

*The Sarnia Riding Club
&
St-Aubin Catering*

Are proud to present our

Function Package

as of January 1, 2009

GENERAL INFORMATION

Welcome to The Sarnia Riding Club. We pride ourselves in offering friendly, professional help to plan every aspect of your function. Our pledge is to offer superior service to ensure your special occasion is a memorable success. Our quality service includes top menu selections from Maison St-Aubin, beautiful pastries from Eva, our in house European pastry chef, as well as the comfort of flexibility when selecting the perfect wine. The Sarnia Riding Club, serving you since 1908.

Caterers Menu Selections:

- Maison St-Aubin caters all our food services on-site.
- Menus can be customized to your specific budget requirements.
- Please submit menu selections 4 weeks in advance.
- The Sarnia Riding Club supplies all beverages.
- A guaranteed number of guests attending is required 10 days prior to your function (minimum 30 persons and maximum seating is 120 persons).
- A non-refundable, 75% deposit is required 21 days prior to the event.
- A minimum food purchase is required for all Saturday functions (\$1,500 prior to taxes and gratuities)
- No food can be brought in OR taken out – due to health regulations.
- Once the dinner time is confirmed, any changes must be arranged with the caterer prior to the event, or additional charges may apply.

Prices:

- Gratuities are 15% on all food & host beverages.
- H.S.T. will be applied

Deposits:

- A \$500.00 non-refundable deposit is required to confirm bookings, along with a credit card (Visa) imprint.
- A 50% deposit of the estimated host bar consumption is required 21 days prior to the event.
- Deposits will not be refunded.

Room Rentals:

- The Huron Room \$230.00 per day, for daytime business meetings, Mondays through Fridays. If the room is required past 5:00 pm, the office must be notified in advance to ensure necessary arrangements are made. Also, dependant on length of time, additional charges may apply.
- Evening and weekend functions \$300.00 per day.
- The Superior Room \$125.00 per day
- The Ontario Room \$100.00 per day
- Dry weddings \$700.00 plus the room rental cost.
- H.S.T. will be applied to all room rentals.

Service Fees:

- \$30.00 per hour (minimum 3 hours) clean-up charge for excessively defiled facility (i.e. confetti, wax, sand).
- Set-up fee for an indoor or outdoor ceremony on our Michigan Terrace is \$250.00

Other Services:

- Centerpieces for tables are available at \$10.00 per centerpiece

Payments:

- In addition to the 75% deposit for the Caterers, The Sarnia Riding Club Limited will estimate 50% of the bar sales for the event and is required 21 days prior to the event.
- Full payment is required upon receipt of our invoice.

Confirmation:

- Confirmation number of guests required 10 days prior to the event.

Other Important Points:

- A.G.C.O. regulations require that liquor sales end at 1:00 a.m. and the premises vacated by 1:30 a.m. (we suggest that the bar close at 12:30 a.m. to accomplish this). Because we are licensed by the A.G.C.O. all alcoholic beverages served at The Sarnia Riding Club must be purchased from the Club. It is illegal to bring your own alcohol onto the premises.
 - The Sarnia Riding Club is not responsible for the loss or damage to goods.
 - The Sarnia Riding Club has the right to charge for any damage to our function rooms, including linens, which was caused by your guests.
 - We provide place settings (china, silverware and glass wear) at no extra charge.
 - We provide white linen table cloths & napkins at a cost of:
 - o \$ 3.50 round table clothes
 - o \$ 5.00 long table clothes
 - o \$ 6.00 per table skirting
 - o \$ 3.00 per white chair cover supplied
 - o \$ 3.25 per white chair cover put on chairs
 - o white napkins per place setting will be supplied if required at **no charge**
- If bringing in own linen please arrange with caterers in advance to allow for setting tables.**
- **NO OPEN FLAMES, WAX CANDLES or CONFETTI ARE ALLOWED** under any circumstances. *Sparkles and Rose petals fall under the same category as confetti.*
 - Please complete and return the attached contract and map at least 2 weeks prior to your function.
 - We will gladly assist you in setting out favors and place cards.

If you have any questions or concerns, please do not hesitate to contact us any time Monday to Friday 9:00 a.m. to 5 p.m.

All prices are subject to change without notice.

Important Notice

Please be advised that due to health regulations the Sarnia Riding Club has instituted a policy that no food can be brought in or taken out of our premises. We thank you for your understanding and co-operation.

Contact Information

Kelly Steeves- General Manager	542-5588	kellysteeves@sarniaridingclub.com
Shirley Dochstader – Office Administrator	542-5588	shirleyd@sarniaridingclub.com
Marcel St-Aubin – Catering	542-0889	evaackermann@sympatico.ca
Web site – www.sarniaridingclub.com		

“ How sweet the memory of that special day... .”

Table Served Dinners

** All entrees include: salad, fresh French baguette slices, your choice of baked, mashed or duchesse potatoes or rice with a selection of seasonal vegetables, white cake with Vanilla buttercream or fruit salad and coffee / tea.

Soup: we have a large selection of soups	\$ 3.95 pp
6 oz. Chicken filets with white wine sauce	\$ 23.45 pp
8 oz. Chicken filets with white wine sauce (or your choice)	\$ 24.95 pp
8 oz Chicken filets with white wine sauce (or your choice) stuffed with goat cheese	\$ 26.95 pp
Children's Menu (e.g. Chicken Fingers & Fries)	\$ 8.95 pp
Fresh roasted turkey with stuffing; gravy and cranberry sauce	\$ 27.95 pp
5oz Salmon filets Florentine with white wine sauce and spinach	\$ 23.95 pp
6oz Fresh Salmon filets with white wine and sun dried tomato sauce	\$ 26.95 pp
Add scallops and mushrooms to salmon	\$ 4.00 pp
Triple AAA Roast Beef with brandy & red wine sauce & horseradish	\$ 26.95 pp
Prime Rib au jus with red wine sauce	\$ 33.45 pp
Rack of Lamb with red wine charlotte sauce	\$ 32.95 pp
Rack of Lamb with roasted scallops & shrimp	\$ 37.95 pp
Filet Mignon with red wine and pepper sauce	\$ 34.95 pp
Filet Mignon with roasted scallops & shrimp	\$ 39.95 pp
Add Lobster Tail	price on application

Note: Minimum 50 people required

Dessert upgrades are available.

Linens available (\$3.50 rounds/\$5.00 longs/\$6.00 table skirting)

White napkins provided if required at no charge.

Overlays are available at \$3.50 each (russet, India & black)

A 15% gratuity charge will be added to the above prices

H.S.T. will apply

For groups under 60 people, if two selections are required a charge of \$1.00 per person will apply

Late service charge: cake service \$1.50 per person, late coffee service \$1.50 per person

Cake service for cakes brought in from outside source \$1.50 per person (unless served as dessert)

Please no food can be brought in or removed from our premises

The above meals are available as buffet, prices are calculated as one portion per guest.

Buffet: upcharges apply for a larger number of portions.

Service: Serving will be continuous and without interruption. Should you require interruptions during the Service (speeches/presentations, etc.), arrangements must be made prior to the event.
(charges may apply)

Late Service: Food will be cleared no later than 11:00 p.m.

Table Served Dinners
Upgrades

Salads

examples of upgraded salads (*your preference*)

Garden salad: greens with tomato, cucumber, radish, onions, carrot shavings	\$ 1.95 pp
Radicchio, endive, spinach with walnuts	\$ 3.75 pp
Avocado, fresh orange, walnuts and raspberries on a bed of spring mix	\$ 6.95 pp

Salads are served with our own variety of vinaigrettes

Desserts

Our own freshly baked Apple strudel \$ 2.95 pp upcharge

Assorted medium cakes (one per table of buffet style) . \$ 36.00 each

:	La poire	Chocolate Orange
	Chocolate Mousse	Gateau Noistelle
	Mango Cream	Cheese Souffle
	Sachertorte	Apple Croustade & Crème Anglaise
	Black Forest	Strawberry Romanoff
	Gateau St-Honore	Chocolate Frou-Frou
	Glaze fruit tart	Mocha Torte
	Cappuccino Cream	Lemon Raspberry Cream

Plated Desserts: (desserts with a highly artistic decoration) \$ 8.95 pp upcharge

Chocolate coated strawberries \$ 1.95 each

Chocolate coated strawberries Tuxedo \$ 2.45 each .

Reception Items

Reception prices do not include linens.

Platters

Serving approximately 50 people

Majestic fruit platter	\$ 85.00
Vegetables and Dip	\$ 85.00
Relish tray	\$ 60.00
Cheese and cracker tray (domestic)	\$ 85.00
Cheese and cracker tray (imported)	\$ 105.00
Cold cut tray with fresh buns and all condiments	\$ 120.00
Smoked salmon platter with capers, red onion, lemon and pumpernickel	\$ 145.00
Sandwich Platter Assorted	\$ 160.00
Assorted pates, crackers, and bread	\$ 85.00
Assorted wrap platter (chicken salad, ham/cheese, tuna salad, vegetarian, egg salad)	\$ 160.00

Marinated Salads:

Greek Feta pasta	Broccoli and cherry tomato	
Vegetable fulilli	Chinese noodle	
Caesar potato		
German style potato salad		
Beet and barley w. feta cheese and balsamic vinegar		\$ 3.00 pp

Desserts:

Assorted medium cakes: \$ 36.00 each

:	La poire	Chocolate Orange
	Chocolate Mousse	Gateau Noistelle
	Mango Cream	Cheese Souffle
	Sachertorte	Apple Croustade & Crème Anglaise
	Black Forest	Strawberry Romanoff
	Gateau St-Honore	Chocolate Frou-Frou
	Glaze fruit tart	Mocha Torte
	Cappuccino Cream	Lemon Raspberry Cream

Individual pastries: (and many more)

Mille-feuilles	Chocolate mousse	
Mango cream	Cheese souffles	
Fruit tarts	Almond tarts	\$ 5.95 pp

Eva's Wedding Cakes – price on application.

Various drinks

Coffee and / or tea	\$ 1.50 pp
Soft drinks, juice, bottled water	\$ 1.50 pp

Reception Items

Canapes:

Caviar egg rounds	Apple and Brie with coulis	
Tuna and egg puffs	Smoked salmon on pumpernickel	
Rainbow devilled eggs	Asparagus and cream cheese	
Curried tuna canapés	Anchovy/cream cheese canapes	
Tuna and dill canapés		\$ 16.50 doz.

Hors d' oeuvres:

Large shrimp with cocktail sauce and lemon		\$ 16.50 doz.
Jumbo shrimp with cocktail sauce and lemon		\$ 22.95 doz.
Escargots in phyllo		\$ 22.95 doz.
Beef and mushroom in phyllo		\$ 22.95 doz.
Baluchons (mushroom and cheese in phyllo)		\$ 22.95 doz.
Bacon wrapped scallops		\$ 17.50 doz.
Bacon wrapped chicken		\$ 16.50 doz.
Mini quiches Loraine and vegetable		\$ 8.25 doz.
Sweet and sour meatballs		\$ 8.25 doz.
Brushetta		\$ 8.25 doz.
Spinach and feta slices		\$16.50 doz.
Glazes Glazed kebobs : chicken and veggies		\$ 36.95 doz..
Ham and pineapple		\$ 36.95 doz..
Marinated beef and veggies		\$ 42.95 doz..
Fish and scallops and veggies		\$ 49.95 doz..

Hors d'oeuvres and canapés can be incorporated in buffet, or served to your guests throughout the room.

Weekday Daytime Business Meetings

Buffet Style

Minimum required 30 people

Breakfast:

Continental buffet includes Fruit juices, various fresh baked goods such as muffins, danishes, croissants, fresh fruit , a variety of cheese and crackers.

Coffee/Tea \$ 8.95 pp

Water pitchers are placed on all tables

This buffet is removed at approx 11:00 am (no need to request food for break)

Lunch:

Should you have preferences for lunch, special requests are welcome.
The following are examples of what we can offer you.

Fresh French baguette slices, salad, coffee/tea

Chicken Caesar with garlic bread \$ 14.95 pp

Quiche and salad \$ 14.95 pp

Pasta: your choice of pasta and sauce with garlic bread \$ 14.95 pp

Meat or vegetable lasagna with garlic bread \$ 16.95 pp

Coq-au-vin on bed of rice paella with vegetables \$ 16.95 pp

Chicken supreme on rice with vegetables \$ 16.95 pp

Chicken and pasta combo \$ 16.95 pp

Boeuf bourguignon with potato (or rice) with vegetable \$ 18.95 pp

Chicken parmigiane with roasted potatoes and vegetables \$ 17.95 pp

Desserts:

Small dessert \$ 3.75 pp

Elegant dessert \$ 5.95 pp

Soft drinks with lunch \$ 1.50 pp

Afternoon break: coffee/tea, pop, bottled water \$ 1.50 pp

Linen Charges:

Longs \$ 5.00 each

Rounds \$ 3.50 each

We look forward to serving you!!!

BAR INFORMATION

General information:

Because we are licensed by the A.G.C.O., all alcoholic beverages served at the Sarnia Riding Club must be purchased from the Club. A bartender charge of \$20.00 per hour is applicable for a minimum of 3 hours if a bartender is needed for a luncheon, if extra servers are required to fulfill special serving needs or if there are less than 50 people.

WINE SUGGESTIONS

<u>WHITE</u>	*Joseph's 2007 Festival Reserve VQA	750ml	(.8)	\$ 17.00
		1 litre	(.8)	\$ 21.00
	E&J Gallo Zinfandel	750ml	(2)	\$ 17.00
	Two Oceans Sauvignon	750ml	(1)	\$ 18.00
	Yellow Tail Chardonnay	750ml	(1)	\$ 21.00
	The Little Penguin Chardonnay	750ml	(1)	\$ 21.00
	Mouton Cadet Bordeaux White	750ml	(0)	\$ 26.00

<u>RED</u>	*Joseph's 2007 Festival Reserve VQA	750ml	(.8)	\$ 17.00
		1 litre	(.8)	\$ 21.00
	Two Oceans Cabernet Sauv./Merlot	750ml	(1)	\$ 18.00
	The Little Penguin Merlot	750ml	(0)	\$ 21.00
	Yellow Tail Merlot	750ml	(1)	\$ 21.00
	Mouton Cadet Bordeaux Red	750ml	(0)	\$ 26.00
	<i>*Joseph's Winery offers Personalized Wedding Labels at no additional cost. (must be ordered three weeks in advance)</i>			

Ask the Sarnia Riding Club for further information and samples.

CHAMPAGNE / SPARKLING WINE

	Spumante Bambino White	750ml	(8)	\$ 14.00
	Freixenet Cardon Negro	750ml	(1)	\$ 22.00
	Freixenet Cordon Negro (single serving)	200ml	(1)	\$ 6.25

If you have a preference for a wine not listed above, please feel free to request it. Prices will be quoted upon request. Special orders must be placed at least 2 weeks in advance to ensure availability.

<u>Punches:</u>	Fruit Punch (serves 50)	\$60.00	Alcoholic Punch (serves 50)	\$ 80.00
	Requested Punch (serves 50)	price on application		

Types of Bars: **Host Bar** – Allows guests to have basic liquors (rum, rye, vodka, gin & scotch) domestic and premium beer, wine, coolers & soda pop paid for by the Host of the function.

Full Host – Allows guests all of the above with the addition of liqueurs & cocktails. (Caesars, daiquiris etc.)

Cash Bar – Allows guests any bar drink at their own expense.

Other arrangements such as "Toonie" bars, and bars with supplied drink tickets are available. Please inquire with the office.

Individual Drinks:

These prices are applicable to Host & Cash Bars.

Beer Domestic	(per bottle)	\$ 3.26	Beer Premium	(per bottle)	\$ 3.70
Liquor	(regular mix)	\$ 3.91	Cocktails		\$ 4.56
Liqueurs		\$ 4.13	Wine	(by the glass)	\$ 4.56

Corking Fee – home made wine (per bottle) \$ 7.00

(available for Wedding receptions only and must obtain a license from the A.G.C.O. at least two weeks prior to date of wedding)

ALL PRICES ARE SUBJECT TO – H.S.T. ALL INVOICED PRICES ARE SUBJECT TO H.S.T.
Prices are subject to change without notice.

SARNIA RIDING CLUB FUNCTION CONTRACT

Please Sign & Return min. 3 weeks prior to the function.

Function Type: _____ Function Date: _____

Organization: _____

Contact Name: _____

Billing Address: _____ Phone # Home: _____

_____ Work: _____

_____ Fax: _____

Deposit Paid: \$ _____ Date Taken _____ email: _____

Room Fee charge for Function: _____ + Tax

Fee for set-up during a function (ie: outdoor ceremony) _____ + Tax

PRIVACY CONSENT

I have reviewed the information that explains how your office will use my personal information and the steps your office is taking to protect my information.

I know that your office has a Privacy Policy, and I can ask to see the Policy at any time.

I agree that Sarnia Riding Club, Limited can collect, use and disclose personal information about those listed above, as set out in the information about the office's privacy policies.

I will allow no confetti and will pay a \$30.00/hour clean up fee if the premise is excessively defiled. The Sarnia Riding Club has the right to charge for any damage caused to the premises by my guests. I understand all invoices are due when rendered and that we will be responsible for any Collection fees incurred if the invoice is not paid in full. Food or beverages may not be brought into the building without prior permission from the Sarnia Riding Club or the St-Aubin Catering Co. The Sarnia Riding Club and it's agents, officers, directors, managers and employees, as a further consideration for permitting the function held at it's premises, shall be held harmless from and against any liability of any nature or kind for any damages to person and/or property which may be occasioned by use of the premises and facilities of the Club or any services to be provided and supplied for the function, the Club, it is acknowledged, assumes no such liability for any such damages.

Signed: _____

Date: _____

Function Type: _____ Function Date: _____

FUNCTION Table Set-up	TIME		ROOMS	# Expected	# Guaranteed	Music Band/DJ
	Arrival	Dinner				
SET-UP REQUIREMENTS			EQUIPMENT	FOOD REQUIREMENTS		
Punch Table _____			Microphone _____	Room _____		
Cake Table _____			Podium _____	Sit Down _____ Buffet _____		
Head Table _____			Flipchart _____	Schedule of Events:		
Display Table _____			TV _____	Time of Grace: _____ a.m./ p.m.		
Prize Table _____			VCR _____	Speeches: _____ a.m./ p.m.		
Reg/Guest Bk _____			Overhead _____	Awards: _____ a.m./ p.m.		
Gift Table _____			Screen _____	(Caterers menu is listed separately)		
Center pieces (\$10.00/each) _____			DJ Table _____			
Ceremony: _____			Piano _____			
BEVERAGE REQUIREMENTS			Wine Arrangements:	<u>NOTES FOR BAR</u>		
Bar Arrangements: Open On Arrival _____			Wine required:			
HOST (standard mix, wine, beer, pop) _____			White _____			
FULL HOST (host + cocktails & liqueurs) _____			Red _____			
CASH (mix/wine/ beer/pop/liqueurs) _____			(first glass served, bottle then placed on table)			
Non-Alcoholic Punch _____			Special Occasion Permit: _____			
Alcoholic Punch _____			(bottles placed on tables)			
Replenish as required _____			Replenish wine as required: _____			
Alcoholic Beverages are subject to H.S.T H.S.T. and 15% Gratuity.			Function Contracts are subject to H.S.T. and 15% Gratuity.			

NOTES: