**THANK YOU FOR CONSIDERING   
THE YMCA AT THE PINES  
FOR YOUR UPCOMING EVENT**

**GENERAL INFORMATION**

For your guidance in planning your party, we have developed this package, which we hope will assist you in your planning and in understanding the charges involved.

Member and member sponsored parties are welcome at The YMCA at The Pines (hereinafter “The YMCA”). An application for use of the banquet facilities may be requested from the Catering Director after a date has been selected. **If the application is not returned within two weeks, the date will be released.**

**Room Reservations**

* Banquet venues may be reserved 12 months in advance.
* The YMCA reserves the **right to change** the room, or rooms, as specified in the contract, if the number of guest’s changes, or if deemed necessary by YMCA Management.
* In addition, a Food & Beverage Minimum may apply.

**Initial Deposit**

A non-refundable deposit to reserve any of our rooms is required. A fee of $350.00 will secure your date chosen and be used to pay for that specific room rental.

FOR BALLROOM (Max 150 People)  
$350 for members and Non-Profits  
$700 for non-members

FOR DINING ROOM (Max 40 People)  
$100 for members and Non-Profits  
$200 for non- members

FOR CARD ROOM (Max 15 People)  
FREE for members and Non-Profits  
$50 non-members

**Special Package Room Fee**  
An additional fee will be charged for use of the following room(s) in conjunction with our Ballroom:

$100.00 to use the Dining Room  
$50.00 to use Card Room

Note: Men’s & Women’s locker rooms are free to use for dressing rooms for Weddings. It is the responsibility of the rental party to ensure that the locker rooms are maintained. The YMCA cannot assume any responsibility for lost or stolen items.

**The YMCA can supply all Food and Beverage** with the exception of cakes for special occasions. **All prices** are subject to change. Costs can be confirmed no more than (2) months prior to the function; provided all details are finalized before new prices are in effect. **All food and beverage service are subject to 6.75% NC sales tax.**

We are now allowing outside catering with the following fees:

* $700 Banquet Room Rental
* $200 Dining Room Rental
* $800 for Combination of Rooms
* $300 Linen Fee including chair covers (no outside linens allowed)
* $150 Set Up Fee Tables, Chairs and Linens
* $80 Bartending Fee *per* 100 people
* $300 fee for Outside/Donated Alcohol

**Guarantee Policy**

Menu and Beverage arrangements will need to be made thirty (30) days prior to your function along with an estimated count to be finalized fifteen (15) days prior. A guaranteed number of guests and seating arrangements must be received no later than seven (7) days preceding the date of the party. You will be billed for your guaranteed count.

Payment: Full payment is due seven (7) days prior to the event or your event will be cancelled and you will forfeit your room deposit.

**Food Service**

**One Menu** should be selected for all guests. Limited dietary substitutions can be made in advance. **For parties of 125 or greater, you must choose a buffet option.**

The following procedures must be followed:

* Final guarantees count 7 days prior to function with the final entree count.
* If plated and you are offering multiple choices, a place card must be at each seat clearly indicating entree selection on the front of the card.
* Any food left over after a banquet cannot be taken home for food safety reasons.

**Beverage Service**

* All persons must be 21 years of age and with valid identification to be served alcoholic beverages.
* Persons who become visibly intoxicated will not be served.
* All laws under the NC ABC will be upheld and enforced, including - All alcoholic beverages
* The YMCA has the right to refuse service and or close bars at its own discretion.
* Bar service is not to exceed 5 hours. We recommend ceasing alcohol service a half an hour before the music/entertainment or event ends.

**Special Occasion License**

*“A limited special occasion permit authorizes the permittee to bring fortified wine and spirituous liquor onto the premises of a business, with the permission of the owner of that property, and to serve those alcoholic beverages to the permittee’s guests at a****reception, wedding, party or other special occasion****being held there. The permit may be issued to any individual other than the owner or possessor of the premises. An applicant for a limited special occasion permit shall have the written permission of the owner or possessor of the property on which the special occasion is to be held. Complete an Application for Limited Special Occasion Permit and submit with the $50 fee.”*

<http://abc.nc.gov/Permit/SpecialPermits>

* It is the permit holder’s responsibility to have the permit displayed at the time of the event. -The Event Coordinator at the YMCA at the Pines needs to be given a copy of the Special Occasion Permit 2 weeks prior to event.
* If for any reason there is falsified information about the event to the Event Coordinator during your event, it will be cancelled and you will forfeit all money paid on event and the authorities will be contacted.
* All events must end at 11PM with a one-hour grace period to clean up and exit the premises by 12AM.
* A YMCA bartender is still responsible for serving all alcohol that the permit holder has brought on premises to be served, guests may **not** serve themselves. Persons who become visibly intoxicated will not be served. All laws under the NC ABC will be upheld and enforced. The YMCA has the right to refuse service and or close bars at its own discretion.
* Liquor, Wine, Beer and Mixers, such as sodas and juice; must be brought in by the permit holder
* All alcohol that was not consumed during the time of the event must remove at end of event by permittee.
* Remember, this process may take anywhere from 1-2 months, please allow appropriate time to obtain a special occasion license; As a permit holder you are solely responsible for the well-being of your guests.

**SPECIAL SERVICE FEES**

A charge of 15% of food costs will be added towards linen fees.

**Table Linen**

Should you desire a special color fabric not available through the YMCA linen service, we will be most happy to try to secure it for you. Thirty (30) day notice is needed and the rental fee will be added to your bill.

**Additional Service Charges**

Bartender fee: $80 per bartender per 100 people

Tastings: Maximum of 2 guests. Tastings are based on the availability of the Chef. No tastings on weekends. Tastings will take place no sooner than 2 months prior to the event. Fees for the tastings will apply.

**OTHER POLICIES:**

* Flowers, decorations, place cards, wedding cakes, bands may be brought into the Club. The banquet facilities will be available for florists or decorators any time prior to the scheduled guest arrival time. Decorations are not to be attached to walls or tied to lighting fixtures.
* Due to potential safety hazards at Weddings, the throwing of rice, birdseed, etc. is not permitted.
* All events must end at 11PM with a 1-hour grace period to exit the premises by 12AM
* The Individual/Group agrees that they will be responsible for all damage to the facility, except for normal wear and tear, that results from their use of the facility.
* Prior to the event, storage space will be available on a limited basis with advance management approval. All personal property is to be removed within 24 hours after the event or it will be deemed abandoned. The YMCA will not be responsible for safekeeping of these items. The YMCA reserves the right to inspect and control any personal property at all functions.
* The YMCA prohibits smoking in any facility. A designated smoking area outside the building is available.

**TERMS AND CONDITIONS FOR USE:**

The Individual/Group entering into this agreement understands that the YMCA depends upon charity for its existence and operation and accordingly, the Individual/Group and its attendees who use the YMCA pursuant to this Agreement are beneficiaries of the charitable bounty of the YMCA. In consideration for the YMCA entering into this agreement, the Individual/Group hereby covenants and agrees with the YMCA to release, discharge and waive any rights of action or claims the Individual/Group may have against the YMCA which relate in any way to, or arise, from the Individual/Group’s use of the facility which are subject to this agreement and does hereby assume all risks inherent in such use. The individual/group furthermore agrees to indemnify, to defend, and to hold harmless the YMCA and its officers, directors, partners, agents, members and employees from and against any and all demands, actions, damages to persons or property, losses and liabilities, including reasonable attorney fees, which related to any way to, or arise from, acts omissions by the Individual/Group or any of the attendees. The Individual/Group agrees that its use of the facility will be conducted in a manner consistent with the values of the YMCA and that it shall comply with all YMCA rules.

In acceptance and agreement of all of the foregoing, both parties have executed this agreement on this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

Responsible Party for Rental YMCA at The Pines Representative

**SUMMARY OF FEES**

A room rental deposit of $350 is required to secure the room for your event date. This $350 is nonrefundable, but will be used towards your full room rental price.

All other fees are due fifteen (15) days before your event.

**ROOM RENTAL FEES**

Banquet Room - $700.00  
Dining Room - $200.00  
Banquet-Dining Room Combo - $800  
Pool - $300.00 (includes some restrictions)  
Card Room - $50.00

**EVERY EVENT CONTRACT WILL INCLUDE:**

Setup Fee - $150.00  
Linen Fee - 15%  
Bartender - $80 per 100 people

Cancellation Policy: Must be done 15 days prior to event for a refund of any extra money put down other than the $350.00 deposit.

**OPEN BAR**

A tab will be maintained for each beverage served to you and your guests. A bar menu and operating hours must be determined prior to your event. At the end of the event the host will be required to pay this tab at that time.

**CASH BAR**

Cash bar service is available. The bar menu and operating hours must be determined prior to your event.

**BOTTLED BEER**

Domestic $3.00  
Premium $4.00  
Keg Beer (upon request)

**HOUSE WINE**

By the Glass $6.00  
By the Bottle depends on choice of wine; other wine choices available and priced upon request

**Feel free to contact me with any questions or concerns:**

**Casey Cartwright, Event Coordinator**   
The Bistro at The Pines, 1525 North Road Street, Elizabeth City, NC 27909  
ccartwright@ymcashr.org • 252.335.7029 Bistro Line • 252.335.2693 Event Line

**Banquet Menu Chef Ron Bell**

**Create your buffet or plated selections from the following options.**

**Minimum count of 20 people. After selecting choices our Chef and Event Coordinator will work a price for you based on current commodities and present to you for approval. We can also price out other options for you if you have an idea for a different item.**

***The following options are priced as a buffet. Contact the YMCA at The Pines Event Coordinator if you’re interested in doing a plated meal:***

**Silver Package:**

**2 Meats, 1 Starch, 1 Vegetable, Rolls, Tea and Water $14.50 per person**

**Protein**

* Southern Style Fried Chicken  
  *Whole chicken cut up and marinated to perfection and deep fried golden brown.*
* Herb Roasted Chicken  
  *Whole chicken cut up, seasoned with fresh thyme and rosemary, smoked paprika, salt and pepper baked to juicy perfection.*
* Grilled Chicken Breast  
  *A savory chicken breast seasoned with salt, pepper, fresh thyme and rosemary, grilled to juicy perfection*
* Hamburger Steak  
  *Five oz. hand patted ground beef rendered in gravy and onions*
* Homemade Meatloaf  
  *Ground beef, sautéed onions, green peppers and celery with your choice of tomato sauce or brown gravy*
* Brown Sugar Glazed Ham  
  *Black oak ham with a brown sugar glaze*
* Carolina Pulled Pork  
  *Smoked Pork shoulder seasoned with Carolina style vinegar base BBQ sauce*

**Starch**

* Mashed Potatoes & Gravy  
  *Idaho potatoes smashing with butter, milk, salt and pepper, served with brown gravy*
* Whipped Sweet Potatoes  
  *Sweet Potatoes smashed with butter, milk, cinnamon sugar and nutmeg*
* Scalloped Potatoes  
  *Idaho potatoes, butter, yellow onion, garlic, milk, salt and pepper, fresh thyme, cheddar cheese and parmesan cheese, baked until golden brown*
* Jasmine Rice  
  *Seasoned with butter, salt and pepper*
* Herb Roasted Red Potatoes  
  *Red Potatoes, fresh thyme, oregano, rosemary, paprika, salt and pepper, roasted to perfection*
* Baked Potato  
  *Idaho Potatoes seasoned with olive oil, salt and pepper served with butter and sour cream*
* Macaroni & Cheese  
  *Elbow macaroni noodles cooked in milk, cheddar cheese, cream cheese, parmesan cheese, butter salt and pepper*
* Candied Yams  
  *Sweet Potatoes, butter, brown sugar, nutmeg, cinnamon and vanilla flavoring baked to perfection*

**Vegetables**

* Southern Style Green Beans  
  *Haricot green beans seasoned with thick cut bacon, onion, chicken stock, salt and pepper*
* Seasoned Lima Beans  
  *Baby lima beans seasoned with smoked ham hock, salt and pepper cooked until tender*
* Seasonal Vegetables  
  *Fresh vegetables sautéed with salt, pepper and olive oil*
* Steamed Broccoli  
  *Broccoli florets steamed and seasoned with butter, salt and pepper*
* Seasoned Corn  
  *Shoe peg corn seasoned with thick cut bacon, chicken stock, salt and pepper*
* Honey Glazed Carrots  
  *Fresh carrots roasted in honey, cinnamon, nutmeg, olive oil, salt and pepper*
* Fried Okra  
  *Fresh okra battered and deep fried until crispy*

**Gold Package:**

**2 Meats, 1 Starch, 1 Vegetable, Rolls, Tea and Water $23.00 per person**

**Protein**

* Slow Roasted Pot Roast  
  *Slow roasted beef seasoned to perfection, rendered in aromatics, and Au jus*
* Herb Roasted Pork Loin  
  *Seasoned with fresh garlic, thyme, sage, and rosemary, slow roasted to perfection*
* Oven Roasted Turkey Breast  
  *Slow roasted turkey breast seasoned and cooked to perfection served with turkey gravy*
* Homemade Lasagna  
  *Fresh ground beef with house made marinara sauce, topped with ricotta, mozzarella and parmesan cheese*
* Grilled Chicken Parmesan  
  *A savory chicken breast grilled to juicy perfection topped with house made marinara and shaved parmesan cheese*

**Starch**

* Mashed Potatoes & Gravy  
  *Idaho potatoes smashing with butter, milk, salt and pepper, served with brown gravy*
* Whipped Sweet Potatoes  
  *Sweet Potatoes smashed with butter, milk, cinnamon sugar and nutmeg*
* Scalloped Potatoes  
  *Idaho potatoes, butter, yellow onion, garlic, milk, salt and pepper, fresh thyme, cheddar cheese and parmesan cheese, baked until golden brown*
* Jasmine Rice  
  *Seasoned with butter, salt and pepper*
* Herb Roasted Red Potatoes  
  *Red Potatoes, fresh thyme, oregano, rosemary, paprika, salt and pepper, roasted to  
  perfection*
* Baked Potato  
  *Idaho Potatoes seasoned with olive oil, salt and pepper served with butter and sour cream*
* Macaroni & Cheese  
  *Elbow macaroni noodles cooked in milk, cheddar cheese, cream cheese, parmesan cheese, butter salt and pepper*
* Candied Yams  
  *Sweet Potatoes, butter, brown sugar, nutmeg, cinnamon and vanilla flavoring baked to perfection*
* Potatoes Au Gratin  
  *Idaho Potatoes seasoned with butter, heavy cream, salt, pepper and fresh parmesan*
* Dressing  
  *Bread, onion, celery, chicken stock, butter, fresh thyme, sage, salt and pepper all baked together until golden brown*

**Vegetables**

* Southern Style Green Beans  
  *Haricot green beans seasoned with thick cut bacon, onion, chicken stock, salt and pepper*
* Seasoned Lima Beans  
  *Baby lima beans seasoned with smoked ham hock, salt and pepper cooked until tender*
* Seasonal Vegetables  
  *Fresh vegetables sautéed with salt, pepper and olive oil*
* Steamed Broccoli  
  *Broccoli florets steamed and seasoned with butter, salt and pepper*
* Seasoned Corn  
  *Shoe peg corn seasoned with thick cut bacon, chicken stock, salt and pepper*
* Honey Glazed Carrots  
  *Fresh carrots roasted in honey, cinnamon, nutmeg, olive oil, salt and pepper*
* Fried Okra  
  *Fresh okra battered and deep fried until crispy*

**Platinum Package:**

**2 Meats, 1 Starch, 1 Vegetable, Rolls, Tea and Water $40.00 per person**

**Protein**

* Bruschetta Chicken  
  *Grilled Chicken Breast, topped with roasted tomato, basil, and parmesan cheese*
* Sun dried Tomato Chicken  
  *Grilled Chicken Breast with roasted garlic, sun dried tomatoes, and creamy white wine sauce*
* Duck Confit  
  *Roasted Duck leg quarters, seasoned with fresh thyme, rosemary, black peppercorns, fresh orange, finished with a ginger glaze*
* Grilled Filet Mignon  
  *6oz Filet Mignon delicately seasoned and grilled to juicy perfection, with a balsamic glaze*
* Prime Rib  
  *8oz slow roasted prime rib, seasoned with fresh rosemary, garlic, with Au jus and horseradish cream*
* Baked Salmon *Fresh Salmon baked to perfection, topped with a lemon and fresh dill sauce*
* Shrimp and Grits  
  *Sautéed shrimp, fresh spinach, cherry tomatoes, shallots, over stone grits, with a white wine sauce*
* Crab Cakes  
  *2 crab cakes obx jumbo lump crab, topped house made tomato jam*
* Fresh Scallops  
  *Fresh ocean scallops, seared to perfection, finished with apple cider balsamic glaze*

**Starch**

* Potatoes Au Gratin  
  *Idaho Potatoes seasoned with butter, heavy cream, salt, pepper and fresh parmesan*
* Baked Sweet Potato  
  *Sweet potatoes seasoned with butter and served with cinnamon and sugar*
* Baked Potato  
  *Idaho Potatoes seasoned with olive oil, salt and pepper served with butter and sour cream*
* Herb Roasted Fingerling Potatoes   
  *Fingerling Potatoes, fresh thyme, oregano, rosemary, paprika, salt and pepper, roasted to perfection*

**Vegetables**

* Braised Collard Greens  
  *Fresh Collards, seasoned with smoked ham hocks, cooked until tender*
* Roasted Asparagus  
  *Jumbo asparagus, seasoned with salt and pepper, olive oil, and grated parmesan*
* Cauliflower puree  
  *Cauliflower roasted with salt and pepper and chicken broth*
* Roasted Parsnips and Carrots  
  *Roasted parsnips and carrots seasoned with salt, pepper, olive oil and fresh dill*
* Wilted Spinach  
  *Sautéed Spinach cooked in fresh garlic, shallots, salt, pepper and white wine*
* Parmesan Risotto  
  *Arborio Rice cooked in white wine, shallots and chicken broth, finished with heavy cream and parmesan cheese*
* Roasted Brussel Sprouts  
  *Brussel Sprouts roasted in salt, pepper and olive oil*

**Salad per person**

* Caesar Salad $3.00  
  *Romaine Lettuce, Shaved Parmesan Cheese, Croutons, tossed in creamy Caesar Dressing*
* House Salad $3.00  
  *Romaine Lettuce and Mixed Greens with Red Onions, Cherry Tomatoes, Cucumbers and Croutons*
* Two-tier salad bars $4.00  
  *Lettuce Mixture, Red Onions, Tomatoes, Cucumbers, Carrots, Cheddar Cheese and Croutons all available for your guests to build their own salad to their liking.*

**Choice of TWO dressings for your guests:**  
House made Thousand Island, House made Ranch, House made Bleu Cheese, Italian, Honey Mustard, Balsamic Vinaigrette, Raspberry Vinaigrette, Sesame Dressing, Oil & Red Wine Vinegar

**Desserts per person**

* Assorted Mini Cheesecakes $3.00
* Assorted Dessert Bars $4.00
* New York Style Cheesecake $4.00
* Chocolate Brownies $4.00

**Hors d’oevres per person**

* Cheese and Fruit Tray $2.00
* Fruit and Vegetable Tray $2.00
* Chicken Satay $3.00
* Meatballs $3.00
* Charcuterie $3.00
* Chicken Wings $4.00
* Chicken Tenders $4.00
* Cheeseburger Sliders $4.50
* Canapés, Brochettes and Flat Bread $4.50
* Caprese Skewers $2.00
* Duck Confit Crostini $6.50
* Vegetable Spring Rolls $5.00
* Spinach & Artichoke Dip $4.00
* Miniature Chicken or Beef Quesadillas $3.00
* Crab Dip (Market Price)
* Salmon Cakes (Market Price)
* Cocktail Shrimp (Market Price)
* Scallops Wrapped in Bacon (Market Price)

**Carving Stations and Display Cooking**

Carving Stations featuring Roasted Beef, Poultry, Pork and Seafood  
carved to order can be provided giving your function an added touch of class.

Action Stations such as Pasta to Order, Omelets to Order also add a nice touch of freshness and quality.

Additional charges will apply