



Guest (Bride) _____

Guest (Groom) _____

Phone _____

Event Date _____

Thank you for your consideration of *The Olde Coliseum* for your special day. We are dedicated to tailoring the event to your desire of opulence or elegant simplicity. We take great pride in serving you and your guests so please don't hesitate to call with questions.

We trust that the policies and information listed below will assist you in planning your event.

Buffet Presentations

Entrée Selections

Pulled Pork

Single Entrée \$13.95

Roast Beef in gravy

Double Entrée \$15.95

Chicken Breast in cream sauce

Breaded & Baked Chicken

**All Buffet Prices include; Entrée, Potato, Vegetable, Salad & Dinner Roll*

Ham (served hot or cold)

Turkey with gravy

Marinated Boneless Pork Chops

Potato Selections

Baby Red Potatoes

Scalloped

Mashed Potatoes with Gravy

Rice Pilaf

Cheesy Hashbrowns

Potato Salad

Salad Selections

House

Caesar

Broccoli Cheddar Pasta Salad

Italian Pasta Salad

House Coleslaw

Vegetable Selection

Corn

Green Beans with or without Bacon

California Medley

Caramelized Carrots

Build Your Own Buffet Selections

Burger Bar \$12.95 per guest

1/4lb burgers served with choice of salad (potato salad is an option), baked beans and choice of seasoned kettle chips or regular potato chips. Condiments and toppings included; ketchup, mustard, mayonnaise, onion, tomato, pickle, lettuce and cheese.

Taco Bar \$13.95 per guest

Chicken and ground beef served with choice of two; hard shells, soft shells or tortilla chips. Refried beans and rice included. Toppings included; sauteed peppers, onion, black olives, tomato, shredded cheese, salsa, shredded lettuce, sour cream and nacho cheese. Add guacamole for an additional \$0.35 per plate.

Pasta Bar \$13.95 per guest

Choice of two pastas; Spaghetti, penne, fettucine or linguine served with chicken and meatballs, red sauce and alfredo sauce, garlic bread and Caesar salad. Substitute choice of cheese ravioli or lasagna for one pasta for an additional \$2.00 per person.

**Prices subject to change based on current market prices*

Dinner Details

Included with your hall rental is plated dinner service for the head table, water and coffee service at all tables, skirted head table, cake, gift & guestbook tables.

Plated Dinner Service Add \$1.00 per Guest

All leftovers will be packaged for you to take home at the end of your event.

All guest pricing subject to a taxable 15% Service Fee and 7.125% sales tax. Add 3% Fee for Credit Card Payment



Late Night Snack Options

Late Night Pizza Bar 12" Pizza Choice \$12.00 each (Add \$3.00 for deluxe)

Pretzel Bites & Cheese \$90 per 50 people

Tortilla Chips, Salsa & Nacho Cheese \$80 per 50 people

Meatballs \$135 per 50 people
BBQ, Sweet Chili or Italian

Cocktail Weiners \$125 per 50 people
BBQ or Sauerkraut

Spinach Artichoke Dip & Tortilla Chips \$120 per 50 people

Mini Deli Sandwiches \$125 per 50 people
Choice Ham or Turkey, Choice Cheddar, Swiss or Colby Jack

Baked Shredded Beef Sliders \$255 per 75 people

The Olde Coliseum is happy to price other late snack options of your choice.

All snack pricing subject to a taxable 15% Service Fee and 7.125% sales tax

Cake Service

There is a \$40 charge for cutting and serving of cake or setting up of cupcakes/other desserts.

Paper plates & plastic forks provided.

Snacks

S'mores Bar \$75 per 50 people

Skirted table with everything you need; Skewers, Graham Crackers, Chocolate Bars, Marshmallows, Caramel, and roasting stations.

Popcorn Bar \$130 per 100 people

Skirted Table with flavored & plain popcorn & two dozen marshmallow popcorn balls.

Other options are available upon inquiry as we are happy to accommodate your desires.

You are welcome to build your own snack bar with store bought items, preapproved by The Olde Coliseum. There will be a \$25 clean-up fee. Skittles are strictly prohibited.

Linen Service

Please choose your linen services.

Head table, Cake, Gift and Guestbook tables will be skirted.

White, ivory or black linen tablecloths with white linen napkins are available. (\$5.00 per table)

Linen Napkins are available in a variety of colors. (\$0.50 per guest)

Spandex Chair Covers are available in white or ivory. (\$2.00 per guest)

Satin or Linen Table Runners are available in a variety of colors. (\$1.00 per table)



Event Information:

Ceremony Time: _____ Location: _____ Chairs for Ceremony: _____
Doors Open at: _____ Social Hour Time: _____ Dinner Time: _____ Entertainment start: _____

Head Table:

Number at Head Table: _____ (Over 12 guests is an additional \$25 Charge) \$ _____

Head Table Refreshments (\$12 per bottle):

Wine: _____ Champagne: Sweet _____ Dry _____ Non-Alcoholic: _____ N/A: _____ \$ _____

Food Service:

Entree Selection(s): _____

Potato Selection: _____

Salad Selection: _____

Vegetable Selection: _____

Special Need(s): Gluten Free: _____ Vegan: _____ Vegetarian: _____ Other: _____

**Additional charges may apply*

Plated Service (\$1.00 per guest) _____

Price per Guest: \$ _____ Number of Guests: _____ Reserved Tables: _____ \$ _____

Late Night Snack: _____ Start: _____ \$ _____

Details: _____

Sweets/Snacks Option: _____ \$ _____

Cake/Dessert Service: (Desserts must be from a licensed baker)

Bakery: _____ Wedding Cake: _____

Guest Dessert Option(s): _____ Delivery: _____

Will *The Olde Coliseum* cut and serve (\$40.00): _____ \$ _____

Will *The Olde Coliseum* fill dessert table (\$20.00): _____ \$ _____

Plates & Forks supplied by *The Olde Coliseum* (\$20.00) _____ \$ _____

Linen Service:

Total Guest Count: _____ Total Table Count: _____

Tablecloth option: White _____ Ivory _____ Black _____ (\$5 per table) N/A _____ \$ _____

Napkins: White _____ Ivory _____ Color (\$0.50 each) _____ N/A _____ \$ _____

Chair cover option: White _____ Ivory _____ (\$2.00 per chair) N/A _____ \$ _____

Table runner: Color _____ Linen _____ Satin _____ (\$1.00 per table) N/A _____ \$ _____

Total linen cost: \$ _____

Estimated total before gratuity & tax \$ _____



Reservations & Billing

A \$1000 deposit must be made to reserve The Olde Coliseum for your date. The deposit is non-refundable. \$750 of this deposit then serves as your hall rental fee with the remaining \$250 to be credited to your final invoice. Payment in full is required the night of your event. Cash, check or credit cards are acceptable forms of payment. There will be a 3% surcharge for the use of a credit card (MN Statute 325G.051). Any damages to the premises will be added to your final bill.

On Site Ceremony

The Olde Coliseum is happy to offer a beautiful setting for your ceremony. There is a gazebo on the patio with an arbor entrance. The natural setting provides a simple yet elegant view. You are welcome to decorate the area as you wish. There is a \$200 rental fee for use of the site for a ceremony. The Olde Coliseum will rent the chairs and take care of procuring, setting up and returning the chairs. The chair rental cost will be included in your final bill with no mark-up from The Olde Coliseum. You are welcome to supply your own chairs.

Decorations

Please refrain from using open-flame candles (candles in bowls, cylinders, jars, etc. where the container exceeds the flame height are acceptable). We ask that you also refrain from the use of crepe paper and loose decorations smaller than a quarter, i.e. confetti, glitter, rice, birdseed, etc. There will be a \$200 charge for the use of these items.

We ask that you decorate the day of your event and remove all decorations immediately following your event.

All decorations must be approved by The Olde Coliseum prior to the event.

Music and Entertainment

DJ's and Bands are welcome to perform. We will gladly assist in coordinating their arrival time. The DJ/Band is expected to set up and remove all of their equipment the day of the event, unless other arrangements have been made with The Olde Coliseum.

Music provided by: _____ Band or _____ DJ Name: _____

Contact: _____ Phone: _____ Start Time: _____ End Time: _____

We request that you allow our staff at least thirty minutes after dinner to clear the dinner dishes and arrange tables prior to the start of entertainment.

Jagged Edge Entertainment is a preferred vendor of The Olde Coliseum as they have extensive experience in providing DJ services (including lights) for all types of events. For more information contact **Jagged Edge Entertainment** at 320-266-1890 or JaggedEdgeEnt@aol.com. Better yet, check out their services online at www.JaggedEdgeEntertainment.com.

Floral Services

Wedding & Tuxedo Connection is not only a great option for finding the dress of your dreams and tuxedos for the big day, but they also offer beautiful floral options for weddings and special events. For more information please contact **Wedding & Tuxedo Connection** at 320-597-TUXS(8897) or wtconnection@meltel.net to set up a consultation.

Layout

We will review your final layout options when we meet one month prior to your event.

Dessert Table: _____

Memory Table: _____

Gift Table: _____

Photo Booth: _____

Guest Book Table: _____

Other: _____

Snack Table: _____

Small Cake Table: _____



Beverage Service

Open Bar Pricing

Rail Drinks.....	\$3.50
Call Drinks.....	\$3.75
Premium Drinks.....	\$4.00 & Up
Domestic Beer.....	\$3.50
Wine & Hard Seltzers.....	\$3.75
Soda/Juice.....	\$1.25
Domestic Tap Beer.....	\$325/keg

Prices do not include the Minnesota Sales Tax of 9.625% or a Service Charge of 12% for all open bars

**Prices subject to change based on current market prices*

*The Olde Coliseum has a **Zero Alcohol Tolerance Policy** and to ensure an enjoyable and safe event, we ask not only responsible behavior from your guests but we also ask that you assist our staff in enforcing this policy. Any damages or expenses that occur while enforcing the following will be added to your bill.*

- ✓ Bar will be closed during dinner service.
- ✓ No liquor will knowingly be sold to or consumed by any person under legal drinking age while on the premises of *The Olde Coliseum*.
- ✓ No liquor will knowingly be sold to or is to be consumed by an individual who appears to be intoxicated while on the premises of the *The Olde Coliseum*.
- ✓ Those persons described above, an adult serving a minor or a person without an I.D. caught drinking will be approached by a staff member to correct the situation. If such person fails to cooperate with the staff the authorities will be contacted for assistance.
- ✓ No outside beverages will be allowed on the premises of *The Olde Coliseum*, including in any vehicles.

Bar Service:

Open Bar Selections: Rails _____ Calls _____ Premiums _____ Domestic Beers _____
Wine _____ Hard Seltzers _____ Soda/Juice _____

Keg Option 1: _____ Number of Kegs: _____ \$ _____

Keg Option 2: _____ Number of Kegs: _____ \$ _____

Special Instructions: _____

Open Bar Times: _____

Max Open Bar Amount: \$ _____

**Open bar total will be calculated based on number of each drink served.*



Miscellaneous

- *A meeting must be scheduled at least one month prior to the event to finalize the details. Please call to make an appointment.*
 - ✓ *Menu selection and dinner arrangements should be made at this appointment. This includes an estimate count of guests; this is needed to ensure enough staff is on hand to serve you. Final count must be made 10 days prior to the event date. The final count or the number of dinners served, whichever is greater, will be billed.*
- *The group and/or person booking the event are responsible for any damages or extra clean-up which may occur during your scheduled event.*
- *The Olde Coliseum assumes no liability for lost/stolen articles of apparel or personal property of the party or its guests.*
- *Any menu item you choose for your event is subject to Minnesota sales tax and 15% service charge. All prices subject to change.*
- *All alcohol is subject to Minnesota sales tax and 12% service charge. All prices subject to change.*
- *All property of the lessee must be removed from the facility by closing time of the event day unless other arrangements are made with the management.*
- *All food & beverages must be purchased through The Olde Coliseum, absolutely no food or beverage to be brought in the facility.*
- *We ask that all entertainment end at midnight to allow time for cleanup. The Olde Coliseum will begin cleanup at midnight as well.*

We have received [The Olde Coliseum policies and alcohol agreement](#), fully understand them and agree to their terms. All responsible parties must sign below.

Responsible Party: _____ *Date:* _____

Responsible Party: _____ *Date:* _____

Event Day Contact: _____ *Phone:* _____

Thank you for the opportunity, we look forward to serving you and your guests.

Sincerely,

The Olde Coliseum