

WEDDING PACKAGES & MENUS



CREATED ESPECIALLY FOR YOU BY:
VILLAGE SQUARE EVENT CENTER
1489 MILFORD ST
CLARKSBURG, WV 26301
304-623-2706
villagecatering@citynet.net

Welcome to Village Square Event Center

If you dream it we can make it happen!

The Event Management, Culinary and Beverage Teams are pleased to introduce you to the Village Square menus. Throughout all of our scrumptious menus and our original recipes, we incorporate locally produced, honey, vegetables, and meats.

As you explain your dreams you will begin to envision how your event can be elegant and memorable for your attendees, while trusting in the Village Square Catering and Event Professionals to create an unforgettable experience, provide exceptional service and prepare amazing culinary delights.

You may customize your menu to best suit the needs of your guests. You have the freedom to select and create your own unique menu. Meals can also be created to accommodate dietary needs.

If you dream it, we can make it happen! Our staff of trained and knowledgeable professionals is prepared to tailor a theme that will help you make a statement. We accomplish this through menu design, tabletop décor, floral accents, service and style, while tending to the needs of every guest. This will allow you to do exactly what Village Square intends to do. Relax and enjoy!! Yes, relax and enjoy and be assured that no detail will go unattended. You can sit back, relax and collect the compliments for designing a wonderful and grand memory.

Welcome to Village Square Event Center

If you dream it we can make it happen!

To the Bride and Groom,

Weddings at Village Square are extraordinary. We can fulfill your wedding day wishes from the beginning to the end, after rehearsal dinner, bridal shower, ceremony, and reception. It is all here at the Village Square Event Center.

We have several beautiful ballrooms, and a ceremony room giving every bride a selection. We can accommodate weddings & receptions of any size.

We can help you obtain a minister, flowers, music, cake, DJ, and a photographer. Of course you don't need a wedding consultant; you will have the assistance of our professional consultant here at Village Square.

We hope you enjoy our menus. All menu styles are meant to please a variety of guests. Please feel free to choose a tailored menu if you so desire.

We welcome the opportunity to meet with you and give you a tour of our incredible facility. There is a difference between beautiful and breathtaking. All Weddings are special: let us make yours extraordinary here at Village Square Event Center.

Sincerely,

Christine O'Hara
Catering Manager
Office: 304-623-2706
villagecatering@citynet.net



General Wedding Information

FOOD

We provide various banquet menu options and will also be happy to create a customized menu for you. Children's and special dietary meals can also be arranged. It is not permitted to bring outside food on the property (except wedding cake, specialty cookies or candies). Any unconsumed items may not be removed from the Village Square property. All wedding food prices begin at \$30.00 per person, plus service charge and tax, and are subject to change.

ALCOHOL

The Village Square Event Center is the only licensed authority to sell and serve alcohol on the premises. Therefore, by law, it is not permitted to bring alcohol into The Village Square Event Center by outside vendors or individuals. The Village Square Event Center reserves the right to refuse service to any guest that appears to be underage, without legal identification, or appears to be intoxicated.

BALLROOM SELECTIONS

We will provide you with the most suitable room for your event. Accommodations will be made depending on the number of your expected guests. The Village Square Event Center reserves the right to reassign the room if numbers fall below the function minimum.

GUARANTEES

All details pertinent to your event will need to be finalized 15 days prior to the event date. Your final guaranteed number of expected guests must be given 10 business days prior to your event date. After this time, the guaranteed number may not be reduced. If the actual attendance exceeds the guaranteed number, additional charges per person will be added to your bill.

General Wedding Information

DEPOSIT AND PAYMENT

A non-refundable advance deposit will be required upon the return of the signed contract. Half of the food cost only is due 3 months before the Wedding date. The deposit will be applied to the balance of your event. Final Payment 10 days in advance is required.

SERVICE CHARGE (PRODUCTION FEE) & TAX

A customary 20% taxable service charge and a 6% sales tax will be applied to all food, beverage, room rental and audio visual charges.

A service charge (production fee) covers setup, clean up, table, chairs, flatware, glassware, dinner ware, napkins and tablecloths.

SET UP AND DECORATING

The Village Square Event Center must be made aware of any outside vendors, (i.e. florists, entertainment, bakeries etc.) that requires access to any banquet space prior to the start of your event. Additional set up time may be arranged through your Catering Manager. Chair covers and custom linen may be arranged with our Wedding Consultant.

SOUND ORDINANCE

Musical entertainment such as a Band or DJ must end by 12 am for any ordinance.

PARKING

The Village Square offers free ample parking to all guests. Valet parking is available to the cost of \$20 per hour per attendant.

General Wedding Information

SECURITY

The Village Square Event Center will not assume responsibility for the damage or loss of any personal property left unattended prior to, during, or following your event. Special security arrangements may be made with proper advance notice at \$50.00 per hour per officer. Any items left from florists, etc. will not be the responsibility of Village Square.

VENDERS

Included in this packet of information, you will find a list of our preferred vendors. These vendors include: florists, bakeries, photographers, videographers, DJ's and officiates. These are based on our experiences.

CEREMONIES

For a minimum of 100 guests, there is a \$400.00 rental fee. This includes all set up and chair covers. All set ups over 200 are \$1.00 per chair. We require ceremonies in conjunction with receptions only. We can arrange ceremony rehearsals if desired, at no charge, depending on the space availability.

RECEPTIONS

All room rentals are included in our packages. If designing your own package, room rental is based according to wedding guest number. Rentals range from \$400.00 to \$1800.00 on top of tailored menus.

MENU PACKAGES

BARE ELEGANCE

This package includes your choice of napkin colors available to us and napkin fold. Linens in your choice of white, cream, or black. Mirror and 2 votive on each guest table, skirting of head table, & cake table, registration table, and gift table.

CHOOSE 1 ENTRÉE

*Grilled Marinated Chicken Breast
Italian Baked Chicken w/peppers, fresh tomatoes,
and mushrooms
Roasted Pork Loin w/ Apples
Italian Meatballs
Traditional Stuffed Chicken Breast*

CHOICE OF 2 SIDES

*Creamy Mashed Potatoes w/Gravy
Au Gratin Potatoes
Roasted Red Potatoes
Sweet Buttered Corn
Country Green Beans
Vegetable Medley*

INCLUDED IN MENU

*House Salad w/Ranch & Italian Dressing
Roll w/ Butter
Coffee, Tea, & Water*

PRICE PER PERSON

*\$30.00 ++ NO BAR
\$30.00 ++ UNDER 21
\$15.00 ++ 5 to 10
Age 4 & under eat free
\$48.00 ++ ABOVE 21 for Well Bar*



MENU PACKAGES

SIMPLE ELEGANCE

CHOICE OF 2 ENTREES

Grilled Marinated Chicken Breast
Baked Chicken pieces
Beef Burgundy Tips over Fettuccini
Italian Meatballs
Seasoned Grilled Pork Loin
Seasoned Roast Beef Au Jus
Penne Ragu

CHOICE OF 2 SIDES

Creamy Mashed Potatoes w/Gravy
Au Gratin Potatoes, Penne Marinara
Vegetarian Stir Fry over Rice
Vegetable Medley, Sweet Buttered Corn
Country Green Beans

INCLUDED IN MENU

Village House Salad w/Ranch and Italian Dressings
Roll w/Butter, Coffee, Tea, & Water



MENU PACKAGES

SIMPLE ELEGANCE

THE SIMPLE ELEGANCE PACKAGE INCLUDES

ROOM SET UP

*House Linens w/ your choice of napkin color available to us
Dance Floor
Audio/Visual Equipment
Mirrors & 2 Votive per table
Head Table & Cake Table set up with Lights & Skirting
Registration & Gift table set up & skirted
Cake Cutting Service
Placement of Favors, Guest Book, Toasting Glasses, & Cake Server
Over Head Décor*

RECEPTION DISPLAYS

*Fresh Vegetable Crudité: Broccoli, Carrots, Cauliflower, Celery,
Sweet Red & Green Bell Pepper Strips, Tomatoes, Ranch & Sweet &
Sour Dipping Sauce*

DOMESTIC CHEESE CUBE DISPLAY

*Assorted Crackers, Crustini, Cheese Spread, Assorted Cheese Cubes,
& Honey Mustard Dipping Sauce*

MENU PRICING

No Bar	\$40.00 per person ++
Beer & Wine Only	\$56.00 per person ++ 21 and over
Well Bar	\$62.00 per person ++ 21 and over
Call Bar	\$72.00 per person ++ 21 and over
Premium Bar	\$80.00 per person ++ 21 and over

\$20.00 per person ++ 10 and under – Children 4 and under eat free



MENU PACKAGES

ELEGANCE

CHOICE OF 2 ENTRÉE'S

Roasted Red Pepper Marsala Chicken Breast
Beef Burgundy Tips Over Fettuccini w/Mushrooms & Sweet Peppers, Herb Rubbed Roasted Pork Loin w/Apples
Breaded Cod Fillets w/Mixed Berry Glaze
Seasoned Roast Beef Au Jus
Citrus Marinated Center Cut Pork Chops
Parmesan Crusted Baked Chicken Breast
Traditional Stuffed Chicken Breast

CHOICE OF 3 SIDES

Creamy Mashed Potatoes w/ gravy
Herb Roasted Red Potatoes
Potato Au Gratin
Penne Marinara or Ragu
Fettuccini Alfredo
Herb Seasoned Cous Cous
Meat Lasagna
Vegetable Stir Fry over Rice
Country Green Beans
Maple & Cinnamon Winter Squash
Manhattan Vegetable Blend (asparagus, sugar snap peas, Italian green beans, roasted red peppers)
Baked Vegetable Medley w/ seasoned breading & parmesan cheese

CHOICE OF 1 SALAD

House salad w/ Ranch & Italian dressings
Spinach Salad

INCLUDED IN THIS PACKAGE

Roll w/ Butter
Coffee, Tea, & Water

MENU PACKAGES

ELEGANCE

THE ELEGANCE PACKAGE INCLUDES

ROOM SET UP:

House Linens w/ your choice of napkin color (colors available to us)

Dance Floor

Over Head Décor

Audio/Visual Set Up

Mirror & 2 Votive Per Table

Head Table & Cake Table Area Set up w/ Lights & Skirting

Registration & Gift Table Set Up with Skirting

White Chair Covers w/ your choice of satin sashes

Cake Cutting Service

Placement of favors, guest book or sign, toasting glasses, & cake server

RECEPTION DISPLAYS:

Fresh Vegetable Crudité:

Broccoli, Carrots, Cauliflower, Celery, Sweet Red & Green Bell Peppers

Tomatoes, Ranch & Blue Cheese Dipping Sauce

Domestic Cheese Display:

Assorted Crackers, Crustini, Cheese Spread & Honey Mustard

Dipping Sauce

COFFEE BAR

One Carried Appetizer: Chef's Choice

MENU PRICING

NO BAR	\$54.00 PER PERSON++
BEER & WINE ONLY	\$70.00 PER PERSON ++ 21 & OVER
WELL BAR	\$76.00 PER PERSON ++ 21 & OVER
CALL BAR	\$82.00 PER PERSON ++ 21 & OVER
PREMIUM BAR	\$86.00 PER PERSON ++ 21 & OVER
\$27.00 for Children 5 TO 10	
(CHILDREN AGE 4 & UNDER EAT FREE)	



MENU PACKAGES

THE UNIQUE ELEGANCE

CHOICE OF 3 ENTREES

Roasted Red Pepper Chicken Marsala
Parmesan Crusted Baked Chicken Breast
Tuscan Herb Rubbed Roasted Pork Loin
Carved Tender Grilled NY Strip Steak
Sliced Seasoned Roast Beef Au Jus
Pecan Encrusted Pork Medallions w/ Maple Cinnamon Glaze
Citrus Baked Salmon
Traditional Stuffed Chicken Breast
Shrimp Fettuccini Alfredo
Meat or Vegetable Lasagna

CHOICE OF 3 SIDES

Creamy Mashed Potatoes w/Gravy
Herb Roasted Red Potatoes
Stuffed Baked Potatoes
Mashed Potato Pie
Penne Ragu
Sautéed Green Beans
Steamed Broccoli
Cheesy Risotto
Maple Cinnamon Winter Squash (seasonal)
*Manhattan Vegetable Blend (asparagus, sugar snap peas,
Italian green beans, roasted red peppers)*

CHOICE OF SALAD

Spinach Salad
Village Salad
Mixed Field Green
INCLUDED
Roll w/ butter
Coffee, Tea, & Water

MENU PACKAGES

THE UNIQUE ELEGANCE

THE UNIQUE PACKAGE INCLUDES

DÉCOR

Mirror & 2 Votive per guest table

Table clothes, napkins in colors available to us.

White chair covers, with choice color of sashes

Dance floor

Ceiling Décor

Head table & cake table set up w/ lights under skirting

Registration & gift table set up and skirted

Audio / Visual set up

Wedding Lounge w/ Hors D Oeuvres & Beverages

Cake Cutting Service

Champagne Toast for Guests Served at the Bar

Champagne Toast & Chocolate for the Bride and Groom

Champagne Toast served to the Wedding party

Favors, toasting glasses, cake server, guest book & pen placement

RECEPTION DISPLAYS

Vegetable Crudité' Display: Broccoli, Carrots, Cauliflower, Celery, Sweet Red & Green, Grape tomatoes, Cucumbers, with Ranch and Sweet & Sour Dipping Sauce

DOMESTIC CHEESE DISPLAY

Crackers, Crustini, Seedless Grapes, Olives, Red Roasted Peppers, Honey Mustard Dip



MENU PACKAGES

THE UNIQUE ELEGANCE

THE UNIQUE ELEGANCE PACKAGE INCLUDES Continued...

ANTIPASTO DISPLAY

Capicola, sopressata, Prosciutto, Olives, Mozzarella Balls, Fontanilla, Provolone, Artichoke Salad, & Crusty Bread Slices

CHOOSE 3 BUTLER PASS OR DISPLAY APPETIZERS:

Fig / Bruschetta, Caprisi Bruschetta

Parmesan Bruschetta, Spanakopita, Cheese Tartlets, Spring Rolls w/Seasoned Thai Sauce, Mini Meatballs w/Marinara or Swedish Cream Sauce

COOKIE DISPLAY

A variety of Homemade Cookies

COFFEE BAR

Regular & Decaf Coffee, Hot specialty tea, and a variety of flavored creamers



MENU PRICING

No Bar	\$95.00 per person ++
Beer & Wine Only	\$110.00 per person ++ 21 and over
Well Bar	\$116.00 per person ++ 21 and over
Call Bar	\$118.00 per person ++ 21 and over
Premium Bar	\$122.00 per person ++ 21 and over
	\$89.00 per person ++ 10 and under

All bar options are based on 21 and older. Children 2 and under are free.



BAR OPTIONS & EXPLANATIONS

WELL BAR

Barton's Vodka, Toro Tequila, Black Velvet Whiskey

CALL BAR

Absolute Vodka, Jack Daniels, Fireball, Flavored Vodkas, Bacardi, Captain Morgan, Beefeaters, Seagram's 7, Cuervo Gold, E&J

PREMIUM BAR

Crown Royal, Jameson, Gray Goose, Kettle One, Sailor Jerry, Tanqueray, Cuervo Reserve, Hendricks, Maker's Mark, Hennessy, Disaronno

HOUSE WINE

Canyon Road (Available in all Red & White Wines)

DOMESTIC BEER

Budweiser, Bud Light, Michelob Ultra, Miller Lite, Yuengling, and Coors Light

IMPORTED BEERS

Corona, Guinness, Heineken, and Moretti

CRAFT & IPA'S

May be ordered upon special request.





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