com/Media to repair or replace. Please advise Event Coordinator of all audio visual booked.
- Book all audio-visual equipment with Students' Union Event Coordinator. If equipment malfunctions, it is the responsibility of the Students' Union to replace or repair. A 20% surcharge will be applied for this service.

SOCAN

The Venue is required by law to collect from the Client and remit fees on behalf of the Society of Composers, Authors, and Music Publishers of Canada for the playing of live and recorded copyrighted music.

	<u>Without Dancing</u>	<u>With Dancing</u>
1—100	\$22.06	\$44.13
101 — 300	\$31.72	\$63.49
301 — 500	\$66.19	\$132.39
Over 500	\$93.78	\$187.55

Re: Sound

The Venue is required by law to collect from the Client and remit fees on behalf of the Re: Sound for the playing of recorded copyrighted music.

	<u>Without Dancing</u>	<u>With Dancing</u>
1—100	\$9.25	\$18.51
101 — 300	\$13.30	\$26.63
301 — 500	\$27.76	\$55.52
Over 500	\$39.33	\$78.66

LRT Access

To access the University campus by C-Train, our nearest station is the University LRT Station. The MacEwan Conference and Event Centre is a 3 to 5 minute walk from the station. (<http://www.ucalgary.ca/map/>)

Parking

There are several large public parking lots available on the University grounds. Surface Lots 10 and 11 are available all day with the addition of Lot 12 after 3:30pm. The approximate cost to park is \$9.00, plus applicable taxes. Limited underground parking is also available at \$6.00 per hour, to a daily maximum of \$24.00 plus applicable taxes. Parking rates are subject to change without notice. If you would like to charge parking to your master account, please speak with your Event Coordinator for pricing and parking code.

Taxes and Gratuity Charges

All federal and Provincial taxes, and applicable gratuities applied to all items. Room rental and all food and beverage are subject to applicable taxes and a 17% gratuity charges.

Guaranteed Numbers

The final attendance guarantee must be received by the venue no later than 11:00 am five working days prior to the commencement of the event. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. Please provide the guarantee on the following days:

<u>Day of Function</u>	<u>Guarantee Due on the Proceeding</u>
Saturday, Sunday or Monday	Monday
Tuesday	Tuesday
Wednesday	Wednesday
Thursday	Thursday
Friday	Friday

Holidays are not considered working days and should be taken into consideration when submitting guarantees. The venue will be prepared to serve 3% more than the guaranteed number of attendees to a maximum of 15 persons as the overset. If the guarantee is raised within the five business days the 3% overset will not apply, and the guarantee becomes the set. Increases in attendance beyond the 3% overset within five business days prior to the event will be subject to a surcharge of 15% on top of the menu prices. Venue will charge for actual attendance in the event of additional unguaranteed attendees.

Deposit Requirements

Bookings which have not provided an University of Calgary PO number as method of payment, must fully pre-pay the event per deposit schedule. Deposits taken are to be made in Canadian funds by American Express, Visa, Master Card, Certified Cheque, or Debit Card and are non-refundable. To confirm this booking a twenty-five (25%) percent deposit is due with the signed contract based on the minimum revenue commitment listed under the bookings/details section of this contract. The remaining deposit to full prepayment will be taken based on the schedule below.

Events are to be fully prepaid. The following deposit schedule applies;

Due with signed contract to confirm the booking: 25% of estimated function value.

90 days prior to the arrival date of the event: 50% of estimated function value.

60 days prior to the arrival date of the event: 75% of estimated function value.

15 days prior to the event: 100% of full prepayment for the function.