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2 Club Manor Cove

Maumelle, AR 72113

(501) 851-4344

***Group Catering Policies and Contract***

**Payments, Deposits and Cancellations**: **A minimum payment of 10% based off package choice and signed contract must be on file for all groups to be considered confirm and definite**. \_\_\_\_\_\_ (initial). Groups must have their final payment paid 14 days’ prior of the event. Cancellations must be received in writing minimum 30 days prior to event and will be subject to a cancellation fee as outlined in your contract.

**Cancellation/Refund**: If you wish to cancel or receive 100% refund of your deposit cancellation must be 30 days prior to the event date. Event cancelled 15 days prior will receive 25% of deposit. Event cancelled less than 15 days will not receive refund. \_\_\_\_\_ (initial).

**Food and Beverage:** Should the menu selections presented here not fulfill your requirements, we would welcome the opportunity to custom tailor menus to your specific needs. To ensure the safety of all our guests and comply with local health regulations, neither patrons nor their guests shall be permitted to bring food from an outside source into the center facilities, whether purchased or catered. (Wedding and birthday cakes are the only exceptions). Due to safety regulations, the removal of food & beverage from the facility is not permitted at any time.

**Pricing**: All food, beverage and ancillary items are subject to applicable state sales tax at 9.5 %. Due to market conditions, menu prices may change without notice, unless confirmed by a signed Catering Event Order. **Pricing does not include attendants. Attendants are mandatory from center.** \_\_\_\_\_ (initial).

**Guarantee**: A Café Supervisor, Tawana Fox, will contact you 21-days prior to your event to receive your expected number of attendees. It is the responsibility of the group representative to provide the catering department with the number of guests expected for all banquet functions no later than 10:00 AM 21-days prior to the function. This confirmed number constitutes the final guarantee and is not subject to reduction. If no guarantee is submitted, the expected number of guests listed on the banquet event order will be considered your guarantee.

**\*Attendants Pricing:** Attendant cost per person $30 per hour minimum half hour prior, duration of serving & hour after serving/monitoring station.

**Catering is on-site only and available exclusively to rental parties of Center on the Lake.**



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 *Arlington Package*

***Four pieces of each selection prepared per guest***

***Glass Plate, Utensils, and White Deluxe Paper Napkins Included***

***Serving Dishes & Black Tablecloth***

***Hors D’oeuvres***

Display of Domestic Cheese served with Assorted Crackers

Display of Vegetable Tray with Ranch Dip

Assortment of Sliced Fresh Fruit and Berries

***Choice of Three:***

Cocktail Meatballs

Vegetable Spring Roll with Ginger Soy Sauce

Chicken Salad on Baguette

Roasted Red Pepper Hummus with Toasted Pita Chips

Spinach Dip with Tortilla Chips

House made Jalapeño Poppers

Marinated Shrimp and Artichoke Cups

Pinwheels

***Non Alcoholic Beverages***

Wedding Punch

Tea

Water

Coffee

***Not Buffet, served by attendant monitoring station, Three Attendants Required***

**$14 Per Person**

All CATERING SUBJECT TO APPLICABLE ARKANSAS SALES TAX



2 Club Manor Cove

Maumelle, AR 72113

(501) 851-4344

*Crescent Package*

***Four pieces of each selection prepared per guest***

***Glass plate, Utensils, and White Deluxe Paper Napkins Included***

***Serving Dishes & Black Tablecloth***

***Hors D’oeuvres***

Display of Domestic Cheese served with Assorted Crackers

Display of Vegetable Tray with Ranch Dip

Assortment of Sliced Fresh Fruit and Berries

 ***Choice of Three:***

Cocktail Meatballs

Vegetable Spring Roll with Ginger Soy Sauce

Chicken Salad on Baguette

Roasted Red Pepper Hummus with Toasted Pita Chips

Spinach Dip with Tortilla Chips

House made Jalapeno Poppers

Marinated Shrimp and Artichoke Cups

Pinwheels

***Please select one action station:***

**Mashed Potato Bar**: Yukon Gold and Sweet Potatoes with Bacon, Cheeses, Sour Cream, Scallions, Brown Sugar, Cinnamon and Butter

**Southern BBQ Sliders Station**: Pulled Pork and Smoked Brisket Sandwiches served with Golden Mustard BBQ Sauce, Traditional BBQ Sauce and Apple Fennel Cole Slaw

***Non Alcoholic Beverages***

Wedding Punch

Tea

Water ***Served by attendant monitoring stations, \*Four Attendants Required***

Coffee

**$19 Per Person**

All CATERING SUBJECT TO APPLICABLE ARKANSAS SALES TAX



2 Club Manor Cove

Maumelle, AR 72113

(501) 851-4344

 *State House Package*

***Four pieces of each selection prepared per guest***

***Glass Plates, Utensils, and White Deluxe Paper Napkins Included***

***Serving Dishes & Black Tablecloth***

***Hors D’oeuvres***

Display of Sliced/ Cut Cheese served with Assorted Crackers

Display of Vegetable Tray with Ranch Dip

Assortment of Sliced Fresh Fruit and Berries

***Choice of Three:***

Cocktail Meatballs

Vegetable Spring Roll with Ginger Soy Sauce

Chicken Salad on Baguette

Roasted Red Pepper Hummus with Toasted Pita Chips

Spinach Dip with Tortilla Chips

House made Jalapeño Poppers

Marinated Shrimp and Artichoke Cups

Pinwheels

***Please select one action station:***

**Mashed Potato Bar**: Yukon Gold and Sweet Potatoes with Bacon, Cheeses, Sour Cream, Scallions, Brown Sugar, Cinnamon and Butter

**Southern BBQ Sliders Station**: Pulled Pork and Smoked Brisket Sandwiches served with Golden Mustard BBQ Sauce, Traditional BBQ Sauce and Cole Slaw

***Please select one station to be attended by one of our uniformed Chefs:***

Sensational Slow Cooked Beef Brisket

Roasted Breast of Turkey

Chicken Parmesan with Marinara Sauce or Parmesan Cream Sauce

Baked Sugar Glazed Ham

All Served with Appropriate Accompaniments and Assorted Rolls

***Non Alcoholic Beverages***

Wedding Punch \****Five Attendants Required***

Tea ***Attend with tray/white napkin and clear glass plate***

Water **$30 Per Person**

Coffee

All CATERING SUBJECT TO APPLICABLE ARKANSAS SALES TAX



2 Club Manor Cove

Maumelle, AR 72113

(501) 851-4344

*Create Your Own Dinner Buffet*

***Glass Plate, Utensils, White Deluxe Paper Napkins included***

***Serving Dishes & Black Tablecloth***

Buffet includes: Freshly Baked Rolls and Butter, Chef’s Choice of Vegetable and Starch, Iced Tea, and Freshly Brewed Regular and Decaffeinated Coffee

***Salad and Soup Selection*** (Choice of Two):

Garden Salad Sundried Tomato Pasta Salad

Antipasto Salad Loaded Baked Potato Salad

Apple Bacon Coleslaw Caesar Salad

Minestrone Soup Chicken and Wild Rice Soup

***Hot Entrée Selection***

Chicken Parmesan with Marinara Sauce or Parmesan Cream Sauce

Mediterranean Chicken

Pesto Chicken

Pecan Crusted Chicken

Beef Medallions, available upon request for additional charge

Kalbi Beef

Hunters Pork Loin

Spinach Lasagna Rolls

***Non Alcoholic Beverages***

Wedding Punch

Tea

Water

Coffee

**2 Entrée Option $25 Per Person**

**3 Entrée Option $30 Per Person**

***\*Three Attendants Required***

All CATERING SUBJECT TO APPLICABLE ARKANSAS SALES TAX



**Maumelle Center on the Lake**

**2 Club Manor Cove**

**Maumelle, Arkansas 72113**

**501-851-4344**

Date of Event\_\_\_\_\_\_\_\_\_\_ Type of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_ Zip code\_\_\_\_\_\_\_

Daytime Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cellphone # \_\_\_\_\_\_\_\_\_\_\_\_ Number of Guest \_\_\_\_\_\_\_

Professional Event Planner/Coordinator Name & Phone Number

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

Individual Catering Contract

***Please circle the package you wish to purchase:***

**Arlington Package Crescent Package State House Package Create Your Own**

**Choice of 3 Appetizers:**

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**Select One Action Station (Crescent & State House Package Only)**

* **Mashed Potato Bar**
* **Southern BBQ Sliders Station**

**Select One Additional Station (State House Package Only):**

* **Sensational Slow Cooked Beef Brisket**
* **Roasted Breast of Turkey**
* **Chicken Parmesan with Marinara Sauce or Parmesan Cream Sauce**
* **Baked Sugar Glazed Ham**

**Create Your Own**

**Choice of One Soup and Salad:**

* **Sundried Tomato Pasta Salad**
* **Loaded Baked Potato Salad**
* **Caesar Salad**
* **Chicken and Wild Rice Soup**
* **Garden Salad**
* **Antipasto Salad**
* **Apple Bacon Coleslaw**
* **Minestrone Soup**



**Create Your Own**

**Choice of Two or Three Hot Entrée Selection:**

* **Chicken Parmesan with Marinara Sauce or Parmesan Cream Sauce**
* **Mediterranean Chicken**
* **Pesto Chicken**
* **Pecan Crusted Chicken**
* **Beef Medallions, available upon request for additional charge**
* **Kalbi Beef**
* **Hunters Pork Loin**

**Catering Total: ­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10% Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10% Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agreement:**

You, for yourself, and on behalf of all Permitted invitees, hereby release, remise and forever discharge Maumelle Center on the Lake and each of its respective agents, directors, officers, employees, information providers, service providers, suppliers, licensors, and licensees, and all other related associated, or connected persons from any and all manner of rights, claims, complaints, demands, causes of action, proceedings, liabilities, obligations, legal fees, costs, and disbursements of any nature and kind whatsoever and howsoever arising, whether known or unknown, which now or hereafter exist, which arise from, or related, or are connected with your use of the Property.

Renter agrees to indemnify and hold the City of Maumelle, its partners, subsidiaries, affiliates, officers, employees, and service providers harmless from any claim or demand made by any third party due to or arising out of you or your permitted invitees’ use of the property , or any violation of this rental agreement by you or your permitted invitees, or any inaccuracy of any information you provide to Maumelle Center on the Lake, and any expenses incurred in connection therewith, including without limitation reasonable attorney’s fees.

Renter’s Signature: Date:

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

Maumelle Center on the Lake Director or Designee Signature Date:

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