

PLACE *Concorde*

7515 Forest Glade Drive Windsor, ON N8T 3P5



BANQUET INFORMATION

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Banquet Coordinator: Natalie Yelle, natalie@placeconcorde.org



CANADIENNE

The intimacy and elegance found in "la Canadienne" may just be what you're looking for, an unforgettable evening with your 200 guests.

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RICHELIEU

The "Richelieu" offers space for up to 100 guests. This room is perfect for any occasion. The "Richelieu" is equipped with a multi-media projector, screen and has internet access.



INDEX

All Inclusive Package.....	4
Hall Rental and Decorations.....	5
Menus:	
Country Style.....	6
Buffet.....	7
Plated.....	8
Breakfast/Brunch and Coffee Stations.....	9
Menu Selections.....	10
Trays and Reception Items/Business Luncheons.....	11
Bar Service.....	12
Additional Information.....	13
Additional Function Services	14
Non-profit Community Events	15

*Prices in effect September 1 2009

ALL INCLUSIVE

Place Concorde's Complete Package

This package includes:

- ◆ Decorations and linen
- ◆ Complete country style dinner
- ◆ Full Bar service / SOCAN Fee / Hall Rental

Prices: (Taxes and gratuities are included)

- ◆ Adults (19 yrs and over) \$74.95/person
- ◆ Teenagers (12 yrs to 18 yrs) \$37.45/person
- ◆ Children (5 yrs to 11 yrs) \$14.95/person
- ◆ Under 5 years No charge

Decorations:

- ◆ Center piece (Floating candle, with colored water placed on mirror with confetti)
- ◆ White lights and tulle (on head table and sweet table)
- ◆ Bird Cage
- ◆ Archway, with white lights and tulle

Linen:

- ◆ Linen napkins (white, forest green, or burgundy)
- ◆ Linen table cloths and skirting (white only)

Bar Service:

- ◆ Poured dinner wine (White and Red House Wine)
- ◆ Beer
- ◆ Mix Drinks (Supplies and bartender included)
- ◆ Bar Open from 6pm to 1am
- ◆ No Shots or Doubles

Country Style Dinner:

- ◆ Relish Tray
- ◆ Garden Green Salad with dressing
- ◆ Pasta with Sauce
- ◆ Roasted maple-baked chicken
- ◆ Roast Beef with brown sauce
- ◆ Potato
- ◆ Vegetable
- ◆ Dessert
- ◆ Coffee, Tea, Rolls and butter
- ◆ Late night coffee service included with customer's cake
- ◆ Fresh fruit tray and assorted pastry tray also included with customer's cake

There are no substitutions on the All Inclusive Package and no credit for items not used

HALLS & DECORATIONS

Hall Rental

Canadienne: (Capacity 200 guests)

- ◆ Rental fee \$400
- ◆ Over 180 guests \$200 (subject to head count)

Richelieu: (Capacity 100 guests)

- ◆ Rental fee \$250
- ◆ Over 85 guests \$125 (subject to head count)

- ◆ Sunday Rates : 50 % off room rental fee if over 50 guests (subject to head count)

- ◆ In the case of Canadienne or Richelieu, if you are renting a hall for ceremony purposes only, it is subject to a \$800.00 room charge

Decorations

Table Linen:

- ◆ Linen Table cloths (white) **Additional charge for different colors**
- ◆ Linen napkins (white, forest green or burgundy) **Additional charge for different colors**
-Breakfast and Lunches will include paper napkins
- ◆ Skirting (white)
- ◆ Head table and cake table skirting is included

White lights, tulle and other:

- ◆ Variety of Centerpieces \$9.00/each (prices vary)
- ◆ Head Table \$35.00
- ◆ Sweet Table \$25.00
- ◆ Railing (canadienne) \$60.00
- ◆ Bird Cage \$50.00
- ◆ Archway \$50.00
- ◆ Pillars and lattice/curtain \$100.00
- ◆ White Chair Covers \$2.00/chair

Outside Service Providers :

- All decorations must be approved by the banquet coordinator prior to the event.
- Outside decorators must check with banquet coordinator with schedules for set up and take down
- We do not provide tools, linen, extensions, etc... to outside providers

Taxes and gratuities not included

COUNTRY STYLE

Country Style Menus (Coffee, tea, rolls and butter are included with every menu) **Min. 40 guests**

Country Style #1:

\$20.95/person

- ◆ Garden green salad with dressing or Caesar
- ◆ Pasta with Sauce
- ◆ Baked Maple Glazed Chicken
- ◆ Potato
- ◆ Vegetable
- ◆ Dessert

Country Style #2:

\$22.95/person

- ◆ Garden green salad with dressing or Caesar
- ◆ Pasta with sauce
- ◆ Baked Maple Glazed Chicken
- ◆ Cabbage Rolls
- ◆ Potato
- ◆ Vegetable
- ◆ Dessert

Country Style #3:

\$27.95/person

- ◆ Relish tray
- ◆ Garden green salad with dressing or Caesar
- ◆ Pasta with sauce
- ◆ Baked Maple Glazed Chicken
- ◆ Roast beef with brown sauce
- ◆ Potato
- ◆ Vegetable
- ◆ Dessert

Substitutions: (or add-ons)

- ◆ Substitute Boneless chicken breast (Maple-Baked, Florentine , Cordon Blue) add \$3/person
- ◆ Add on Veal Parmesan add \$3.25/person
- ◆ Add on Cabbage Rolls add \$2.50/person
- ◆ Add on Roast Beef add \$3.00/person
- ◆ Add on soup add \$1.50/person

Taxes and gratuities not included

BUFFET

Buffet Style Menus (Coffee, tea, rolls and butter are included with every menu) **Min. 40 guests**

Buffet Style #1:

\$15.95/person

- ◆ 4 assorted salads (incl. Green Salad)
- ◆ Pasta with Sauce
- ◆ Baked Maple Glazed Chicken
- ◆ Potato
- ◆ Assorted Desserts

Buffet Style #2:

\$18.95/person

- ◆ 6 assorted salads (incl. Green Salad)
- ◆ Pasta with Sauce
- ◆ Baked Maple Glazed Chicken
- ◆ Cabbage Rolls
- ◆ Potato
- ◆ Assorted Desserts

Buffet Style #3:

\$21.95/person

- ◆ 6 assorted salads (incl. Green Salad)
- ◆ Pasta with Sauce
- ◆ Baked Maple Glazed Chicken
- ◆ Roast Beef with brown sauce
- ◆ Cabbage Rolls
- ◆ Potato
- ◆ Vegetable
- ◆ Assorted Desserts

Taxes and gratuities not included

PLATED

Plated Menus (Coffee, tea, rolls and butter are included with every menu) **Min. 40 guests**

Plated Menu #1:

\$21.95/person

- ◆ Soup
- ◆ Garden green salad with dressing or Caesar
- ◆ Boneless Breast of Chicken Florentine (stuffed with broccoli with a cheddar cheese sauce)
- ◆ or Boneless Breast of Chicken Cordon Blue (stuffed with ham and swiss cheese)
- ◆ or Boneless breast of Maple Baked Glazed Chicken
- ◆ Potato
- ◆ Vegetable
- ◆ Dessert

Plated Menu #2:

\$23.95/person

- ◆ Soup
- ◆ Garden green salad with dressing or Caesar
- ◆ New York Steak (8oz) with Sautéed Mushrooms
- ◆ Potato
- ◆ Vegetable
- ◆ Dessert

Plated Menu #3:

\$26.95/person

- ◆ Soup
- ◆ Garden green salad with dressing or Caesar
- ◆ Prime Rib au Jus (10oz) with Horse Radish
- ◆ Potato
- ◆ Vegetable
- ◆ Dessert

*Please note that Steak and Prime Rib are cooked medium well, unless otherwise ordered by the host

*Substitute soup for baked soup bonnet Add \$1.25

Taxes and gratuities not included

BREAKFAST/BRUNCH

Continental Breakfast: (minimum of 15 people)

\$6.95/person

- ◆ 1 pastries per guaranteed # guests (Danish, muffins, croissants, yogurt)
- ◆ Coffee, tea Station (1 coffee refill included)
- ◆ Orange Juice

Hot buffet : (minimum of 25 people)

\$11.95/person

- ◆ Scrambled Eggs
- ◆ Bacon and Sausage
- ◆ Home Fries
- ◆ French Toast
- ◆ Toast and Jam
- ◆ Fresh Fruit Tray
- ◆ Coffee, tea and Juice

Royal Brunch: (minimum of 40 people)

\$16.95/person

- ◆ 6 assorted salads
- ◆ 10 Hot Items (2 meats, breakfast/luncheon items)
- ◆ Assorted Desserts
- ◆ Coffee, tea and Juice

Coffee Stations:

\$10.00/thermos (8 servings)
\$40.00/urn (40 servings)

Juice:

\$9.00/pitcher Orange, Apple or Grapefruit

Pop:

\$7.00/pitcher Pepsi, Diet Pepsi, 7up, Ginger Ale

Taxes and gratuities not included

MENU SELECTIONS

Choose one from each group of the following selections if included with your menu :

Soups:

- ◆ Minestrone
- ◆ Chicken Noodle
- ◆ Cream of Broccoli
- ◆ Other options upon request

Salad Dressings:

- ◆ House Dressing Vinaigrette (red wine Dijon mustard and garlic)
- ◆ Italian Dressing
- ◆ Ranch
- ◆ Caesar

Pasta Sauce:

- ◆ Meat Sauce
- ◆ Tomato Basil Sauce
- ◆ Alfredo Sauce

Starch:

- ◆ Roasted Potato Wedges or Oven Roasted Parisiennes Potatoes
- ◆ Mashed Potatoes with gravy
- ◆ Scalloped Potatoes
- ◆ Rice Pilaf

Vegetables:

- ◆ Medley of vegetables (carrots, broccoli and cauliflower)
- ◆ Glazed baby Carrots
- ◆ Sliced Buttered Carrots
- ◆ Green Beans

Desserts:

- ◆ Cheese Cake with strawberry or blueberry sauce
- ◆ Fresh Strawberry Crêpes
- ◆ Ice Cream
- ◆ Chocolate Fantasy Cake

TRAYS/LUNCHEONS

Trays and Reception Items

- ◆ Fresh Fruit Tray \$45.00 (serves 30-35)
- ◆ Cheeses and Cracker Tray \$50.00 (serves 30-35)
- ◆ Fresh Vegetables and Dip \$40.00 (serves 30-35)
- ◆ Assorted Pita Sandwiches \$50.00 (serves 30-35)
- ◆ Relish Tray \$16.00 (serves approx 8)
- ◆ Assorted Cookies \$35.00 (serves approx 15-20)
- ◆ Assorted Breakfast Tray \$35.00 (serves approx 15-20)
- ◆ Assorted Pastry Tray \$52.00 (approx 75 pieces)
- ◆ Chicken Wings \$8/pound (approx 1 dozen)
- ◆ Shrimp Cocktail Tray Market Price

*Hot hors-d'oeuvres available upon request

Business Luncheon Menu Buffet (minimum of 20 people)

Lunch #1

\$9.95/person

- ◆ Soup
- ◆ Salad
- ◆ Quiche
- ◆ Assorted Desserts
- ◆ Coffee/tea

Lunch #2

\$9.95/person

- ◆ Soup
- ◆ Assorted Pita Sandwiches
- ◆ Assorted Desserts
- ◆ Coffee/tea

*Wings and Fries \$9.50/person

*Penne Luncheon \$8.50/person

- ◆ *includes salad, rolls and coffee/tea*

Taxes and gratuities not included

BAR SERVICE

Bar services offered

Cash Bar: (Guests pay for their own individual drinks)

◆ Beer/Mixed Drink	\$4.25
◆ Glass of wine	\$4.50
◆ Premium/Shots	\$4.75
◆ Bottle of wine (1L)	\$24.00
◆ Pop	\$1.25
◆ Juice	\$1.75

Host Bar: (Consumed alcohol will be invoiced to the host, plus taxes and gratuities)

◆ Beer/Mixed Drink	\$3.70
◆ Glass of wine	\$3.90
◆ Premium/Shots	\$4.15
◆ Bottle of wine (1L)	\$20.85
◆ Bottle of champagne	\$22.95
◆ Pop	\$1.10
◆ Juice	\$1.50

Place Concorde Supplied Bar: (We take care of everything)

- ◆ \$8.50/person + consumed alcohol at cost
- ◆ Host is charged for consumed alcohol at cost plus taxes

Host Supplied Bar: (Host provides the alcohol) **or Dry Bar**

- ◆ Host must obtain a Special Occasion Permit from the LCBO, estimate quantities, coordinate deliveries, handle shortage and oversupply.
- ◆ Charge of \$7.50/person applies for staff, supplies and mixes.
- ◆ Leftover alcohol must be removed by the host the day of the event.
- ◆ All liability for any guest is assumed by the host.
- ◆ Dinner wine is subject to \$5.00/bottle corkage fee
- ◆ **Dry Bar** (fee includes unlimited punch, pop, juice and water)

Punch: (serves approximately 50 + glasses)

◆ Non Alcoholic Punch	\$55.00
◆ Alcoholic Punch	\$80.00

Beer: Labatts and Molson

Liquor: Rye, Rum, Scotch, Gin, Vodka, Peach Schnapps, Cherry Whisky

Alcohol prices may change at any time...prices effect on day of event not day of booking

ADDITIONAL INFO

Additional information

Deposits and Payment Policy:

- ◆ **We require a \$500.00 deposit to reserve the hall for your function.**
- ◆ **Payment of 50% of your total expected bill is required 30 days prior to your event.**
- ◆ **Balance owing is due the week of your event. Any adjustments will be due within 5 business days after your event.**
- ◆ **Interest charges of 1.5 % monthly**

Contracts:

- ◆ **All menus and details regarding your event must be confirmed 45 days prior.**
- ◆ **We require your guaranteed number of guests 14 days prior to your event.**
- ◆ If you require two set ups for your event, you will be charged a \$350.00 room set up fee.
- ◆ Deliveries can be made the day prior to your event.
- ◆ **Catering guarantee 14 days prior to event, billed on guaranteed number of quests.**

SOCAN Fee: (Society of Composers, Authors and Music Publishers of Canada)

- ◆ With dancing \$41.13 + GST (1-100 guests) \$59.17 (101-300 guests)
- ◆ Without dancing \$20.56 + GST (1-100 guests) \$41.13 (101-300 guests)
- ◆ This fee is an application for a license under SOCAN Tarrif 8A. Tarrif 8A license gives you the right to play musical works from Socan's repertoire at receptions, conventions, assemblies at your event.

Food:

- ◆ Our banquet menu is designed so that any substitutions or exchanges are possible however, the client must be aware that the cost may fluctuate
- ◆ Children between the ages of 5 and 12 years old will be charged half price of the menu that is selected by the host. There is no charge for children under the age of 5 years.
- ◆ Limited dietary substitutions may be made in advance.
- ◆ Vegetarian meals are available and must be ordered 14 days prior to your event.
- ◆ Guests ordering substitutions must be identified by a special ticket or place card.
- ◆ We will only allow 15 minute delay for your meal service
- ◆ Meals are for onsite consumption only. No take out permitted
- ◆ **Only pastries can be brought in for a late night sweet table, subject to our fee \$1.50/person**

Equipment Rental:

- ◆ T.V. and VCR/DVD \$60.00 (only 1)
- ◆ Overhead projector and screen \$40.00
- ◆ Flip Chart \$5.00 (each)
- ◆ Multi Media Projector/Screen \$100.00 (bring own laptop if needed)

Taxes and gratuities not included

ADDITIONAL FUNCTIONS

Salle Communautaire (capacity of 300)

- ◆ \$300.00/ all day
- ◆ \$450.00/ all day and after 5pm

Salle de classe (capacity of 25)

- ◆ \$ 150.00/ all day
- ◆ \$ 250.00/ all day and after 5pm

Salon Robert Vallée (capacity of 75)

- ◆ \$250.00/ all day
- ◆ \$350.00 all day and after 5pm

Host Catering

- ◆ Room Rental fee applies
- ◆ \$7.50/person service fee
- ◆ Includes room set-up with tablecloths
- ◆ All dishes required for client's catering + paper napkins
- ◆ 1 staff provided

Jack n' Jill Package

- ◆ Room Rental fee applies
- ◆ Bar service includes purchase of beer kegs @ cost + cash bar for mixed drinks
- No alcohol or money exchange on premises (no sale of jello shots)
- ◆ Variety of menu options available (see page 11)
- ◆ Games permitted, no adult entertainment, client responsible for damages

Wake Luncheons

- ◆ No room rental
 - ◆ Bar service available upon requests
 - ◆ Buffet Style (page 7)
 - ◆ Invoice based on guests attending
- Confirm as soon as possible, date, times, approx guests.

Taxes and gratuities not included

NON-PROFIT EVENTS

Salon Robert Vallée (capacity of 75)

- ◆ \$90.00/all day
- ◆ \$115.00/evening

Salle Communautaire (capacity of 300)

- ◆ \$90.00/all day
- ◆ \$120.00/evening

Salle de classe (capacity of 25)

- ◆ \$85.00/all day
- ◆ \$115.00/evening

Saturday/Sunday

- ◆ 9am-5pm \$125.00
- ◆ 5pm-10pm \$200.00

Pasta Benefits (\$ 8.50/person all included-minimum of 75 people)

Offered as a fundraising opportunity for the not for profit sector only

No room rental fee on weeknights (Monday-Friday)

50% (Saturday, Sunday)

- ◆ Salad
- ◆ Pasta with Sauce
- ◆ Rolls and Butter
- ◆ Coffee, tea

GST not included for hall rentals