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Michael's Banquet House

www.MichaelsBanquetHouse.com

Phone (518) 785-8524
Located 1.5 Miles North
Of Latham Circle
Rt. 9, Latham, NY

Fax (518) 785-8525
Mailing Address
1019 New Loudon Rd
Cohoes, NY 120447

Cocktail Reception Gala

White Glove Butler Service - Hour 1

Beef tenderloin and mushroom brochettes, scallops in bacon, shrimp purse with Asian pepper sauce, mini quiche, Italian stromboli, spinachakopia, franks in pastry, chicken satay, mushroom puff, crispy asparagus with asiago, rosemary cheese straws, mini chicken tacos, dim sum, mini bean and cheese burritos.

Cold Hors d'oeuvre Display - Hour 1, 2 & 3

Assorted gourmet crackers, bread rounds, crisp bread sticks, white bean hummus. Bistro meats with a selection of fine cheeses. Fresh vegetables with dipping sauce along with a variety of Meditation style marinated vegetables and olives. Fresh sliced fruit with whip cream, yogurt dip and mini chocolate fountain.

Chafing Station- Hour 2 & 3

Battered shrimp with zesty cocktail sauce, Italian style meatballs, toasted ravioli, fried mozzarella, broccoli and cheese bites, baby spare ribs, sausage and peppers, cheese tortellini with creamy pesto sauce, mini chicken cordon bleu, fried cheddar stuffed jalapeño peppers.

Chef Attended Carving Station - Hour 2 & 3

Our excellent chefs carving top sirloin of beef, and roasted fresh turkey with accompanying sauces and breads at a gourmet sandwich station.

Coffee Display and Complementary Soft Drinks - Hour 1, 2, 3, & 4

Featuring coffee, decaffeinated coffee, international teas and hot chocolate.
Assorted sodas and fountain punch.

Viennese Pastry Display - Hour 4

Featuring one full hour of gourmet Viennese pastries and cookies.
Wedding cake or themed cake may be substituted.

Cash Bar Service for Alcohol - Hour 1, 2, 3 & 4

Michael's Banquet House offers the following at no additional charge:

Name on outdoor marques, completely private facility with free and convenient parking, union affiliated, floor length table linen in a variety of colors to choose from, oil lamp centerpiece for guest tables, use of microphone with PA system, podium, large recessed projection screen with ceiling mounted projector for video presentations, high speed wireless internet, great food and service.

Price

***With a 100 guest guarantee - \$33.50 per person --- With a 200 guest guarantee - \$31.50 per person
With a 300 guest guarantee - \$29.50 per person***

All prices are subject to 8% NYS sales tax and 19 % service charge.

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Cocktail Reception Gala

"Special Additions" – Additional cost items you can add to Cocktail Reception Gala

Beverage Options

Complete Open Bar - Featuring top shelf liquor, bottled and draft beer, a selection of fine wines, frozen blender cocktails, cordials, sodas, juices.

\$11.50 per person the first hour, \$6.50 per person per hour after the first hour.

Or buy three hours for \$19.00 per person.

Beer, Wine, and Soda Bar - Featuring bottled and draft beer, a fine selection of wine by the glass, sodas and juices - *\$7.50 per person the first hour, \$4.50 per person per hour after the first hour.*

Or buy three hours for \$12.00 per person.

House Wine \$23.50 per bottle. **Keg Beer** – Domestic \$350.00. Imported - \$425.00. Price is per ½ keg.

Fountain Punch - \$195.00 per gallon with alcohol. Three gallon minimum.

Cash Bar service – Guests pay for beverages as they are ordered. No cost to booking organization.

Pre Paid Hosted Bar – Bar tab is pre paid, by host, with \$500.00 or more. Prepaid bar tab will be monitored by management and may be added to throughout the event.

Chair Covers - \$9.50 per chair (includes Labor) --- **Valet Parking** - \$5.50 per person

Wedding Ceremony Per person charge is based on original guaranteed guest count and includes: Archway, floor runner, two 15-candle floor candelabra with a fresh flower bouquet on each candelabra, professional music on CD, professionally coordinated. The ceremony is an additional 30 minutes of time and is followed by four hours of Cocktail Reception Gala time.

Ballroom Ceremony \$5.50 per person. Ceremony is performed on the dance floor, in the ballroom, with guests sitting at their designated round banquet tables.

Separate Ceremony Room \$8.50 per person. Ceremony is performed in a private room with a "chapel style" set up.

Outdoor Ceremony Prices may vary depending on services requested.

Ceremony guidelines complete with diagram will be provided so you can practice with your bridal attendants at the location of your choice.

Due to the nature of our business, on location rehearsals can only be offered on date of event, 30 minutes prior to ceremony time.

All prices are subject to 8% NYS sales tax and 19 % service charge

Deposits

A \$500.00 deposit is required at time of booking event. Deposit is credited towards final billing.

Deposits are not refundable if event is canceled.

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"The Very Best In Special Occasion Dining"

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Final Guest Count and Final Payment – Are due three days prior to event date.

Method of Payment -Bank certified check, cash, Master Card, Visa, Discover, American Express.

Guest Minimums and Availability - Function will be billed for 100 guests (150 for Saturday evening bookings), final guest count or actual guest count, whichever is greater.

Saturday availability 12:00 noon to 4:00 pm or 7:00 to 11:00 pm.
Saturday evenings require a 150 guest minimum.

Cancelation Policy. Upon booking your event in this time slot, Michael's Banquet House will be turning away other business. Therefore, it is understood that Michael's Banquet House is entitled to 50% of projected billing if event is canceled within 60 days of the event date. Michael's Banquet House is entitled to 100% of projected billing if event is canceled within 30 days of the event date.

Weather Related Cancelation Policy. Michael's Banquet House will agree to postpone the event with no cancelation fee as long as the event is rescheduled at Michael's Banquet House. The event must take place within 30 days of postponement. Weather related postponements must be arranged at least 36 hours prior to event date, otherwise the "Cancelation Policy" above will apply.

Non Weather Related Postponements or Rescheduling. In the event the function is postponed and rescheduled, an additional \$500.00 deposit is required. A new contract must be signed. Prices may be adjusted on new contract. All deposits are credited towards final billing. Deposits are not refundable if event is canceled.

Function Name _____
Function date _____ Time From _____ to _____
Contact Person's Name - _____
Address _____
Phone- _____ Fax _____
Email Address _____

Please list any "Special Addition" items you are purchasing from page 2

All details and pricing on pages 1, 2 and 3 are agreed upon by

X _____ Date _____
Person responsible for payment. Final Payment due the three days prior to event date.

X _____ Date _____
\$500.00 received by MBH Representative