

VERSATILE VENUE
EXCEPTIONAL VALUE
INSPIRED SERVICE

QUALITY CATERING



CHILDREN'S
Holiday 2024
PARTY MENU



Holiday Party Inclusions

For this festive season, create your children's holiday event into the party of the year! Transform our 8775 sq. foot Hall or 6000 sq. foot Ballroom into a winter wonderland of fun, food and laughter!

Our Children's Holiday Parties include;

- Dedicated Event Coordinator for your Children's Party
 - Decorated Christmas Tree
- Ivory Table Linens and Burgundy Napkins



Elves Workshop Packages

Present

Tossed Garden Salad with Raspberry Dressing (V)(VE)(GF)(DF)

Mini Hamburger (1 piece) and Mini Corn Dog (1 piece)

Lettuce, Tomato, Onion, Mustard, Ketchup and Relish

Curly Fries and Ketchup (V)(DF)

Fudge Brownies and Festive Sugar Cookies (V)

Assorted Juice, Pop and Milk (In Pitchers)

\$24.00/person

Stocking

Pepperoni and Cheese Pizza Bites

Chicken Nuggets and Plum Sauce

Curly Fries and Ketchup (V)(DF)

Mini Chocolate Drizzled Rice Krispy Squares (V)

Assorted Juice, Pop and Milk (In Pitchers)

\$24.00/person

Santa's Sleigh

Caesar Salad with Herbed Croutons

Vegetable Platter with Ranch Dip (V)(GF)

Pepperoni and Cheese Pizza Bites

Chicken Nuggets and Plum Sauce

Mini Corn Dogs with Ketchup and Mustard

Curly Fries and Ketchup (V)(DF)

Fudge Brownies, Mini Chocolate Drizzled Rice Krispy Squares and Sugar Cookies (V)

Assorted Juice, Pop and Milk (In Pitchers)

\$27.00/person

 Vegetarian

 Vegan

 Gluten Free

 Dairy Free



Proudly Serving Fair Trade Coffee and Teas

Pricing is per person, with a minimum order of 30 people of each item unless otherwise noted. Prices do not include gratuity and GST. Prices are subject to change without notice.

Elves Workshop Additions

Gingerbread Man Decorating Station (V)

One Cookie Per Child, Red, Green and White Icing, Festive Smarties Holiday Gum Drops, Sprinkles and Mini Chocolate Chips \$10.00/person

Healthy Little Reindeers Favorite Dried Fruit Station (V)(VE)(GF)(DF)

Raisins, Sun Dried Cranberries, Dried Apricots, Dried Mangoes and Banana Chips \$9.00/person

Santa's Little Candy Buffet (V)

Bowls and Jars full of Hershey's Kisses, Holiday Gum Drops, Smarties, Red Licorice, Jelly Beans, Gummies, Skittles and Sours \$9.00/person

Frosty the Snowman's Rocky Mountain Sundae Factory (V)

Vanilla and Chocolate Ice Cream, Oreo Cookie Crumbs, Festive Smarties, Sprinkles, Mini Chocolate Chips, Chocolate and Caramel Sauce, Whipped Cream and Maraschino Cherries \$11.00/person

Sweet Enhancements for your Buffets:

Mandarin Oranges (V)(VE)(GF)(DF) \$18.00/dozen

House Made Gluten Free Gingerbread Spiced Cream Puffs (V)(GF) \$33.00/dozen

Candy Cane Forest Cupcakes (V)

Chocolate Cupcake with Vanilla Buttercream Icing with Candy Cane Garnish \$34.00/dozen

White and Dark Chocolate Dipped Strawberries (V)(GF) \$30.00/dozen

Festive Chocolate Dipped Strawberries (V)

Rolled in Oreo Cookie Crumble, Praline Crumbs or Toasted Coconut \$35.00/dozen

Mixed Berry and Yogurt Smoothies (3oz) (V)(GF) \$3.00/each

Hot Apple Cider \$3.00/person

Hot Chocolate with Mini Marshmallows \$3.00/person

Eggnog \$3.25/person

Savory Enhancements for your Buffets:

Grilled Cheese Triangles with Ketchup (V) \$3.50/person

Gluten Free Tortilla Chips with Nacho Cheese Sauce (V)(GF) \$4.00/person

Rippled Potato Chips with Loaded Bacon and Cheddar Baked Potato Dip (GF) \$5.00/person

Penne Pasta with Tomato Sauce (V)(DF) \$5.50/person

 Vegetarian  Vegan  Gluten Free  Dairy Free  Proudly Serving Fair Trade Coffee and Teas

Pricing is per person, with a minimum order of 20 people of each item unless otherwise noted. Minimum of 3 dozen per order for items priced by the dozen. Prices do not include gratuity and GST. Prices are subject to change without notice.

Venue Information

Pre-Selected Entrée Choices

For groups selecting a choice of main course menu for their guests, we are pleased to provide a maximum of three 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 allergy meal requests where possible. Please provide the requirements five business days prior to the event with the final guarantees. Please note our kitchen is not a nut free or allergen free environment. We make every effort to accommodate 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 & Event 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. MacEwan Conference & Event Centre will provide 1 attendant per 150 guests (\$25.00 per hour, per attendant) with a minimum four hours per attendant. The MacEwan Conference & Event Centre assumes no responsibility for lost or stolen items.

Décor and Linen (3rd Party Vendors)

If you would like to accentuate your event with specialty linen or décor, please speak with your Event Coordinator and they can assist in recommending you to our preferred suppliers.

Audio Visual

- Use your own equipment. If equipment malfunctions, it is the event booker's responsibility to replace.
- Book direct with ComMedia. If equipment fails, it is the event booker's responsibility to contact ComMedia to repair or replace. Please advise event coordinator of all audio visual booked.
- Book all audio-visual equipment with Students' Union Event Coordinator. If equipment malfunctions, it is the responsibility of the Students' Union to replace or repair. A 20% surcharge will be applied for this service.

Taxes and Gratuity Charges

The client agrees to pay all federal and local taxes, and applicable gratuities applied to all items.

Venue Information

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.

# of Guests	Without Dancing	With Dancing
1 – 100	\$22.06	\$44.13
101 – 300	\$31.72	\$63.49
301 – 500	\$66.19	\$132.39
Over 500	\$93.78	\$187.55

Re:SOUND

The Venue is required by law to collect from the client and remit fees to Re:SOUND which represents the copyrighted performance work of Performance Artists and Record Companies for the use of music during an event.

# of Guests	Without Dancing	With Dancing
1 – 100	\$9.25	\$18.51
101 – 300	\$13.30	\$26.63
301 – 500	\$27.76	\$55.52
Over 500	\$39.33	\$78.66

LRT Access

To access the University campus by C-Train our nearest station is University. The MacEwan Conference & Event Centre is a three to five 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 \$9.00, plus applicable taxes. Limited underground parking is also available at \$6.00 per hour, to a daily maximum of \$24.00 plus applicable taxes. Parking rates are subject to change without notice. If you would like to charge parking to your master account, please speak with your Event Coordinator for pricing and parking code.

Venue Information

Deposit Requirements

Bookings which have not provided an University of Calgary PO number as method of payment, must fully pre-pay the event per deposit schedule. Deposits taken are to be made in Canadian funds by American Express, Visa, Master Card, Certified Cheque, or Debit Card and are non-refundable. 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.

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. Venue will charge for actual attendance in the event of additional unguaranteed attendees