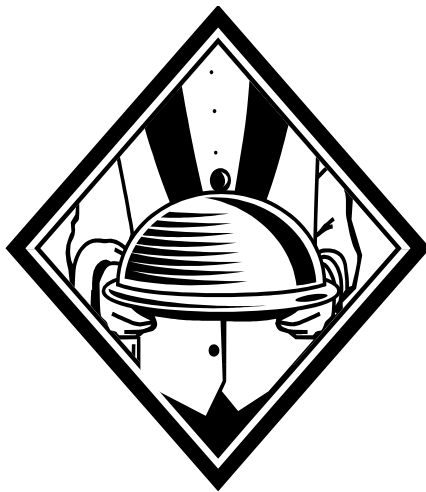




Lethbridge Senior Citizens Organization



CATERING

Lethbridge Senior Citizens Organization
Fritz Sick Memorial Centre
500 - 11th Street S.
Lethbridge, AB T1J 4G7 (403) 320-2222

General Information

The Lethbridge Senior Citizens Organization has facilities to offer groups, accommodating up to 500 guests. We guarantee to make your special occasion a very memorable event.

Rental

A room can be held on a tentative basis for 7 days, upon which a non-refundable deposit of \$50.00 or full payment, is required to confirm your reservation. All rentals are subject to a two-hour minimum charge per month and require full payment in advance. Hourly rates include chair/table setup, take down, and cleanup. An extra charge of \$55.00 per hour will be levied for functions lasting past midnight.

Catering

Menus for your catered event must be finalized **two full weeks** prior to the function. At that time, an estimated number of guests is also required. A guaranteed number of guests is required **seven days prior** to your event. Hot meals require a minimum of 50 guests. The LSCO will bill for either the guaranteed number or the actual number of guests attending, whichever is greater. *All food service in the LSCO Dining Room must be provided by the LSCO kitchen.*

Set Up/Tear Down

There will be a set up fee charge in addition to the rental charge and are as follows;
1-50 people - \$25.00 50-150 people-\$50.00
51-300+ people - \$100.00
Small meeting type rentals will not be charged the set up fee.

Billing

Your invoice will be mailed to you following your function. Payment is due within 30 days after the date of the function.

Policies

All functions must end and the premises totally vacated by 1:30a.m. The Fritz Sick Memorial Centre is a totally non-smoking facility. *The use of any kind of confetti, including metallic confetti, is strictly prohibited.*

The following equipment may be available for a fee of \$25.00.

Sound system with podium	Coffee Urns
Piano (where available)	Overhead Projector
Slide Projector	Screen
Computer Projector	

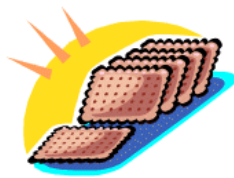
*** **Note:** The sound system is an in-house system, not a DJ system

Cold Buffet

Cold Buffet #1

Cost per person **\$7.75**

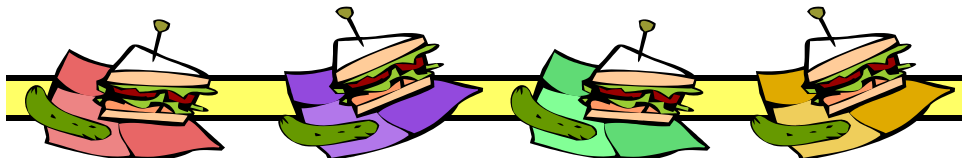
Sliced meats, buns, cheese & crackers, pickles, coleslaw, potato salad, assorted squares, and coffee/punch.



Cold Buffet #2

Cost per person **\$8.00**

Assorted sandwiches, veggies & dip, pickles, assorted squares, and coffee/punch



Croissant Platter

Cost per person **\$5.20**

A fresh mixture of ham salad, egg salad, seafood salad, and veggie croissants.

Great for your event!



Tray Combinations

Tray A

Cost per person \$5.50

Veggies & dip, fruit & dip, squares & cookies, and beverages



Tray B

Cost per person \$5.45

Cheese & crackers, pickles, squares, and beverages



Tray C

Cost per person \$4.25

Muffins, Danish, squares, cookies, and beverages



Hot Buffet Menu

(Minimum 50 Guests)



A popular selection for your affair is our hot buffet. Fresh rolls, pickle relish tray, sliced tomatoes and cucumbers and assorted pastries with coffee/tea/punch are all included in the cost of the buffet.

Entrees (Choice of 2)

Sliced Baked Ham	Roast Turkey
Swedish Meatballs	Roast Glazed Chicken
Cabbage Rolls	Vegetarian Lasagna
Coconut Chicken	Slice Roast Sirloin of Beef

Potato (Choice of 1)

Whipped Potatoes	Rice Pilaf
Scalloped Potatoes	Baked Russet Potato
Penne Alfredo	Princess Potatoes
Oven Roast Potatoes	Parslied New Potatoes

Vegetables (Choice of 1)

Cajun Kernel Corn	Dilled Baby Carrots
Garden Mix Medley	Buttered Peas
California Mix	Seasoned Green Beans

Salads (Choice of 3)

Tossed Garden Salad	Pasta Salad
Creamy Coleslaw	Mixed Bean Salad
Marinated Veg Salad	Jellied Fruit Salad
Potato Salad	



Menu

(minimum of 50 guests)

Served Dinners

Starter your choice of tossed salad, chilled juice, or fresh fruit starter

Main Course

Potato your choice of whipped potato, baked potato, scalloped potato, oven roasted potato, princess potato, or rice pilaf.

Veggie your choice of buttered corn, baby carrots, garden mixed vegetables, seasoned green beans, buttered peas or California mixed vegetables.

Entrée

1. Roast Hip of Beef, served with pan gravy.
2. Roast Turkey, served with sage dressing and gravy.
3. Baked Ham, served with honey mustard sauce.
4. Chicken Kiev, stuffed with herb butter.
5. Chicken/Veal Cordon Bleu, served with gravy.
6. Roast Loin of Pork, served with apple sauce.
7. Prime Rib of Beef, (6oz) served with au jus.
8. Swiss Steak Jardinière.

Dessert

your choice of apple squares, cherry cheesecake, carrot cake, ice cream sundae, fresh fruit with cream, or chocolate mousse. All hot meals are served with fresh rolls and butter as well as coffee and tea.

If these menus do not meet your requirements, please feel free to ask us about a custom-designed menu.



LSCO CATERING PRICES

SERVED DINNERS

- #1 \$17.95**
- #2 \$17.95**
- #3 \$17.50**
- #4 \$18.50**
- #5 \$18.50**
- #6 \$18.25**
- #7 \$22.95**
- #8 \$18.25**

HOT BUFFET DINNER

\$19.95



COLD TRAYS (PER PERSON COST)

COLD MEATS	\$2.25	CHEESE & CRACKER	\$1.95
DINNER ROLLS	\$3.35	PICKLE TRAY	\$0.80
VEGGIE & DIP	\$1.75	FRUIT & DIP	\$1.95
SANDWICHES	\$2.25	SQUARES	\$1.15
COOKIES	\$0.50	MUFFINS / DANISH	\$1.95

CAKES

CARROT FULL SHEET	\$42.00
WHITE FULL SHEET	\$38.00
CHOCOLATE	\$40.00



Additional Information



Extra Catering Charges

- Linen tablecloths, in white or ivory, are available for \$.75 per person
- Linen napkins are available in a variety of colors, for \$.50 per person
- Skirted tables - \$8.00 surcharge per table

Note: All linens must be ordered a minimum of 14 days prior to your function




Bar Arrangements

- It is the policy of the Lethbridge Senior Citizens Organization to leave all bar arrangements up to the customer.
- Liquor, liquor permit, mix, dispensers, glasses, ice, and bartender are the responsibility of the customer.
- No liquor shall be allowed on the LSCO premises without previous permission and a liquor permit.
- Under legislation of the Alberta Gaming and Liquor Commission, homemade wine, cider, and/or beer may not be served or consumed at any licensed function.



To Do List

Things to Do		Date
Send out invitations		
Discuss menu with LSCO		
Pay deposit		
Advise LSCO of linen requirements		
Appoint Master of Ceremonies		
Order cake		
Choose decorations and decorating crew		
Book audio visual equipment		
Arrange for sound system and music		
Schedule newspaper announcements		
Advise LSCO of room setup		
Advise LSCO of final numbers		
Obtain liquor permit		

Notes

**Thank you for choosing the Lethbridge Senior Citizens Organization.
For further information, please contact:**

Food Services Coordinator 320-2222 ext. 27



Lethbridge Senior Citizens Organization
500 11th Street South, Lethbridge, Alberta T1J 4G7
Ph. (403) 320-2222 Fax (403) 320-2762
Email ttroman@lethseniors.com

LSCO CATERING/RENTAL CONTRACT

The Lethbridge Senior Citizens Organization (LSCO) hereby grants permission and services as outlined, subject to the terms and conditions of this agreement, as follows:

1. A non-refundable deposit of \$50.00 is required to confirm a booking. Balance is due within 30 days after the date of the function. A charge of 2% per month will be applied to all past due accounts
2. There is a minimum charge of \$400.00 for catering services. If the function is catered, there is no charge for room rental before midnight. After midnight, a rental charge of \$55.00 per hour will apply and the premises must be totally vacated by **1:30am**.
3. Equipment rentals are available for a rental fee of \$25.00. A separate \$50.00 damage deposit is required at the time of confirmation, and will be fully refunded if equipment is returned without breakage or missing items. The cost of repair or replacement of equipment will be billed to the booking party.
4. There will be a set up fee charge in addition to the rental charges and are as follows:
1-50 people - \$25.00 51-150 people - \$50.00 151 – 300+ people - \$100.00
Smaller meeting type set ups would not be charged the set up fee.
5. For catering, **a guaranteed number of guests attending is required 1 week prior to the function. Because of restrictions put on us by our suppliers, we cannot increase the numbers after the guaranteed number is in place.** The LSCO will bill for either the guaranteed number or the actual number of guests attending, whichever is greater. *All food service in the LSCO Dining Room must be provided by the LSCO kitchen*
6. The client is responsible for all bar arrangements, and must provide and display a liquor permit/license. All liquor must be purchased from a licensed liquor purveyor, and no homemade wines, spirits, or beers are allowed on the premises. **Liability Insurance in the form of a Certificate of Insurance is mandatory when there are bar services, and must be provided one week prior to the event.**
7. **Liability Insurance coverage is required from any groups or organizations renting/ or using LSCO space. Proof of insurance can be in the form of a Certificate of Insurance, and is required one week prior to the event. If proof of insurance is not provided, those groups or organizations are responsible for any liability arising out of their activities.**

SIGNATURE: _____

8. The LSCO is not responsible for any lost/stolen or damaged articles or personal property of the booking party or its guests. The booking party will be responsible for any damage that is caused to the LSCO facility.
9. Tape and tack-like fasteners are not permitted on the walls. *The use of any kind of confetti, including metallic confetti, is strictly prohibited. All candles must be enclosed in an approved candle holder (enclosed).*
10. In accordance with the City of Lethbridge By-law, no smoking is allowed inside the building entrances, windows or air venting systems.
11. In the event of special circumstances, the LSCO reserves the right to cancel or change bookings.

Contact Information

Name _____ **Phone** _____

Mailing Address _____

Function Information

Date of Function _____ Purpose of Function _____

Facility _____ Times of Function _____

Estimated # of Guests _____ Date of Booking _____

Deposit Amount _____ Date Deposit Paid _____

Equipment Required/Room Setup _____

Total Costs _____

The undersigned has read, and on behalf of the booking party, agrees to be bound by the terms and conditions of this contract.

Booking Party Representative
Date signed _____

LSCO Representative