



Making Spirits Bright

MACEWAN
Event Centre
CALGARY

Making Spirits Bright

The MacEwan Event Centre located at the University of Calgary features 20,000 square feet of dedicated function and event space. The 8775 square foot MacEwan Hall can host up to 440 guests for a dinner and dance or 750 guests for a standing cocktail reception. Our Ballroom can comfortably accommodate up to 336 guests for a dinner and dance or 500 guests for a standing cocktail reception

Our Holiday Parties Include:

Dedicated Event Coordinator for your Function

Decorated Christmas Tree

Beautifully Decorated Tables with Holiday Centre Pieces,
Mirrors and Votive Tea Lights

Ivory or Black Table Linens, and Burgundy Napkins

Receptions

Hot Hors d'Oeuvres

Seared Crab Cakes, Red Currant and Cranberry Chutney \$25.00

Sesame Beef Skewers, Scallions \$25.00

Avocado Spring Rolls, Sweet Chili Dipping Sauce \$18.00

Wild Mushroom Risotto Ball, Zesty Pesto and Goat Cheese Dip \$20.00

Chicken Satay, Lemon Ginger Glaze \$21.00

Spanikopita, Tzatziki Sauce \$15.00

Mini Beef Wellingtons \$23.00

Vegetable Spring Roll, Sweet Chili Dipping Sauce \$15.00

Mini Beef Burger, Lettuce, Tomato, House Mustard \$26.00

Cold Hors d'Oeuvres

Sundried Cranberry, Pecan, and Red Cabbage Slaw, Belgian Endive Leaves \$18.00

Shrimp Salad, Fresh Basil topped Crostini \$20.00

Cumin Roasted Fingerling Potatoes, Smoked Salmon and Dill Sour Cream \$20.00

Roasted Red Pepper, Toasted Pumpkinseed, Herbed Cream Cheese, Toasted Almonds \$18.00

Poached Shrimp, Ginger Mustard Glaze, Wonton Crisp \$20.00

White Bean and Sage Ragout, Rye Crostini \$19.00

Sweet Pea and Prosciutto \$20.00

Stationed Reception

California Rolls, Soy, Pickled Ginger and Wasabi \$17.00

Bruschetta, Garlic Parmesan Crostini \$15.00

*Minimum of 3 dozen of each type per order, and one piece per type per guest.
Prices do not include 17% gratuity and GST. Prices are subject to change without notice.*

Stationed Receptions

Stationed Receptions

| | |
|--|--------|
| Vegetable Crudités Platter, Select Dips | \$4.00 |
| Domestic Cheese Platter served with Crackers | \$5.50 |
| Deli Meats and Sweet Mix Pickles Platter, Rolls and Condiments | \$7.00 |
| Tri Colour Tortilla Chips, Salsa and Black Bean Dips | \$4.00 |
| Sun Dried Tomato Hummus, Fresh Pita Chips | \$3.50 |
| White Bean and Artichoke Dip, Tortilla Chips and Crostini | \$3.50 |
| Square Baked Brie, Sun Dried Cranberry Compote, Crackers | \$6.00 |

Action Stations

| | |
|---|----------|
| Alberta Baron of Beef, Select Rolls, Horseradish (Serves 50 Guests) | \$250.00 |
| Herb Crusted Alberta Prime Rib, Select Rolls, Horseradish (Serves 30 Guests) | \$300.00 |
| Pommery Mustard and Honey Glazed Ham, Select Rolls (Serves 50 Guests) | \$250.00 |
| Turkey Breast stuffed with Sausage, Fennel and Raisins (Serves 6 Guests) | \$50.00 |
| Pasta Station (Minimum of 30 Guests) | \$12.00 |
| Three assorted pastas tossed with choice of sauce from; Primavera, Pesto Cream Sauce, Spicy Yellow Tomato Sauce | |
| Asian Stir Fry Station (Minimum of 30 Guests) | \$6.00 |
| A Variety of Fresh Cut Vegetables and Lo Mein Noodles Sautéed in Ginger and Garlic Sauces including a Ginger Cilantro Sauce, Spicy Hoisin and Black Bean Sauce | |
| Additions: Chicken \$4.50 Per Guest, Pork \$3.50 Per Guest, Shrimp \$5.50 Per Guest | |

*Pricing is Per Person, unless otherwise noted. Minimum order of 20 people of each type per order
Prices do not include 17% gratuity and GST. Prices are subject to change without notice*

Plated Menus

All Plated Luncheon and Dinner Menu Selections come with Freshly Baked Rolls and Creamery Butter for the Tables, and Freshly Brewed Regular or Decaffeinated Coffee, Tea

Roasted Turkey \$32.50

Roasted Sweet Potato and Leek Soup, Drizzled Beet Aioli
Pan Roasted Turkey Breast, with Sage, Pecan, and Apricot Stuffing
Traditional Giblet Gravy
Parmesan and Chive Mashed Potatoes
Chef's Selection of Vegetables
Pumpkin Torte, Nutmeg and Cinnamon Cream

Chicken Supreme \$33.50

Creamy Potato and Leek Soup, Double Smoked Bacon and Fresh Green Onion
Pan Seared Chicken Breast, Peach and Brandy Sauce
Herbed Barley Pilaf
Chef's Selection of Vegetables
Apple Tartin, Vanilla Spiced Whipped Cream

Seared Salmon \$37.00

Baby Spinach Salad, Red Onion Confit, Pinenuts, Cucumbers,
Tahini and Fresh Coriander Dressing
Seared Salmon, Roasted Red Peppers, Tarragon Shrimp Bisque
Citrus and Roasted Fennel Quinoa
Chef's Selection of Vegetables
Cappuccino Cheesecake

Grilled Beef Tenderloin \$39.50

Baby Organic Mixed Greens, Cranberry and White Balsamic Vinaigrette,
Oven Dried Pears, Candied Hazelnuts and Gorgonzola
Grilled Beef Tenderloin, Guinness infused Button Mushroom Ragout
Rosemary and Truffle Fingerling Potatoes
Chef's Selection of Vegetables
Chocolate Ganache Torte, Cranberry Compote and White Chocolate Straw
Substitute Grilled Sirloin Steak \$33.50

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Buffet Menus

All Plated Luncheon and Dinner Menu Selections come with Freshly Baked Rolls and Creamery Butter for the Tables, and Freshly Brewed Regular or Decaffeinated Coffee, Tea

Soups

Winter Vegetable Soup - Oven Roasted Carrots, Parsnips, Onions, Celery, Turnip and Fennel in a Tomato Broth

Salads

Baby Organic Greens - Arugula, Baby Spinach, Frisee, Baby Romaine, Lolla Rossa, Mizuna, Baby Red Oak, Alfalfa Sprouts, Cucumbers, Pea Shoots. Assorted House Dressings

Crisp Romaine Lettuce, Granny Smith Apple Wedges, Cucumber and Celery, Toasted Pumpkin Seeds. Assorted House Dressings

Roma Tomato, Crisp Red Onion, Bocconcini Cheese Mixed with Fresh Basil, Balsamic Vinegar Reduction

Cheese Tortellini Salad with Tomatoes Mushrooms and Fresh Herbs

Starches

Parmesan and Chive Mashed Potatoes

Penne Pasta, Tomato Basil Sauce, Grilled Vegetable Confit

Vegetables

Green Beans Almandine

Carrots and Parsnips Tossed with Caramelized Onions, Thyme and Cumin

Desserts

Warm Christmas Bread Pudding with Brandy Sauce

Eggnog Cheesecake, Pumpkin Torte

Assorted Christmas Cookies and Dessert Squares

Seasonal Fruit Salad

*Minimum of 3 dozen of each type per order, and one piece per type per guest.
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Buffet Menus

All Plated Luncheon and Dinner Menu Selections come with Freshly Baked Rolls and Creamery Butter for the Tables, and Freshly Brewed Regular or Decaffeinated Coffee, Tea

Choice of One Main Course

Bone in Leg of Ham with a Dried Cherry and Orange Compote (Carved)

\$34.00 Per Person

Add This to Another Main Course Choice for \$6.50

Pan Roasted Turkey with Giblet Gravy

Sage, Pecan and Apricot Stuffing

\$36.50 per person

Add This to Another Main Course Choice for \$7.00

Asiago Pesto Crusted Salmon with a Lemon Cream

\$37.00 Per Person

Add This to Another Main Course Choice for \$7.25

Pan Seared Chicken Breast Supreme with a Thyme and Wild Mushroom Sauce

\$37.50 Per Person

Add This to Another Main Course Choice for \$7.50

Caramelized Duck Breast with Nicoise Olives and Lemon Confit

\$40.00 Per Person

Add This to Another Main Course Choice for \$8.50

Three Peppercorn Crusted Prime Rib (Carved)

With and Onion Garlic Confit and Creamed Horseradish

\$42.00 Per Person

Add This to Another Main Course Choice for \$10.50

Sweet Additions

(You Can Never Have Enough Dessert)

Festive Mousse Cakes

\$3.50 Per Person

Chocolate Fountain

Fresh Fruit, Short Bread and Banana Bread

\$9.50 Per Person

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Beverages

Red Wines

Santa Rita, Merlot, Chile
\$32.50 per bottle

Mission Hill Sonora Ranch,
Cabernet Sauvignon, Canada
\$32.50 per bottle

Wyndham Shiraz, Australia
\$42.50 per bottle

White Wines

Santa Rita, Sauvignon Blanc, Chile
\$32.50 per bottle

Hardy's Stamp Series,
Riesling/Gewurztraminer, Australia
\$32.50 per bottle

Fetzer, Pinot Grigio, USA
\$42.50 per bottle

Sparkling Wine

Corodniu Brut, Sparkling Classico, Spain
\$42.50 per bottle

Should you have a specific request for wine service not offered on our current wine list, we would be pleased to source and provide a quotation for a preferred vintage.

Domestic Beer Brands

Coors Light, Canadian

Imported Beer Brands

Heineken (Lager), Guinness (Stout)

| | Host Bar <i>(Exclusive of GST and Gratuities)</i> | Cash Bar <i>(Inclusive of GST and Gratuities)</i> |
|--------------------|---|---|
| Domestic Beer | \$4.50 | \$5.75 |
| Imported Beer | \$5.50 | \$6.75 |
| House Wine (5oz) | \$5.25 | \$6.50 |
| House Liquor (1oz) | \$4.50 | \$5.75 |
| Juice | \$2.25 | \$2.75 |
| Soft Drinks | \$2.00 | \$2.50 |

Liquor

Polar Ice Vodka, Royal Reserve Rye Whisky,
Lams White Rum, Beefeater Gin,
Ballantines Scotch

Juices

Orange, Cranberry, Clamato

Bar Minimum

All bar services require a \$400 dollar minimum revenue guarantee per bar, plus applicable taxes and gratuities. Should final revenues fall short of the required minimum, the client will be charged a labor charge for the bar at \$25.00 per hour per bar, with a 4 hour minimum per bar, plus applicable taxes and gratuities.

Drink Tickets

For events that want to provide guests with drink tickets, the requested amount of tickets will be provided to the convener prior to the start of the event for distribution to attendees. The tickets will be charged to the function master account based on the consumed beverage type. Bar Service will operate as a cash bar for all other transactions.

More About Your Event

Pre-Selected Choice Entrees

For groups selecting a choice of main course menu for their guests, we are pleased to provide a maximum of 3 entrée choices (Including Vegetarian). The total menu price will be based on the highest priced item. Pre-Selected choice entrée guarantees are due 5 business days prior to the event for the entire group.

Dietary Restrictions and Allergies

We are pleased to accommodate dietary requirements and allergies meal requests where possible. Please provide the requirements 5 business days prior to the event with the final guarantees. Please note the kitchen is not a nut free or allergen free environment. We make every effort to accommodations requests , however we do not guarantee that our product has not come into contact with allergens at some point within the food supply chain.

Outside Food Service

The MacEwan Conference and Events Centre does not permit outside food service to be brought into the premises.

Coat Check

We are pleased to arrange Coat Check services under the following terms. The Centre will provide one (1) attendant per 150 guests (\$22.00 per hour, per attendant) with a minimum 4 hour booking per attendant. The MacEwan Conference and Events Centre assumes no responsibility for lost or stolen items.

Décor and Linen (3rd Party Vendors)

Should you be looking to accentuate your event with specialty linens or décor, here are some contacts;

| | | |
|--------------------------|--------------|--|
| Great Event Rentals | 403-319-0028 | www.greateventsgroup.com |
| Special Event Rentals | 403-235-2211 | www.calgaryspecialeventrentals.com |
| Table Talk Event Rentals | 403-541-1077 | www.tabletalk.net |
| Chair Affair | 403-869-8176 | www.chairaffair.ca |
| Visual Concepts | 403-244-9890 | www.visualconceptsdesign.com |
| GAPs Prop Shop | 403-266-3907 | www.gapsprops.com |

More About Your Event

LRT Access

To access the University campus by C-Train our nearest station is University. The MacEwan Conference and Events Centre is a 3 to 5 minute walk from the station. (www.ucalgary.ca/map)

Parking

There are several large public parking lots available on the University grounds. Surface Lots 10 and 11 are available all day with the addition of Lot 12 after 3:30pm. The approximate cost to park is \$5 dollars, plus applicable taxes. Limited underground parking is also available at \$2.50 per ½ hour, to a daily maximum of \$20 plus applicable taxes. Parking rates are subject to change without notice. Should you require parking passes for your attendees, please speak with your Event Coordinator. (<http://www.ucalgary.ca/map/>)

Taxes and Gratuity Charges

The Client agrees to pay all Federal, Local Taxes, and 17% Gratuities applied to all items.

Guaranteed Numbers

The final attendance guarantee must be received by the Venue no later than 11:00 am five working days prior to the commencement of the event. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. Please provide the guarantee on the following days;

| Day of Function | Guarantee Due on the Preceding |
|-----------------------------|---------------------------------------|
| Saturday, Sunday, or Monday | Monday |
| Tuesday | Tuesday |
| Wednesday | Wednesday |
| Thursday | Thursday |
| Friday | Friday |

Holidays are not considered working days and should be taken into consideration when submitting guarantees. The Venue will be prepared to serve 3% more than the guaranteed number of attendees to a maximum of 15 persons as the overset. If the guarantee is raised within the five business days the 3% overset will not apply, and the guarantee becomes the set. Increases in attendance beyond the 3% overset within five business days prior to the event will be subject to a surcharge of 15% on top of the menu prices.

More About Your Event

SOCAN

The Venue is required by law to collect from the Client and remit fees on behalf of the Society of Composers, Authors, and Music Publishers of Canada for the playing of live and recorded copyrighted music.

| | Without Dancing | With Dancing |
|-----------|-----------------|--------------|
| 1 – 100 | \$20.56 | \$41.13 |
| 101 – 300 | \$29.56 | \$59.17 |
| 301 – 500 | \$61.69 | \$123.38 |
| Over 500 | \$87.40 | \$174.79 |

Deposit Requirements

Deposits taken are to be made in Canadian Funds by American Express, Visa, Master Card, Certified Cheque, or Debit Card and are non-refundable. In order to confirm this booking a twenty five (25%) percent deposit is due with the signed contract based on the minimum revenue commitment listed under the Bookings/Details section of this contract. The remaining deposit to full prepayment will be taken based on the schedule below.

Events are to be fully prepaid. The following deposit schedule applies;

| | |
|---|--|
| Due with Signed Contract to Confirm the Booking | 25% of Estimated Function Value |
| 90 days prior to the arrival date of the event | 50% of Estimated Function Value |
| 60 days prior to the arrival date of the event | 75% of Estimated Function Value |
| 15 days prior to the event | 100% of Full Prepayment for the Function |

Cancellation Policy

Upon receipt of a signed agreement, the following payment schedule shall apply in the case of cancellation of the event. Liquidation of damages does not constitute a penalty.

| | |
|--|------------------------------------|
| 365 to 180 days prior to the arrival date of the event | 25% of Minimum Revenue Commitment |
| 179 to 90 days prior to the arrival date of the event | 50% of Minimum Revenue Commitment |
| 89 to 30 days prior to the arrival date of the event | 75% of Minimum Revenue Commitment |
| 29 days or less to the arrival date of the event | 100% of Minimum Revenue Commitment |

Cancellation made under this provision shall be made by the cancelling party to the non cancelling party by written notice and payment of the liquidated damages.