



Thank you for inquiring about Settlers Bay Lodge for your upcoming event. We are building a reputation of providing first class service for all our events. We boast one of the most professional banquet staff in the area and take great pride in every function held at Settlers Bay Lodge. Our attention to detail cannot be matched. We strive to make your event memorable.

Three banquet rooms are available to facilitate groups up to 350, all with spectacular views and are accessible by either stairs or an elevator. We also have a beautiful full service restaurant and lounge with breathtaking views of the beautiful Chugach Mountains and the Cook Inlet. You will be treated to a true fine dining experience.

Our menu can be customized to accommodate your special needs. Feel free to consult with our banquet manager.

For additional information please contact:

Jonathan Schibalski
(907) 357-5678
banquets.settlersbay@gmail.com

FUNCTION POLICIES

○ DEPOSIT & PAYMENT

All functions require a deposit of the room fee in order to reserve that room for the specified date and time. This deposit is due at the time of booking and is non-refundable. The function costs based on the final guaranteed guest count and cost estimates, less deposits previously paid is due seven (7) days before the function. Payment shall be in the form of cashier's check, cash, or credit card.

○ GUEST COUNT GUARANTEES

A final guaranteed guest count is due ten (10) days before the function. The final guest count will be considered a guarantee and cannot be reduced thereafter. Client agrees to pay the per person menu charge agreed upon for the number of people in the final guaranteed guest count. If the Client fails to provide a final guaranteed guest count by the due date, Settlers Bay Lodge will provide food for the initial number of people specified and Client agrees to pay for the same. Room set-up is based on this guaranteed count. Additional charges may incur for any changes requested after original set-up was completed. Should more guests arrive than the guaranteed count, additional per person charge will be added to the final invoice.

○ GRATUTITY AND TAXES

18% gratuity will be charged for food and beverages only. There is no sales tax.

○ CANCELLATION OF EVENT

The client may cancel the agreement six (6) days before the function date and receive 50 percent of the estimated function costs back. Any cancellation made by Client must be in writing, either by being hand delivered or by certified mail.

○ LIABILITY

Settlers Bay and/or any of its employees are not responsible for supervising Client's guests or for Client's guest's behavior. Client shall be liable to Settlers Bay for Client's guests' negligent acts or willful conduct. Client agrees to pay for any property damage created. Settlers Bay does not assume any responsibility for the damage or loss of any merchandise or articles left on our property prior to or following your function.

○ BREECH OF AGREEMENT

In the event of a breach by Client of this agreement, Client shall pay all costs and expenses incurred by Settlers Bay Lodge to enforce this agreement, including actual attorney's fees.

○ FEES & PRICES

Current fees and prices are subject to change. Fees and prices are only guaranteed when Settlers Bay Lodge receives payment.

SETUP & DECORATING POLICIES

- If your function requires a room setup differently from our normal setup, a diagram must be submitted and approved by Settler's Bay staff no later than two weeks prior to event. Any setup changes requested after the original setup was completed will be subject to a re-setup fee. This includes resetting indoors for a scheduled outdoor function.
- You are responsible for all decorating of your reserved room, as well as the necessary supplies (tape measure, pencils, extension cords, etc.). The staff will notify you as to when you will have access to the room for the purpose of decorating. All decorating plans must be discussed and approved in advance.
- Fire exits must remain clear of any and all obstructions at all times.
- Items not allowed in conjunction with decorating any of our rooms: tape of any kind, staples, tacks, nails, glitter, confetti, glue. Acceptable methods are hanging items from the ceiling with string and suspension clips. Hanging items must not be near light fixtures. Helium balloons must be secured. A \$100 cleaning fee will be added for vacuuming confetti, glitter or other similar products. Any damage to walls, ceilings, floors or equipment caused by the use of unacceptable methods, will be charged for any repairs needed.
- Smoke or fog machines are not allowed.
- The staff reserves the right to inspect any decorations and request immediate removal if deemed unacceptable or unsafe.
- We take no responsibility for loss or damage to any property or personal effects brought by you or any guest.
- Movement of tables, chairs or any other items belonging to the facility may only be done by our staff.
- All helium balloons must be taken out of the building after the event. They may cause the fire alarms to go off.
- Please remove all personal items and decorations at the conclusion of your event. Any items left behind will be assumed to be trash and will be dealt with accordingly.

BANQUET ROOM AND RENTAL FEES

Legend Ballroom (max 250 people)	\$ 1,000
Pioneer Peek (max 35 people)	\$ 200
Atrium Room (private dining max 65 people)	\$ 350
Restaurant and Lounge (available until 3 pm)	\$ 350 per hour
Use of Arbor (2 hour limit, \$100 additional for all day)	\$ 100

The room rental fee is based on five hours of usage. The time can be extended one hour for \$200. Room fees include room set up, tables, chairs, linens, glassware, silverware, staff and clean up. If outside caterers are used, the room fee is doubled and we will provide only the tables and chairs.

By Alaska state law, no alcohol may be brought on premises; this includes both indoor and outdoor events.

<u>OTHER AVAILABLE ITEMS</u>	<u>FEE</u>
Lawn Cleaning Fee	\$ 35
Cake Cutting Fee (when bringing own cake)	\$ 1/per person
Chair Cover (white only)	\$3.50 ea
Outdoor Chair Rental	\$3 ea
Sashes (gold, red, blue, black, lime)	\$.50 ea
Podium, tabletop	\$10
Podium, free standing	\$20
Microphone	\$10
Wireless Microphone	\$15
Bose L1 Speakers with Amplifier & Base	\$50
Flip chart	\$10 + \$1/page
Overhead Projector	\$20
Mobile VGA Projector	\$65
Large Screen	\$10
Flat-panel TV Monitor	\$25
DVD/VCR Player	\$10
Stage	\$25
Copier Service	\$.25 per page
Fax – long distance	\$ 2
Fax – local	\$ 1

BREAKFAST OPTIONS

CONTINENTAL BREAKFAST

Fresh Seasonal Fruit

(Choose one of the following)

Biscuits and Gravy

Fresh Baked Croissants (Ham & Cheese or Chocolate)

Bagels and Cream Cheese (With Lox - add \$3)

Coffee, Tea and Juice

\$9 per person
Available before 11:00 am

TRADITIONAL BREAKFAST BUFFET

Scrambled Eggs

Bacon, Sausage or Ham

Breakfast Potatoes

Croissants or Toast w/Jam

Coffee, Tea and Juice

Reindeer Sausage - add \$2

Fruit Tray - add \$2

\$15 per person
Minimum 30 people
Available before 1:00 pm

MAKE YOUR OWN SANDWICH BAR

Salads

(Choose Two)

Garden, Caesar, Pasta, or Potato

Bread

Multiple Grains, White, Wheat

Meat

Ham, Turkey, Roast Beef

Cheese

Cheddar, Swiss

Vegetables

Tomatoes, Onion, Lettuce, Pickles, Red Onion

Condiments

Bacon Spread, Butter, Mayonnaise, Mustard

Dessert

Chocolate Chip Cookies and Oatmeal Cookies

Beverages

Coffee and Tea

\$18 per person

Cup of Soup – add \$1.5

Minimum 30 people

Available before 2:00 pm

TABLE SERVICE

Salads

(Choose One)

Garden
Spinach
Caesar

Starch

(Choose Two)

Rice Pilaf
Roasted Red Potatoes
Garlic Mashed Potatoes

Vegetables

Variety of Fresh mixed Vegetables

Bread

Mini Baguette and Whole Grain

Entrees

(Choose Two)

	<u>Price</u>
Chicken Cordon Bleu - Swiss cheese, ham, Hollandaise sauce	24
Chicken Oscar - Asparagus, crab, shrimp, Hollandaise sauce	25
Korean Kalbi Ribs - Green peppers, onions, special teriyaki sauce	24
New York Steak – 12 oz. Sautéed with onions and mushrooms	26
Prime Rib – 12 oz. Slow cooked for perfection	28
Rib Eye – 13 oz. Broiled or blackened	28
Fillet Mignon – 8 oz. of most tender beef served with béarnaise	29
Stuffed Prawn - Crab, shrimp, lobster sauce	26
Alaskan Salmon - With dill sauce or have it blackened	26
Halibut Supreme - Topped with crab, shrimp, lobster sauce (in season)	28
Pasta Primavera - Sautéed with vegetables with marinara or Alfredo sauce	20
Lobster Tail –10oz. lobster (when in season)	36
Surf 'n Turf – 12 oz. New York Steak and Three Stuffed Prawns	36
Surf 'n Turf – 12 oz. New York Steak and Lobster	52
Desserts - Changes daily, ask your banquet director	6

Current Restaurant Entrees Also Available

BUFFET

Salads

(Choose Two)

Caesar, Garden, Potato Salad or Pasta

Starch

(Choose Two)

Rice Pilaf, Roasted Red Potatoes or Garlic Mashed Potatoes

Vegetables

Variety of Fresh Vegetables

Bread

Fresh baked baguette and whole grain loaf

Entrees

Chicken Oscar - Grilled breast topped with shrimp, crab asparagus and hollandaise
Teriyaki Chicken - Chicken breast, thigh sautéed in our own teriyaki sauce
Chicken Cordon Bleu - Chicken breast stuffed with Swiss cheese and ham
Chicken Alfredo - Chicken breast, onion, mushrooms tossed with penne and alfredo sauce
Black Forest Ham - Baked with honey apricot glaze and pineapple chunks
Pepper Crusted Pork Loin – Pan-fried with mushrooms, onions and served with apple sauce
Barbequed Pork Ribs - Spare Ribs marinated in our own barbeque sauce
Beef Stroganoff - Sautéed with garlic butter, onion, sour cream and mushroom sauce
Yankee Pot Roast - Tender beef with carrots, potatoes, bell pepper and onion in with rich gravy
Roast Beef – Top round baked and sliced thin topped with onions, mushrooms and gravy
Prime Rib – Slow roasted with herb garlic seasoning – add \$5
Tri-Tip Steak – tender steak grilled with our special seasoning – add \$2
Rockfish Supreme - Alaskan Rockfish baked, topped with shrimp, crab and lobster sauce
Salmon – Baked with butter, brown sugar, chives – add \$2
Salmon Supreme - add \$3 Halibut Supreme - add \$5
Shrimp Alfredo - Sautéed shrimp, onion, mushrooms tossed with penne pasta and Alfredo sauce
Pasta Primavera - Combination of fresh vegetables, penne, choice of marinara or Alfredo sauce

Assorted Desserts - add \$6

Chocolate cake, cheesecake with berries, apple pie alamode or carrot cake

One Entrée: \$26 per person
Two Entrées: \$29 per person
Three Entrées: \$34 per person
Minimum 30 people

EXCLUSIVE MENU

(SELECT ONE FROM EACH CATEGORY)

Appetizers

Spicy Orange Ginger Prawns
Scallops Rockefeller
Seared Ahi Tuna
Korean Kalbi Ribs

Salads

Caesar
Garden
Spinach

Vegetables

Vegetable medley
Asparagus with Hollandaise

Starch

Garlic Mashed
Red Potatoes
Rice Pilaf

Entrees

(Choose One Pair)

Turf

Prime Rib 10 oz.
New York 10 oz.
Fillet Mignon 7 oz.

Surf

Stuffed Prawns
Halibut (Supreme or Blackened)
King Crab Legs (add \$10)
Lobster Tail (add \$15)

Desserts

Cheese Cake with lots of berries, Crème Brulee, Six Layers of Rich Chocolate Cake,
Bread Pudding, Fresh baked Apple Pie Ala Mode or Carrot cake

\$49 per person
Includes Coffee & Tea

APPETIZERS

TRAYS

	Number of Servings		
	Small 25	Medium 50	Large 100
Fresh Garden Vegetables	75.00	140.00	275.00
Assorted Cheese, Reindeer Sausage with Crackers	85.00	160.00	300.00
Homemade Pasta or Potato Salad	40.00	75.00	125.00
Seasonal Fresh Fruits	75.00	140.00	275.00
Cold Cuts Meat Assortment with Rolls		210.00	400.00

BY PRICED PER PERSON

Meatballs - Swedish, Teriyaki, BBQ	4.00
Teriyaki Chicken - Boneless Chicken Thigh or Breast	4.00
Reindeer Sausage - Onion & Green Peppers	4.00
Seafood Artichoke Dip - Combination of Lobster, Shrimp, Crab, and Artichokes	5.00
Seared Ahi - Marinated layered with wasabi and sesame seeds and quickly pan fried	5.00
Wraps - Seafood, Turkey or ham and cheese	5.00

PRICED BY THE PIECE

Eggrolls - Beef and Vegetables with Spicy Soy Sauce	3.50
Shrimp Cocktail - Cocktail Sauce with Lemon Wedge	1.50
Chicken Fingers - Served with Ranch Dip	3.00
Chicken Drumettes - Hot and Spicy or Honey BBQ	1.50
Chicken Drumsticks - Baked, BBQ or Teriyaki	1.50
Scallops Rockefeller baked in own shell with bacon, spinach and mushrooms	2.50
Home Baked Cookies	18.00 doz

CARVING STATION

Prime Rib - 7.50 per person (minimum 40 people)
Baron of Beef - 5.00 per person (minimum 100 people)

BEVERAGES

Coffee and Tea

Large Urn (50 cups) - \$40
Coffee Pots on Table (10 cups) - \$10

Sodas, Milk, and Juices

Soda - \$2
Milk - \$3
Juices - \$3

Beer

Domestic - \$3.5
Imported or Specialty - \$4.5
Keg of Beer – Starting at \$275

Cocktails

Well - \$5
Call - \$6
Premium - \$7 and up

Wine

House Wine by the Glass - \$5
House Wine by the Bottle - \$15
House Bottle of Champagne - \$18
Other Wines Available – \$18 and up

SPECIALTY ITEMS FOR RECEPTIONS

Fruit Punch - \$15 per gallon
Champagne Punch - \$35 per gallon
Sparkling Cider - \$10 per bottle

Bartender's Charge

\$50 per hour + 18% gratuity
(Labor will be waived when bar sales exceed 350.00)