



Gaffer's Restaurant & Lounge

2021 EVENT PLANNING GUIDE

GAFFER'S RESTAURANT AND LOUNGE offers a secluded and welcoming atmosphere while being conveniently located in the heart of the Village of Lockport.

Thirty-seven years of experience has taught us that attention to even the smallest detail is the key to creating a memorable experience. Our establishment has complete banquet facilities, expert catering and will handle the particulars according to your specific needs. Gaffer's offers a wide variety of customized services for any occasion.

With multiple room configurations, we are able to provide the ideal surrounding for your next event. Our establishment offers abundant space for all your important function needs. Each of our distinctive Rooms is perfectly suited as a venue for a wedding reception, corporate function, family celebration, or any other event.

Consisting of ethnically diverse dishes and fine North American fare, our menus have been designed to fit any budget and assure your guests impressive cuisine. "Our food is our reputation.... ask anyone!"

Gaffer's personal service is a priority in making your reception an unforgettable event. Our friendly accommodating staff are professionally attired and trained to cater to your every need. We will strive to make you and your guests feel welcome and comfortable.

We welcome you to come and enjoy our genuine hospitality and great food all at very reasonable and competitive prices.

ROOM CAPACITIES

Phoenix Room: This elegant space boasts floor-to-ceiling custom oak walls and a fireplace. It has a capacity for up to 50 seated guests.

Sunset Room: This ballroom has amazing views of the sun setting over St. Andrews Lock and Dam with 15 ft. ceilings and modern architecture. It has a capacity for 180 seated guests.

Garden Terrace: This outdoor space includes lush greenery, a stone walkway and cast-iron gate as an entrance. It has a capacity for up to 40 seated guests. It can be combined with the Phoenix Room to create a capacity for 100 guests in a cocktail reception style.

Rooftop Patio: Can be combined with the Sunset Room to add a capacity for up to 300 guests in a cocktail reception format.

ROOM DEPOSITS

INITIAL DEPOSIT \$500
2 WEEKS PRIOR TO EVENT DATE 75% of anticipated bill

Gaffer's requires a non-refundable deposit of \$500, which is due within seven days of booking to ensure and reserve the date for your special occasion. The deposit will be deducted from your final invoice at the end of your event.

SPACE IS NOT CONFIRMED AND IS SUBJECT TO FURTHER SALE UNTIL A DEPOSIT HAS BEEN RECEIVED.
GAFFER'S RESERVES THE RIGHT TO REFUSE THE BOOKING OF A FUNCTION.

FLOOR PLANS

The floor plan for your event will be generated when the number of tables required is given. Gaffer's accommodates tables of 8 guests. The final number of guest tables depends on your final guarantee. Final head count is required no later than 1 full week prior to your event. Breakdown of adults and children must be given prior to the event at the time the guarantee is given.

Your final floor plan must be returned to us no later than 14 business days prior to your event. The floor plan should include the following:

- Final head count – number of guests including head table. Children must be included in the guarantee.
- Arranged seating – please number all tables inside the circle and indicate number of guests per table just outside the circle. Prepare all work on the floor plan given to you. Please try to maintain 8 guests per table. Alternate seating arrangements must be pre-approved by the Manager. GAFFER'S provides table stands and numbers but does not provide place cards or table menus.
- Indicate high chairs or booster seats at desired tables.
- Indicate vegetarian and gluten free meals at desired tables. (See special meal request section.)
- Specific room requirements or special room layouts must be discussed and approved by the Manager at the time of contract completion.
- Table counts are somewhat flexible. We can usually add a few more tables or take a few out. However, please be aware that table numbers over the ideal affect the size of the dance floor and spacing between guests.

ROOM DECORATIONS

- GAFFER'S provides round or banquet tables, seating eight persons complete with white china, cutlery and glassware.
- Any non-permanent decorations may be used provided it does not cause any damage to the facilities. Decorations may be limited for fire and safety considerations, which will be at the discretion of the Manager.
- Upon approval of the Manager, the banquet room may be available for decoration the day before the event.
- The customer is responsible to decorate within stated guidelines and is required to adhere to safe work practices in our building.
- No fireworks or confetti are permitted.
- Decorations and all personal effects must be removed from GAFFER'S at the completion of each function unless otherwise arranged and agreed upon with the Manager.

OUTSIDE VENDORS

- All outside Vendors (decorators, bakers etc.) must abide by the policies and requests of GAFFER'S and its management. All vendors must work in a manner that promotes their safety, and the safety of the guests and GAFFER'S employees.
- Any damages or additional services required by vendors will be charged to the customer.
- All items must be removed at the end of the event.
- GAFFER'S is not responsible for any lost or stolen articles.

TABLE LINENS

We offer a wide assortment of coloured linen and charge the following:

Napkins	\$0.45
Tablecloths	\$5.00

SERVICE CHARGE

Gaffer's adds 18% gratuity to your final invoice and will ensure that your gratuity is given to the appropriate individuals involved in your event including the servers, kitchen and dish washing staff, and set up and tear down crew.

TAXES

All purchases, menu prices and services are subject to applicable taxes.

RESOUND and SOCAN FEES APPLIES

All music entertainers must provide their own equipment including stands, extension cords, microphones, etc. Events end at 1:00 am unless special arrangements are made with management. Failure to stop the music and end the event will result in a service surcharge.

GAFFER'S RESERVES THE RIGHT TO INSPECT AND CONTROL ALL PRIVATE FUNCTIONS, INCLUDING CONDUCT AND PERFORMANCE OF ENTERTAINERS AND AUDIBLE LEVEL OF MUSIC PLAYED.

SMOKING POLICY

GAFFER'S is a non-smoking facility at all times. Smoking is ONLY permitted in the patios of the building and the outer perimeter. Smoking in the building will not be tolerated and may result in the closing of the bar or be subject to fines.

SECURITY

In order to maintain a secure and safe event, GAFFER'S reserves the right to request security or police officers to be present at the client's expense.

DELIVERIES

Deliveries can be accepted the day prior to your event from 2pm to 5pm. All boxes or packages should be clearly marked with the name and date of the event. GAFFER'S does not accept any responsibility for these deliveries before, during or after the event.

ELECTRONIC PRESENTATIONS

Projector	\$100.00
Screen	\$50.00

It is recommended that all presentations be tested prior to the event to ensure device compatibility.

OUR PRIVACY POLICY

GAFFER'S ensures that personal information in its custody and under its control is used only for the purpose for which that information was obtained or compiled, or for a use consistent with that purpose.

LIABILITIES

The client agrees to conduct the function in an orderly manner and agrees to comply with applicable laws, regulations and GAFFER'S policies. The client will assume full responsibility for all guests attending, and is responsible for any damage incurred to GAFFER'S.

GAFFER'S is not responsible for any loss or damage to any goods, property and/or equipment of any type, brought into the Centre by the convener before, during or after the event.

GAFFER'S reserves the right to inspect and control all private functions. It is the sole responsibility of the person booking the function to reimburse GAFFER'S for any damages done to any part of the GAFFER'S premises or equipment which is caused by any person attending the function.

CONTRACT AND INVOICE POLICIES

A contract outlining function details must be signed prior to the event.

- Specific room requirements or special room layouts must be discussed and approved by the Manager at the time of contract completion.
- The food portion of the invoice will be based on your guarantee count. If you exceed the guarantee we will bill the actual guest count.
- Rentals, equipment, food or special services not listed on the contract, but requested by the customer, will be invoiced to the customer. All arrangements must be made with the Manager and fee structures will be discussed at that time.
- Prices are subject to change without notice and are guaranteed 90 days prior to the contracted event.
- All functions held on a statutory holiday are subject to a labour surcharge.

CANCELLATION POLICY

If the event is cancelled within one month prior to the event, the customer is liable to pay 50% of the anticipated bill. All deposits are non-refundable but may be transferable within certain guidelines.

PAYMENT POLICY

- GAFFER'S is pleased to offer four acceptable methods of payment: cash, cheque, VISA, MasterCard and debit card. All cards may be subject to a transaction fee.
- After you make your initial deposit to us to confirm your booking, a second deposit of 25% of the anticipated billing, based on your approximate guest count and menu selection, is due.
- The last deposit of 50% of the anticipated bill, must be made within 2 weeks before your event.
- All deposits are deducted from your final invoice.
- Payment of final balance is due the same night of the event.

MENU SELECTION

GAFFER'S is renowned for its top quality catering services and we are here to ensure that you and your guests are completely satisfied with every aspect of your meal. Our professional, experienced catering staff will be more than happy to offer their assistance and advice in your menu selections. At your convenience, custom designed menus can be arranged.

The final menu decisions are to be submitted two weeks prior to the function, this will ensure availability, proper staffing and coordination of your event.

Special dietary substitutes are also available upon request and must be arranged prior to the event. Guests requiring special meals must be identified to the wait staff in advance.

The guaranteed number of attendees must be given no later than 12:00 noon, seven working days prior to the function. When reporting the guaranteed number, we specifically require the number of children under the age of 6 in order to receive the proper discount. If we have not been provided the guaranteed number, the invoice will be made out for the number of persons originally expected for the function or for the actual attending number. Whichever is higher.

All menu prices are listed per person and are subject to applicable taxes which may change without notice.

GAFFER'S has exclusive rights to all food preparation and sales.

The content of our menus are merely suggestions and we would be happy to design a special menu for you. We offer two basic styles of meal service to choose from:

BUFFET

Buffet tables and stations are set up in the room. The guests will select a choice of menu items and **STAFF MEMBERS** will plate their food during the limited time the buffet is set up.

PLATED STYLE

The Ultimate Dining Experience! Let Gaffer's create a feast to remember.

SPECIAL MEAL REQUESTS

A vegetarian meal is offered to accommodate guests who are unable to partake of the menu ordered by the customer. Guests with special diets or food allergies should contact our office directly; GAFFER'S will make an effort to accommodate special requests, when possible. Guests with questions regarding food ingredients are also welcome to call GAFFER'S.

Special meals must be requested at least one week in advance of the event. All food brought into our building must be pre-approved on the contract. In keeping with current health and safety regulations, only Gaffer's employees may use our kitchen.

GUEST COUNT

You will be billed for your final head count or "guarantee" of number of guests. If some guests do not attend and GAFFER'S serves less than your guaranteed number, you will be charged for your guarantee. Our food purchasing is based on your guarantee. It would benefit you to obtain as many firm responses as possible before giving GAFFER'S your final count. Final count and any changes to your menu must be discussed with the Manager at least 14 days prior to your event.

Please be accurate with your guest's head count. Do not over or under estimate! GAFFER'S ensures an adequate supply of food for all your guests if a proper guarantee is given.

Prices are subject to applicable taxes and gratuity.

FULL MENU

Gaffer's Served Entrée Selections

Two Entrée Choice Surcharge **\$3 Per Person**

All Entrees Include:

- Fresh Baked Rolls and Butter
- Chef's Selection of Seasonal Vegetables
- Choice of Herb Roasted Potatoes, Garlic Mashed Potatoes or Vegetable Rice Pilaf
- Soup or Salad Choose 1 (add \$5 for both)
- Coffee & Tea Service
- Dessert

Roasted Breaded Chicken Breast **\$42**

- Apricot Rosemary with Demi-glaze
or
- Maple Bourbon with Demi-glaze
or
- Stuffed Chicken Breast with Asparagus, Cheddar & Ham **Add \$3.00 per Person**

Herb Crusted Roast Pork Loin **\$41**

- Rosemary Demi-Glaze
or
- Sour Cherry Demi-Glaze
or
- Herbed Sausage Stuffing **Add \$2.00 Per Person**

Atlantic Salmon **\$46**

- Creamed Dill Sauce
or
- Lemon Caper Beurre Blanc

Roast Striploin of Beef **\$52**

- Herb Marinated with Cognac Peppercorn Cream Sauce.

Roast Prime Rib of Beef (Medium) **\$55**

- Yorkshire Pudding, Horseradish and Herbed Jus.

Grilled Portobello Stack **\$41**

- Char-grilled Portobello, Red Onion, Zucchini & Red Pepper With Fresh Herbs & Goat Cheese & Yogurt Drizzle

Premium Starch Selections **Add \$2 per Person**

- Sweet Potato Swirl
- Wild & White Rice Pilaf
- Dauphinoise Potato

Enhance your Entrée with:

- Seared Sea Scallops **\$15**
- Jumbo Prawns in Garlic Butter **\$10**
- Lobster Tail with Citrus Cream Sauce **\$22**

Soups

Fire Roasted Tomato & Red Pepper with Herbed Crème Fraiche

Butternut Squash Bisque with Nutmeg Cream

Italian Wedding with Meatballs, Vegetables, Spinach & Orzo Pasta

Stracciatella: Light nourishing Italian egg drop soup with chicken stock, egg, parmesan, and ribbons of spinach.

Salads

Mixed Greens: Artisan Greens with Tomato, Cucumber, Red Onion & Julienned Carrot in Peach Vinaigrette

Classic Caesar: Crisp Romaine Lettuce Tossed with Creamy Garlic Parmesan Dressing and House made Croutons

Premium Salad Selections Add \$3 per Person

Artisan Greens: Candied Pecans, Mandarin Orange and Goat Cheese in White Wine Vinaigrette

Arugula: Arugula & Micro Greens with Blue Cheese in Pomegranate Vinaigrette

Desserts

Cheesecake: New York Style Cheesecake with Strawberries or Cherry
Or

Silk Chocolate Pâté: With Crème Anglaise
& Berry Garnish

Premium Dessert Selections Add \$4 per Person

Crème Brulee: Choice of Chocolate, Blueberry, Maple or
Vanilla Bean

Or

Chocolate Desire: Chocolate Truffle Torte served with Strawberry Fan, Cream and Chocolate Sauce

Working Soup & Sandwich Luncheon

\$20.00 per person add Caesar Salad \$2.50 per person

- Honey Ham with Cheddar Cheese
- Egg Salad with Chive Mayo
- Roast Beef with Dijon & Horseradish Mayo
- Smoked Corned Beef with Reuben Mustard
- Tuna with Celery & Sweet Onion
- Assorted Dainties & Squares or Assorted Cookies

Gourmet Soup & Sandwich Luncheon

\$24.00 per person add Caesar Salad \$2.50 per person

- Salmon Wraps with Lemon Dill Mayo
- Honey Ham & Relish Triangles
- Tuna with Celery & Sweet Onion
- Egg Salad & Chive Wedges
- Cheddar & Ham Fingers
- Roast Beef with Dijon & Horseradish Mayo
- Relish Tray or Vegetable Platter
- Imported & Domestic Cheese
- Assorted Dainties & Squares or Assorted Cookies

Soups Select One

- Chicken Noodle
- Black Bean Corn Chowder
- Minestrone
- Tarragon Infused Mushroom
- Cream Of Broccoli
- Beef Barley
- Potato Leek

Gaffer's Buffet (min 75 people)

Less than 75 people add \$3.00 per person

Salads

Choose 2

- Classic Creamy Caesar Salad with Parmesan & croutons
- Baby Spinach with Mandarin, Red Onion, & Toasted Almonds with Mild Roquefort Dressing
- Mixed Greens with Tomato, Cucumber, Red Onion & Julienned Carrots with Peach Vinaigrette & Ranch Dressing

Premium Salads Add \$2 per person

- Greek Style Fusilli Salad with Crumbled Feta
- Arugula & Micro Greens with Blue Cheese in Pomegranate Vinaigrette

Rolls with Butter

Starch Selections

Choose 1

- Garlic Mashed Potatoes
- Vegetable Rice Pilaf
- Roast Potatoes with Rosemary

Premium Starch Selections

Add \$2.00

- Sweet Potato Swirl
- Wild & White Rice Pilaf

Chef's Seasonal Vegetable Medley

Entrees

Choose 1

- Buttermilk Tender Fried Chicken
- 3-Cheese Tortellini with Pesto
- Tender Apricot Glazed Chicken Medallions

Premium Entrees

Add \$2.50 per Person

- Grilled Vegetable Lasagne
- Medallions of Salmon with Lemon Caper Cream sauce

Carvery

Choose 1

Option 1 - Herb Crusted Roast Pork Loin **\$42**
with Mushroom Demi-glaze

Option 2 - Savoury Roast Manitoba Turkey **\$45**
with Apple & Sage Stuffing

Option 3 - Herb Crusted New York Striploin **\$52**
with Mushroom Demi-glaze
& Blue Cheese Butter

Option 4 - Slow Roasted Prime Rib of Beef with Herb Jus & Horse Radish **\$55**

Dessert Station

- Seasonal Fruit Crumble & Dainties
- Fresh Seasonal Fruit

Dessert Add-ons \$2.00 per person

- Assorted Tortes
- Cheesecake with Topping
- Fresh Baked English Bay Cookie Platter

Charcuterie Boards (12-15 people)

Assorted Thinly Sliced Smoked and Aged Meats Paired with a Variety of Domestic and Imported Cheeses accompanied by a mix of preserves, crackers and Garnishes.

\$75.00

Cocktail Reception

Minimum 3 Dozen Per Item

Cost Per Dozen

- | | |
|--|----------------|
| - Stuffed Baby Tomato with Herb Infused Cream Cheese | \$18.00 |
| - Baby Shrimp Salad with Dill on Cucumber Wheels | \$20.00 |
| - Herb Marinated Bruschetta Bites with Goat Cheese | \$22.00 |
| - Honey Garlic Meatballs | \$18.00 |
| - Mushroom & Swiss Cheese Flatbread | \$20.00 |
| - Mediterranean Flatbread | \$20.00 |
| - Swedish Meatballs | \$20.00 |
| - Grilled Italian Sausage with Grainy Mustard | \$20.00 |
| - Jerk Chicken with Mango Chutney | \$22.00 |
| - Pork Saté with Sweet Thai Chili Sauce | \$22.00 |
| - Jumbo Torpedo Shrimp with Seafood Sauce | \$32.00 |
| - Mini Spring Rolls with Sweet Thai Chili | \$18.00 |
| - Breaded Jumbo Prawns with Cocktail Sauce | \$26.00 |
| - Smoked Goldeye on Dilled Cream Cheese Crostini | \$24.00 |
| - Shrimp & Pickerel Fish cakes with Sriracha Aioli | \$26.00 |

Stir-fry Station

\$14.00 per person

Chicken or vegetable stir-fry on rice or noodles
Assortment of garnishes

Late Night Snacks

Pick 3

\$14.00 per Person

- Grilled Cheese Sandwich
- Beef Sliders
- Chicken & Cheese Quesadilla
- Wings
- Sesame Dry Ribs with Honey Garlic or Sweet Thai Chili Sauce
- Turkey Sliders
- Vegetable Spring Rolls with Honey Garlic or Sweet Thai Chili Sauce
- Perogies with Fried Onion & Bacon

Beverage Service

We offer a variety of options for your bar service ranging from host bar to cash bar. All options include Beer, Wine, and Spirits of both premium and domestic liquor.

Non Alcoholic Beverage Station

\$110.00 per 25 people

- Coffee and Tea
- Pop/ Juice
- Fruit Punch

Memorial Luncheons

All platters serve 25-35 people

Sandwich Tray *\$7.50 per Person*

- Assorted sandwiches and wraps. 3 pcs per person

Dainty Tray *\$3.00 per person*

- Assorted dainties. 3 pcs per person

Vegetable Platter *\$64.00*

- Assorted vegetables served with creamy ranch dip

Cheese Platter *\$73.00*

- Assortment of imported & domestic cheese
- Served with crackers

Fresh Fruit Platter *\$75.00*

- Assortment of fresh cut fruit

All Inclusive packages for above mentioned items with coffee & tea are available starting at \$18.00 per person

BAR SERVICE

Our commitment is to offer quality service and act in the best interests of the client and GAFFER'S.

Persons making arrangements for the purchase of alcoholic beverages must be 18 years of age and must agree to abide by the Manitoba Liquor Control Board regulations and accept full liability and responsibility for any claims resulting from the consumption of alcoholic beverages.

GAFFER'S has the right and the obligation by law, according to the Manitoba Liquor Control Board regulations, to refuse alcoholic beverage service to any person under the age of 18 or to serve a person to a level of intoxication. It is agreed, that the person in charge of the function will work with GAFFER'S in regards to minors, all individuals showing signs of intoxication and also to assist in the safe departure of the guest.

Gaffer's offers two different bar services:

CASH BAR

A Cash Bar is recommended when guests will be paying for their own drinks. If consumption is less than \$300.00, a surcharge of \$150.00 will be charged for bartending services.

CONSUMPTION BAR

The host of the event pays for all beverages consumed. The host will be charged on beverages consumed on a per drink basis and charged to the host's invoice. If consumption is less than \$300.00, a surcharge of \$150.00 will be applied for bartending services.

Prices are subject to applicable taxes and gratuity.

