



## ELKS OF CANADA

GRANDE PRAIRIE ELKS LODGE #285

10806 106 Street, Grande Prairie, AB, T8V 2Z4, Ph: 780-532-2548

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# RENTAL PACKAGE

## RENTAL FEES

Hall Rent \$700.00

Extra charge for use of Power screen & projector \$75.00

Deposit Required at time of booking \$400.00

Catering by in-house caterer only

Menu to be confirmed with caterer

Up to six hours decorating time for weddings/special events is included, any extra time to decorate or other use will be an extra charge. Removal of all decorations are the responsibility of the renter, and any damage to the building, equipment or other property will result in a charge back to the renter.

Type of event \_\_\_\_\_ Date \_\_\_\_\_

Participants \_\_\_\_\_ and \_\_\_\_\_

## LIQUOR RULES AND REGULATIONS

The Grande Prairie Elks Hall is a licensed facility and designated as a class "C" facility by AGLC license. This classification means that the Elks are the only people who legally may bring any liquor products, including wines, for resale or other usage situations into the Elks Hall. So this means that all liquor products including wines required for any weddings or social events will be supplied and sold by the Elks.

The Elks will also supply members for bartending purposes and will professionally serve our customers using AGLC approved and inspected equipment and methods. We pour 1 oz drinks of liquor into a glass and our customer can add the quantity and type of mix of their choice. Bottles/cans of beer, as well as a glass of wine or shooters may be served. These drinks sell for \$5.00 per drink. If our customers wish to implement a different pay system, example toonie bar or some other idea they may have, these may be discussed with our bar manager and if practical can be implemented.

We offer a wide range of liquor and beer products however, if the renter has a special product in mind we will try to accommodate and acquire it for them. Bar pop is \$75.00 per event, this allows non-alcohol drinkers or those under 18 access to free pop drinks. As per AGLC regulations no one under 18 may purchase or consume alcoholic beverages during this event and anyone who looks too young could be asked for personal ID.

## WINE

The Elks will supply any wine products that may be required for this event. Our house wine is PiatD'Or or equivalent. However, if the renter has a specific wine they would prefer, our bar manager will purchase that kind and the amount requested (if available). These special wines will be marked up 50%, so if a bottle costs \$10.00 it will be charged out at \$15.00.

All above products must be AGLC approved and purchased from an AGLC vendor. All bottles of wine will be uncorked or uncapped when they leave the bar before being taken to the table, and at the end of the evening or event, any part bottles will be emptied during cleanup. These open bottles can not be taken from the Elks premises.

One way to eliminate waste and costs would be to have guests pick up their choice of wine from the bar as needed, rather than putting a specific amount on each table, that way they would only take what could be drank.

No other Liquor, wine or beer will be allowed in these licensed premises during this event.

We hope that these conditions are clear and will help make your event more enjoyable and free from stress.

I \_\_\_\_\_ acknowledge that I have read and agree to these rules and regulations.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- Number of people attending to be confirmed 14 days prior to the event with the caterer
- No open candles allowed , no tape to be used on floor
- No confetti, rice or glitter products in the hall
- Midnite lunch available on request

Linen table covers are an extra charge at \$5.25/cover

Napkins .60/ea

5% GST will be added. \$400.00 deposit non-refundable 90 days prior to event.

Above prices are based on a minimum of 100 people. If less than 100 people, hall rental will be \$700.00 plus catering costs. The caterer's price will depend on the number of guaranteed guests and menu choices.

Wedding ceremony in the hall or on the grounds \$100.00. Sunday gift opening \$100.00 if hall available.

The Elks have orange chairs and white patio chairs, a total of 90 that may be used for outside weddings. Blue padded chairs are not to be used outside.

## REQUIREMENTS

- Food Service
- Buffet  Lunch  Snacks  BBQ
- Bar - Times \_\_\_\_\_  Wine \_\_\_\_\_
- Projector Screen  PA System
- Tables Round \_\_\_\_\_
- Tables Rectangular \_\_\_\_\_
- Number of guests expected \_\_\_\_\_
- Hall Service  Grounds Service

ACCOUNT TO BE PAID IN FULL THE NIGHT OF THE EVENT, ALL DEPOSITS WILL BE CREDITED ON INVOICE PRESENTED.

DUE TO SAFE FOOD REGULATIONS, AS REQUIRED BY PEACE COUNTRY HEALTH, THE ELKS DO NOT ALLOW FUNCTION RENTERS TO REMOVE FOOD PRODUCTS THAT ARE PREPARED AND SUPPLIED BY THE CATERER.

Rate: \_\_\_\_\_ plus GST: \_\_\_\_\_ Deposit: \$400.00

Authorized by: \_\_\_\_\_ Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Elks Booking Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## MENU CHOICES

### One Meat Meal - \$32.00, Two Meat Meal - \$36.00 Includes Dinner Roll, Butter, Tea & Coffee

#### Choice Of Meat One or Two

- Roast Beef
- Slow Roast Ham
- Roast Chicken with Mushroom Sauce
- BBQ Baby Back Ribs
- Roast Turkey with Stuffing
- Country Style Shepherd's Pie
- BBQ Pulled Pork
- Grilled Pork Tenderloin

#### Choice Of One Starch with Gravy

- Mashed Potatoes
- Baked Jacket Potatoes
- Cheesy Potato Gratin
- Sweet Potatoes & Butternut Mashed
- Herb Roasted Redskin Potatoes

#### Choice Of One Vegetable

- Peas / Carrots / Corn
- Corn on the Cob
- Stemmed Broccoli
- Sautéed Seasonal Vegetables
- Glazed Carrots
- Mixed Spring Vegetables

#### Choice Of Two Salads

- Ceaser Salad
- 4 Cheese Pasta Salad
- Spinach, Red Onion, Strawberry Salad
- Coleslaw Salad
- Greek Salad
- Red Skin Potato Salad
- Chef's Special Spring Salad

#### Choice Of One Dessert (Includes choice of Strawberry / Caramel / Chocolate Sauce)

- Country Style Carrot Cake
- Black Forest Cake
- Triple Berry Shortcake
- Apple Crumble Square
- Lemonburst Macaroon
- Brownie Haystack

#### Extra's:

- Perogies \$3.50 / Person
- Bacon Mac and Cheese \$3.50 / Person
- Dry Ribs \$3.50 / Person
- Cabbage Rolls \$3.50 / Person
- Donair Dippers \$ 3.50 / Person
- Slow Roast Prime Rib \$10.50/Person

**Event Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
**Ph No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Food Service Time:** \_\_\_\_\_ **Bar Service Time:** \_\_\_\_\_  
**# Of People:** \_\_\_\_\_ **# Of Tables:** \_\_\_\_\_ **# At Head Table:** \_\_\_\_\_  
**# Tablecloths:** \_\_\_\_\_ **CLR:** \_\_\_\_\_ **# Napkins:** \_\_\_\_\_ **CLR:** \_\_\_\_\_  
**Team #** \_\_\_\_\_

#### Midnight Lunch: Minimum for 20 People \$15.00 / Person

- Europa Meat and Cheese Platter
- Crackers and Pickles
- Cheesy Garlic Finger
- Fruit Platter with Dip
- Taco Dip

**Date:** \_\_\_\_\_ **# Of People:** \_\_\_\_\_ **Service Time:** \_\_\_\_\_

#### Notes:

- ❖ Confirmation of number of guests required 10 Days prior to Event
- ❖ Full payment required evening of event
- ❖ 5% GST and 12% Gratuity will be added to final invoice
- ❖ Payment options by Cash, Money Order, E-transfer or Cheques only.