

# The Art Gallery of Windsor Venue Rental & Catering Terms & Conditions

## Planning an Event at The Art Gallery of Windsor

The Art Gallery of Windsor staff looks forward to working with you in planning the details of your event. Staff will assist you with selecting the suitable space, catering, and finishing touches that will make your event a memorable event.

## Invoicing & Deposits

Fifty percent (50%) of the **venue rental fee** is required as a deposit to secure the space. The balance owing is due five (5) working days prior to the event.

A deposit of \$500 or 50% of the estimated **catering** invoice (whichever is less), is to be paid at the time you select your menu. The remaining balance of your account is due ten (10) working days prior to your event.

Venue Rental & Catering will be invoiced separately, but must be paid directly to the Art Gallery of Windsor. Payments can be made by Visa, Mastercard, American Express, Cash, Debit, Certified Cheque, Draft or Money Order.

## Guaranteed Numbers

When booking your event, you will be asked to give an estimate of the number of guests you expect will be in attendance. A final number of guests attending is required ten (10) working days prior to your event.

## Catering for Your Event

Your menu must be finalized and booked a minimum of fifteen (15) days in advance. You can speak with the AGW Events Manager by calling (519) 977-0013 xt. 133. Customized menus are also available.

## Cancellation Policy

Twenty-five percent (25%) of the **Venue Rental** invoice will be retained in case of a cancellation of the event, once the event has been confirmed. The Venue Rental cancellation fee will be applied to a rental, provided it takes place in the same calendar year as the original booking.

If cancellation of your event occurs less than 30 days prior to the scheduled service, fifty percent (50%) of the catering deposit will be retained.

If cancellation of your event occurs less than five (5) working days prior to the scheduled service, you are subject to all **catering** costs on the final number of guaranteed guests.

## Liquor Services

Complete bar services are provided by the caterer. The client will be invoiced according to consumption. For a complete list of liquor, please refer to page 15.

A Service Bar Option is also available at a cost of \$9 per person. The client must obtain a "No Sale Special Occasion Permit" from the LCBO. Using the permit, the client must purchase the liquor, wine and beer from the LCBO, Beer Store and/or Ontario Wine Store. The service charge will include bartender fees, glassware, ice, soft drinks and juice. Delivery time of the alcohol and Special Occasion Permit is to be pre-arranged with the AGW Events Manager. Please be sure to include an inventory of all the items delivered (to be checked upon arrival with our staff) and that all items are in boxes with your names on them.

**Dessert Table**

You are permitted to provide your own “home-made” dessert platters and/or bring in your own wedding cake. A \$3 per person fee will be applied for plating and additional china.

**Set-Up**

Included in the catering prices are standard black and/or white linen tablecloths and napkins, china, glassware and cutlery. Floor-length banquet linens are available at \$18 per table.

**Removal of Decorations/Equipment/Bar Stock**

Your bar stock for a Service Bar, decorations, DJ/band equipment and all personal belongings are to be removed during the tear-down period of your event. Arrangements can be made for next day removal. Please note the AGW is not responsible for any decorations, personal belongings and/or equipment left unattended or over night.

**Taxes & Gratuity**

Rates are subject to taxes and a 15% gratuity.

**SOCAN**

SOCAN fees/tariffs are setup by the Copyright Board and will be invoiced directly to the client whenever music is performed or played.

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<b>Date of Event</b>		
<b>Approximate Guests</b>	<b>Cocktail</b>	<b>Sit-down</b>
<b>Final Guest Attendance</b>		
<b>Venue Rental Deposit Received</b>		
<b>Catering Deposit Received</b>		
<b>Other</b>		

*I have read and hereby agree to the Art Gallery of Windsor Venue Rental & Catering Terms & Conditions*

Client Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

## A LA CARTE CATERING MENU

### APPETIZERS *(priced per person; served platter style)*

Grilled Flat Bread with Olive Tapenade and Feta Cheese	1.75
Bruschetta with Diced Roma Tomatoes, Garlic, Basil and Olive Oil	1.75
Mixed Vegetable Antipasti	4.00
Fried or Grilled Calamari with Wasabi or Red Pepper Mayonnaise	2.50
Vegetable Spring Rolls with Spicy Asian Slaw and Mustard Plum Sauce	2.25
Southwest Style Crabcake with Black Bean Salsa, Guacamole and Radish	2.50
Hoisin Glazed Baby Back Ribs	2.25
Panko-Crusted Shrimp with House-made Cocktail Sauce	2.25
Mussels in Red Wine Tomato Broth or Curry Sauce	2.50

### SOUPS

*Soups are made in a variety of types and styles depending on the seasons and range in price*

*from 5.00 to 8.00. Some examples include:*

Curried Fall Vegetable

Ginger-Butternut Squash

Tomato Consommé with Tear-Drop Tomatoes and Cheese Ravioli

Thai Chicken Noodle

*Try a refreshing chilled soup for those hot summer gatherings!*

Chilled Cucumber- Yogurt w/ dill

## A LA CARTE CATERING MENU

### SALADS

Organic Mixed Greens	5.00
Radicchio Cup with Mixed Greens, Goat Cheese Crouton rolled in Nuts and Herbs, Veg Chips	8.00
Baby Spinach, Poached Pears, Glazed Pecans, Blue Cheese and Raspberry Vinaigrette	8.00
Hearts of Romaine with Herb Croutons, Parmesan Shavings and Creamy Garlic Dressing	7.00

### *SUMMER SUGGESTIONS*

Tomato and Buffalo Mozzarella Tower with Roast Yellow Pepper, Basil, Balsamic Glaze, Oven Dried Tomato and Rocket Lettuce	8.00
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### *FALL SUGGESTIONS*

Arugula with Oranges, Pomegranate, Shaved Fennel, Moroccan Olives and Asiago Cheese	8.00
Roasted Squash, Caramelized Apple with Mixed Baby Greens and Aged White Cheddar	8.00
Beet, Goat Cheese, Orange Salad with Walnuts and Lambs Lettuce	7.00

## A LA CARTE CATERING MENU

<b>PASTA</b>	<b>MAIN</b>	<b>INDIVIDUAL</b>	<b>PLATTER</b>
Fresh Tomato Basil	12	8	6
Parmesan Cream	12	8	
Basil Pesto	12	8	6
Chunky Tomato and Garlic	12	8	6
Tomato and Cream Blush Sauce	12	8	6
Meat Sauce	13	9	7
~Specialty Pastas~			
Penne in a Blush Meat Sauce with Bacon, Mushrooms and Peas	16	12	8
Rigatoni with Chicken, Gorgonzola Cream Sauce and Wild Mushrooms	16	12	8
Farfalle with Sausage, Peppers, Onion in an Oil and Garlic Sauce	15	10	7
Penne with Shrimp, Spinach and Peppers in a Blended Tomato Sauce	18	13	9

### PLEASE NOTE:

*All of the above pastas are served with Rigatoni or Penne and Gnocchi may be substituted for 2.00 respectively.*

## A LA CARTE CATERING MENU

### MAINS

*(For a Soup or Salad starter, please refer to page 3 or 4 for options and pricing)*

Beef Tenderloin	26.00
Roast Chicken Breast	18.00
Chicken Breast Stuffed with Feta and Herbs	19.50
Veal Scaloppini with choice of White Wine and Lemon Sauce or in a Mushroom Cream Sauce	18.00
Roast Pork Loin	18.00
Roast Pork Tenderloin	19.00
Salmon	21.00
Tilapia	19.00
~Fall and Winter Suggestions~	
Braised Lamb Shank	19.00

### POTATOES

Roast New Potatoes with Thyme	no cost
Mash Potatoes (flavours – Garlic, Chive, Redskin, and Gorgonzola)	no cost
Roast Balsamic New Potatoes	no cost
Sweet Potato Mash with Cinnamon	2.00
Potato Horseradish Gratin	3.00
Risotto Cake	2.00

### VEGETABLES

Ratatouille – Sautéed Eggplant, Zucchini, Mixed Peppers, Fennel, Tomato	no cost
Green and Yellow Beans with Chopped Toasted Almonds	no cost
Grilled Asparagus	2.00

## A LA CARTE CATERING MENU

### DESSERTS

Crème Brulee - Mango, Pumpkin, Vanilla or Chocolate	6
Warm Chocolate Lava Cake with Vanilla Ice Cream and Chocolate Sauce	8
Chocolate Torte with Vanilla Ice Cream and Chocolate Sauce	7
Lemon Tart with Blueberry Compote and Raspberry Sorbet	7
Tira mi su	7
Warm Fruit Crumble with Ice Cream	7

## BUFFET OR PLATTER STYLE CATERING MENU

Buffet or Family Style – <i>prices are per person</i>	<b>Lunch</b>	<b>17.00</b>
	<b>Dinner</b>	<b>22.00</b>

### Basic Buffet Menu

Roast Chicken

Pasta – Penne or Rigatoni

Italian Sausage or Veal Meatballs with Mushroom Gravy

Potatoes

Vegetables

Mixed Organic Baby Greens

Bread Basket

### Add-ons

**Meat Dishes** – *prices are per person and in addition to the above basic buffet menu price*

*In Place of Roast Chicken:*

Coq Au Vin (Chicken Braised in Red Wine) 1.00

Chicken Cacciatore (Chicken Braised with Tomato) 1.00

*In Place of Sausage or Meatballs in Mushroom Gravy:*

Veal Scaloppini with Wild Mushroom Sauce or White Wine Lemon Sauce 4.00

Braised Lamb Shanks 7.00

Roast Pork Tenderloin 6.00

Roast Pork Loin 5.00

Roast Veal Tenderloin 8.00

Roast Beef Tenderloin 8.00

## BUFFET OR PLATTER STYLE CATERING MENU

### Pasta

Sauces Include:

Fresh Tomato-Basil	no cost
Parmesan Cream	no cost
Basil Pesto	no cost
Blush	no cost
Meat Sauce	1.00

*The Following Premium Pastas are also Available:*

Penne in a Blush Meat Sauce with Bacon, Mushrooms and Peas	5.00
Rigatoni with Chicken in a Gorgonzola Cream Sauce with Wild Mushrooms	5.00
Farfalle with Sausage, Peppers, Onion in an Oil and Garlic Sauce	6.00
Penne with Shrimp, Spinach and Peppers in a Blended Tomato Sauce	7.00

**Potatoes** – prices are per person and in addition to the basic buffet price

Roast New Potatoes with Thyme	no cost
Mash Potatoes (Garlic, Chive, Redskin, or Gorgonzola)	no cost
Roast Balsamic New Potatoes	no cost
Sweet Potato Mash with Cinnamon	2.00

**Vegetables** – prices are per person and in addition to the basic buffet price

Ratatouille – Sautéed Eggplant, Zucchini, Mixed Peppers, Fennel, Tomato	no cost
Green and Yellow Beans with Chopped Toasted Almonds	no cost
Grilled Zucchini, Fennel, Onions, Peppers, Mushrooms	2.00
Roasted Winter Vegetables– Carrots, Turnips, Rutabagas, Parsnips	3.00

## BUFFET OR PLATTER STYLE CATERING MENU

### SALADS

*The Following Salads may be Substituted in Place of Mixed Organic Greens for the Buffet Menu*

* Orzo with Crumbled Feta, Grilled Red Peppers, Basil, Kalamata Olives	3.00
Fennel, Orange & Savoy Cabbage with Mango and Sesame Seeds in a Rice Wine Vinaigrette	4.00
* Caesar Salad with French Stick Croutons, Parmesan Shavings and Creamy Garlic Dressing	2.00
* Arugula with Clementines, Pomegranate, Fennel, Asiago Cheese and Moroccan Olives	3.00
* Baby Spinach, Glazed Pecans, Poached Pears, Blue Cheese, Raspberry Vinaigrette	4.00
Tomato Salad (Greek Style), Feta Cheese, Cucumber, Sliced Red Onion	~Seasonal~ 4.00
* Tunisian Couscous Salad	3.00
* Basmati Rice with Pineapple, Mango, Raisins, Mint, Cilantro, Papaya (Curry Optional)	3.00
* Baby Potato Salad with Boiled Egg, Grainy Mustard and Green Onion Mayo	4.00
* Mixed Bean Salad with Fresh Herbs, Green and Yellow Chickpeas	4.00
Beet – Apple Salad with Dill and Horseradish Mayo	4.00
* Chickpea Salad with Diced Carrot, Onion, Celery & Fresh Herbs	3.00
Sliced Tomato – Buffalo Mozzarella with Basil and Balsamic Dressing	~Seasonal~ 7.00
* Sicilian Pasta Salad with Dried Olives, Basil, Oven Dried Tomatoes and Roasted Peppers	4.00
* Spicy Asian Noodle Salad	4.00
Crunchy Thai Salad with Carrots, Daikon, Bean Sprouts, Peppers, Cucumber, and Peanuts	6.00

## HORS D'OEUVRE

Rice Paper Rolls with Avocado, Carrot, Cucumber and Beets	2.50 ea
With Shrimp	4.00 ea
With Lobster	5.00 ea
Mini Stuffed Potatoes with Carmelized Onions, Raisins and Blue Cheese	1.50 ea
Bocconcini Cheese and Tomato Skewers	2.25 ea
Vegetarian Spring Rolls	2.50 ea
Panko Shrimp	2.50 ea
Grilled Lamb Kebobs	2.50 ea
Belgian Endive Spears with Pecan and Blue Cheese	2.00 ea
Assorted Gourmet Pizza (16 pieces per pizza)	16.00 ea
Avocado-Corn Salsa on Corn Chips	2.00 ea
Salmon Tartar on Homemade Chips with Radish	3.00 ea
Salmon Roll-Ups with Sprouts	2.50 ea
Mushroom Caps Stuffed with Herbed Goat Cheese and Pancetta	2.25 ea
Curried Chicken Skewers	3.0 ea
Southwest Style Crab Cakes	2.50 ea
Crustini with Pork Tenderloin and Onion Jam	3.50 ea
Crustini with Hummus, Feta and Oven Dried Tomatoes	2.25 ea
Roasted Figs with Warm Mascarpone and Drizzled Honey	2.50 ea

## APPETIZER PLATTERS

Crudités – Raw Vegetable Platter	35.00/ea or 25.00 for 2+
Antipasto – Marinated Eggplant, Zucchini, Roasted Peppers, Fennel, Olives, Artichokes	25.00
Cheese Board	MarketPrice
French Stick with Various Spreads- Hummus, Tapenade, Herbed Goat Cheese	15.00
Fresh Fruit – Melon, Strawberry, Pineapple, Cantaloupe, Honeydew, Kiwi	35.00/ea or 25.00 for 2+

### Sushi

A full range of American and Traditional Style Sushi	Average Cost – 6.50 / roll
<i>We Offer a Portable Sushi Cart Suitable for any Event</i>	Minimum \$500

### Oysters

Served on the Half Shell or Professionally Shucked on Site	Average Cost – 2.50 / ea Minimum 100 pieces
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## BREAKFAST AND BRUNCH CATERING MENU

### **Continental Breakfast Menu**

**9.95 / person**

Selection of Chilled Juices

Fresh Sliced Fruit

Oven Fresh Danish Pastries, Croissants and Assorted Muffins

Assorted Bagels with Cream Cheese

Butter and Preserves

Freshly Brewed Coffee

Decaffeinated Coffee and Tea

### **Breakfast Buffet**

**15.00 / person**

Selection of Chilled Juices

Assorted Cold Cereals

Fresh Sliced Fruit

Fresh Granola, Soy Milk, Low Fat Milk and Whole Milk

Scrambled Eggs with Roasted Red Peppers and Scallions

Smoked Bacon and Sausage

Multi Grain Bread with Butter and Preserves

Freshly Brewed Coffee

Decaffeinated Coffee and Tea

### **EARLY MORNING TEASER**

**6.95 / person**

Coffee, Tea, and Juice

Choice of Fresh Fruit, or Muffins

## LIGHT LUNCH CATERING MENU

### **NUTRITION BREAK**

**9.95 / person**

Coffee and Tea

Fresh Fruit

Yogurt

Small Sandwiches on Multigrain (Vegetarian and Non-Vegetarian)

### **LUNCH BREAK**

**12.95 / person**

Coffee and Tea

Fresh Fruit

Choice of Larger Sandwiches and Wraps , or Non- Premium Pasta

Choice of 2 Salads (\*) from the Buffet Menu

### **MID-AFTERNOON BREAK**

**6.95 / person**

Coffee, Tea, and Soft Drinks

Choice of Fresh Fruit , or Cookies

## CATERING WINE AND LIQUOR MENU

(Please note: a 10% discount is applied to all alcohol host bar services)

### **BASIC BAR \$4.75/oz (CASH-BAR)**

Rye (Canadian Club)  
Rum (Bacardi)  
Vodka (Stolichnaya)  
Gin (Beefeater)

### **PREMIUM BAR \$7.75/oz (CASH-BAR)**

Rye (Canadian Club Classic)  
Rum (Havana Club)  
Vodka (Grey Goose)  
Gin (Bombay)  
Scotch (Chivas)  
Bourbon (Makers Mark)

### **LIQUOR "A" OPTIONS \$5.75/oz (CASH-BAR)**

Amaretto Kahlua  
Baileys Tequila  
Crown Royal  
Frangelico  
Jack Daniels  
Jagermeister  
Johnny Walker Red

### **LIQUOR "B" OPTIONS \$7.75/oz (CASH-BAR)**

Chivas  
Cognac - VS  
Drambuie  
Gran Marnier  
Grey Goose  
Hipnotiq  
Johnnie Walker Black  
Makers Mark

### **LIQUOR "C" OPTIONS \$13.75/oz (CASH-BAR)**

Patron Silver  
Cognac – VSOP

## **WINE**

### **Sparkling Wine**

Bottega Prosecco Brut (Italy)		29
Veuve Cliquot (Reims, France)	<i>Half Bottle</i>	70
Veuve Cliquot (Reims, France)		130

### **Light and Crisp Whites**

Tribal Sauvignon Blanc/Colombard (South Africa)		26
Santa Margherita Pinot Grigio (Trentino-Alto-Adige, Italy)		38

### **Medium Fruity Whites**

Cave Springs Reisling (Niagara, Canada)		34
Caymus Conundrum (California)		58
Banrock Station Unoaked Chardonnay (Southeast Australia)		28
Oyster Bay Sauvignon Blanc (Marlborough, New Zealand)		42

### **Full Bodied Whites**

Wolf Blass Chardonnay (South Australia)		38
Toasted Head Chardonnay (California)		44

### **Local Whites**

Viewpointe Pinot Grigio (Essex County, Ontario)		32
Viewpointe Auxerrois (Essex County, Ontario)		29

## Light Reds

Louis Jadot Beaujolais – Villages (Burgundy, France)	34
Valpolicella Negrar (Italy)	35

## Medium Reds

Cave Springs Pinot Noir '06 (Niagara, Ontario)	38
Sterling Merlot '04 (Napa Valley, California)	62
Chianti Classico Rocca delle Macie (Tuscany, Italy)	42
Los Molinos Felix Solis Gran Reserva '01 (Valdepenas, Spain)	36
Aleksander Cabernet Franc '06 (Essex County, Ontario)	29
Christian Moeux Merlot (Bordeaux, France)	36
Amity Pinot Noir '06 (Willamette, Oregon)	62
Ripassa Zenato (Tuscany, Italy)	50

## Full Bodied Reds

Sterling Cabernet Sauvignon '04 (Napa Valley, California)	75
Wolf Blass "Yellow Label" Cabernet Sauvignon (Australia)	40
Wolf Blass "Red Label" Shiraz-Cabernet Sauvignon (Australia)	32
Rosemount "Diamond Label" Shiraz (Australia)	39
Ravenswood Zinfandel (Sonoma, California) '06	39
Tatachilla Foundation Shiraz '01 (McLaren Vale, Australia)	75

## Local Reds

Aleksander Vineyards, Cabernet Franc, '06 (Essex County, Ontario)	29
Viewpointe Cab/Merlot '01 (Essex County, Ontario)	33
Crew Merlot '06 (Lake Erie, North Shore)	38

**Domestic Beer (per bottle price)**

Molson Canadian	3.60
Molson Export	3.60
Labatts Blue	3.60
Coors Light	3.60
Steam Whistle	5.25
Walkerville	5.25

**Imported Beer (per bottle price)**

Heineken	5.25
Budweiser	5.25
Corona	5.25
Stella Artois	5.25
Moretti	5.25
Asahi Beer	5.25
Sapporo Beer	8.50

**Sake**

Kakutsuro Draft (300 ml)	14
Sayuri Nigori (300 ml)	16
Junmai Ginjo Superior (300 ml)	18
Gekkeiken (750 ml)	25
Tamanohikari Omachi Premium (300 ml)	35
Green River Junmai Ginjo Premium (750 ml)	66