

## *Columbus Centre*

301 South May Street  
Thunder Bay, Ontario  
P7E 1B7

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**Website:** [www.Columbuscentre.ca](http://www.Columbuscentre.ca)

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Office hours are Monday to Friday, 9:00 a.m. till 1:00 p.m. and 2:00 p.m. to 5:00 p.m. If these times are not suitable, we can arrange a time at your convenience.

Banquet hall and meeting room facilities available for 50 to 360 people. All events are subject to the enclosed conditions.

### **Booking Arrangements**

A deposit of \$350.00 is required on booking. If the event is cancelled, the deposit is refundable only if an alternate rental is obtained for the date.

- 3 weeks prior to the function: menu and hall set-up is to be arranged with the office.

- 1 week prior to the function: final count for the number of guests attending must be given. 80% of your estimated invoice to be paid with the remaining balance to be paid within 7 days after the function.

There is a charge of 2% per month for overdue accounts. NSF cheques are subject to a service charge of \$20.00. We accept Visa, MasterCard, Debit, Cheques and Cash.

All prices are subject to HST 13%. Prices are subject to change without notice. Gratuities are not included in your bill. That is left to your discretion.

Damages to the premises and/equipment is the responsibility of the sponsor of the event and will be payable upon demand.

## General Information

Socan Fee - \$62.13 with a dance

Any dishes not shown on this menu can be arranged to your satisfaction with the help of our manger. The menus shown are suggestions. We can prepare a custom menu for you.

The hall can be set up in several different arrangements to accommodate the type and size of your function. Round tables (which seat 8) are available for parties up to 216 people. Larger parties require the use of 8' rectangular tables which seat 8 or 10 depending on the total number of guests.

Tables are set with linen tablecloths and paper napkins. For a more elegant touch, linen napkins are available for rental (.75 per person). They are available in white.

The Centre staff will complete the table setting for you including pouring wine for toasts if you so desire. Decorating the tables is the responsibility of the party holding the function.

Table tops may be decorated with centerpieces and the skirtings on other tables (e.g., guest book table, head table, cake table) may be decorated with ribbons and bows, streamers, garlands, etc.

**Extension cords will not be supplied by the Columbus Centre.**

If you plan on using candles as a centrepiece, the flame must be enclosed

## Late Night Service

Late night snacks are available upon request:

Cold cuts, buns & butter, pickles                      \$3.00 per person

Coffee service, using Styrofoam cups and stir sticks, can be provided after dinner:

Coffee to be served at 11:00 p.m.                      \$60.00

Coffee to be served all night                              \$80.00

If you are planning on serving cake (e.g., weddings, anniversaries) later in the evening, **you must supply paper plates, plastic forks and napkins.** The Centre staff will prepare the service table for you but it will be necessary for you to make your own arrangements to have someone cut and serve the cake.

## **Bar**

**You may supply your own Special Occasion Permit and your own liquor, wine and beer.**

You will need to provide a Certificate of Insurance for the Event.

Columbus Centre Bartenders, who are \$110.00 each, must be used. For 120 or less guests, 1 bartender will be required. For more than 120 guests, 2 bartenders are required. If the function is large (i.e., more than 300 guests) and wish to make use of the small bar as well as the main one, you will require a third bartender.

Corkage is \$2.75 per person. This includes glasses, ice and fountain mixes. Juices are available upon request:

Orange juice                                 \$4.00/1 litre tetrapak

Clamato juice                                 \$5.50/1.36 litre can

If you prefer, the Columbus Centre can provide the bar for you using our liquor license. Included in the prices below are fountain mixes, tonic water, juices (orange, clamato, Cranberry), ice, glasses and bartenders. Bar prices also include the HST. For Bar Sales less than \$450.00 a bartender fee of \$12.00 an hour will be added to your invoice

### **Cash Bar**

(where guests are paying for individual drinks)

Liquor	\$4.75/oz
Beer	\$4.75/bottle
Wine	\$4.75/glass
Wine Bottles	\$23.00/750 ml. bottle

## **Host Bar**

(where the host is paying for the reception)

Liquor	\$150.00/40 oz bottle
Beer	\$110.00/case
Wine	\$23.00/750 ml. bottle

**Cash Bar and Host Bar sales under \$450.00 are required to pay a bartender fee of \$12.00 an hour or \$110.00.**

***Buffet #1***

**\$25.15 per plate**

**APPETIZERS**

Tossed Salad

Potato Salad

**MAIN COURSE**

Chicken  
(fried or roast)

Pasta in Italian Sauce

Meatballs in Italian Sauce

Chicken Fried Rice

Mashed Potatoes & Gravy

Hot Vegetable

Dinner Rolls & Butter

Coffee & Tea Service

**(Coffee Self Service Station will be available during the meal. Following the meal, the station will be closed. A fee will apply if the service continues after the meal.)**

**DESSERT**

Selection of Pastries

***Buffet #2***

**\$27.30 per plate**

**APPETIZERS**

Tossed Salad

Potato Salad

**MAIN COURSE**

Roast Turkey & Stuffing  
(cranberry sauce)

Pasta in Italian Sauce

Meatballs in Italian Sauce

Perogies & Sour Cream

Mashed Potatoes & Gravy

Hot Vegetables

Dinner Rolls & Butter

Coffee & Tea Service

**(Coffee Self Service Station will be available during the meal. Following the meal, the station will be closed. A fee will apply if the service continues after the meal.)**

**DESSERT**

Selection of Pastries

***Buffet #3***

**\$28.10 per plate**

**APPETIZERS**

Tossed Salad

Potato Salad

**MAIN COURSE**

Chicken  
(fried or roast)

Pasta in Italian Sauce

Meatballs in Italian Sauce

Spareribs  
(sweet & sour or honey garlic)

Perogies & Sour Cream

Mashed Potatoes & Gravy

Hot Vegetables

Dinner Rolls & Butter

Coffee & Tea Service

**(Coffee Self Service Station will be available during the meal. Following the meal, the station will be closed. A fee will apply if the service continues after the meal.)**

**DESSERT**

Selection of Pastries

## **Buffet #4**

**\$29.80 per plate**

### **APPETIZERS**

Relish Tray

Tossed Salad

Potato Salad

### **MAIN COURSE**

Roast Beef  
(carved)

Chicken  
(fried or roast)

Pasta in Italian Sauce

Meatballs in Italian Sauce

Chicken Fried Rice

Choice of Potatoes & Gravy  
(roast or mashed)

Hot Vegetable

Dinner Rolls & Butter

Coffee & Tea Service

**(Coffee Self Service Station will be available during the meal. Following the meal, the station will be closed. A fee will apply if the service continues after the meal.)**

### **DESSERT**

Selection of Pastries



*Buffet# 5*  
*Pasta & Meatball*

**\$15.00 per plate**

Tossed Salad

Pasta in Italian Sauce

Meatballs in Italian Sauce

Dinner Rolls & Butter

Coffee & Tea Service

**Coffee Self Service Station will be available during the meal. Following the meal, the station will be closed. A fee will apply if the service continues after the meal.)**

*Buffet# 6*

*Pasta & Chicken Buffet*

**\$17.40 per plate**  
**(children under 10 - \$13.00 per plate)**

Tossed Salad

Pasta in Italian Sauce

Meatballs in Italian Sauce

Roast or Fried Chicken

Mashed Potatoes & Gravy

Dinner Rolls & Butter

Coffee & Tea Service

**(Coffee Self Service Station will be available during the meal. Following the meal, the station will be closed. A fee will apply if the service continues after the meal.)**

*Note: Dessert may be included for an additional charge*

***Cold Buffet #1* \$14.00 per plate**

Appetizer Tray  
(carrot & celery sticks, pickles)  
Tossed Salad  
Potato Salad  
Cold Meat Tray  
Cheese Tray  
Dinner Rolls & Butter      Coffee & Tea Service

***Cold Buffet # 2* \$14.00 per plate**

Appetizer Tray  
(carrot & celery sticks, pickles)  
Tossed Salad  
Potato Salad  
Assorted Sandwiches  
Coffee & Tea Service

***Cold Buffet #3*  
\$15.00 per plate**

Pickles Vegetable Tray & Dip  
Tossed Salad  
(3 dressings)  
Assortment of Wraps  
Coffee & Tea Service

**(Coffee Self Service Station will be available during the meal **for all cold buffets.**  
Following the meal, the station will be closed. A fee will apply if the service  
continues after the meal.)**

***Note: Dessert may be included for an additional charge***

**Please note that a Room Rental fee will apply where a dinner price is less than \$15.00 per  
plate. Main Hall \$150.00, Small Hall \$75.00**

***Extra Dishes Available***  
**(PRICES ON A PER PERSON BASIS)**

Lasagna .....	\$5.00
Roast Beef .....	\$7.50
(With this item, you may select oven roasted potatoes at no extra charge.)	
Fried Shrimp .....	\$5.50
Roast Chicken or Fried Chicken .....	\$4.00
Spareribs .....	\$5.50
Perogies (with sour cream) .....	\$2.50
Cabbage Rolls .....	\$4.00
Chicken Fried Rice .....	\$2.50
Beef & Greens .....	\$5.00
Green Beans with Mushrooms .....	\$2.10
Baby Carrots .....	\$2.10
Additional Salads .....	\$2.00
Caesar Salad .....	\$3.50
Spring Mixed Greens with Balsamic Vinegar .....	\$3.50
Greek Salad (Seasonal).....	\$5.00
(cucumbers/tomatoes/red onions/black olives/feta cheese)	
Assortment of Wraps .....	\$7.00

***Alternate Desserts***  
**(PRICED ON A PER PERSON BASIS)**

Ice Cream Sundaes .....	\$3.00
Cheesecake (with fruit or chocolate topping) .....	\$5.50
Fancy Pastries .....	\$4.50

***Note: If you select an alternate dessert, pastries are not served with the meal.***

