



# CATERING SUMMARY

CLYMONT COMMUNITY LEAGUE

1-51423 HWY 60, Spruce Grove, AB T7Y 1C3  
clymonthall@clymont.com

<b>Event:</b> _____	<b>Event date:</b> _____
<b>Contact person:</b> _____	
<b>Phone number:</b> _____	

**1. Catering Deposit:** Please choose the catering deposit amount based on the number of plates being ordered for dinner. Catering Deposit is required at least 14 days in advance of the Renter's function (see Rental Agreement).

150 + \$3000 deposit	200 + \$4000 deposit	250 + \$5000 deposit
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## 2. Meal Information:

Caterer: \_\_\_\_\_

Serving time for dinner: \_\_\_\_\_ p.m.

Late lunch for: \_\_\_\_\_ people.

Serving time for late lunch: \_\_\_\_\_ p.m.

## 3. Number of plates:

Number of adults	
Number of children 5-8 years old	
Number of children under 5	
<b>TOTAL number</b>	

## 4. Food Requests

Please list any **ALLERGIES**, special requests, and medical concerns that our Catering Team should be aware of:



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## Catering Details

Adult \$35 per plate  
 Child 5-8 years old - \$15 per plate  
 Child under 5 years old - Free

GST and a 15% gratuity will be added to catering costs  
 Aside from wedding cakes, **no outside food is allowed**  
 Prices are subject to change

**Functions will be charged for a minimum of 150 catered guests.  
 Consistent with Provincial Regulations, leftover food remains the property of Clymont.**

## 4. Dinner Menu Choices

**Meals are served buffet style and include:**

1. Fresh rolls and rye bread
2. One Chef's choice salad
3. Assorted pickle tray
4. Coffee and tea

***If you have a special request,  
 please talk to your Caterer***

***In addition to the above, please select your choice of meat, starch, salad, vegetable, and dessert dishes:***

Main Meat Dish <i>select 1</i>	Extra Meat Dish OPTIONAL (+ \$4.00 per plate)	Starch / Potato <i>select 1</i>	Salads <i>select 1</i>	Vegetable <i>select 1</i>	Desserts <i>select 1</i>
<input type="checkbox"/> Roast Beef	<input type="checkbox"/> Lemon pepper chicken	<input type="checkbox"/> Whipped potatoes	<input type="checkbox"/> Caesar salad	<input type="checkbox"/> Peas and carrots	<input type="checkbox"/> Black forest cake
<input type="checkbox"/> Oven roasted turkey	<input type="checkbox"/> Baked ham	<input type="checkbox"/> Oven roasted potatoes	<input type="checkbox"/> Tossed salad	<input type="checkbox"/> Corn	<input type="checkbox"/> Fruit crisp with ice cream
	<input type="checkbox"/> Meatballs with gravy	<input type="checkbox"/> Scalloped potatoes		<input type="checkbox"/> Glazed carrots	<input type="checkbox"/> Chocolate trifle
		<input type="checkbox"/> Perogies or cabbage rolls (+ \$2.50 per plate)		<input type="checkbox"/> Bean medley	

## 5. Late Lunch \$10 per person

- Assorted cold sliced meat tray
- Assorted pickle tray
- Cheese tray
- Fresh dinner rolls
- Fresh vegetables and dip
- Coffee and tea



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## 5. Bar

### Renter Responsibilities *\*plan in advance of event day\**

Before the bar can open, the Renter must provide:

1. LIQUOR LICENCE,
2. TILL RECEIPT(S) (of all liquor purchased), and
3. PAL INSURANCE CERTIFICATE to the Bartender.

If hosting a cash bar, Bartenders will only accept tickets at the bar. Renter must provide ticket seller, tickets, and float.

### Bar Opening/Closing Instructions

Wine set on tables: circle YES / NO at \_\_\_\_\_.

Bar opens at \_\_\_\_\_.

- During dinner: BAR is  Open OR  Closed (Planned time of dinner: \_\_\_\_\_)
- During speeches: BAR is  Open OR  Closed (Planned time of speeches: \_\_\_\_\_)

### Special Requests for Bartenders:

Caterer to order extra limes for Corona beer?  Yes OR  No (Select one)

Time of liquor delivery to Function: \_\_\_\_\_.

CORKAGE FEE OF \$7.50 FOR \_\_\_\_\_ PEOPLE TO BE ADDED TO CATERING FEES.



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## 6. Linen

Item	Price	Quantity	Colour
Head tablecloths	\$6.00 each		
Round tablecloths	\$6.00 each		
Gift table cloths	\$6.00 each		
Guestbook tablecloths	\$6.00 each		
Cake tablecloth	\$6.00 each		
Napkins	\$0.75 each		
Head table skirting	\$30 per function		
Wine glasses	\$0.50 each		Not applicable

## 7. Miscellaneous Items:

## 8. Message on the Clymont Hall highway sign:

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## 9. Renter's Responsibilities:

It is the responsibility of the Renter to read and follow all rules and regulations outlined in the Rental Agreement. It is the responsibility of the Renter to inform their Agents (Decorators, Wedding Directors, Bands, Disc Jockeys, etc) of the rules, regulations and times to vacate.