

# Special Events Package



**THE VENUE**

**Host your event in style!**

# Welcome to The Venue!

The Venue is the premier location in Peterborough to host your special event. The Venue offers a beautiful interior and elegant atmosphere for any event. Our meticulous attention to detail and accommodating service will ensure operations run smoothly to guarantee your event is flawless. No matter the type of event you wish to host (birthday party, Christmas party, anniversary or a corporate function) we are prepared to collaborate with your event plans before, during and afterwards providing exceptional customer service and exceeding the expectations of your guests. The Venue consists of a modern upscale Lobby Wine Bar, a massive Main Hall with a stage, beautiful Balcony Lounge and two interior bars. The space is completely flexible allowing for customizable layouts to accommodate various types of events, large and small. With a capacity of over 900 guests for a cocktail party or 400 seated guests, The Venue offers an extensive selection of wine, beer, scotch and cocktails, and our exclusive kitchen provides a variety of exquisite dinner and buffet packages. Experience the Venue and experience success with your event.



*I've never had such a good customer service. No matter what I asked for or suggested you responded with an easy "we can do that"..... so refreshing. So many people I talked to before you told me all the things I couldn't do.*

Linda Van Der Wel  
Birthday Party

*From the moment we entered The Venue, the friendly and energetic staff made us feel like welcomed guests and really made a difference in making this a memorable event.*

Asaf Zohar, Program Director at Trent University  
Christmas Party

# Declarations and Policies

In order to ensure our team is able to completely accommodate your needs, we ask that you carefully read the following declarations and policies:

Prior to a booking being confirmed, The Venue Policy states that a fully completed and signed Special Event Order (SEO) and Event Contract be completed by the Event Manager. The SEO shall stipulate date(s) of the event, approximate number of guests, agenda, set up information, food and beverage, and audio/video requirements, accompanied by deposit.

## **PAYMENT POLICY**

- 100% of the room cost is required to secure your booking. This deposit is non-refundable.
- Payment installments can be arranged, with 100% of the costs to be paid 10 business days before the day of the event.
- Overages and additional costs are to be paid within 24 hours after the event date occurs.
- Clients must confirm the expected number of guests attending 10 business days before the day of the event.

## **CANCELLATION POLICY**

- A cancellation of 90 days prior to the event will result in a cancellation fee of 25% of the estimated event cost. If food has not been ordered the cancellation fee relating to food costs will be based on \$28 per expected guest.
- A cancellation of 30 days prior to the event will result in a cancellation fee of 50% of the estimated event cost. If food has not been ordered the cancellation fee relating to food costs will be based on \$28 per expected guest.
- A cancellation within 72 hours prior to the event will result in a cancellation fee of 100% of the estimated event costs.

## **DECORATION POLICY**

Décor is permitted under the following conditions:

- Décor must not result in wall holes, paint chips, scratches, floor scuffs, or defacing of any kind.
- The Venue advises against the following items: Staples, Tape, Thumbtacks, Pushpins, & Nails.
- The space will be made available for décor 6 hours before the event.
- The space must be completely cleared no later than 3 hours after the event.
- A \$250.00 cleaning fee will be charged if glitter confetti or balloons are used during the event.
- For Room Branding, images and or videos must be received 10 days prior the event.

# Declarations and Policies

## CATERING POLICY

- All prices are quoted per person and are subject to applicable HST and a 20% service charge.
- Menu selections must be confirmed 10 business days before the event to ensure our kitchen is fully prepared to meet your needs.
- Due to health and safety regulations The Venue does not provide its kitchen for outside use.
- The menu is subject to change without notice.

## BEVERAGE POLICY

- All beverages are subject to applicable HST and a 20% service charge.
- Due to provincial liquor regulations, outside alcohol is not permitted. The Venue offers an extensive cocktail, beer, wine, and spirits menu, and special request and signatures cocktails are available.



# Declarations and Policies

## SOCAN

All functions with taped or live music as per the Copyright Act of Canada, R.S.C 1985, c.C-45 will be susceptible to a SOCAN tariff (<http://www.socan.ca/pdf/GovCaRevisedTariffs/Tariff8.pdf>). This tariff with the applicable HST will be collected by The Venue and forwarded to the Society of Composers, Authors and Music Publishers of Canada based on the following guest counts:

- 001 to 100           \$41.13
- 101 to 300           \$59.17
- 301 to 500           \$123.38
- Over 500             \$174.79

## ROOM CAPACITY

- Main Hall Seated (accommodates 240 people)
- Main Hall Standing (accommodates 600 people)
- Balcony Lounge Seated (accommodates 150 people)
- Balcony Lounge Standing (accommodates 240 people)
- Lobby Wine Bar Seated (accommodates 40 people)
- Lobby Wine Bar Standing (accommodates 70 people)



# Pricing

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- All prices below are subject to applicable HST and a 20% service charge.
- Where applicable staffing and security are included.

## PACKAGES

### **The Venue – Main Hall and Balcony Lounge - \$1,500.00/day**

Includes:

- Room
- Room Setup and Tear Down (5 hours)
- Tables and Chairs
- Linen Table clothes and Napkins – available in black or white
- AV Tech (8 hours)
- Slide show (Projector and TV's)

### **Main Hall - \$1,250.00/day**

Includes:

- Room
- Room Setup and Tear Down (5 hours)
- Tables and Chairs
- Linen Table clothes and Napkins – available in black or white
- AV Tech (8 hours)
- Slide show (Projector and TV's)

### **Balcony Lounge - \$450.00/day**

Includes:

- Room
- Room Setup and Tear Down (5 hours)
- Tables and Chairs
- Linen Table clothes and Napkins – available in black or white

# Pricing

## ROOMS ONLY

- The Venue – Main Hall and Balcony Lounge \$500.00/day
- Main Hall \$350.00/day
- Balcony Lounge \$200.00/day

## AUDIO-VISUAL MATERIALS & SERVICES

- AV Tech \$55.00/hr
- Room Branding – includes Flat screen TV's and lights \$250.00 - \$500.00

## ADDITIONAL MATERIALS & SERVICES

- Room Setup and Take down \$45.00/hr
- Linen Table clothes and Napkins \$10.00/table
- Decorating Services Referrals Available
- DJ Services Referrals Available
- Limo Services Referrals Available

# Additional Information

The Venue is not responsible for personal belongings during an event or thereafter. Personal property must be accounted and removed from the event space upon completion of the function. The Venue is not responsible for the loss, damage or theft of personal items left on the property.

# Breakfast Buffet - Please Choose One of the Following

## **Coffee, Specialty Teas, Fresh Juices and your choice of Muffin**

\$4.00

## **Continental Breakfast Buffet**

*Variety of homemade baked goods (muffins, croissants, fresh pastries), Assorted Fresh Fruit, Yogurt with Granola, Coffee, Specialty Teas and Fresh Juices*

\$8.00

## **Full Breakfast Buffet**

*Scrambled Eggs, Bacon, Sausage, French Toast or Pancakes, Home Fries, Assorted Fresh Fruit, Toast with a selection of Preserves and Butter, Specialty Teas, Coffee and Fresh Juices.*

\$10.00

## **Add Ons:**

### **Custom Omelet Station**

*Add an omelet station for an extra \$4.00 per person.*





# Lunch Buffet - Please Choose One of the Following

## **Assorted Sandwiches & Wraps**

*Includes two and a half sandwiches per person. A variety of gourmet sandwiches on freshly baked breads and wraps, Mediterranean pasta salad or Specialty Soup. Organic greens with raspberry vinaigrette and squares & cookies.*

\$16.00

## **Deli Platter**

*An assortment of cold cuts and cheeses with freshly baked buns and breads as well as condiments, The Lobby house salad, fresh fruit with yogurt and granola.*

\$15.00

## **Taste of Italy**

*The Chef's homemade lasagna, with garlic bread, Caesar Salad, Organic greens and a red wine vinaigrette and an assortment of dessert squares.*

\$16.00

## **Healthy Choice**

*Honey and citrus marinated chicken breast, Sweet mango risotto, Steamed fresh assorted vegetables, Baby spinach salad with mango toasted almonds and a cider vinaigrette, Fruit yogurt with honey granola & a fresh fruit cocktail.*

\$17.00

## **Taste of Asia**

*Teriyaki Chicken stir fry, Steamed basmati rice, Variety of spiced vegetables, Broccoli & sun flower seeds with bitter sweet dressing, Fresh tropical fruit skewer.*

\$17.00

## **Prime Rib of Beef**

*with Yorkshire pudding, whipped garlic potatoes, Caesar salad, fresh rolls, Seasonal vegetable bundles, and assortment of dessert squares.*

\$21.00

Special requests available for an additional fee, contact the Event Manager for Details

# Dinner Plated

## Appetizers - Please Choose One of the Following

### **Smoked Salmon Bruschetta**

*Smoked Atlantic salmon with dill infused goats cheese, with shaved red onion & cucumber & baby capers.*

\$8.00

### **Roasted Red Pepper Bread**

*Lightly toasted flat bread with garlic butter, parmesan cheese, caramelized onions and roasted red peppers.*

\$8.00

### **Balsamic Stuffed Cremini Mushrooms**

*Cremini mushrooms stuffed with goat's cheese and topped with diced tomato, onion and a balsamic reduction.*

\$8.00

### **Mussels Provencal**

*Steamed mussels with diced bell peppers, onions, in a white wine garlic marinara sauce.*

\$9.00

### **Scallops Gorgonzola**

*Sea scallops poached in a white wine gorgonzola sauce served in a phyllo pastry cup.*

\$13.00



# Dinner Plated

## Salads - Please Choose One of the Following

### **Lobby House Salad**

*Roma tomatoes, red onion, toasted almond slivers on a bed of mixed greens with a balsamic vinaigrette and goat cheese crumble.*

\$8.00

### **Mediterranean Salad**

*Mixed greens tossed in red wine vinaigrette topped with feta, cucumber, black olives, roma tomatoes, scallions, sweet peppers and roasted pine nuts.*

\$8.00

### **Caesar Salad**

*Crisp Romaine in house Caesar dressing with maple smoked bacon and fresh parmesan.*

\$8.00

## Soups - Please Choose One of the Following

### **Roasted red pepper soup with crumbled feta cheese**

\$6.00

### **Potato leek soup with fresh Italian parsley**

\$6.00

### **Sausage & pepper soup with freshly grated parmesan**

\$6.00



# Dinner Plated

## Entrees - Please Choose One of the Following

### **Hoisin Cashew Pasta**

*Cashews, red peppers, snow peas and red onion sautéed in hoisin sauce over fresh pasta.*

\$15.00 - Add Chicken or Shrimp - \$4.00

### **Baked Citrus Salmon**

*A 6oz. filet of Atlantic Salmon baked in a citrus marinade and topped with a sweet orange salsa. Served on a bed of mixed greens with a creamy Mandarin vinaigrette.*

\$19.00

### **Potato Encrusted Halibut**

*A 6 oz. halibut filet encrusted in pan seared shredded Yukon gold potato in a mild Cajun sauce. Served with bell pepper risotto and fresh vegetable.*

\$20.00

### **Grilled AAA Strip Loin**

*12 oz. Strip Loin in a peppercorn sauce with roasted potatoes and fresh seasonal vegetables.*

\$29.00

### **Chianti Braised Filet Mignon**

*AAA 8 oz. filet braised in a chianti sauce with cremini mushrooms over garlic mashed red potatoes.*

\$29.00

### **Rotisserie Chicken**

*Quarter chicken seasoned to perfection with roasted potatoes and fresh seasonal vegetables.*

\$17.00

### **Veal Parmesan**

*Milk fed veal scaloppini lightly breaded topped with mozzarella cheese and marinara sauce with a side of penne marinara.*

\$18.00

### **Deep Fried Lasagna**

*Seasoned beef, pork and sausage and a 3 cheese blend, wrapped in spinach and fresh pasta, lightly breaded and served on a marinara base with gorgonzola cream sauce.*

\$18.00

### **Surf & Turf**

*AAA 8 oz filet with grilled skewered garlic shrimp, served with roasted red potatoes and fresh season vegetables.*

\$32.00

# Dinner Plated

## Desserts -Please Choose Two of the Following

### **Vanilla Bean Cheesecake**

*With Grand Marnier drizzle and fresh fruit.*

\$8.00

### **White Chocolate Berries and Cream**

*Fresh berries with Belgian white chocolate liqueur and crème fresh.*

\$7.00

### **Lindt Double Chocolate Tartuffo**

*Lindt dark and milk chocolate ice cream dusted in dusted in Lindt chocolate shavings.*

\$7.00

### **Chocolate Grand Truffle Cake**

*A chocolate truffle velvet mousse between layers of moist chocolate cake covered in a rich chocolate gnache.*

\$7.00

### **Crème Brûlée Cheesecake**

*A rich custard based cheesecake topped with a butter caramel sauce and fresh berries.*

\$8.00



# Buffet Menu - \$32/Person

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## **Assortment of freshly baked rolls and whipped butter**

### **Please Choose Two of the Following Salads**

Lobby House Salad - Roma tomatoes, red onion, toasted almond slivers on a bed of mixed greens with a balsamic vinaigrette and goat cheese crumble.

Mediterranean Salad - Mixed greens tossed in red wine vinaigrette topped with feta, cucumber, black olives, roma tomatoes, scallions, sweet peppers and roasted pine nuts.

Caesar Salad - Crisp Romaine in house Caesar dressing with maple smoked bacon and fresh parmesan.

Mandarin Salad – Mixed greens tossed in a citrus vinaigrette with julienne bell peppers, pine nuts, and mandarin oranges

### **Please Choose Two of the Following Entrees**

Maple Glazed Atlantic Salmon

Rotisserie Chicken

Beef Tenderloin Medallions in a Peppercorn Demi-Glace

Caramelized Apple Pork Tenderloin

Black Tiger Shrimp Risotto

Sweet & Spicy Mango Risotto

Spinach & Cheese Manicotti

**Our Buffet Always Includes Roasted Yukon Gold Potatos, Fresh Seasonal Vegetable Bundles, Mediterranean Pasta & Assorted Cheesecakes for Dessert**