

--MBH--

**Michael's Banquet House**  
[www.MichaelsBanquetHouse.com](http://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 12047

**MBH Seminar**

**Day Facility Fee \$695.00**

Facility is available Monday through Friday, for up to **eight hours**,  
between the hours of 7:00 am and 4:00 pm.

**Evening Facility Fee \$950.00**

Facility is available Monday through Thursday, for up to **four hours**,  
between the hours of 6:00 pm and 11:00 pm.

**Day and Evening Facility Fee \$1,700.00**

Facility is available Monday through Thursday, for up to **twelve hours**,  
between the hours of 7:00 am and 12:00 pm.

**Facility Fee** includes name on outdoor marquees, chairs, 60 inch round tables, linens, PA system with microphone and podium, recessed remote control projection screen with a ceiling mount projector, HS wireless internet, two phone lines, use of entire facility, free parking, union affiliated.

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

**MBH Seminar Menus**

**Breakfast Buffet \$10.50 per person** to include a beverage display featuring coffee, decaf coffee, tea, iced water, hot chocolate, and juice. Breakfast buffet with scrambled eggs, country sausage, French toast casserole with praline crust, oven toasted hash browns, fresh fruit, creamy fruit yogurt, assorted mini Danish, bagels, scones and muffins.

**AM Break \$5.95 per person** to include coffee, decaf coffee, tea, iced water, hot chocolate, juice, mini bagels, assorted Danish, mini muffins, bagels and scones.

**AM Break \$3.95 per person** to include coffee, decaf coffee, tea, iced water, hot chocolate, juice. No food.

**PM Break \$5.95 per person** to include coffee, decaf coffee, tea, iced water, hot chocolate, soft drinks, assorted sliced fruit, cheese and cracker display, brownies, cookies.

**PM Break \$3.95 per person** to include coffee, decaf coffee, tea, iced water, hot chocolate, soft drinks. No food.

**Box Lunch: \$10.50 per person** to include sandwich or wrap, fresh fruit, chips, beverage and dessert.

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***Luncheon Buffet: \$14.50 per person to include the following.***

***Please select two of the following:***

- Fresh garden tossed salad
- Pasta salad
- Fresh fruit salad
- Three bean salad
- Fresh raw vegetable display with dip

***Please select three of the following:***

- Eggplant parmigiana
- Italian style meatballs
- Sausage and peppers
- BBQ ribs.
- Filet of sole scampi
- Chicken parmigiana
- Chicken marsala
- Roast pork loin with sun dried tomato and basil demi glace
- Assorted cold cuts and cheeses with gourmet sandwich rolls
- Filet of sole with crab and scallop stuffing

***Please select two of the following:***

- Whole buttered green beans with toasted almonds
- Baby carrots with grand marnier sauce
- Rice pilaf
- Herb roasted red potatoes
- French fries
- Garlic smashed potatoes
- Penne pasta marinara

***Dessert:***

- Assorted gourmet cookies, and a variety of our most popular cakes

***Beverages:***

- soft drinks, coffee, tea, iced water

***Hors d'oeuvre and Beverage Selections for Evening Events***

***Cold Hors d'oeuvre Display \$5.95 per person. Unlimited for one hour during the cocktail hour.***

Assorted gourmet crackers, bread rounds, crisp bread sticks, white bean hummus and olive tapenade. 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.

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### ***MBH Seminar***

#### ***Hors d'oeuvre and Beverage Selections for Evening Events - Continued***

##### ***White Glove Butler Service - \$149.00 per 100 item ordered***

Mini quiche, Italian stromboli, spanakopita, franks in pastry, chicken and pineapple brochettes, wild mushroom in filo, crispy asparagus with asiago, rosemary cheese straws, smoked chicken quesadilla, chilled mozzarella, tomato and fresh basil with a balsamic drizzle .

##### ***White Glove Deluxe Butler Service - \$195.00 per 100 items***

Beef Wellington, tenderloin of beef kabob, scallops in bacon, coconut shrimp, fresh chilled shrimp on ice, petite New Zealand lamb chop, shrimp purse with sweet Asian pepper sauce.

##### ***Hot Chafing Selections: Any 2 items for \$2.95 per person or entire list for \$7.95 per person Unlimited for one hour during cocktail hour.***

Battered shrimp with zesty cocktail sauce, tender fried scallops with warm citrus sauce, Italian style meatballs, Swedish meatballs, toasted ravioli, fried mozzarella, broccoli and cheese bites, baby spare ribs, sausage and peppers, tri color tortellini with Alfredo sauce, mini chicken cordon bleu, fried cheddar stuffed jalapeño peppers.

### ***Beverage Options***

***Complete Open Bar*** - Featuring top shelf liquor, ice cold imported and domestic bottled beer, a selection of fine wines, frozen blender cocktails, cordials, sodas, juices.  
*\$13.50 per person the first hour, \$7.50 per person per hour after the first hour.*

***Beer, Wine, and Soda Bar*** - Featuring bottled and draft beers, a fine selection of wine by the glass, sodas and juices - *\$9.95 per person the first hour, \$5.95 per person per hour after the first hour.*

***House Wine***  
*\$23.50 per bottle*

***Non alcoholic beverages*** - sodas, juices,  
*\$3.95 per person the first hour, \$2.95 per person per hour after  
the first hour or soda by the pitcher - \$8.50 per pitcher.*

***Fountain Punch*** - *\$195.00 per gallon with alcohol. \$95.00 per gallon non-alcoholic  
(Three gallon minimum).*

***Cash Bar service*** – Guests pay for beverages as they are ordered.

***Pre Paid Hosted Bar*** – Bar tab is pre paid with any dollar amount over \$500.00. Prepaid bar tab will be monitored by management. Prepaid bar tab may be added to throughout the event.

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

### ***Deposits***

A \$200.00 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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**Non Weather Related Postponements or Rescheduling**

In the event the function is postponed and rescheduled, an additional \$200.00 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.

**Guest Minimums** – Day 75, Evening 100, Day and Evening 125

**Final payment** is due on or before event date in cash, check or major credit card. All additional items purchased will be billed for guest minimum, final guest count, or actual guest count whichever is greater.

**Please list all items being purchased in addition to the facility fee** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Company Name - \_\_\_\_\_

Function Date and Time - \_\_\_\_\_

Contact Person's Name - \_\_\_\_\_

Address - \_\_\_\_\_

\_\_\_\_\_

Phone-\_\_\_\_\_ Fax \_\_\_\_\_

E-Mail - \_\_\_\_\_

Marques Greeting - \_\_\_\_\_

**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.

All details on pages 1 - 3 are agreed upon by

X \_\_\_\_\_ Date \_\_\_\_\_

Seminar committee representative responsible for payment - Final payment will be made on event date.

X \_\_\_\_\_ Date \_\_\_\_\_

\$200.00 received by MBH Representative

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