

VENUE RENTAL MENU/PRICING, REVISED JANUARY 2019

RENSELAER ELKS 2073 683 Columbia Turnpike East Greenbush, NY 518-477-9947

We have three venues available to rent:

- **Inside Banquet Hall** - Can accommodate 150 comfortably sitting down. Rental includes tables and chairs. 60" round table (sits 6-8 per table) or 8 ft. long rectangular tables. If you are having us cater the event, the minimum number you will be charged for is the final count number you provide us, 10 days before your event.

Parties of 80 or greater requires the use of our catering services.

Rental only is \$300.00 for 4 hours, with a refundable \$50 cleaning fee. Longer than 4 hours is an additional \$50.00 per hour. Rental only requires you to leave the facility in the same manner that you receive it or forfeiture of your \$50 cleaning deposit will occur.

Rental fee is waived when purchased catering services exceed \$500.00

- **Outside Pavilion** – Can accommodate 180 people. Rental of pavilion only for parties under 80 without obtaining food from us. Rental includes picnic tables. If you remove picnic tables from pavilion you must put them back when finished. **Parties of 80 or greater require the use of our catering services.**

Rental only is \$225.00 for 4 hours with a refundable \$50 cleaning fee. Longer than 4 hours is an additional \$35.00 per hour. Rental only requires you to leave the facility in the same manner that you receive it including trash removal or forfeiture of your \$50 cleaning deposit will occur.

Rental fee is waived when purchased catering services exceed \$400.00

Paper supplies, and utensils will not be provided unless included in contract.

- **Bar Lounge Area** – Can accommodate parties 40 or under. We can pull the sliding doors to separate your party from the bar area.

Rental only is \$100.00 for 4 hours. Longer than 4 hours is an additional \$10.00 per hour.

To reserve your date, a \$100.00 non-refundable deposit plus the signing of a contract is required. We also require a \$50.00 cleaning fee deposit which will be returned to after you have cleaned up after your party.

Everything in this document including the following restrictions are incorporated into your signed contract:

For any reason beyond our control the Lodge becomes unusable, the deposit and any fees collected will be returned,

Payment can be taken before the event, but is due the day the event takes place,

The condition of the rental areas should be left how you received them. If rental only, you are responsible for taking the garbage out to the dumpster. If you leave our facility in an unsatisfactory condition the cleaning deposit will not be returned or used to reduce the outstanding balance.

No glass containers or bottles are allowed outside the bar area. Only members are allowed in the kitchen,

Per NYS Law, no one is allowed to bring alcoholic beverages upon the Elks property and alcoholic beverages served are not to be removed from the premises,

UNDER AGE DRINKING (21) IS STRICTLY PROHIBITED

It is your responsibility to notify us within 10 days with your final count of guests. This is the number that will be used in food preparation and billing.

Decorations: No tacks or tape are to be used on our walls or ceiling. No confetti anywhere.

Extras:

Linens (Table cloths and napkins) available - \$60.00 for fewer than 70 people
\$100.00 for 70 people and above

Ice Five gallon pail \$5.00
Unlimited \$30.00

Arbor Rental \$50.00

China/Flatware \$1.25 per person (Rental Only)

Food Preparation:

Cooking We will cook your food for \$15.00 per hour with a minimum charge of \$30.00
Heating For insurance reasons only Elks members are allowed to use the kitchen equipment. We will heat your food for \$15.00 per hour or any part thereof with a minimum charge of \$15.00.

Breakfast Menu

\$9.00 per person (Plated) .

\$12.00 per person (Buffet style)

Scrambled Eggs

French Toast or Pancakes with Maple Syrup

Bacon

Sausage

Home Fries

Orange, Tomato, Cranberry juice.

Coffee

Tea

Fresh Fruit — add \$2.00 per person

Beverages Available

Beer 1/2 Keg Domestic	\$200.00
Champagne Toast (per person)	\$3.00
Champagne (per bottle)	\$30.00
Wine (per bottle)	\$30.00
Soda (per cup)	\$1.00
Soda Package (per person)	\$2.00 unlimited - charged per final guest count
Fountain Rental	\$35.00 — Fountain only \$65.00 - Nonalcoholic fill \$100.00 - Daiquiris/Sour fill

Inside Banquet Hall: Bartender available - \$48.00 for minimum of 4 hours.
\$12.00 per hour for each additional hour.

Outside Pavilion: Bartender available - \$60.00 for minimum of 4 hours. \$15.00
per hour for each additional hour.

Party Options:

We have several options available for beverages depending on your party needs.

Cash Bar — the person ordering the drink pays for the drink

Liquor/Beer/Wine Limit — you set a pre-defined cash amount you want to be responsible to pay. When the limit is reached the host/hostess will notify you and you can switch to a cash bar or up the limit.

Beer/Wine prepay — you can purchase a 1/2 keg of beer or a specific number of bottles of wine and your guests can drink free as long as they last or until your party is over. **Prepaid beverages are not refundable on left overs nor can they be taken with you.**

Hors D' Oeuvres

(Prices are separate from dinner)

Hors D' Oeuvres are available for parties of 25 or more

Choose from group A \$3.00 per item

Choose from group B \$5.00 per item

Group A

Vegetable Tray

Onion Rings

Pepperoni Slices and Crackers

Cheese Cubes and Crackers

Chips and Dip platter

Mozzarella Sticks, Breaded

Pigs in a Blanket

Breaded Mushrooms

Group B

Mild, Medium, Hot or BBQ Chicken Wings

Potato Skins with cheese and sour cream

Italian Sausages, (Bite Size) Hot or Mild

Chicken Nuggets (Bite Size)

Pizza Rolls (Bite Size)

Fruit Platter

Soups: Vegetable, Chicken Noodle, Tomato (choose one)

Chowder and French Onion available at additional \$1.00 per person

Buffets

Buffets are available for parties of 25 or more.

Hot and Cold Buffet –

7 items (3 cold, 4 hot) - \$20.00 per person

4 items (2 cold, 2 hot) - \$17.00 per person

Cold Buffet –

6 items \$18.00 per person

4 items \$16.00 per person

Hot Choices

Macaroni and Cheese

German Potato Salad

Beef Stroganoff

Hawaiian Kielbasa

Baked Ziti

Sausage and Pepper

Hot, Medium, Mild BBQ Chicken Wings

Meatball in Sauce

Baked Beans

Swedish Meatballs

Beef Tips in Sauce

Mexican Pizza

Lasagna (Veggie or Meat)

Chicken Parmesan

Cold Choices

Meat Platter: Roast Beef, Ham, Turkey, Salami, Corned Beef (choose 3)

Cheese Platter; American, Swiss, Provolone (choose 2)

Relish Tray: Peppers, Olives, Pickles, Pepperoncini

Tossed Salad (choice of 2 dressings)

Sharp Cheddar Cheese with Bread

Macaroni Salad (plain or tuna)

Tri-Color pasta salad

Sliced Pepperoni/crackers

Coleslaw

Potato Salad

Vegetable Platter with Dip

Fruit Platter

Salad Dressings: Creamy Italian, Ranch, Blue Cheese, French, Balsamic Vinegar, Thousand Island

Coffee, Tea and rolls included in all Buffet menus

Additional items may be added at a cost of \$2.00 per person

Sit Down Dinners

(Offered Plated or Family style as indicated)

<u>Family</u>	<u>Plated</u>	
\$20.00	\$19.00	Roast Beef
\$20.00	\$19.00	Roast Pork with Dressing
\$17.00	\$16.00	Baked Glazed Ham
N/A	\$18.00	Baked Chicken Breast with Dressing
N/A	\$17.00	Chicken Parmesan
N/A	\$20.00	Veal Parmesan
N/A	\$17.00	Eggplant Parmesan
\$16.00	\$15.00	Spaghetti and Meatballs
N/A	\$16.00	Lasagna (Vegetable or Meat)
N/A	Market	Prime Rib
N/A	Market	Steak (NY Strip, Ribeye, Porterhouse)
\$19.00	\$18.00	Shrimp Scampi with Angel Hair Pasta
N/A	\$20.00	Fresh Fish (Cod or Haddock)

All sit down meals include:

Vegetable, choice of potato, rice or pasta, Salad, Appropriate gravy or sauce, Rolls & Butter, Coffee and Tea

Salad Dressing: (choice of 2)

Italian, Creamy Italian, Ranch, Blue Cheese, French, Balsamic Vinegar, Thousand Island

Pavilion Menu

Pavilion menu is available for parties of 25 or more.

\$20.00/person	\$18.00/person	\$15.00/person	\$12.00/person
BBQ Chicken & Ribs	BBQ Chicken & Hamburgers & Hot Dogs	BBQ Chicken	Hamburgers & Hot Dogs
Choice of Two*	Choice of Two*	Choice of Two*	Choice of Two*
Macaroni Salad	Macaroni Salad	Macaroni Salad	Macaroni Salad
Potato Salad	Potato Salad	Potato Salad	Potato Salad
Tri-Color Pasta Salad	Tri-Color Pasta Salad	Tri- Color Pasta Salad	Tri-Color Pasta Salad
Baked Beans	Baked Beans	Baked Beans	Baked Beans
Baked Potato	Baked Potato	Baked Potato	Cole Slaw
Cole Slaw	Cole Slaw	Cole Slaw	

*Additional items can be added for \$2.00 per person