

## 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 theatrestyle 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
and the second sec	Ballroom "B" & "C"	\$650	\$325
all the second	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
100000000	Set-up & Take-down Chairs & Tables Ballroom B	\$75	N/A
10000000000000000000000000000000000000	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**





## CHAIR COVERS, SHASH, PIPE & DRAPE

100 March 100	
PRICE	ITEM
atin,	<b>CHAIR COVERS</b> (white satin, black satin, ivory polyester)
shia, \$1.00 each Dean,	CHAIR SASH (Silver, black, chocolate, fushia, lemon, apple green, Caribbean, white, lavender, eggplant, red)
bean, plant	TABLE RUNNERSLavender, lemon, caribbean,black & white damask, eggplantdamask, black satin)
flake	OVERLAY Ice blue snowflake table cloth overlay
rting \$5 each	Table Skirting
inens \$3 each	Table Linens
· ·	PIPE & DRAPE 3 (sections)
	Remote control colour changing string lights (indoor/outdoor)
•	SET-UP & TAKE-DOWN
ashes \$1.00/chair	Set-up Chair Covers/Sashes
ashes \$.50/chair	Take-down Chair Covers/Sashes
nners N/C	Table Runners
erlay N/C	Overlay







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/WRAPS 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.



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

PASTA

<u>Pasta:</u> penne, rotini, fusilli, <u>Sauce:</u> 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







(GST not included)

## CATERING



#### **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 BAR

<u>Includes</u>: 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 potatoes, jalapeono poppers, bacon, sauteed mushrooms, green onions, diced tomatoes, steamed broccoli, cheese, sour cream. \$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, jalepeno 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

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

<u>Pizza & Wings Selections Include</u>: 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, 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.







Lunch/Dinnen 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 \$15.99, 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

<u>Selections include</u>: penne, rotini, fusilli, <u>Sauce</u>: 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







# 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

## Dessents

**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.



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 chose 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





ALCOHOL	Amount/drink (GST not included)	STAFFING	Amount/ hour
balls/Shooters (1 oz) \$5.25		NOTE: Gratuity for "Host" or "Ticket" bar is	
Primium Hiballs/Shooters (1oz)	\$6.50	\$100/bartender. (No Gratuity for "Cash" Bar)	
Domestic Beer (bottle)	\$5.95	Partender (1/100) people is \$20/br	
Premium Beer (bottle)	\$7.15	Bartender (1/100) people is \$20/hr minimum requirement	
Domestic (can)	\$5.70	Porter/Security (1/100) people is	\$20/hr
Coolers	\$6.20	minimum requirement	
Glass Wine: Red Merlot	\$5.70	Corridor/Door Security (manda-	\$20/hr
Glass Wine: White - Chardonnay	\$5.70	tory 1/event)	
Bottle Wine: Red & White - Jackson Triggs	\$23.30	Kitchen Staff	\$20/hr
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. <u>No cheques will be accepted.</u>

## 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. <u>No</u> 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.

## <u>Hours</u>

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).





## CAMPUS POLICIES

#### <u>Linen</u>

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.

#### <u>Pets / Animals</u>

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.





#### 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 <u>BOTH</u> 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

<u>The Students' Union Administrative Assistant</u> <u>Maiko Ogita - 403-329-2222</u>

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

<u>Tracy Merrifield - Operations Coordinator</u> Phone: 403-329-2017 E-mail: su.operations@uleth.ca

### SECONDARY CONTACTS

<u>Cheri Pokarney - ULSU General Manager</u> Phone: 403-329-2769 E-mail: su.manager@uleth.ca

Maiko Ogita - Administrative Assistant Phone: 403-329-2222

E-mail: su.adasst@uleth.ca










### 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.



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

E-mail: Operations Coordinator: su.operations@uleth.ca

Website: ulsu.ca

