

RAVEN LANDING CENTER



CATERING PACKET



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CATERING

TABLE OF CONTENTS

Room Descriptions.....pages 2-4

Rates and Fees.....page 5

Contract.....pages 6-9

Beverages.....pages 10-11

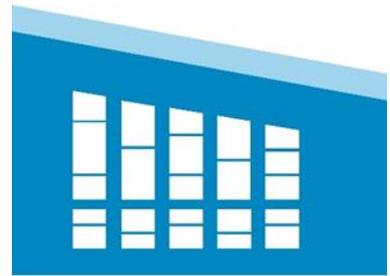
Breakfast Menu.....page 12

Luncheon Menu.....page 12

Dinner Menu.....pages 13-14

Hors D'oeuvres.....pages 15-16

Dessert Menu.....page 17



Raven Landing Center

RAVEN HALL

Raven Hall is Raven Landing's large event hall and dining space. It's modern design, high ceilings, and welcoming atmosphere make it ideal for weddings, galas, fundraisers, or other large gatherings.

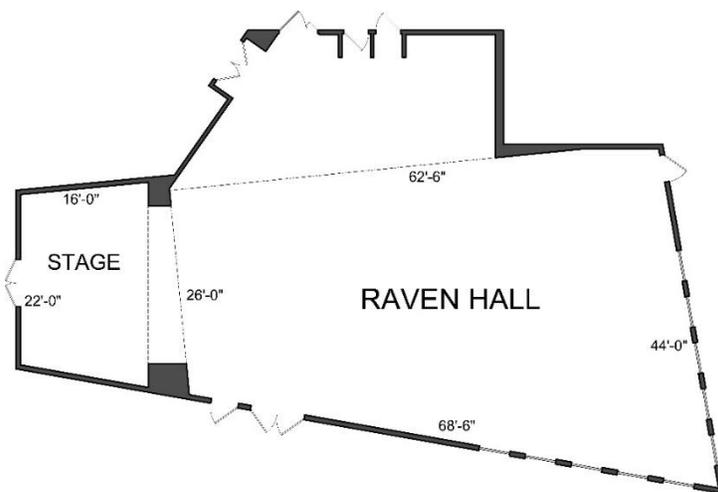


Charlie Parr Theatre:

In the rental of Raven Hall, you have access to the Charlie Parr Theatre. This space can be utilized for small theatre productions, music recitals, graduations, etc. The stage is adjustable from 24"-40" above floor level. The stage is portable and customizable for flat, tiered, or runway configurations.

Under the stage is a 500 square foot dance floor.

We also have a Kawai RX-2 grand piano that may be used for performances or to add ambiance to your event.



Audio Visual:

The A/V system in Raven Hall consists of 6 speakers spread across the 3000 square foot space and a 16 foot wide screen with a ceiling mounted projector for full screen viewing of your presentation. Podiums and a variety of microphones are also available.

MULTIPURPOSE ROOM

Our Multipurpose room is the perfect space for meetings, classes, or more intimate gatherings. The room contains a drop down screen with table top projector, a Yamaha piano, and ample counter space.



CONFERENCE ROOM

Our Conference Room can be utilized for meetings of any kind. The room boasts a beautiful custom conference table with table top connectors and a 70 inch HD television with web conferencing capabilities.



**Both of these rooms have portable sound systems available for use.*

FIREPLACE LOUNGE

A lovely venue for cozy receptions and get togethers.



COMMUNITY ROOMS

We have 4 community rooms available, each with their own kitchens. They are rentable by the hour for birthday parties, baby showers, or any event where you would like to provide your own food.



RATES AND FEES

Venue	Seating	Square Footage	Rates
<i>Raven Hall:</i>	<i>Banquet 180 Theatre 250</i>	<i>3075 sq ft</i>	<i>\$150 per hour \$1200 per day</i>
<i>Multipurpose Room:</i>	<i>Banquet 40 Theatre 50 Classroom 40</i>	<i>750 sq ft</i>	<i>\$100 per hour \$700 per day</i>
<i>Conference Room:</i>	<i>12ft Conference Table seats 14</i>	<i>340 sq ft</i>	<i>\$100 per hour \$700 per day</i>
<i>Fireplace Lounge:</i>	<i>Banquet 40 Theatre 50</i>	<i>910 sq ft</i>	<i>\$75 per hour \$500 per day</i>
<i>Community Rooms:</i>	<i>Dining 25 Classroom 30 Theatre 40</i>	<i>910 sq ft</i>	<i>\$50 per hour for bld 4 \$35 per hour for bld 1-3</i>

**The entire community center is available for a rate of \$2500 per day*

Set up fees:

1-20 guest event.... \$75
21-50 guest event... \$100
51+ guest event.... \$200

Additional fees

Audio/Visual fee.....\$50 flat rate
Stage setup..... starting at \$75
Bar setup.....\$100 flat rate
Cake cutting..... \$30 flat rate
Linen rental..... \$10 per table cloth
..... \$4 per napkin

CONTRACT

Payment Policy

A signed copy of this contract and a deposit must be returned in order to secure the reservation for the event. Final Payment of the remainder of the charges is due by the date of the event. Accommodations can be made for special payment schedules. Please make payments out to the Retirement Community of Fairbanks (RCF). Raven Landing reserves the right to assess finance charges on any amount unpaid when due at an interest rate of 8% per month or maximum rate permitted by law.

Guest Guarantee Policy

The final guest count (guaranteed number of attendance) must be made no less than two weeks prior to the date of the event. Client's guaranteed number cannot be reduced after this confirmation. Client will be charged for the confirmed guest count or the actual number of guests in attendance, whichever is higher. If the guest count needs to be increased within ten days of the event date, Raven Landing will make every effort to accommodate your request. Additional fees and charges will apply beyond the normal agreed upon expenses outlined within your catering contract in this case.

Menu Selection

Final menu selection must be made a minimum of two weeks prior to event date. For events booked within ten days of the event time, the menu will depend on availability of food items. Market value on menu items are subject to change based on availability.

Service Charge

Raven Landing charges 20% gratuity on every event. At the client's discretion, any extra tip or gratuity will go directly to the service staff.

Timeline

Client may be billed for additional staff hours if the event does not adhere to the agreed upon timeline outlined within the contract.

Leftovers

Once leftovers have been taken the client assumes all liability resulting in failure to properly maintain safe food temperatures and safe storage of food. If you do not wish to take your leftover food Raven Landing will gladly deliver it as a charitable donation to a local shelter or rescue.

Smoking Policy

Raven Landing is a No Smoking property. The cooperation of the client is appreciated in following this policy.

Cancellation Policy

If the client cancels a contracted food and beverage event more than two weeks before the contract date, a refund of the deposit may be permitted. If an event is cancelled less than two weeks before the contract date then Raven Landing will retain the deposit as liquidated damages.

Termination of Agreement

Raven Landing will not be held liable for failure to carry out arrangements that are beyond its' control including, but not limited to strikes, labor disputes, accidents, government requisitions, restrictions, or regulations on travel, acts of war or acts of God. Upon receipt of client's deposit in no way will Raven Landing be held liable for consequential damages of any nature for any reason whatsoever.

Release and Indemnity

The undersigned hereby specifically releases, indemnifies and holds harmless Raven Landing, its employees, officers or agents from any and all liability, claims, actions, demands and judgments resulting from loss of life, or damage or injury to person or property, which may be sustained by any person, organization, or entity, while participating in the use of the facility at Raven Landing. This provision shall include the reimbursement for any and all expenses incurred by those whom it is to protect as a result of such injuries, including, but not limited to, attorney's fees and any costs associated therewith.

Damages

Raven Landing does not assume responsibility for damage or loss of any merchandise or personal articles left on the premises prior to, during, or following the function. Client shall be held responsible for injuries to any of the guests to the general public resulting from negligent action(s) by any person(s) connected with a function.

Bar/Beverages

Raven Landing Center holds a restaurant designation permit, which allows for the sale of beer and wine. No additional spirits may be served at Raven Landing under this permit.

___ (A) *Client may host the bar for the event*

___ (B) *Client may arrange for a no-host (cash) bar. Raven Landing Center reserves all funds.*

State Law

Raven Landing reserves the right to refuse bar service to anyone who appears intoxicated or is under the age of 21 years, in accordance with Alaska State Laws, this will apply even if client supplies all liquor. Valid ID will be required from all guests attending an event with a bar service.

Agreement

The foregoing catering contract collectively constitutes an offer to you by Raven Landing to provide client the goods and services set forth therein. By signing below, client accepts said offer and agrees to abide by the terms and conditions of this offer.

Client Signature

Date

X _____

Raven Landing Representative Signature

Date

X _____

BEVERAGES

Non Alcoholic

<i>Fresh Brewed North Pole Coffee Roasters Coffee.....</i>	<i>\$25 per gallon</i>
<i>Assorted Designer Tea.....</i>	<i>\$15 per gallon</i>
<i>Iced Tea.....</i>	<i>\$15 per gallon</i>
<i>Lemonade.....</i>	<i>\$15 per gallon</i>
<i>Fruit Punch.....</i>	<i>\$15 per gallon</i>
<i>Canned Soda.....</i>	<i>\$2 each</i>
<i>Sparkling Mineral Water.....</i>	<i>\$3 each</i>
<i>Bottled Water.....</i>	<i>\$2 each</i>

Beverage Service Packages

<i>Part Day Unlimited Service (hot or cold)</i>	<i>\$6 per guest</i>
<i>Full Day Unlimited Service (hot or cold)</i>	<i>\$8 per guest</i>

BREAKFAST MENU

Continental Breakfast

coffee, juice, tea, fresh sliced fruit, and muffins or pastries..... \$13 per guest

Breakfast Buffet

*Add egg casserole, breakfast potatoes,
and bacon or sausage to our Continental..... \$17 per guest*

LUNCHEON MENU

Salad Bar

*Includes fresh baked bread..... \$12 per guest
Add soup of the day..... additional \$3 per guest*

Fresh made wraps or sandwiches.....\$12 per guest

Add soup and salad..... additional \$7 per guest

Hot Buffet Lunch

*Chef's choice hot entrée and side
with salad bar, fresh bread, & dessert..... \$22 per guest*

All menu choices are examples of what our Chef can prepare. We are happy to create a personalized menu for your event.

DINNER MENU

All catered dinners include tossed, farm fresh salad with seasonal toppings and house made dressings, Chef's choice vegetable and starch sides, and fresh baked bread.

Plated

Surf and Turf

Choice of meat and seafood.....market value

Mushroom Risotto topped with Seared Scallops

and Saffron Cream Sauce.....\$43 per guest

Herbed Spice Prime Rib with Au Jus and Horseradish.....\$36 per guest

Chef's Choice Alaskan Salmon.....\$35 per guest

Braised, Slow Roasted Short Ribs with Mashed Potatoes.....\$32 per guest

Coffee Rubbed Teres Major Steak with Red Wine Sauce.....\$32 per guest

Molasses Brined Pork with Pineapple Salsa.....\$29 per guest

Coq Au Vin.....\$29 per guest

Prosciutto Wrapped Chicken with Cherry Stuffing.....\$29 per guest

Herb Roasted Chicken on Red Bliss Potato Cake

with Lemon Garlic Sauce.....\$28 per guest

Chicken Picatta.....\$28 per guest

Pulled Pork on Buttermilk Biscuit with Chipotle Cream.....\$27 per guest

**Plated dessert may be added for \$5 per guest*

***Two options may be offered to events with 50 or more guests*

****A second protein option can be added to an entire group's order for an additional \$10 per plate*

*****Prices subject to change/market value*

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Buffet

<i>Blackened Alaskan Salmon.....</i>	<i>\$29 per guest</i>
<i>Pork Chops.....</i>	<i>\$26 per guest</i>
<i>Flank Steak with Mushroom Demi Glaze.....</i>	<i>\$25 per guest</i>
<i>Herbed Chicken.....</i>	<i>\$24 per guest</i>
<i>Parmesan Chicken.....</i>	<i>\$24 per guest</i>
<i>Chicken Caprese.....</i>	<i>\$24 per guest</i>
<i>Beer Battered Alaska Cod with Béarnaise Sauce.....</i>	<i>\$24 per guest</i>
<i>Beef Stuffed Bell Peppers.....</i>	<i>\$22 per guest</i>
<i>Beef Stroganoff.....</i>	<i>\$22 per guest</i>
<i>Meatloaf and Mashed Potatoes.....</i>	<i>\$22 per guest</i>
<i>Meat or Vegetable Lasagna.....</i>	<i>\$22 per guest</i>
<i>Blackened Fish Tacos with Avocado Cilantro Sauce.....</i>	<i>\$21 per guest</i>

**Dessert can be added to your buffet for an additional \$3 per guest*

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HORS D'OEUVRES

Platters



<i>Chefs Special Roasted Root Vegetable and Beef Platter</i>	<i>\$10 per guest</i>
<i>Fresh Fruit Platter.....</i>	<i>\$7 per guest</i>
<i>Fresh Vegetable Platter.....</i>	<i>\$6 per guest</i>
<i>Gourmet Cheese.....</i>	<i>\$7 per guest</i>
<i> Add assorted fine crackers.....</i>	<i>no additional charge</i>
<i> Add assorted sliced delicatessen meat.....</i>	<i>additional \$2 per guest</i>
<i>Baked Brie.....</i>	<i>\$6 per guest</i>
<i>Tea Sandwiches.....</i>	<i>\$5 per guest</i>
<i>Antipasto</i>	
<i> The finest marinated vegetables with gourmet meats and cheeses....</i>	<i>\$7 per guest</i>
<i>Seafood Platter.....</i>	<i>market value</i>

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Cold Menu

Artistic Appetizer Creations

<i>Chefs Choice</i>	<i>\$15 per dozen</i>
<i>Vegetable Appetizers</i>	<i>\$14 per dozen</i>
<i>Beef Appetizers</i>	<i>\$15 per dozen</i>
<i>Seafood Appetizers</i>	<i>\$19 per dozen</i>
<i>Blinis with Smoked Salmon</i>	<i>\$28 per dozen</i>
<i>Bruschetta</i>	
<i>Sweet or savory</i>	<i>\$14 per dozen</i>
<i>Soup Shooters</i>	<i>\$14 per dozen</i>
<i>Lettuce Boat Salads</i>	
<i>A bite size leafy salad with your choice of meat, seafood, vegetable, or fruit filling</i>	<i>\$14 per dozen</i>

Hot Menu

<i>Bacon Wrapped Scallop</i>	<i>\$37 per dozen</i>
<i>Artisan Spinach and Artichoke Dip</i>	
<i>Served with homemade toasted bread</i>	<i>\$20 per pound</i>
<i>Crab & Risotto Balls</i>	
<i>Served with mustard sauce</i>	<i>\$24 per dozen</i>
<i>Sweet Potato and Sausage</i>	
<i>Topped with a maple drizzle</i>	<i>\$22 per dozen</i>
<i>Baked Chicken Satay</i>	<i>\$24 per dozen</i>
<i>Sausage Stuffed Mushrooms</i>	<i>\$21 per dozen</i>
<i>Crab Stuffed Mushrooms</i>	<i>\$23 per dozen</i>
<i>Beer Battered Alaskan Cod</i>	<i>\$18 per dozen</i>

**There is a minimum order of 2 dozen per selection.*

All menu choices are examples of what our Chef can prepare. We are happy to create a personalized menu for your event.

DESSERT MENU

<i>Strawberry Short Cake</i>	<i>\$24 per dozen</i>
<i>Fruit Tarts</i>	<i>\$24 per dozen</i>
<i>Chef's Choice Desserts</i>	
<i>Cookie bars, Cheesecake bars, Lemon bars, etc</i>	<i>\$20 per dozen</i>
<i>Fresh Baked Cookies</i>	<i>\$12 per dozen</i>
<i>Cheesecake Bites</i>	<i>\$12 per dozen</i>
<i>Mini Cupcakes</i>	<i>\$12 per dozen</i>
<i>Carrot Cake Bites</i>	<i>\$12 per dozen</i>
<i>Brownie Bites</i>	<i>\$12 per dozen</i>

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