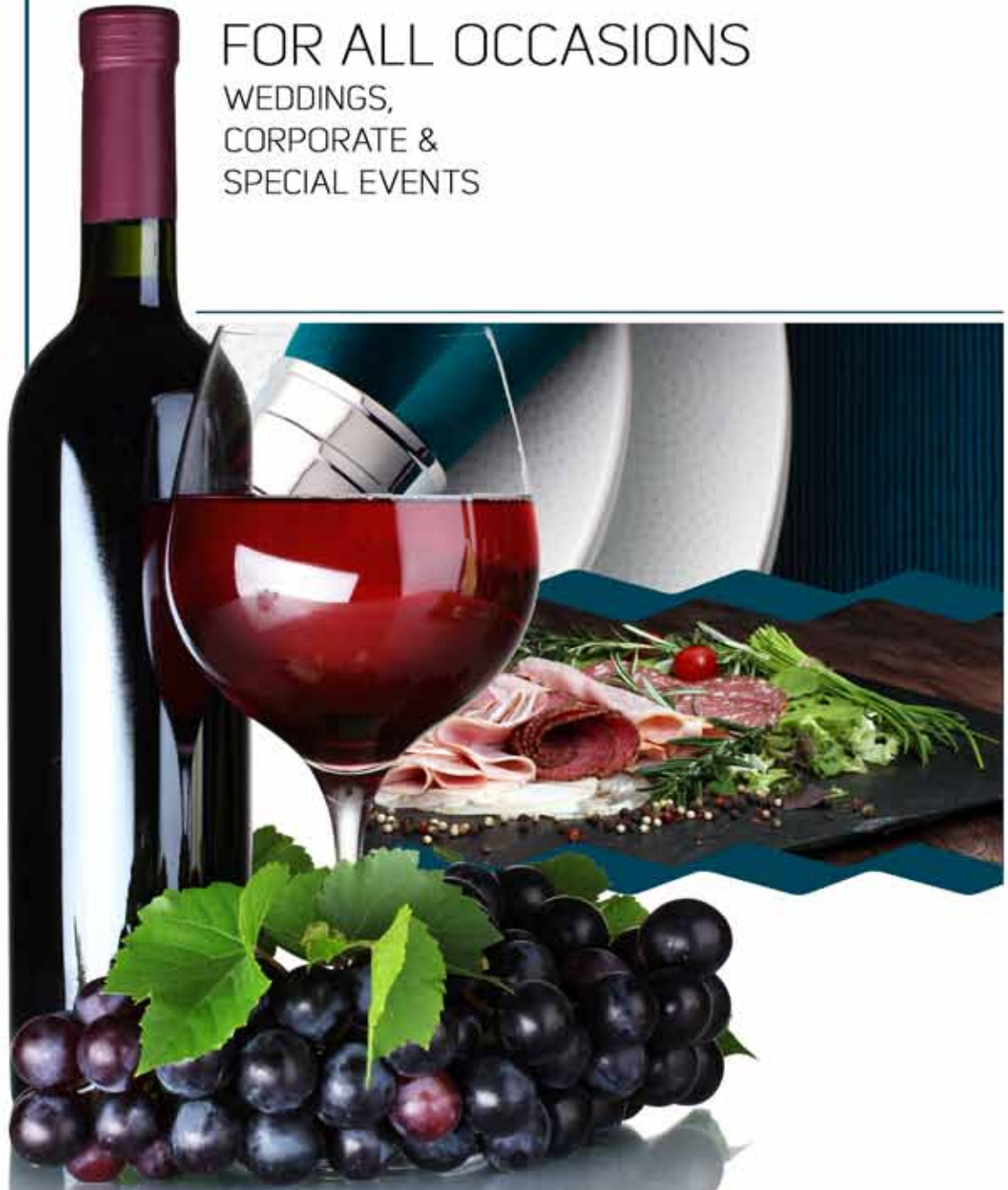




Catering

FOR ALL OCCASIONS

WEDDINGS,
CORPORATE &
SPECIAL EVENTS



WELCOME

The Students' Union Ballroom is "one of a kind" with a great view overlooking the coulees to the east side of the city.



Sit back and relax in the serene surroundings, or spruce up your event with an enchanting decorative scheme and a delicious meal. To fully captivate your guests, add entertainment to your event, either way, the choice is yours.



The success of your event is of the utmost importance to us. Our friendly and experienced staff are waiting to make your special day enjoyable and memorable for years to come.



BALLROOM FACILITIES & BOOKING PROCEDURE



The University of Lethbridge Students' Union (ULSU) operates three Ballrooms that can be booked individually or collectively to create one Grand Ballroom. The maximum capacity for the Grand Ballroom for a sit-down dinner is 280. The total informal standing room capacity is 550 and theatre-style seating of the Grand Ballroom is 400 people. **The capacities do not reflect any bar service, DJ, head table, risers, stage, etc., all of which will reduce capacity considerably.**

It is our pleasure to give you a tour and answer any questions you may have. To make an appointment to view our facilities or to book our Ballroom(s), contact the ULSU Operations Coordinator at 403-329-2017.

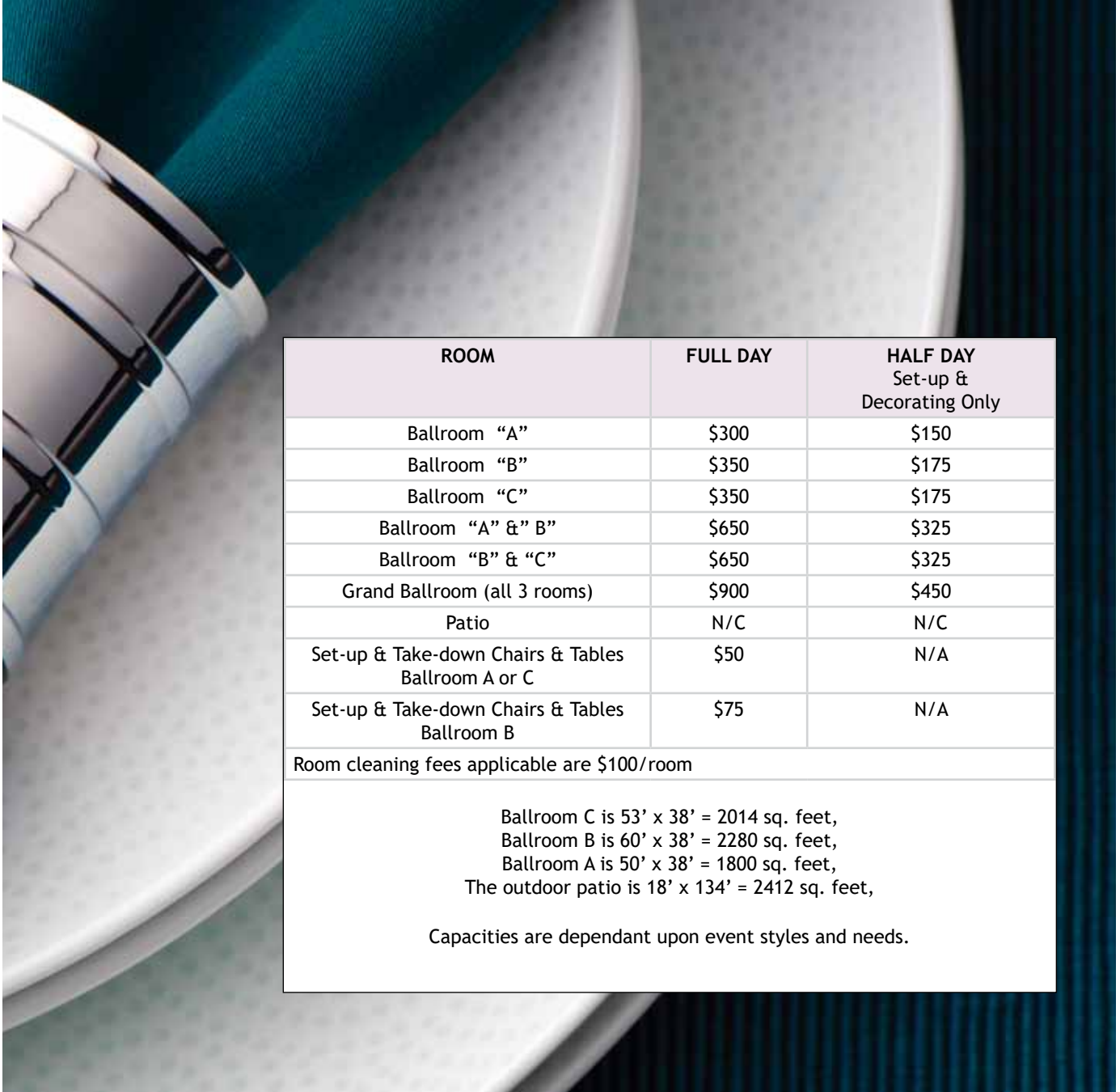
Each function is unique and our staff is pleased to assist you in customizing your event. There are a variety of seating plans, beverage services, equipment and entertainment options available to suit your needs. Details regarding this can be discussed with our Operations Coordinator.

We are committed to offering the highest standards of food quality and superior service to all of our clients. We provide tailored catering solutions for your event while keeping your budget in mind.

The Students' Union is located on the University of Lethbridge campus. To make it easy for you, we have included a complete contact information page at the end of this booklet.



ROOM INFORMATION



ROOM	FULL DAY	HALF DAY Set-up & Decorating Only
Ballroom "A"	\$300	\$150
Ballroom "B"	\$350	\$175
Ballroom "C"	\$350	\$175
Ballroom "A" & "B"	\$650	\$325
Ballroom "B" & "C"	\$650	\$325
Grand Ballroom (all 3 rooms)	\$900	\$450
Patio	N/C	N/C
Set-up & Take-down Chairs & Tables Ballroom A or C	\$50	N/A
Set-up & Take-down Chairs & Tables Ballroom B	\$75	N/A

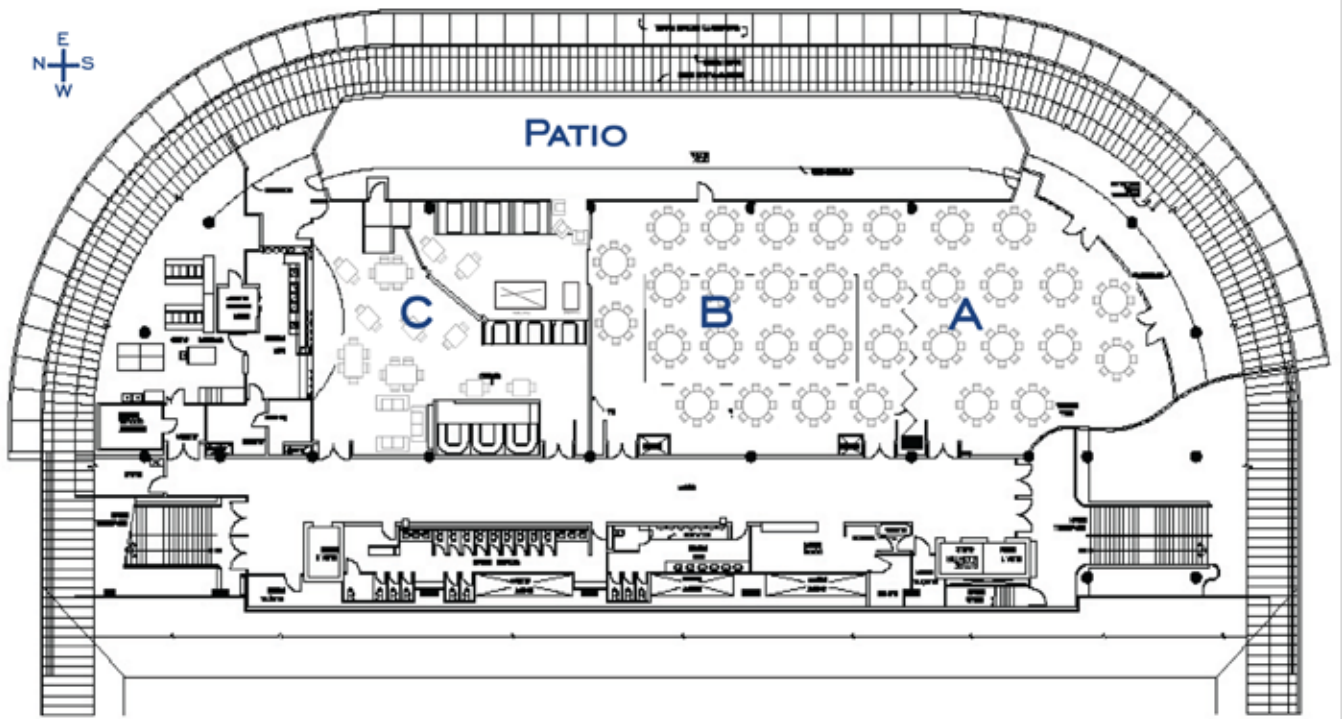
Room cleaning fees applicable are \$100/room

Ballroom C is 53' x 38' = 2014 sq. feet,
 Ballroom B is 60' x 38' = 2280 sq. feet,
 Ballroom A is 50' x 38' = 1800 sq. feet,
 The outdoor patio is 18' x 134' = 2412 sq. feet,

Capacities are dependant upon event styles and needs.



BALLROOM



EQUIPMENT & COAT CHECK



EQUIPMENT	PRICE
Fixed 10' drop down screen with projector for Ballroom "C" only	\$80/day/event
Portable 8' pulldown screen	\$20/day/event
Digital projector	\$80
Podium & wireless mic	\$40
Risers (8" high)	N/C
Stage (30" high)	\$300 (\$30/section, max 10 sections)
Coat check - Supervised	\$20/hr.
Coat check - Unsupervised	N/C



(GST not included)

CHAIR COVERS, SHASH, PIPE & DRAPE



ITEM	PRICE
CHAIR COVERS (white satin, black satin, ivory polyester)	\$2.00 each
CHAIR SASH (Silver, black, chocolate, fushia, lemon, apple green, Caribbean, white, lavender, eggplant, red)	\$1.00 each
TABLE RUNNERS Lavender, lemon, caribbean, black & white damask, eggplant damask, black satin)	\$1.00 each
OVERLAY Ice blue snowflake table cloth overlay	\$1.50 each
Table Skirting	\$5 each
Table Linens	\$3 each
PIPE & DRAPE 3 (sections)	\$30/section
White trees with lights	\$10.00 each
Remote control colour changing string lights (indoor/outdoor)	\$30.00/2 sets
SET-UP & TAKE-DOWN	
Set-up Chair Covers/Sashes	\$1.00/chair
Take-down Chair Covers/Sashes	\$.50/chair
Table Runners	N/C
Overlay	N/C
Pipe & Drape	\$15/section

CATERING



Platters

Small 15 people, Large 30 people

FRUIT SLICES - SM \$36, LG \$72

WHOLE FRUIT BY THE PIECE - SM \$15, LG \$30

FRESH VEGETABLES WITH DIP - SM \$25, LG \$50

CHEESE PLATTER - SM \$50, LG \$96

DELI MEAT PLATTER - SM \$50, LG \$96

ASSORTED PICKLE PLATTER - SM \$25, LG \$50

SANDWICHES/WRAPPS PLATTER - SM \$50, LG \$96

BRUSCHETTA & CROSTINI PLATTER - SM \$38, LG \$76
(includes topping & dip)

SPINACH & ARTICHOKE DIP PLATTER - SM \$40, LG \$80
(with pita triangles)

COOKIE PLATTER - SM \$36, LG \$72
(includes 2-3 varieties)

ASSORTED SQUARES PLATTER - SM \$36, LG \$72
(includes 2-3 varieties)

ASSORTED MUFFIN PLATTER - SM \$30, LG \$60
(includes 2-3 varieties)

FRY BREAD BEIGNETS PLATTER - SM \$22, LG \$44
(homemade donuts tossed in icing sugar with mixed berry
& chocolate sauce)

MINI CAKES PLATTER - SM \$36, LG \$72
(includes 2-3 varieties)

TARTS & MINI SLICED PIE PLATTER - SM \$40, LG \$80
(2-3 tart varieties, 1-2 pie varieties)

QUICK SNACK PLATTER - SM \$30, LG \$60
(includes chips, trail mix, popcorn)

HEALTHY SNACK PLATTER - SM \$45, LG \$90
(includes granola bars, whole fruit, yogurt cups)

Breakfast Buffets

Pancake Breakfast - \$14.99/person
Pancakes, scrambled eggs, sausage, bacon, fresh whole
fruit, coffee, tea, juice.

Continental Breakfast - \$12.99/person
Muffins, danish, pastries, granola bars, cereals, yogurt,
fresh sliced fruit, coffee, tea, juice.

Standard Breakfast - \$15.99/person
Cheese scrambled eggs, bacon, sausage, hash browns,
toast, fresh sliced fruit, coffee, tea, juice.

Pasta Buffets

Selections include: Choose two salads, one dessert.
Dinner rolls, coffee, tea, soft drinks.

PASTA

Pasta: penne, rotini, fusilli, Sauce: tomato with meat,
marinara or alfredo. \$17.99/person

BEEF LASAGNA

Beef, onions, tomatoes, mozzarella cheese,
marinara sauce. \$18.99/person

VEGETARIAN LASAGNA

Egg plant, bell peppers, onions, tomatoes,
mushrooms, mozzarella cheese,
marinara sauce. \$17.99/person



CATERING



Themed Buffets

(11:00 am - Close)

REGULAR BARBECUE

Includes: Choose two salads & one dessert.
Coffee, tea, soft drinks.

Grilled Burgers &/or Smokies - \$17.99/person
Pulled Pork - on a Kaiser bun - \$23.99/person

STEAK BARBECUE

Includes: Choice of one side, one salad,
corn on the cob or seasonal vegetable, one dessert.
Coffee, tea, soft drinks.

8oz. Sirloin - \$24.99/person
8oz. New York Strip - \$29.99/person
8oz. Rib Eye - \$32.99/person
6 oz Salmon - \$29.99/person

GINGER BEEF/SWEET & SOUR CHICKEN

Includes: Fried rice, stir-fried vegetables & choice of one
salad and one dessert. Coffee, tea, soft drinks.
\$17.99/person

SOFT & HARD TACOS

Includes: Caesar salad, your choice of one dessert.
Coffee, tea, soft drinks.

Fillings: Beef, black beans, tomatoes, green onions,
lettuce, bell peppers, black olives, jalapenos, grated
cheddar cheese, sour cream, salsa. \$14.99/person

TACO IN A BAG

Includes: Seasoned beef, lettuce, tomatoes, green onions,
black olives, jalapenos salsa, sour cream \$8.99/person
Choice of one dessert - add \$2/person

POUTINE OR PIEROGI BAR

Includes: Home cut fries, cheese curds, real bacon bits,
sauteed mushrooms, green onions, diced tomatoes,
herbs and gravy. \$10.99/person
Chili - add \$3/person
Choice of one salad or dessert - add \$2/person

BAKED POTATO BAR

Includes: Baked potato, cheese, jalapeño poppers, bacon,
sauteed mushrooms, green onions, diced tomatoes,
steamed broccoli. \$10.99/person
chicken alfredo topping - add \$3/person
Choice of one salad or dessert - add \$2/person

HOT DOG BAR

Includes: Beef & vegetarian hot dogs, chili, real bacon bits,
cheddar cheese, onions, pickles, hot peppers, black bean

salsa, sauerkraut, jalapeño cream cheese, mustard,
ketchup, fresh buns and potato chips \$12.99/person
Choice of one salad or dessert - add \$2/person

NACHO BAR

Includes: Black beans, tomatoes, corn, green
onions, black olives, guacamole, salsa, sour cream, cheese
sauce, jalapenos, cilantro \$10.99/person
Beef - add \$3/person
Choice of one dessert - add \$2/person

Pizza & Wings Buffet

(11:00 am - Close)

Regular Selections Include: Choose one salad &
one dessert. Coffee, tea, soft drinks. \$17.99/person

Pizza & Wings Selections Include: Choose one salad & one
dessert. Choice of three chicken wing flavours, coffee,
tea, soft drinks. \$27.99/person

Pulled Pork

*Pulled pork, jalapenos, red onions, barbecue sauce,
mozzarella cheese, cilantro, ranch dressing.*

Barbecue Chicken

*Chicken, bell peppers, red onions, mozzarella cheese, cilan-
tro, ranch dressing, barbecue sauce.*

Philly Cheese Steak

Roast beef, bell peppers, red onions, mozzarella cheese.

The Pronghorn Carnivore

Pepperoni, ham, beef, bacon, mozzarella cheese.

Canadian Supreme

Ham, pepperoni, mushrooms, mozzarella cheese.

Hawaiian Supreme

Ham, pepperoni, pineapple, mozzarella cheese.

Margherita

*Tomatoes, roasted garlic, fresh basil, olive oil, balsamic
glaze, bocconcini & mozzarella cheese.*

Taco

*Seasoned beef, green onions, tomatoes, black olives,
jalapenos & mozzarella cheese.*

Four Cheese

Feta, cheddar, parmesan & mozzarella cheese.

Vegetarian

*Tomatoes, mushrooms, bell peppers, onions, basil,
mozzarella cheese.*



CATERING



Lunch/Dinner Buffets

(LUNCH 11:00 am - 2:00 pm
DINNER 2:00 pm - Close)

LUNCH Selections include: Choose one each of salad, side, vegetable, dessert. Dinner rolls, coffee, tea, soft drinks.

DINNER Selections include: Choose one main entree, two each of salad, side, vegetable, dessert. Dinner rolls, coffee, tea, soft drinks. May add a secondary entree.

SOUP & SANDWICH

LUNCH ONLY

Includes: Choose two soups, variety of sandwiches on whole wheat & white buns, one salad, one dessert. Coffee, tea, soft drinks. Lunch \$16.99

VEGETARIAN LASAGNA

Lunch \$14.99, Dinner \$24.99/person
Beef - Add \$2/person

PEPPERCORN BEEF TENDERLOIN

Lunch \$28.99, Dinner \$36.99/person

SEASONED SLOW ROASTED PRIME RIB

Lunch \$24.99, Dinner \$33.99/person

ROASTED BEEF

Chef carved with peppercorn sauce.
Lunch \$17.99, Dinner \$29.99/person

ROASTED PORK

Lunch \$17.99, Dinner \$29.99/person

PORK TENDERLOIN

With wild mushroom sauce.
Lunch \$17.99, Dinner \$29.99/person

MAPLE GLAZED HAM

Lunch \$17.99, Dinner \$29.99/person

ROASTED TURKEY

Lunch \$17.99, Dinner \$29.99/person

BALSAMIC MARINATED CHICKEN

Lunch \$17.99, Dinner \$29.99/person

CHICKEN CORDON BLEU

Hand breaded with Béchamel Sauce, stuffed with ham & swiss cheese.
Lunch \$17.99, Dinner \$29.99/person

CHICKEN MORNAY

Chicken breast, mornay sauce, white cheese.
Lunch \$17.99, Dinner \$29.99/person

CHICKEN PARMESAN

Breaded chicken topped with marinara sauce & parmesan cheese.
Lunch \$17.99, Dinner \$29.99/person

Secondary Entrees

Only available with Dinner Buffets

SAUCY PASTA

Selections include: *penne, rotini, fusilli,*
Sauce: *tomato or alfredo.*
\$4.99/person

VEGETARIAN LASAGNA

Egg plant, bell peppers, onions, tomatoes, mushrooms, mozzarella cheese, marinara sauce.
\$5.99/person

BEEF LASAGNA

Beef, onions, tomatoes mozzarella cheese, marinara sauce. \$6.99/person

SPANISH RICE

House special recipe.
\$5.99/person



CATERING



Soups

- Vegetable**
- French Onion**
- Roasted Red Pepper**
- Cream of Mushroom**
- Cream of Broccoli**
- Chicken Noodle**
- Taco**
- Beef & Barley**
- Wicked Thai Chicken**
- Cream of Potato**

Salads

- Caesar**
Romaine lettuce, parmesan cheese croutons.
- Garden**
Lettuce greens, carrots, cucumber, tomatoes, green onions.
- Greek**
Bell peppers, tomatoes, cucumbers, red onion, black olives, feta.
- Spinach**
Spinach, strawberries, red onion.
- Creamy Coleslaw**
Cabbage, carrots, cream sauce.
- Potato**
Potatoes, eggs, green onions, mayo.

- Tomato Bocconcini**
Tomatoes, bocconcini, red onion.

- Creamy Pasta**
Pasta, broccoli, carrots, cucumber, bell peppers, mixed cheese.

- Waldorf**
Lettuce mix, walnuts, apples, raisins, herbs, honey, yogurt, mayo.

- Asian Slaw**
Cabbage, carrots, bell peppers, green onions.

- Thai**
Thai noodles, bell peppers, red onion.

Vegetables

- Brown Sugar Glazed Carrots**
- Honey Glazed Carrots with Dill**
- Green Bean Almandine**
Green beans & almonds tossed in garlic butter, salt & pepper.
- Broccoli with Cheese Sauce**
- Cauliflower with Cheese Sauce**
- Roasted Squash & Zucchini**
- Vegetable Medley**
Roasted zucchini, peppers, onions, mushrooms.
- Corn on the Cob** - (seasonal)
- Customer Request** - (seasonal)

Sides

- Herb Roasted Potatoes**
- Garlic Mashed Potatoes**
- Scalloped Potatoes**
- Whipped Potatoes**
- Stuffed Potatoes**
- Baked Potatoes**
- Stuffing**
- Garlic Toast**
- Quinoa**
- Rice Pilaf**
Wild rice, red peppers, celery, mushrooms

Desserts

- Apple Crisp**
- Strawberry Shortcake**
- Boston Cream Pie**
- Pie Assortment**
2-3 varieties
- Chocolate Cake**
- Black Forest Cake**
- Cheese Cake**
Strawberry, Blueberry, Turtle, Pumpkin, New York, Amaretto, Carmel Coffee.

At your request, we can offer specialty, theme menu items not currently on the menu.
Please discuss your needs with our Operations Coordinator to arrange a quote.



BEVERAGE SERVICE

If you require alcohol service during your function there are a few options you can choose from. Simply discuss the following options with the Students' Union Operations Coordinator to choose the option most suited to your needs.

Beverage Service Details

Our bar setup consists of all standard bar items including soft drinks, juices, lemons/limes, ice, straws, etc.

Cash Bar

A cash bar allows your guests to purchase their own beverages including soft drinks and juice etc. The ULSU can provide liquor based on your specific needs for a cash bar. There is no gratuity charge associated with a cash bar.

Host Bar

The Customer/Host (you) will pay for all the beverages your guests purchase. There will be a \$100/per bartender gratuity charge added to the total tab.

Drink Tickets

The host can purchase a roll of tickets prior to the event. The host distributes the tickets to their guests where they register for them at the door. This is an effective tool for maintaining a budget. For a ticket bar there will be a \$100/per bartender gratuity charge added to the total corkage amount.

Corkage: \$5.00/person

Corkage 12 & under: \$3.00/person

Open & Pour 1st Glas of Wine: \$1.50/person



(GST not included)

BEVERAGE SERVICE

ALCOHOL	Amount/drink (GST not included)	STAFFING	Amount/ hour	
Hiballs/Shooters (1 oz)	\$4.76	NOTE: Gratuity for “Host” or “Ticket” bar is \$100/bartender. (No Gratuity for “Cash” Bar)		
Primium Hiballs/Shooters (1oz)	\$5.24			
Domestic Beer	\$5.71			
Premium Beer	\$6.90		Bartender (1/100) people is minimum requirement	\$20/hr
Guinness Pint	\$6.43		Porter/Security (1/100) people is minimum requirement	\$20/hr
Coolers	\$5.71		Corridor/Door Security (mandatory 1/event)	\$20/hr
Glass Wine: Red Merlot	\$5.24		Kitchen Staff	\$20/hr
Glass Wine: White - Chardonnay	\$5.24			
Bottle Wine: Red & White - Jackson Triggs	\$20.48			
Wine Glass Service Fee	\$6.00/dozen			



CAMPUS POLICIES

STUDENTS' UNION POLICIES

Pricing

- Please add 5% GST to all prices in this book. Prices are guaranteed for 60 days.
- All prices in this book are subject to change.
- Prices do not include gratuity except as indicated.

Payment

The Students' Union will accept payment in the form of cash, credit card or debit card. No cheques will be accepted.

Room Rental Payment

To secure your booking, full room rental is due upon booking and paid to the Students' Union. An invoice will be provided at that time.

Alcohol & Staff Service Payment

Payment for all ULSU bar, staff and equipment services must be made a minimum of five days in advance of the event. Payment can be made to the Administrative Assistant at the Students' Union, room SU180. Methods of payment include cash, credit card or debit card. No cheques will be accepted.

Cancellation

Room rental is non-refundable. Any other assessed charges which have been paid are non-refundable if cancellation is less than 14 days prior to the event.

Decorating

If you choose to book the Ballroom(s) the day prior to your event for decorating, you may do so at half the cost of regular Ballroom prices. Please arrange your decorating schedule with our Operations Coordinator. For decorating restrictions please refer to the "Decorating Policy" in this booklet.



CAMPUS POLICIES

Count Guarantees

Guaranteed attendance numbers for your event are required one week in advance. This number may not be reduced during the one week prior to the event. If a final guarantee of attendance is not supplied to the Operations Coordinator within this time frame, you will be billed for the expected guest count noted on the original documentation.

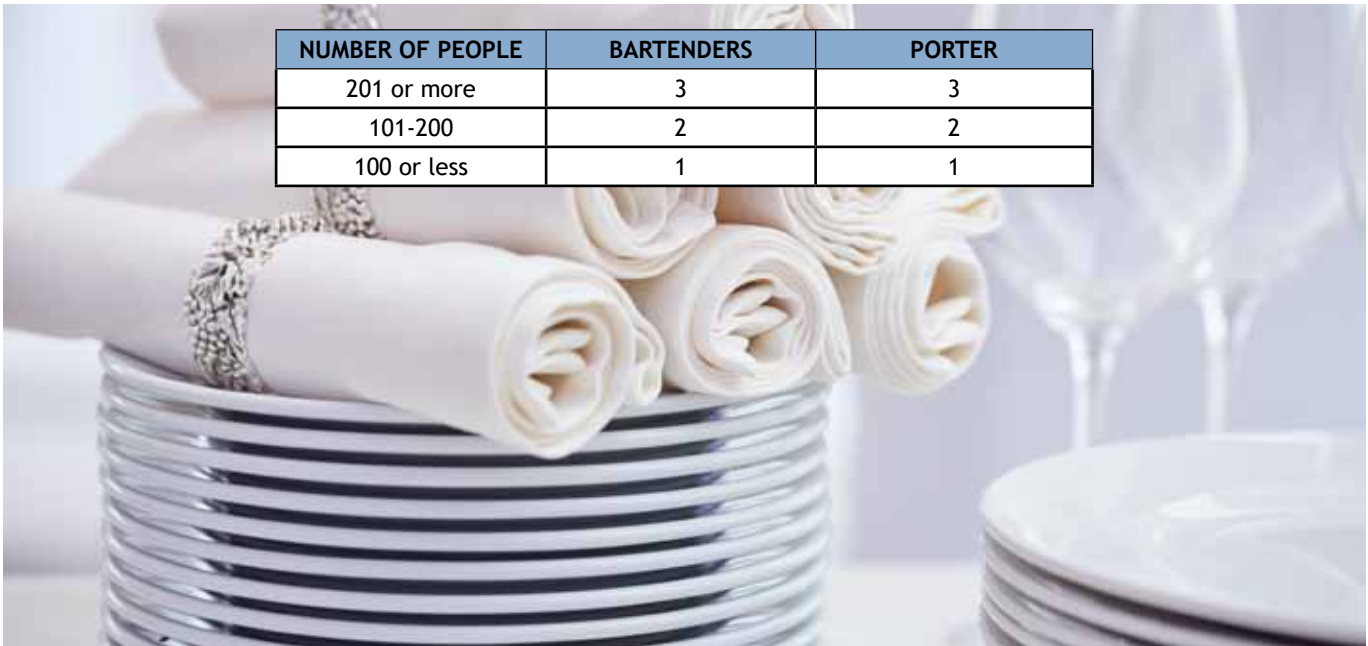
Hours

The Ballrooms can be booked for an event with a “last call” at 12:30 a.m., and with the event wrap-up at 1:30 a.m. This policy supersedes any time established on a liquor permit. For events which proceed after 1:30 a.m., a surcharge of \$200 will be assessed in addition to any labour costs.

Staffing

The Students’ Union will provide events with the following staffing structure, which will be directly billed to the booking party:

- 1 Bartender/100 people and/or fraction thereof.
- 1 Corridor /Door Security for all events.
- 1 Porter/Security per 100 people and/or fraction thereof.
- 1 Manager/Supervisor (Food and Beverage Manager, The Operations Coordinator, or the General Manager).



NUMBER OF PEOPLE	BARTENDERS	PORTER
201 or more	3	3
101-200	2	2
100 or less	1	1

CAMPUS POLICIES

Linen

The customer may be responsible to arrange and pay for the linen costs. Linen costs are dependant upon catering arrangements.

DJ Equipment

The Students' Union appointed DJ is the only person permitted to operate our electronic system. External DJ's may be engaged but must supply all of their own equipment.

Parking

Guests attending an evening event any time after 5:00 p.m., or a weekend event, may park at no cost in any parking spot on campus with the exception of meter parking. However, if your event is scheduled during a weekday you will need to arrange for parking permits. The best way to do this is to let our Operations Coordinator know what your parking needs are when you book the Ballroom(s) for your event.

Pets / Animals

No animals are permitted in the Students' Union Ballrooms, with the exception of trained and certified working dogs which assist persons with disabilities. This restriction also applies to fish and birds which are used for decorations.

Lost or Damaged Equipment

Lost or damaged equipment will be billed to client rentals on the basis of full replacement value.

Personal Property

The Students' Union assumes no responsibility for personal property including the unsupervised coat check.

Refusal of Booking

The Students' Union reserves the right to refuse the booking of a function or to cancel a booking if payment provisions have not been honoured.



CAMPUS POLICIES

UNIVERSITY OF LETHBRIDGE POLICIES

Insurance Policy

In accordance with University of Lethbridge policy, the customer is required to purchase Comprehensive Liability Insurance for the minimum amount of one million dollars, indemnifying **BOTH** the Students' Union and the University of Lethbridge. Proof of insurance must be provided within 48 hours of the event.

Smoking Policy

The University of Lethbridge has established an inside smoke free environment for students, faculty, staff and guests. However, smoking is allowed outside as long as you are 15 or more meters away from a door or window. For your convenience, please look for the smoking signs, and ashtrays around campus.

Cannabis Policy

<http://www.uleth.ca/policy/resources/cannabis-policy>

Catering Policy

In accordance with University of Lethbridge policy, events in the Ballrooms may be catered by the Students' Union. Our catering menu is included in this package and our Operations Coordinator can be contacted at 403-329-2017.

Decorating Policy

All types of balloons (helium or regular) must be securely anchored down at all times. Hay or straw, sand, glitter, confetti etc. are not permitted. Tape is not permitted on glass or painted surfaces. Candle flames must be totally surrounded by a container, and the flame must not rise above the edge.

The Students' Union reserves the right to remove or alter any decoration which may contravene a building, safety, or fire code.



CONTACT INFORMATION

Ballroom, Catering & Equipment Inquiries

ULSU Operations Coordinator
Tracy Merrifield - 403-329-2017

- To view the Room(s).
- To make arrangements for ULSU catering & beverage service.
- Alcohol inquiries.
- Parking inquiries.
- Pre-arrangement of all your Ballroom set-up requirements such as placement for seating, buffet tables, head table, gift table, greeting table, risers, stage (if applicable).
- Decorating inquiries/restrictions.
- Blinds (open, closed or partially closed).
- Contract details.
- Equipment needs such as overhead projector, small screen, podium, microphone, stage, and risers.

Payment

The Students' Union Administrative Assistant
Maiko Ogita - 403-329-2222

To make a payment for Ballroom rental; Visa, MC, cash, and interac are accepted.

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION

Room SU180, 4401 University Drive
Lethbridge, AB T1K 3M4
Phone: 403-329-2222 Fax: 403-329-2224
website: www.ulsu.ca

PRIMARY CONTACT

Tracy Merrifield - Operations Coordinator

Phone: 403-329-2017
E-mail: su.operations@uleth.ca

SECONDARY CONTACTS

Cheri Pokarney - ULSU General Manager

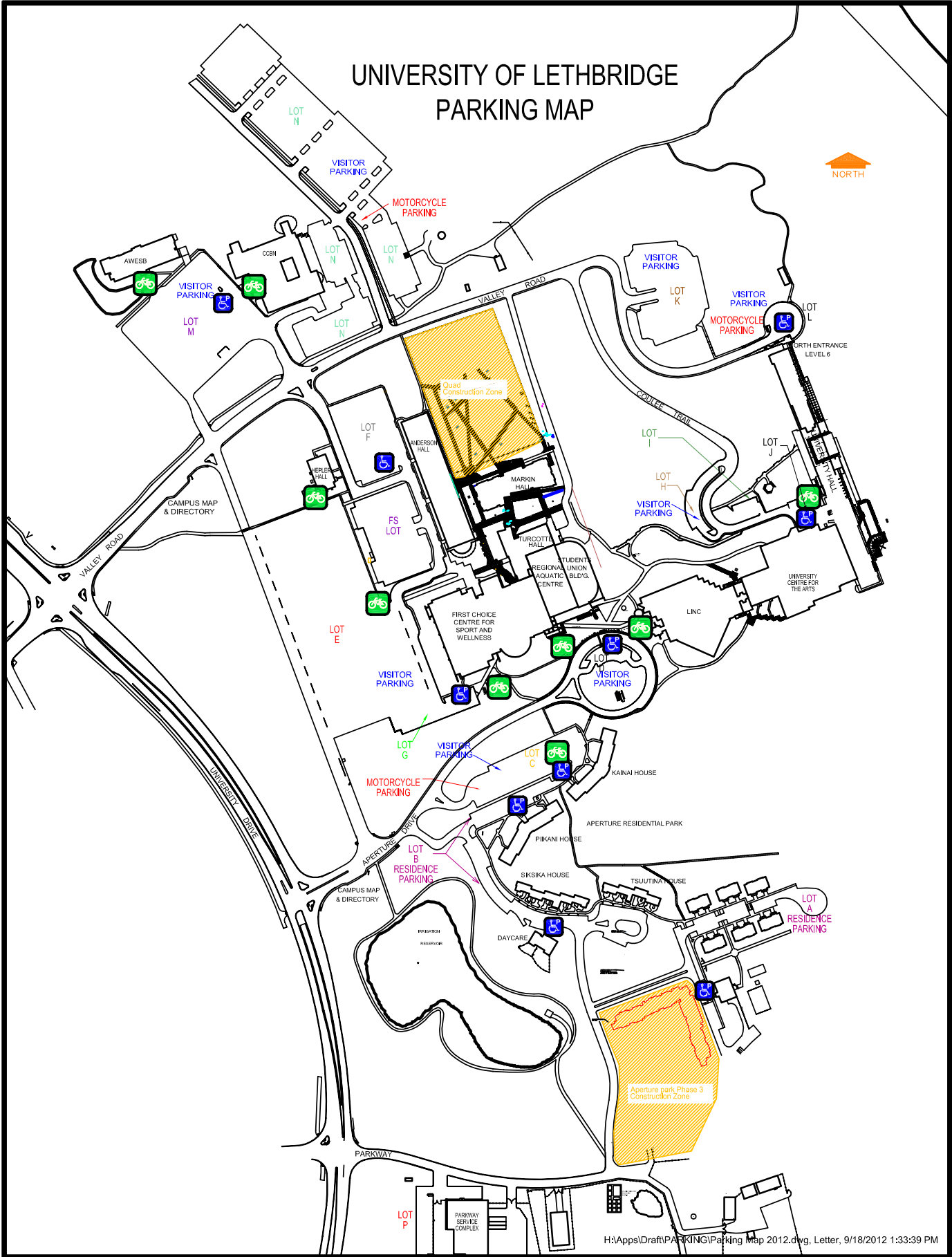
Phone: 403-329-2769
E-mail: su.manager@uleth.ca

Maiko Ogita - Administrative Assistant

Phone: 403-329-2222
E-mail: su.adasst@uleth.ca



UNIVERSITY OF LETHBRIDGE PARKING MAP



VISION & MISSION STATEMENT

ULSU'S VISION

The Students' Union, the University of Lethbridge will deliver extraordinary service, facilities, programs and opportunities that exceed the expectations of our students. The Students' Union will be recognized locally, provincially and nationally as a dynamic and innovative leader in the Canadian University Community.

ULSU'S MISSION

The mission of The Students' Union is to provide our students, as well as faculty, staff, and alumni a portal to the unique University of Lethbridge experience. The Students' Union compliments the academic programs and enhances the overall educational experience and quality of campus life for students and other members of the U of L family.

As the heart of the student community, we are committed to student success by delivering a diverse program of cultural, educational, social and recreational services. We strive to surpass the needs of our multi-cultural student community, create a positive learning experience, and maintain a healthy balance between academic and leisure activities.

THE ZOO'S MISSION

Our pledge is to bring the highest quality of food and satisfaction to our customers. Food is our passion and our focus is on quality and affordability. We look to develop long lasting relationships with our suppliers and our customers.



University of Lethbridge Students' Union,
Room SU180
4401 University Drive West
Lethbridge, Alberta T1K 3M4
Phone: (403) 329-2222
Fax: (403) 329-2224

Operations Coordinator - su.operations@uleth.ca
Food & Beverage Manager: pub.manager@uleth.ca
www.ulsu.ca

