

# Catering

## FOR ALL OCCASIONS

WEDDINGS,  
CORPORATE &  
SPECIAL EVENTS



# Room Rental

# & Event Guide

PRICES IN EFFECT SUMMER 2017

## WELCOME

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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.



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.**

To view this facility, simply phone to set up a time that is most convenient for you. 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. We will take care of all the booking details and answer any questions you may have regarding your event.

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 Zoo prides itself with operating our business by largely employing university students from our campus. We pledge to ensure your complete satisfaction by making your event a most memorable experience.

The Students' Union is located on the University of Lethbridge campus which means there are different departments to contact for certain aspects of your event. To make it easy for you, we have included a complete contact information page at the end of this booklet.



## ROOM INFORMATION



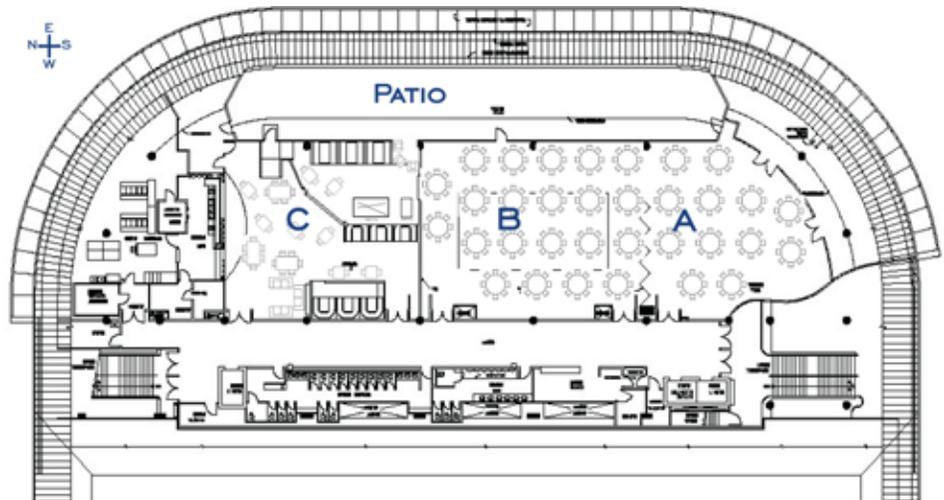
(GST not included)

ROOM	FULL DAY	HALF DAY Set-up & Decorating Only
Ballroom "A"	\$250	\$150
Ballroom "B"	\$300	\$200
Ballroom "C"	\$300	\$200
Ballroom "A" & "B"	\$500	\$300
Ballroom "B" & "C"	\$575	\$350
Grand Ballroom (all 3 rooms)	\$750	\$500
Patio	N/C	N/C
Galileo's	\$100	N/A

Room fees applicable are \$50/room.

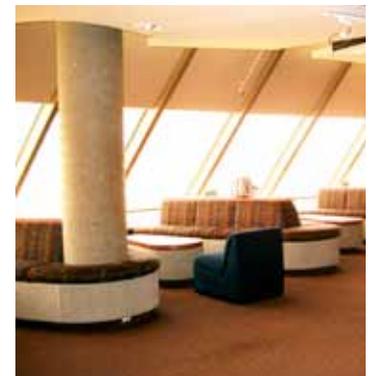
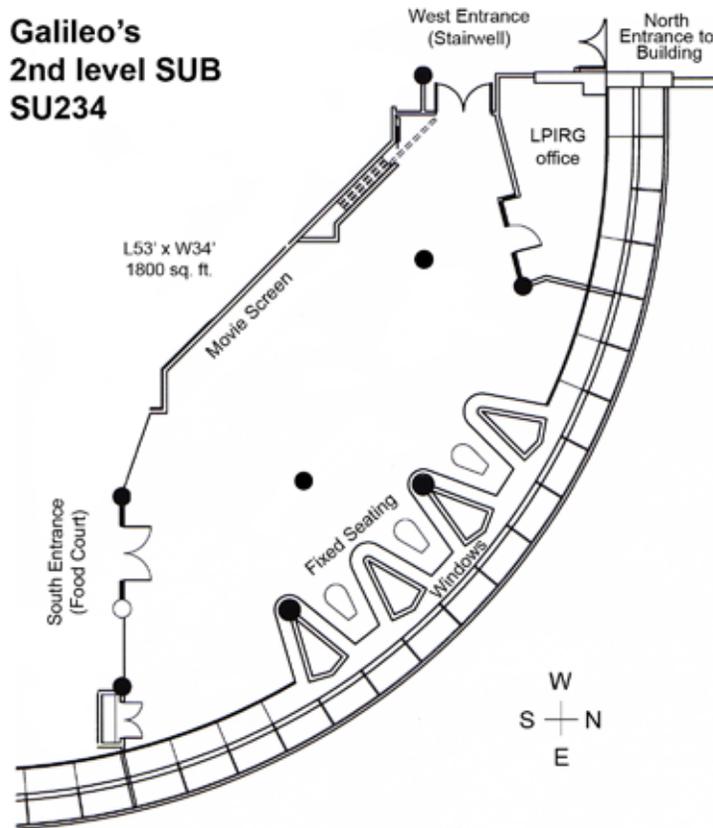
Ballroom C is 53' x 38' = 2014 sq. feet,  
 Ballroom B is 60' x 38' = 2280 sq. feet,  
 Ballroom A is 50' x 38' = 1800 sq. feet,  
 The outdoor patio is 18' x 134' = 2412 sq. feet,  
 Galileo's is 53' x 34' = 1800 sq. feet.

Capacities are dependant upon event styles and needs. Please contact [su.operations@uleth.ca](mailto:su.operations@uleth.ca) for more information regarding capacity for your specialized event.



Galileo's, a cooperative project by the Students' Union and the University of Lethbridge for the use and enjoyment of students, staff, faculty, alumni, and community, opened in 2006. This unique facility is located on the 2nd level of the Students' Union building. Galileo's wall of exterior windows is lined with permanent benches where guests can sit and enjoy the view overlooking the university and across the river to the east side of Lethbridge.

This space will hold 100 people comfortably, with panoramic window seating, leather sofas, love seats and recliners. Portable stacking chairs are also available if needed. This space comes complete with a drop down movie screen, built in projector, DVD, computer port and wireless internet.



EQUIPMENT & COAT CHECK



The ULSU has equipment and coat check options to help you customize your event.

EQUIPMENT	PRICE <i>(GST not included)</i>
DVD player	\$20
Fixed 10' drop down screen with projector for Ballroom "C" only	\$80/day/event
Semi fixed 10' rear projection screen - \$30/day	\$30/day/event
Digital projector	\$80
Portable 8' pull down screen	\$20
Podium & wireless mic	\$40
Risers (8" high)	N/C
Stage (30" high)	\$300 (\$30/section, maximum 10 sections)
Coat check - Supervised	\$15/hr.
Coat check - Unsupervised	N/C

Events where people can socialize with their friends, families and acquaintances are memorable occasions. Along with the socializing aspect, it also provides an opportunity to relish in the pleasure of fine food and beverages. A visit with our Operations Coordinator will help you to decide on serving options within your budget. Allowing your choices to converge in a style that suits both your needs and your vision for the event will prove to be most gratifying.

## Platters

FRESH & DELICIOUS PLATTERS	PRICE <i>(GST not included)</i>
<b>FRUIT PLATTER</b>	
small	\$36
large	\$72
<b>VEGGIE PLATTER</b>	
small	\$25
large	\$50
<b>CHEESE PLATTER</b>	
small	\$48
large	\$96
<b>MEAT PLATTER</b>	
small	\$40
large	\$78
<b>DESSERT PLATTER</b>	
small	\$36
large	\$72



(GST not included)



## Breakfast Buffets

### **Deluxe Breakfast - \$17.99/person**

Eggs Benedict, sausage, bacon, hash browns, fresh sliced fruit, pastries, croissants, 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, fresh sliced fruit, toast, coffee, tea, juice.

## Lunch Buffets

11:00 am - 2:00 pm

Selections include: Choice of one (1) each of salad, side, vegetable, dessert, dinner rolls, coffee, tea, soft drinks.

### **PASTA**

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

### **ROAST BEEF**

\$17.99/person

### **BALSAMIC MARINATED CHICKEN**

\$17.99/person

### **CHICKEN MARSALA**

\$17.99/person

### **ROAST PORK WITH CRABAPPLE SALSA**

\$17.99/person

**MAPLE GLAZED HAM**

\$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

**CHICKEN MORNAY**

Chicken breast, mornay sauce, white cheese.

\$17.99/person

**CABBAGE ROLLS & PEROGIES**

Beef, tomatoes, rice, seasoning, wrapped in cabbage & baked in marinara sauce.

\$17.99/person

**SOFT & HARD TACOS**

Beef, tomatoes, green onions, lettuce, cheese.

\$14.99/person

*Anytime Buffets*

**GINGER BEEF/SWEET & SOUR CHICKEN**

Includes: Fried rice, stir-fried vegetables & choice of one (1) salad, coffee, tea, soft drinks.

\$17.99/person

**PIZZA**

Includes: Choice of one (1) salad & one (1) dessert, coffee, tea, soft drinks.

\$17.99/person

**Pulled Pork**

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

**Barbecue Chicken**

*Chicken, bell peppers, red onions, mozzarella cheese, cilantro, 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.*

## Barbecues

### REGULAR BARBECUE

Selections include: two (2) salads, baked beans, corn on the cob, coffee, tea, soft drinks.

**Grilled Burgers &/or Smokies - \$17.99**

**Pulled Pork - on a Kaiser bun - \$23.99**

### STEAK BARBECUE

Selections include: your choice of one (1) side, baked beans, corn, garlic toast, 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**

## Dinner Buffets

Selections include: Choice of two (2) each of salad, side, vegetable, dessert, dinner rolls, coffee, tea, soft drinks.

### SEASONED SLOW ROASTED PRIME RIB

\$35.99/person

### ROAST BEEF

Chef carved with peppercorn sauce.

\$29.99/person

### MAPLE GLAZED HAM

\$26.99/person

### CHICKEN CORDON BLEU

Hand breaded with Béchamel Sauce, stuffed with ham & swiss cheese.

\$29.99/person

### CHICKEN PARMESAN

Breaded chicken topped with marinara sauce & parmesan cheese.

\$23.99/person

### PORK TENDERLOIN

With wild mushroom sauce.

\$28.99/person

### PEPPERCORN BEEF TENDERLOIN

\$29.99/person

### CARIBBEAN COCONUT CHICKEN

Breaded with coconut, topped with fruit salsa.

\$23.99/person





## Salads

### **Creamy Pasta**

Pasta, broccoli, carrots, cucumber, bell peppers, mixed cheese.

### **Caesar**

Romaine lettuce, parmesan cheese croutons.

### **Potato**

Potatoes, eggs, green onions, mayo.

### **Black Bean Corn**

Black beans, corn, red peppers, tomatoes, onions.

### **Greek**

Bell peppers, tomatoes, cucumbers, red onions, black olives, feta.

### **Tomato Bocconcini**

Tomatoes, bocconcini, red onions.

### **Spinach**

Spinach, strawberries, red onions.

### **Waldorf**

Walnuts, honey, apples, raisins, herbs, leaf lettuce, yogurt, mayo.

### **Thai**

Thai noodles, Bell peppers, red onions.

### **Marinated Vegetables**

Carrots, cauliflower, bell peppers, red onions, herbs.

### **Asian Slaw**

Cabbage, carrots, bell peppers, green onions.

### **Penne Tomato Pasta**

Pasta, tomatoes, red onions, marinara sauce.

## Vegetables

### **Brown Sugar Glazed Carrots**

### **Honey Glazed Carrots with Dill**

### **Green Bean Almandine**

Green beans & almonds tossed in garlic butter, salt & pepper.

### **Vegetable Medley #1**

Roasted zucchini, peppers, onions, mushrooms.

### **Vegetable Medley #2**

Roasted zucchini, mushrooms, leeks, bell peppers.

### **Broccoli with Cheese Sauce**

### **Cauliflower with Cheese Sauce**

### **Corn on the Cob - (seasonal)**

### **Roasted Squash & Zucchini**

### **Creamed Spinach**

Spinach in cream sauce.

### **Customer Request - (seasonal)**

## Sides

**Herb Roasted Potatoes**

**Garlic Mashed Potatoes**

**Duchess Potatoes**

Mashed potatoes, egg yolk, sour cream & butter, baked in the oven.

**Scalloped Potatoes**

**Whipped Potatoes**

**Stuffed Potatoes**

**Baked Potatoes**

**Quinoa**

**Rice Pilaf**

Wild rice, red peppers, celery, mushrooms

## Desserts

**Apple Brown Betty**

**Boston Cream Pie**

**Apple Pie**

**Chocolate Cake**

**Black Forest Cake**

**Cheese Cake**  
Variety of flavours



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

## BEVERAGE SERVICE

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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	Amount/person
Corkage	\$5.00/person
Corkage 12 and under	\$3.00/person
Open & Pour 1st Glass Wine	\$1.50/person

ALCOHOL	Amount/drink (GST not included)
Hiballs/Shooters (1 oz)	\$4.55
Cocktails (1oz)	\$5.00
Premium Cocktails (1oz)	\$5.50
Domestic Beer	\$5.25
Premium Beer	\$5.70 - \$6.20
Guinness Pint	\$6.40
Coolers	\$5.25
Glass Wine: Red Merlot	\$5.25
Glass Wine: White - Chardonnay	\$5.25
Bottle Wine: Red & White - Jackson Triggs	\$22.80

STAFFING	Amount/hour
NOTE: Gratuity for “Host” or “Ticket” bar is \$100/bartender. (No Gratuity for “Cash” Bar)	
Bartender (1/100) people is minimum requirement	\$20/hr
Porter/Security (1/100) people is minimum requirement	\$20/hr
Corridor/Door Security (mandatory 1/event)	\$20/hr
Kitchen Staff	\$20/hr





## 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.





**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

**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.

**Personal Property**

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

**Lost or Damaged Equipment**

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

**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.

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.



**Catering Policy**

In accordance with University of Lethbridge policy, events in the Ballrooms may be catered only 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.





**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](http://www.ulsu.ca)

**PRIMARY CONTACT**

**Tracy Merrifield - Operations Coordinator**

Phone: 403-329-2017  
E-mail: [su.operations@uleth.ca](mailto:su.operations@uleth.ca)

**SECONDARY CONTACTS**

**Maiko Ogita - Administrative Assistant**

Phone: 403-329-2222 Fax: 403-329-2224  
E-mail: [su.adasst@uleth.ca](mailto:su.adasst@uleth.ca)

**Cheri Pokarney - ULSU General Manager**

Phone: 403-329-2769  
E-mail: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)

### ***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 DVD, CD player, overhead projector, small screen, podium, microphone, stage, and risers.

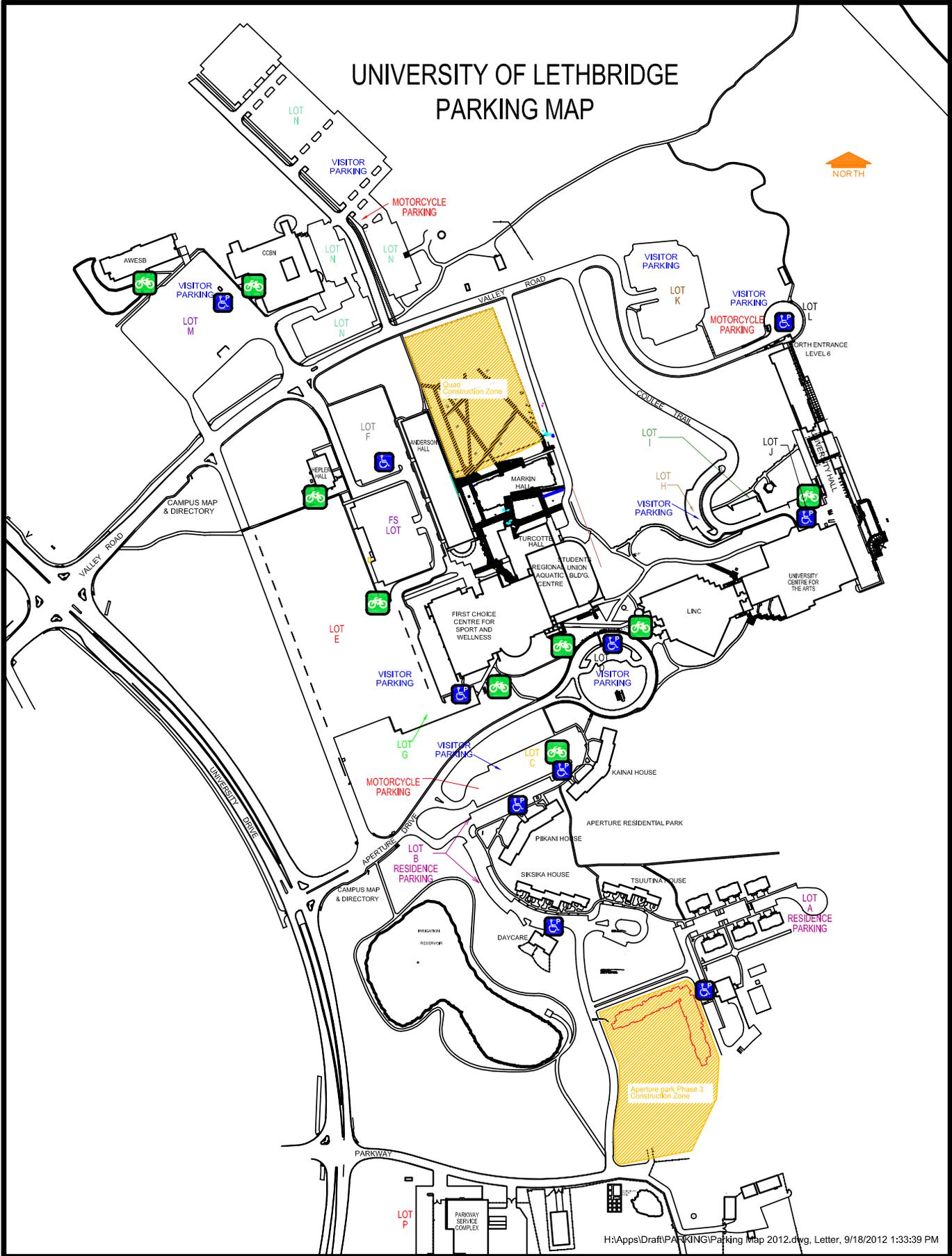
### ***Payment***

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

To make a payment for Ballroom or Galileo's rental; Visa, MC, American Express, cash, and interac are accepted.



# UNIVERSITY OF LETHBRIDGE PARKING MAP



### **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](mailto:su.operations@uleth.ca)  
Food & Beverage Manager: [pub.manager@uleth.ca](mailto:pub.manager@uleth.ca)  
[www.ulsu.ca](http://www.ulsu.ca)

