



MILWAUKIE ELKS LODGE BANQUETS & CATERING CONTRACT

OUR GOAL IS TO PROVIDE QUALITY, CONSISTENT SERVICE, EXCEPTIONAL AND CREATIVE CUISINE TO OUR MEMBERS AND GUESTS

We are happy you picked our Lodge and we stand ready to make this a memorable event. Our menus include our most popular items and are value priced for you. If you prefer to customize a menu, our banquet staff will be happy to work for you. Our experienced staff will offer suggestions and recommendations for theme parties and/or packages that will make your event unique. Featured in this packet are our traditional and most popular menu items. Our objective is to make this easy and stay within your budget.

OUR MENU PRICES INCLUDE:

- Complete menu ideas from start to finish
- Experienced waiting staff to serve your guests
- Standard table and chair setups
- China, glass, silverware, and appropriate chaffers, stenos and serving trays
- Cocktail napkins
- Standing podium for your speaker
- Table for your registration, cake or display
- American Flag when needed

Your banquet manager will help you plan for additional items needed, over and above the standard banquet needs. Please take time to review the Club Banquet Brochure and general information package to help you plan your next event. We appreciate the opportunity to serve you.

Thank You,

The Club Management and Staff

GETTING STARTED

We need some information to book your party, which you can provide either by phone or in person.

PLEASE PROVIDE THE FOLLOWING:

- Host/sponsor's Name
- Address
- Home or Cell and office telephone numbers
- Name of group/organization hosting party
- Approximate number of attendees
- Serving time for cocktails and meals

Please make preliminary arrangements for date, time, and location as early as possible. Final menu arrangements should be made in person and the contract signed within ten (10) days of the scheduled date or at the time the special function is booked. The club's staff will follow up with you to ensure all arrangements are finalized. Our goal is to do this within 10 days of your party.

GENERAL INFORMATION

Planning your next event with the Lodge is simple to do. Our Banquet Staff will assist you in all aspects of your important event and will guide you through the easy procedures from start to finish. The general guidelines below will give you a better understanding of how we operate in order to provide you with quality, consistent service and exceptional, creative cuisine. We look forward to working with you for an unforgettable event!

LODGE POLICIES

To implement a successful event, certain Lodge policies are in place to insure quality, consistent service, and exceptional creative cuisine for you and your guests. Our Banquet Staff will be happy to answer your questions about these guidelines listed on the following pages.

MILWAUKIE LODGE HOUSE POLICIES:

➤ MEMBERS AND GUESTS EXPECTATIONS

- * Guests and Members are not allowed to enter and exit repeatedly, as we are not a public facility
- * No smoking is permitted anywhere within the building
- * No pets are allowed (with the exception of seeing eye dogs)

➤ CANCELLATIONS

- * Cancellations must be made thirty (30) days prior to the scheduled date. There will be no charge for cancellation a month in advance.
- * If failure to cancel within 21 days of the scheduled event, you will be charged 15% of the total event.
- * If failure to cancel within 14 days of the scheduled event, you will be charged for the full amount of room rental.

➤ FOOD AND BEVERAGES

- * You can bring food items such as wedding cakes, ceremonial cakes, and special event pastries into the club.
- * For the safety of our members, all food and beverages are either consumed or disposed of in the club (exceptions are made when unusual circumstances occur, such as inclement weather that prevents many guests from attending). Should you have any other special requirements, please ask our staff, as we look forward to serving you.

➤ GUARANTEES

- * To ensure the right items and quantities are on hand for your event, please provide your menu selection 10 business days in advance of the event.
- * Please advise us of the number of guests to be served (we want to prepare sufficient food for the *guaranteed* number of attendees). We will work with the host/sponsor on any changes required.
- * You must pay for all guests who attend (and no less than 95% of the *guaranteed* number).

MILWAUKIE CATERING SERVICES

➤ SERVICE CHARGE

- * The total contracted food and beverage costs a service charge of **20%** is added for all in-house parties.
- * There is no service charge on pay-as-you-go bar sales.

➤ PAYMENTS—the Lodge will accept your payment up to 10 business days before the event. WE ACCEPT:

- * Cash
- * Personal check
- * Bank draft
- * Visa or MasterCard is accepted for party payments.

OLCC REGULATIONS

The Oregon Liquor Control Commission regulations require that we provide a licensed bartender to dispense all alcoholic beverages in the state of Oregon. Oregon law requires our staff to request the proper identification (photo ID) of any person of questionable age and refuse to serve alcoholic beverages to any underage person, or if the proper identification cannot be produced when requested. Service will be denied to any person who (in the judgment of the bartender/server/manager) appears to be intoxicated.

PROPERTY, LIABILITY & DAMAGES

The Lodge reserves the right to inspect and control all private functions. Milwaukie Elks Lodge is not liable for any loss or damage to merchandise, equipment, or articles left in any facility prior to, during, or following any event, or for loss or damage to automobiles or its contents while parked on Lodge property. The host/sponsor will be held responsible for any losses or damage to the building, equipment, house decorations or fixtures belonging to the Lodge caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement cost plus labor.

INDEMNIFICATION

To the extent permitted by law, each party hereby agrees to protect, indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of actions resulting from the negligence or intention misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants (as applicable).

DECORATIONS

All decorations other than those provided by the Lodge are the responsibility of the host/sponsor. To preserve the beauty of the Lodge for all members and their guests we request no nailing, tacking or taping to the walls, ceiling or another part of the Lodge without approval of club management.

The host/sponsor is financially responsible for any damages to the facility resulting from misuse of decorations. With the exception of place cards and some individual table decorations, all decorations must be fire resistant and meet the codes of the Fire Department.

Our Banquet staff will assist you in coordinating your decorations in accordance with the fire codes. Please coordinate the time you plan to decorate your tables and area with the Banquet staff to insure there is no conflict with other functions.

MULTIPLE ENTREES

The Lodge uses color codes on luncheons and dinners where multiple entrees are ordered. This practice expedites services and ensures each guest gets what they ordered. We will work with the host/sponsor by providing suggestions on the number of entrée offerings and a color code for each entrée that can be used by each attendee.

SERVING TIME

We pride ourselves in meeting the serving time listed on your contract. For seated functions, our staff will invite your guests to be seated 5 to 10 minutes prior to actual serving time. If, for any reason, you need to delay the serving time, please advise the Banquet staff as soon as possible to insure quality, taste and eye appeal of your meal. For meal service requests at other than normal operating club hours, special pricing may apply. Management will work with you to identify those charges in advance and, if applicable, will clearly indicate the charges on your contract.

MEETINGS AND SEMINARS

We specialize in social events for members and guests that contract for food and beverage services. Members and organizations wishing to use rooms for private meetings and seminars need to contact the catering department for details concerning available times and any applicable charges. Included in this Brochure are room use fees and guidelines to help you plan and stay within your meeting budget.

SPECIALIZED AUDIO VISUAL

For your convenience microphones, podiums, and other items [see contract for details] may be available through the Banquet department to support your function. Identify your needs to the Banquet department well in advance of the function so we can reserve these items for you. If a specialty item is not available within the club, we may be able to assist you by providing a list of sources for the required item.

FUNCTION SPACE

Room capacities are based on specific seating layouts. Special designs, presentation requirement and audio/visual arrangements will impact the number of guests that each room can comfortably accommodate. If the number of guests that you have anticipated changes from your estimate, please contact the Catering Office. Arrangements may need to be made for a larger or smaller room. Your function room will be held for your use only during the time indicated on your catering contract.

DIRECT BILLING PRIVILEGES

Direct billing privileges are extended to groups who have completed our credit application thirty (30) days prior to their function. Groups who do not have billing privileges are responsible for the total balance prior to their event.

DEPOSITS

Milwaukie Elks Lodge reserves the right to require an advance deposit on any booking. All booking deposits are non-refundable/non-transferable and will be applied toward your final balance. Security or cleaning deposits may be refundable when a cancellation is made thirty (30) days or more prior to the function, and there will be no cancellation fee.



ELKS CARE, ELKS SHARE

ROOM USE FEES AND ROOM DEPOSITS

Milwaukie Elks Lodge #2032
13121 SE Mcloughlin Blvd
Milwaukie, OR 97269

Office Number: 503-654-9588
Fax Number: 503-654-0909
Office Hours: 10:00am–4:00pm

Please contact our catering/banquet department for usage fees. Room use fees include: setup/cleanup, room maintenance and general overhead expenses. Listed below are the rooms available.

Lodge Room

Up to 300 people set down
BAR AVAILABLE

Sports Bar

Up to 100 people set down
BAR AVAILABLE

High Rise

Up to 50 people set down

Elkette Room

Up to 75 people set down

Dining Room

Up to 150 people set down
BAR AVAILABLE

Card Room

Up to 100 people set down
BAR AVAILABLE

Park

GRILL AREA
BAR AVAILABLE

Conference Room

Up to 40 people

Bowling Alley Price is based on the number of people.

BEVERAGE POLICIES AND CHARGES

There are two types of bars: "pay-as-you-go" and an "open" bar. There is a \$100 sales guarantee per bar for the first hour and a \$50 sales guarantee per bar for each additional hour.

If your party does not meet these minimums, a charge of \$20 per bar, per hour will be applied to cover bar labor. The minimum sales guarantee is 1 hour.

The Lodge staff will stop serving alcoholic beverages to any individual they feel is intoxicated or nearing intoxication.

Pay-as-you-go Bar: The guests order and pay for their drinks. Standard lounge drink prices apply. See enclosed menu page on beverage prices. There is no service charge added to this type of bar service.

Open Bar: The host/sponsor agrees to pay for all drinks served. Drinks are dispensed to the guests free of charge with the host/sponsor assuming responsibility for payment. An open bar can be set up with a predetermined dollar amount or time limit. The dollar limit amount will be annotated in the contract. A register tab will be computed until the pre-set limit is reached. The **20%** service charge applies. The host/sponsor is responsible for assuring minors do not consume supervised or unsupervised alcoholic beverages.

HELPFUL PLANNING INFORMATION

Your catering department will assist you in planning your special event. However the information listed below will help you understand the appropriate amounts needed for your function.

EQUIVALENTS

| | |
|---------------------|-------------------------------------|
| Bottle of Champagne | = 8 glasses for toasting |
| Liter Carafe Wine | = 8 glasses (4 oz per glass) |
| Liter Liquor | = 32 drinks |
| Gallon Punch | = 30 servings (4 oz per glass) |
| Full Barrel of Beer | = 125-150 glasses (16 oz per glass) |

HORS D'OEUVRES QUANTITY SUGGESTIONS

Light Hors d'oeuvres: of 4 to 6 pieces per person. Usually served in early afternoon or prior to dinner;

Medium Hors d'oeuvres: of 7 to 10 pieces per person. Usually served mid to late afternoon and considered "bridge" food for the Period between lunch and an "after 6" dinner

Served in lieu of a meal and always includes hot/cold meat items

BIRD SEED/FLOWER PETALS

The throwing of birdseed or flower petals at wedding receptions is an accepted custom. Throwing of rice is not permitted due to the health hazard it presents to wildlife. The club manager must approve the throwing of any other materials. A modest cleanup fee will be charged for throwing items inside the lodge or in the entrance area outside the lodge.

TABLE SKIRTING AND LINENS

The Banquet Manager can order specialty linens such as table cloths, napkins and table skirts for your celebration at a nominal fee. These come in a variety of popular colors.

TABLE NUMBERS

We have table numbers available and will place them on the tables to correspond with the seating arrangements. There is NO charge for this service.

MENU PRICES

We offer a variety of menu choices for Breakfast, Lunch, Dinner, and Appetizers for your special event within your price range. On the following pages are listed some of our best selling favorites sure to please your guests.

TO BE AN ELK ~ ASK AN ELK

BREAKFAST MENUS

BASIC BREAKFAST

- THE CONTINENTAL \$6.75 *per person*
 - * Selection of Chilled Juices
 - * Assortment of Freshly Baked Pastries & Muffins
 - * Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

- THE CONTINENTAL PLUS \$7.75 *per person*
 - * Selection of Chilled Juices
 - * Assortment of Freshly Baked Pastries & Muffins
 - * Sliced Seasonal Fruit
 - * Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

PLATED BREAKFASTS

ALL BREAKFAST ENTREES ARE ACCOMPANIED BY THE FOLLOWING:

- * Chilled Orange Juice
- * Toast or Biscuits
- * Fresh Fruit Garnish
- * Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas
- * Choose from the following Breakfast Entrees:

- SCRAMBLED FARM FRESH EGGS \$8.50 *per person* With Plump Sausage Links/Patties or Bacon and Home Fried Potatoes

- AMERICAN CLASSIC \$8.50 *per person*
Scrambled Eggs, Home Fried Potatoes, Bacon and Sausage

- EGGS BENEDICT \$10.25 *per person*
Poached Egg, Canadian Bacon on an English Muffin and Hollandaise Sauce with Home Fried Potatoes

- AMERICAN CLASSIC PLUS \$10.50 *per person*
Scrambled Eggs, Home Fried Potatoes, Bacon, Sausage, and French Toast with Maple Syrup
- BENEDICT BREAKFAST \$11.50 *per person*
Poached Egg, Canadian Bacon on an English Muffin and Hollandaise Sauce with Home Fried Potatoes and a Fresh Fruit Cup
- GRILLED SIRLOIN STEAK \$15.00 *per person*
Juicy Steak, Farm Fresh Scrambled Eggs and Home Fried Potatoes

BREAKFAST ADDITIONS:

- Assortment of Fresh Baked Pastries & Muffins *add \$3.00 per person*
- Fresh Fruit Tray *add \$3.50 per person*

LUNCH MENUS

PLATED LUNCHEONS

- A LIGHT DUO \$10.95 *per person*
A Duo of Healthy Chilled Salads:
 - * Chunk-White Tuna with Celery, Carrots, Onions, and Light Mayonnaise **OR** Diced Chicken with Almonds, Grapes, and Curried Yogurt served over Crisp Greens
 - * Fresh Fruit Cup
 - * Freshly Baked Rolls with Butter
 - * Coffee & Tea Service
- VEGETARIAN TWIST \$12.00 *per person*
 - * Fresh Greens and Tomatoes Tossed with Creamy Balsamic Vinaigrette
 - * Vegetarian Lasagna:
 - * Layers of Vegetables, Pasta, Tomato Sauce, and a Blend of Cheeses
 - * Freshly Baked Rolls with Butter
 - * Coffee & Tea Service

MILWAUKIE CATERING SERVICES

➤ PASTA LOVER'S TREAT \$11.95 *per person*

- * Tossed Greens with Tomatoes, Carrots, and Sprouts with House Dressing
- * Bowtie Pasta tossed with Seasonal Vegetables and Garlic Butter
- * Freshly Baked Rolls with Butter
- * Coffee & Tea Service

➤ THE NEW ENGLANDER \$14.50 *per person*

- * Fresh Spinach Salad with Sliced Mushrooms and Vinaigrette
- * Baked Atlantic Cod with Herbed Bread Crumbs
- * Roasted New Potatoes and Green Beans with Toasted Almonds
- * Freshly Baked Rolls with Butter
- * Coffee & Tea Service

➤ HEARTY APPETITE \$14.50 *per person*

- * Lightly Tossed Caesar Salad
- * Strip Loin of Beef **OR** Marinated Chicken Breast
- * Garlic Mashed Potatoes and Seasonal Vegetables
- * Freshly Baked Rolls with Butter
- * Coffee & Tea Service

PLATED LUNCH ADDITIONS:

| | |
|--|------------------------------|
| Sliced Grilled Chicken Breast for Pasta Lovers | <i>add \$4.50 per person</i> |
| Creamy Tomato Bisque with Herbed Croutons | <i>add \$3.50 per person</i> |

JUSTICE, BROTHERLY LOVE, CHARITY & FIDELITY

That's what Elks are about

LUNCH BUFFETS

➤ DELI LUNCH BUFFET *\$13.95 per person*

- * Tossed Greens with Tomatoes, Cucumbers, Carrots, and Sprouts with a Choice of Dressings
- * Potato Salad
- * Sliced Deli Meats including: Roast Beef, Roast Turkey, and Honey Glazed Ham
- * Sliced Cheeses (choose two): Cheddar, Swiss, American
- * Lettuce Leaves, Sliced Tomatoes, and Onions
- * Assorted Bakery Fresh Rolls
- * Mayonnaise, Butter, and Honey Mustard
- * Fresh Baked Cookies
- * Coffee & Tea Service

➤ AMERICAN CLASSIC BUFFET *\$15.95 per person*

- * Tossed Greens with Tomatoes, Cucumbers, Carrots, Sprouts, and Choice of Dressings
- * Potato Salad
- * Cole Slaw
- * Southern Fried Chicken
- * French Fries
- * Fresh Baked Cookies
- * Coffee & Tea Service

➤ DELUX DELI LUNCH BUFFET *\$17.95 per person*

- * Tossed Greens with Tomatoes, Cucumbers, Carrots, Sprouts, and Choice of Dressings
- * Potato Salad
- * Pasta Salad
- * Sliced Deli Meats including: Roast Beef, Roast Turkey, Honey and Glazed Ham

MILWAUKIE CATERING SERVICES

- * Sliced Cheeses (choose three): Cheddar, Swiss, or American
- * Lettuce Leaves, Sliced Tomatoes, and Onions
- * Assorted Bakery Fresh Breads
- * Mayonnaise, Butter, and Honey Mustard
- * Fresh Baked Cookies
- * Coffee & Tea Service

RECEPTION OPTIONS

Hot Hors d'oeuvres (for 50 people)

- ☐ WINGS (Buffalo, Teriyaki or Honey BBQ)
Total per (100) pieces
\$70.00
- ☐ VEGETABLE SPRING ROLLS with Sweet & Sour Sauce
Total per (50) pieces
\$70.00
- ☐ MEATBALLS (Sweet & Sour, Teriyaki, Swedish or BBQ)
Total per (150) pieces
\$50.00
- ☐ POPPERS Jalapeño Cream Cheese with Cool Ranch Sauce Total
per (50) pieces
\$70.00
- ☐ MOZZERELLA Cheese Sticks with Marinara Dipping Sauce
Total per (65) pieces
\$82.00
- ☐ POPCORN SHRIMP with Cocktail Sauce
Total per (165) pieces
\$115.00
- ☐ KABOBS (Teriyaki Beef, Beef or Chicken with Tangy BBQ)
Total per (80) pieces
\$75.00
- ☐ LIL' SMOKIES BBQ style
Total per (300) pieces
\$70.00

- ☐ TAQUITOS Total per (100) pieces

\$100.00

- ☐ MINI CHICKEN TACO

Total per (140) pieces

\$70.00

Cold Hors d'oeuvres (for 50 people)

- ☐ DELI PLATTER Assorted Meats and Cheeses served with Rolls

Total

\$200.00

- ☐ CHEESE PLATTER Assorted Cheeses and Garnished Grapes

Total

\$120.00

- ☐ ASSORTED MEAT & CHEESE PLATTER Meat, Cheese and Cracker

Platter

Total

\$120.00

- ☐ RELISH PLATTER assorted fresh and picked Vegetables served with

Ranch

Total

\$110.00

- ☐ FRUIT PLATTER Seasonal Availability

Total

\$165.00

- ☐ SPIRALS Assorted Tortilla Roll Ups

Total

\$120.00

- ☐ SALADS Assorted Salad Choices—Potato, Pasta or Coleslaw

Total

\$50.00

- ☐ CAESAR SALAD Fresh Romaine Tossed with Parmesan Croutons

Total

\$50.00

- ☐ TUNA SALAD FINGER SANDWICHES

Total per (60) pieces

\$75.00

MILWAUKIE CATERING SERVICES

- ☐ SMOKED SALMON with Dill Cream Cheese Finger Sandwiches
Total per (80) pieces
\$100.00
- ☐ FANCY DEVILED EGGS
Total per (72) pieces
\$60.00
- ☐ CHILLED PRAWNS on a Cucumber Round
Total per (50) pieces
\$82.00
- ☐ CHIPS & DIPS Assorted Dips and Chips
Total
\$55.00

DINNER MENUS

PLATED

- SOUTHERN HOSPITALITY \$16.95 *per person*
 - * Tossed Greens with Tomatoes, Cucumbers, Carrots, and House Dressing
 - * Southern Fried Chicken
 - * Roasted New Potatoes and Seasonal Vegetables
 - * Rolls with Butter
 - * Chef's Dessert choice
 - * Coffee & Tea Service

- HOMETOWN FAVORITE \$15.95 *per person*
- * Spinach Salad with Sliced Mushrooms, Thin Red Onions, and Vinaigrette Dressing
 - * Sliced Rosemary Roasted Pork Loin with Garlic Mashed Potatoes
 - * Seasonal Vegetables
 - * Rolls with Butter
 - * Chef's Dessert choice
 - * Coffee & Tea Service

- SEAFOOD CLASSIC \$19.95 *per person*
- * Chopped Crisp Romaine Tossed with Tiny Shrimp and Tarragon Vinaigrette
 - * Baked Cod Filet with Herbed Bread Crumbs and Béarnaise, served with Wild Rice Pilaf
 - * Seasonal Vegetables
 - * Rolls with Butter
 - * Chef's Dessert choice
 - * Coffee & Tea Service

SEAFOOD SUBSTITUTIONS:

| | |
|---------------------------------------|------------------------------|
| Baked Halibut | <i>add \$6.00 per person</i> |
| Baked Salmon & Dill Hollandaise Sauce | <i>add \$5.00 per person</i> |

- AWARDS NIGHT \$25.95 *per person*
- * Classic Tossed Caesar with Herbed Croutons and Parmesan Cheese
 - * Sliced Prime Rib with Béarnaise Sauce **OR** Wild Salmon
 - * Roasted New Potatoes **OR** Rice Pilaf
 - * Seasonal Vegetables
 - * Rolls with Butter
 - * Chef's Dessert choice
 - * Coffee & Tea Service

DINNER ADDITIONS:

Shrimp Cocktail with Bibb lettuce, Spicy Red Sauce, and Lemons \$5.00 per person

Fancy Greens with Toasted Walnuts and Raspberry Vinaigrette \$4.50 per person

New England Style Clam Chowder \$4.50 per person

BUILD YOUR OWN BUFFET

ALL BUFFETS INCLUDE:

- * Warm Rolls and Butter
- * Coffee and Tea Service

MEATS/MAIN COURSE ITEMS:

Choose from our Light, Classic, or Sumptuous Buffet Packages listed on the following pages

- ☐ Top Round of Beef
- ☐ Stuffed Chicken Breast
- ☐ Vegetable, Meat or Chicken Lasagna
- ☐ Sliced Roasted Pork Loin
- ☐ Honey Glazed Ham
- ☐ Baked New England Cod

- ☐ Prime Rib Carved *add \$2.00 per person*
- ☐ Baked Halibut *add \$3.00 per person*
- ☐ Baked Salmon *add \$2.00 per person*

STARCH MENU CHOICES:

- ☐ Garlic Mashed Potatoes
- ☐ Baked Potatoes
- ☐ Roasted Red Potatoes
- ☐ Steamed Rice
- ☐ Fried Rice
- ☐ Wild Rice
- ☐ Rice Pilaf

VEGETABLE DISHES:

- ☐ Green Beans with Almonds
- ☐ Peas with Shoe String Carrots
- ☐ Steamed Broccoli Spears
- ☐ Asian Stir Fry
- ☐ Honey Glazed Carrots

SALAD OPTIONS:

- ☐ Classic Potato Salad
- ☐ Macaroni Salad
- ☐ Fruit Salad
- ☐ Bowtie Pasta with Seasonal Vegetables
- ☐ Java Slaw
- ☐ Cole Slaw
- ☐ Broccoli Salad
- ☐ Tossed Green Salad & 2 Dressings
- ☐ Caesar Salad

➤ LIGHT BUFFET

\$17.95 per person

- * Choose (1) Salad
- * Choose (1) Meat
- * Choose (1) Starch
- * Choose (1) Vegetable
- * Dessert (Chef's Choice)

➤ CLASSIC BUFFET *\$21.95 per person*

- * Choose (2) Salads
- * Choose (1) Meat
- * Choose (2) Starches
- * Choose (1) Vegetable
- * Dessert (Chef's Choice)

➤ SUMPTUOUS BUFFET *\$28.95 per person*

- * Choose (3) Salads
- * Choose (2) Meats
- * Choose (2) Starches
- * Choose (1) Vegetable
- * Dessert (Chef's Choice)

THEME BUFFETS

➤ ENDLESS SUMMER BEACH PARTY *\$15.95 per person*

- * Tossed Greens with Veggies and House Dressing
- * Classic Potato Salad
- * Grilled Burgers and Hot Dogs with all the Trimmings
- * Baked Beans
- * Sliced Seasonal Fruit
- * Iced Tea and Coffee Service

➤ SOUTH OF THE BORDER *\$21.95 per person*

- * Greens with Tomatoes and Onions Tossed with House Dressing
- * Beef Taquitos
- * Chicken Fajitas with Warm Flour Tortillas
- * Shredded Pork Enchiladas with Salsa Verde
- * Refried Beans
- * Mexican Rice

- * Sliced Fruits
- * Coffee & Tea Service

BUFFET ADDITIONS

Tortilla Chips and Salsa *add \$1.50 per person*

WEDDING RECEPTION

PACKAGES

Each Package includes the following items and services:

- Room Setup includes tables, chairs, and display area needed for this reception
- House Linens and Napkins
- Votive Candles
- Fruit Punch
- Champagne or Sparkling Cider "Toast"
- Designated Picture Areas

Base Price (100 Guest Minimum) \$350.00

Pick One of the Special Menu Packages Below

- CLUB CLASSIC *\$14.95 per person*
 - * Tomato Basil Crostini (2 pcs. per person)
 - * Assorted Finger Sandwiches
 - * Fancy Deviled Eggs (2 pcs. per person)
 - * Imported and Domestic Cheeses with Sliced Baguettes
 - * Vegetable Crudités with Ranch Dressing
 - * Assorted Dips and Chips
 - * Fruit Punch
 - * Coffee Service
- GALA AFFAIR *\$19.95 per person*
 - * Tomato Basil Crostini (2 pcs. per person)
 - * Beef Taquitos (3 pcs. per person)
 - * Assorted Finger Sandwiches
 - * Fancy Deviled Eggs (2 pcs. per person)
 - * Vegetable Crudités with Ranch Dressing
 - * Assorted Dips and Chips
 - * Fruit Platter

MILWAUKIE CATERING SERVICES

- * Deluxe Sliced Meats, Imported and Domestic Cheeses with Rolls and Condiments
- * Fruit Punch
- * Coffee Service

➤ TOUCH OF CLASS \$28.95

- * Chilled Shrimp with Tangy Cocktail Sauce and Lemon
- * Assorted Finger Sandwiches
- * Vegetable Crudités with Ranch Dressing
- * Fruit Platter
- * Whole French Baked Brie w/ Sliced Baguette
- * Grilled Chicken Kabobs (*2 pcs. per person*)
- * Crab Rangoon with Shoyu Mustard Sauce (*3 pcs. per person*)
- * Black Bean and Cheese Quesadillas (*3 pcs. per person*)
- * Carved Roast Beef Served with Creamy Horseradish Sauce and Rolls
- * Fruit Punch
- * Coffee Service

WEDDING SPECIALTIES

The Lodge offers the following items on a complimentary basis for your special event:

- Tables and Chairs
- Plates and Silverware
- Candles (*2 per table based on Club inventories*)
- Registration Table
- Gift Table
- Cake Table
- Chaffers with Sterno (*based on food ordered*)

The following items and services may be provided through your Banquet Manager at a nominal fee:

| | |
|---|---------------------|
| Specialty Linens | \$ 6.00 per piece |
| Specialty Napkins | \$. 1.00 per napkin |
| Cake Cutting | \$35.00 with plates |
| Entertainment (prices vary based on type chosen) for your event | |

BAR & BEVERAGES

In compliance with the Oregon Liquor Control Commission regulations, all alcoholic beverages must be dispensed by licensed staff. Bars will be closed a minimum of 30 minutes prior to the scheduled conclusion of the function. A full range of liquors, beer and wine can be made available upon request

WINE LIST

SPARKLING WINES & CHAMPAIGNS

price per bottle

| | |
|-------------------------------|---------|
| * Segura Vidas Brut NV | \$18.00 |
| * Freixnet, Carta NV | \$18.00 |
| * Andre Extra Dry, California | \$12.00 |

WHITE VARIETALS

| | |
|--|---------|
| * Kendall Jackson Chardonnay, California | \$25.00 |
| * Sagelands Chardonnay, Washington | \$18.00 |
| * Columbia Chardonnay, Washington | \$18.00 |
| * Copper Ridge Chardonnay, California | \$13.00 |
| * Eola Hills Pinot Gris, Oregon | \$18.00 |
| * Ecco Domani Pinot Gris, Italy | \$18.00 |
| * Barefoot Pinot Grigio, California | \$18.00 |
| * Barefoot White Zinfandel, Washington | \$18.00 |
| * Copper Ridge White Zinfandel, California | \$13.00 |
| * Barefoot Riesling, California | \$18.00 |
| * Columbia Cellermaster Riesling, Washington | \$18.00 |

RED VARIETALS

| | |
|---|---------|
| * Louis M. Martini Cabernet, California | \$25.00 |
| * Eola Hills Cabernet, California | \$25.00 |
| * Sterling Vineyards Cabernet, California | \$25.00 |
| * Columbia Cabernet Sauvignon, Washington | \$18.00 |
| * Sagelands Merlot, Washington | \$18.00 |

MILWAUKIE CATERING SERVICES

| | |
|--|---------|
| * Copper Ridge Cabernet Sauvignon, California | \$13.00 |
| * Sagelands Merlot, Washington | \$18.00 |
| * Columbia Merlot, Washington | \$18.00 |
| * Copper Ridge Merlot, California | \$13.00 |
| * Parducci Pinot Noir, California | \$22.00 |
| * Eola Hills Pinot Noir, Oregon | \$25.00 |
| * Kendall Jackson, Select Pinot Noir, California | \$27.00 |

OTHER VARIETALS

price per bottle

| | |
|-------------------------------|---------|
| * Columbia Syrah, Washington | \$18.00 |
| * Barefoot Shiraz, California | \$18.00 |

There will be a \$7.00 corkage fee for opened wines

LIQUOR & BEER LIST

HOUSE BRANDS

price per glass

| | |
|-----------|--------|
| * Vodka | \$3.00 |
| * Tequila | \$3.00 |
| * Gin | \$3.00 |
| * Bourbon | \$3.00 |
| * Rum | \$3.00 |
| * Brandy | \$3.00 |

CALL BRANDS

price per glass

| | |
|------------------------|-----------------|
| * Seagram's 7 | \$3.00 - \$5.00 |
| * Absolut Vodka | |
| * Tanqueray Gin | |
| * Cuervo Gold Tequila | |
| * Barcardi Light Rum | |
| * Jack Daniels Bourbon | |
| * J & B Scotch | |

LIQUEURS

price per glass

| | |
|------------------------|--------|
| * Kahula | \$5.00 |
| * Bailey's Irish Cream | \$5.00 |

BOTTLED DOMESTIC BEERS***price per glass***

| | |
|--------------|--------|
| * Bud | \$3.00 |
| * Bud Lite | \$3.00 |
| * Coors Lite | \$3.00 |

IMPORTED BOTTLED BEER & MICROBREWS***price per bottle***

| | |
|---|----------|
| * Widmer Hefeweisen | \$4.00 |
| * Mirror Pond Ale | \$4.00 |
| * Corona | \$4.00 |
| * Domestic Keg of Beer (approximately 180 servings) | \$350.00 |
| * Microbrew or Imported Keg of Beer | \$450.00 |

NON ALCOHOL DRINKS***price***

| | |
|---|---------|
| * Coffee (6) gallons (for approximately 100 people) | \$40.00 |
| * Punch (4) gallons (for approximately 100 people) | \$35.00 |
| * Soda Pop (per glass) | \$ 1.50 |

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NOTES

[illegible]

MILWAUKIE ELKS LODGE BANQUETS & CATERING CONTRACT-----MILWAUKIE ELKS LODGE BANQUETS & CATERING CONTRACT**MILWAUKIE ELKS LODGE #2032**

----- TABLE ARRANGEMENTS AND ROOM SET UP PLAN

Total from other side: _____**MENU**

| Qty | Item | Price | Total |
|-----|------|-------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Grand Total Food: _____**BEVERAGE SERVICE**
☐ Hosted ☐ Non-Hosted (See Rules)
DEPOSITS

Service/set-up 20% _____

Total Beverages _____

Total Details _____

Planned Total of Event: _____

Hold Date Deposit: _____

50% Deposit one week before Event [no refund] _____

Down Payment: _____

TOTAL DEPOSIT: _____

To hold room date \$100.00 30 day cancellation option

We require your food order one week prior to your event

We also require a count of your guests 48 hours prior to event

We require a guest list if possible

When your event is over 100 people we must have a greeter fee of 10.00 per hour max 4 hours

When your event is over 300 people we must have a damage deposit and cleaning fee of \$300.00

You may receive back up to \$200.00 of damage and cleaning deposit when event is over.

Banquet Manager _____

Customer Signature _____

MILWAUKIE CATERING SERVICES

13121 SE MCLOUGHLIN BLVD
MILWAUKIE OREGON 97222

MAILING: PO BOX 22242
MILWAUKIE OR 97269

OFFICE: 503.654.9588

FAX: 503.654.0909

BANQUET # _____ DATE OF EVENT _____

NAME OF GROUP _____ TIME FROM _____ TO _____

PERSON RESPONSIBLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

ATTENDANTS _____

PHONE (Home) _____ (Work) _____

ELK MEMBER _____ MEMBER # _____

☐ SIT DOWN ☐ BUFFET ☐ APPETIZERS ☐ OTHER ☐ HOSTED ☐ NON HOSTED

TIMES: EVENT STARTS _____ BAR OPEN _____ FOOD _____

DETAILS (see detail sheet)

| | | |
|---|---|--|
| <input type="checkbox"/> Room Charge _____ | <input type="checkbox"/> Platform \$5.00 ea | <input type="checkbox"/> Registration Desk \$10.00 |
| <input type="checkbox"/> Public Address \$20.00 | <input type="checkbox"/> Arch \$20.00 | <input type="checkbox"/> Candle Holders \$3.00 ea |
| <input type="checkbox"/> Linen Color _____ | <input type="checkbox"/> VCR \$25.00 | <input type="checkbox"/> Mirrors \$2.00 ea |
| <input type="checkbox"/> Table Linen \$5.00 ea | <input type="checkbox"/> Overhead \$20.00 | <input type="checkbox"/> Greeter Fee \$10.00 ph |
| <input type="checkbox"/> Napkins \$1.00 ea | <input type="checkbox"/> TV \$35.00 | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Lamps \$1.00 ea | <input type="checkbox"/> Projector \$50.00 | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Flags \$5.00 | <input type="checkbox"/> Table #'s \$5.00 | <input type="checkbox"/> Podium \$5.00 |
| <input type="checkbox"/> Piano \$50.00 | <input type="checkbox"/> Coat Rack \$5.00 | <input type="checkbox"/> Corkage Fee \$7.00 pb |
