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 and require full payment in advance. 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 1:30 a.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
- Piano (where available)
- Slide Projector
- Coffee Urns
- Overhead 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  $9.50
Sliced meats, buns, cheese & crackers, pickles, coleslaw, potato salad, assorted squares and coffee/tea/punch.

Cold Buffet #2
Cost per person  $9.00
Assorted sandwiches, veggies & dip, pickles, assorted squares and coffee/tea/punch.

Croissant Platter
Cost per person  $6.50
A fresh mixture of ham salad, egg salad, seafood salad and veggie croissants.

Great for your event!
Tray Combinations

Tray A
Cost per person  $9.75
Veggies & dip, fruit & dip, squares & cookies and beverages.

Tray B
Cost per person  $7.75
Cheese & crackers, pickles, squares and beverages.

Tray C
Cost per person  $5.25
Muffins, Danish, squares, cookies and beverages.
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
Sliced 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 Vegetable Salad
Jellied Fruit Salad
Potato Salad

$32.50 Per Person
(Minimum 50 Guests)
Served Menu

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 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.
   $22.95
2. Roast Turkey
   Served with sage dressing and gravy.
   $22.95
3. Baked Ham
   Served with honey mustard sauce.
   $22.95
4. Chicken Kiev
   Stuffed with herb butter.
   $23.50
5. Chicken or Veal Cordon Bleu
   Served with gravy.
   $23.50
6. Roast Loin of Pork
   Served with Apple Sauce.
   $22.95
7. Prime Rib of Beef (6 oz)
   Served with au jus.
   Market Price
8. Swiss Steak Jardinière
   $22.95

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, tea and punch.

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

(Minimum 50 Guests)
Add-Ons

**Beef on a Bun**
Only ........................................ $6.95

**Beef on a Bun**
2 salads, veggie tray and desserts ........ $15.50

**Lasagna**
2 salads, veggie tray, desserts ............. $22.00

**Steak Dinner**
Baked potato, tossed salad, garlic toast and dessert squares
6 oz. ................................................ $16.95
8 oz. .................................................. $19.95

**Roast Beef** Only ......................... $6.50

**Meatballs** Only ......................... $4.25

**Brunch**
Eggs, bacon, sausage, hash browns, fruit salad and Danish ............... $8.50

**Deluxe Brunch**
Eggs, ham, bacon, sausage, hash browns, fruit salad, Danish, choice of pancakes or french toast ......................... $16.50

**Salads**
Potato, pasta, coleslaw, marinated vegetables, tossed and mixed green (additional) ....... $1.25

**Cookies** Only ......................... $.85

**Squares** Only ......................... $1.50

**Pickles** Variety ....................... $.95

**Cake** White or Chocolate Base Price
1/4 slab ........................................ $10.00
1/2 slab ......................................... $20.00
Full slab ....................................... $40.00

**Cake** Carrot
1/4 slab ........................................ $11.00
1/2 slab ......................................... $22.00
Full slab ....................................... $44.00

**Dinner Rolls** Per doz. ............... $3.35

*All prices are per person except for cakes & dinner rolls and include GST*
**Additional Information**

**Extra Catering Charges**

- Linen tablecloths, in white or ivory, are available for $.50 per person.
- Linen napkins are available in a variety of colours 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 Lethbridge Senior Citizens Organization to leave all bar arrangements up to the customer.
- Liquor, liquor permit, mix, dispensers, glasses, and bartender are the responsibility of the customer. We may be able to assist with supplying ice for your function.
- No liquor shall be allowed on 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.
- Bartenders are required to have a *ProServe* Certification.
- Guests are required to provide liability insurance coverage for their function.
# Event Preparation

## Things to Do

<table>
<thead>
<tr>
<th>Task</th>
<th>OK</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send out invitations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss menu with LSCO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay deposit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advise LSCO of linen requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appoint Master of Ceremonies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order cake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose decorations and decorating crew</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book audio visual equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrange for sound system and music</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule newspaper announcements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advise LSCO of room setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advise LSCO of final numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain liquor permit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Notes

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

*Thank you for choosing the Lethbridge Senior Citizens Organization*

*For further information, please contact our*

*Food Services Coordinator 320-2222 ext. 27*
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. A further deposit of 50% of the estimated cost of the function is due and payable 2 weeks prior to the function. Functions may be cancelled by the LSCO if the deposits are not received in due time. The balance is due and payable within 30 days from the function date. A charge of 2% per month will be applied to all past due accounts. 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 1:30 a.m.

2. 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.

3. 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.

4. For catering, a guaranteed number of guests attending is required one 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 LSCO Dining Room must be provided by LSCO kitchen.

5. 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.

6. 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: ________________________________________________
7. 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.

8. 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).*

9. In accordance with the City of Lethbridge By-law, no smoking is allowed inside the building entrances, windows or air venting systems.

10. In the event of special circumstances, 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.

____________________________________________ ____________________________________________

Representative LSCO Representation

____________________________________________ ____________________________________________

Booking Party Date Signed

*Revised February 2016*