



Polonaise Ballroom



Banquet Information Package



*Polonaise
Banquet & Conference Center
At The PCC*

225 Washington Ave. Ext. • Albany, NY 12205 • (518) 456-3995 • Fax (518) 456-1032
Visit our website at www.albanypcc.com or email us at banquets@albanypcc.com

Welcome

Thank you for considering The Polonaise Ballroom Banquet & Conference Center at The PCC as host for your event. Our facility has served the Albany and surrounding areas for over 75 years and is the ideal place for an indoor or outdoor event.

We specialize in wedding receptions, banquets, trade shows, corporate meetings, birthday or retirement parties and holiday parties for up to 500 people. Our unique floor plans and exceptional cuisine will create a wonderful first and lasting impression on your guests.

Enclosed you will find menus and general information for your review. Please bear in mind that each package may be personalized to meet your unique style and budget needs.

Please do not hesitate to contact us with any additional questions or concerns. When you are ready to begin planning your special day, call us at (518) 456-3995.

We truly look forward to working with you.

Banquet Buffet Dinner Selections

Polish Buffet

\$20

Stuffed cabbage, polish sausage, sauerkraut, pierogi, choice of potato and vegetable, tossed salad, rye bread, cookies, coffee and tea.

American Buffet

\$22

Choice of chicken dish, choice of pasta dish, sausage and peppers, choice of potato and vegetable, tossed salad, rolls, coffee, tea, cookies or house dessert.

Hot and Cold Buffet

\$24

Choice of chicken dish, burgundy beef tips, choice of pasta dish, choice of potato and vegetable, deli platter, fresh fruit, rolls and bread, cookies or house dessert, coffee and tea.

Deluxe Buffet

\$27

Choice of chicken or turkey, sliced sirloin with demi glaze, scallop and shrimp scampi over rice, choice of potato and vegetable, fresh fruit, tossed salad, assorted cookies or house dessert, dinner rolls, coffee and tea.

All Banquet Selections include:

Room rental, round or rectangular tables, chairs, choice of tablecloth and napkin colors, plates, silverware, coffee cups, water glasses and votive candles

Prices are per person Please add 8% sales tax and 19% service charge

*Prices are based on 40 person minimum for The Boardroom (Max cap. 60) and 100 for the Ballroom (Max cap. 500).
Under 40 for Boardroom will carry a \$100 room charge. Under 100 for Ballroom will carry a \$250 room charge*

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Banquet Buffet Dinner

Chicken and Side Selections

Chicken Selections

Chicken Oscar

Chicken topped with crabmeat, asparagus and Hollandaise sauce.

Chicken Marsala

Chicken in a Marsala wine mushroom sauce.

Chicken Parmesan

Breaded chicken topped with mozzarella cheese and baked in marinara sauce.

Chicken Cordon Bleu

Stuffed with ham and Swiss cheese.

Chicken Piccata

Sauteed breast of chicken lightly egg battered with a lemon & caper butter sauce

Roasted Turkey

With stuffing and giblet gravy.

Potatoes

Red Roasted

Mashed

Baked

Twice Baked

Scalloped

Vegetables

Prince Edward

Green Beans

Wax Beans

Carrots

Bermuda Blend

Green Beans

Wax Beans

Carrots

Peppers

Normandy Blend

Broccoli

Cauliflower

Carrots

Summer Squash

Green Beans

Amandine

Glazed Carrots

Pasta

Penne

Bowtie

Ravioli

Rigatoni

Angel hair

Spaghetti

Cheese Tortellini

Pasta Sauces

Marinara

Alfredo

Garlic and Butter

Basil Pesto

Vodka Sauce

Salad Dressings

Ranch

Italian

Balsamic Vinaigrette

Russian

Banquet Buffet Dinner Selections

Polish Buffet

Stuffed cabbage, polish sausage, sauerkraut, pierogi, choice of potato and vegetable, tossed salad, rye bread, cookies, coffee and tea.

Potato Choice _____

Vegetable Choice _____

Dressing Choice(s) _____

American Buffet

Choice of chicken dish, choice of pasta dish, sausage and peppers, choice of potato and vegetable, tossed salad, rolls, coffee, tea, cookies or house dessert.

Chicken Choice _____

Potato Choice _____

Vegetable Choice _____

Pasta Choice _____ Sauce _____

Dressing Choice(s) _____

Hot and Cold Buffet

Choice of chicken dish, burgundy beef tips, choice of pasta, choice of potato and vegetable, deli platter, fresh fruit, rolls and bread, cookies or house dessert, coffee and tea.

Chicken Choice _____

Potato Choice _____

Vegetable Choice _____

Pasta Choice _____ Sauce _____

Deluxe Buffet

Choice of chicken or turkey, sliced sirloin with demi glaze, scallop and shrimp scampi over rice, choice of potato and vegetable, fresh fruit, tossed salad, assorted cookies or house dessert, dinner rolls, coffee and tea.

Chicken Choice or Turkey _____

Potato Choice _____

Vegetable Choice _____

Dressing Choice(s) _____

Banquet Seated Dinner Selections

Poultry Entrees

*Served with rolls & butter, choice of salad, choice of potato,
or rice pilaf, and choice of vegetable*

- Chicken Oscar \$20*
Breast of chicken topped with crabmeat, asparagus and Hollandaise sauce.
- Chicken Marsala \$18*
Filletted chicken breast in a Marsala & mushroom demi-glaze sauce.
- Chicken Parmesan \$18*
Breaded chicken breast topped with mozzarella cheese and baked in marinara sauce.
- Chicken Cordon Bleu \$19*
Tender breast of chicken stuffed with ham and Swiss cheese.
- Chicken Piccata \$18*
Sauteed breast of chicken lightly egg battered with a lemon & caper butter sauce
- Roasted Tom Turkey \$18*
Herb roasted turkey breast with stuffing and giblet gravy.

Beef Entrees

*Served with rolls & butter, choice of salad, choice of potato,
or rice pilaf and choice of vegetable*

- Roasted Rib Eye \$23*
*Whole slow roasted rib eye marinated in garlic, oil, thyme and rosemary
sliced and served with demi-glaze.*
- Rib Eye Steak. \$24*
12oz steak marinated and grilled to perfection.
- Sliced Tenderloin \$25*
*Whole tenderloin marinated in olive oil, rosemary, garlic, and thyme and
roasted to perfection.*
- Filet Mignon \$27*
10oz filet marinated in olive oil, rosemary, garlic, and thyme then grilled to perfection
- Prime Rib \$26*
*Whole Prime Rib of Beef marinated in olive oil, garlic, thyme and rosemary
and slow roasted until medium rare, served with au jus.*

Pork Entrees

*Served with rolls & butter, choice of salad, choice of potato,
or rice pilaf and choice of vegetable*

Roast Pork Loin \$22

Roasted pork tenderloin sliced and served with seasoned pan gravy

Applewood Smoked Ham \$18

Choice smoked ham with an orange raisin glaze

Seafood Entrees

*Served with rolls & butter, choice of salad, choice of potato,
or rice pilaf and choice of vegetable*

Surf and Turf Priced to Market

*A whole lobster tail split, served with lemon and butter,
along with a 14 oz. prime rib.*

Stuffed Scrod \$18

*Tender fillets with crabmeat stuffing broiled and topped
with a white wine & butter sauce.*

Poached Salmon \$19

Two 4oz salmon steaks poached in white wine, topped with a butter & parsley sauce.

Sea Scallops \$20

Broiled scallops in a white wine and butter sauce.

Pasta & Vegetarian Entrees

Served with rolls & butter and choice of salad

Fettuccini Alfredo \$17

*Tender fettuccini and creamy Alfredo sauce served with
chef's choice of steamed vegetables.*

Pasta Primavera \$17

*Rotini pasta tossed with steamed seasonal vegetables with choice of roasted
tomato sauce, Alfredo sauce
or garlic and butter. Topped with freshly grated Parmesan cheese*

Vegetarian Lasagna \$17

*Blend of spinach, zucchini, green peppers and onions
together with mozzarella, cheddar and jack cheeses.*

Seated Dinner Salads & Sides

Salads

Mixed green House Salad with House dressing
Caesar Salad with Caesar Dressing

Potatoes

Red Roasted
Mashed
Baked
Twice Baked
Scalloped

Vegetables

Prince Edward Blend -
Green & wax beans, carrots
Bermuda Blend -
Green & wax beans, carrots, peppers
Normandy Blend -
Broccoli, cauliflower, carrots, Zucchini & yellow squash
Green Beans Amandine
Brown Sugar & Honey Glazed Carrots

Pasta

Penne
Bowtie
Ravioli
Rigatoni
Fettuccini
Spaghetti
Cheese Tortellini

Sauces

Marinara
Alfredo
Garlic and Butter
Basil Pesto
Vodka Sauce

All Banquets include:

Room rental, round or rectangular tables, chairs, choice of tablecloth and napkin colors, plates, silverware, coffee cups, water glasses, and votive candles for each table.

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Hors d'oeuvre Selections

(Per tray of 100)

<i>Sesame Chicken with Asian Sauce</i>	<i>\$175</i>	<i>Mini Chicken Cordon Bleu</i>	<i>\$195</i>
<i>Egg Rolls</i>	<i>\$155</i>	<i>Chicken Hibachi Skewers</i>	<i>\$175</i>
<i>Pigs in a Blanket</i>	<i>\$155</i>	<i>Cheese Puffs</i>	<i>\$155</i>
<i>Swedish Meatballs</i>	<i>\$175</i>	<i>Mini Beef Wellington</i>	<i>\$195</i>
<i>Breaded Mushroom Puffs</i>	<i>\$175</i>	<i>Breaded Mozzarella Cheese Wedges</i>	<i>\$165</i>
<i>Chicken Brochettes</i>	<i>\$175</i>	<i>Coconut Shrimp</i>	<i>\$205</i>
<i>Scallops Wrapped in Bacon</i>	<i>\$225</i>	<i>Stuffed Mushroom Caps w/seafood</i>	<i>\$175</i>
<i>Breaded Mozzarella Sticks</i>	<i>\$145</i>	<i>Spinach and Cheese Spanakopita</i>	<i>\$195</i>
<i>Quesadilla Rolls</i>	<i>\$185</i>	<i>Crabmeat Rangoon</i>	<i>\$195</i>
<i>Fresh Shrimp Display</i>	<i>Market Price</i>	<i>Pierogi - Potato & Cheese</i>	<i>\$85</i>

*The following Hors d'oeuvres are priced per person.
Unlimited supply for one hour*

<i>Fresh Fruit & Cheese w/ Asst. Crackers</i>	<i>\$4</i>
<i>Vegetable Platter</i>	<i>\$4</i>
<i>Fruit Platter</i>	<i>\$5</i>
<i>Imported & Domestic Cheese, Pepperoni and Cracker Platter</i>	<i>\$4</i>
<i>Bread and Dip Platter</i>	<i>\$3</i>
<i>Nachos and Salsa</i>	<i>\$3</i>
<i>Chocolate Fountain with Strawberries or Mixed fruit</i>	<i>\$5</i>

*Carving Stations per person (Min 50 guests)
\$75 Base Fee for Attendant Plus:*

<i>Roast Beef</i>	<i>\$6</i>
<i>Roast Turkey Breast</i>	<i>\$5</i>
<i>Virginia Baked Ham</i>	<i>\$5</i>

*Hors d'oeuvres and Wine Party (Min 50 guests)
Hors d'oeuvres, house wine and soda for 3 hours*

<i>Choose any 6 of our hot or cold Hors d'oeuvres</i>	<i>\$39</i>
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Beverages

The Polonaise is pleased to offer a fine selection of spirits, wines and non-alcoholic beverages to our guests. For guests under 21 years of age, an unlimited consumption of juice and soda will be \$5 per person.

Host Bar Packages

Charges are assessed based on the length of bar service and include a selection of Spirits, Domestic and Imported Beers, House White & Red Wine, Assorted Sodas, Mineral Water and Fruit Juices.

Draft Beer, Wine and Soda

*\$9 per person for 1 hour
\$14 per person for 2 hours
\$19 per person for 3 hours
Additional Hours \$5 per person*

Well & Call Open Bar

*\$12 per person for 1 hour
\$18 per person for 2 hours
\$24 per person for 3 hours
Additional Hours \$6 per person*

Premium Open Bar

*\$15 per person for 1 hour
\$22 per person for 2 hours
\$29 per person for 3 hours
Additional Hours \$7 per person*

*Cash Bar / Hosted Tab Bar ** *Upon Consumption*

*Premium Brands - \$7
Call Brands - \$6
Well brands - \$5
Domestic Beer - \$4
Imported Beer - \$5*

*Wine - \$5
Soda - \$2
Bottled Water - \$2
Mineral Water - \$3
Fruit Juice - \$3*

After Dinner Drinks

A premier selection of cordials, cognacs and brandies can be added

Other Items

*Pitchers of soda \$8
Pitchers of Iced Tea or lemonade \$6
Champagne Fountain for 1 hour (per person) \$5
Signature Drink Fountain for 1 hour (per person) \$8*

Half Keg - Beers

*Budweiser \$150
Bud Light \$150
Miller Lite \$150
Coors Lite \$150
Molson Light \$160*

*Molson \$160
Busch Beer \$150
Sam Adams \$225
Heineken \$225
Other Brands Available Upon Request*

**Bar setup fee - \$75*

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Banquet Deposits and Booking Policies

All events require a \$500 deposit at the time of booking. This deposit is non-refundable and may be paid by check, cash or credit card. The final payment is due 7 business days prior to the event. There are no exceptions to this policy. Final payment may be made by bank check, cash or credit card.

7 business days prior to the event, a floor plan and seating plan must be provided with any additional information or items necessary to prepare for your event.

Events are scheduled with a five (5) hour time block. Overtime fees will be based on full hour increments above the five hour limit at a rate of \$500 per hour. Please note that overtime may not always be an option and is subject to approval by management.

We request that all food selections along with your final count of guests which is your guaranteed minimum be made 7 business days prior to your event along with your final payment. Please note that you will be responsible for the reported number of guests or the actual number in attendance whichever is greater.

All prices are subject to a 19% service charge and an 8% New York State sales tax charge. These charges are subject to change without notice.

Summary:

\$500 non-refundable deposit to book the event date

7 business days prior to event

Floor & seating plan

Food selections (including number for each entrée) and guaranteed guest count.

7 business days prior to event

Final payment (Balance Due)