

# *Wedding & Special Events Menu*

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**Commitment to service...  
Attention to detail...  
Let us create the celebration of your dreams!**



*University of Guelph  
Ridgetown Campus*

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## Event Packages

Our staff, along with our contract caterer, Chartwells, are always ready to serve you in the most professional and friendly manner.

We will work closely with you to ensure your experience with us exceeds your expectations and are pleased to meet with you at your convenience to discuss any questions you might have about our services and capabilities.

Your event package will include:

- ☞ buffet style dinner, with unlimited portions
- ☞ full service provided to the head table at no extra charge
- ☞ family or full service meals also available for an additional fee
- ☞ all meals include our special dessert table, loaded with tempting desserts
- ☞ coffee & tea service during dessert
- ☞ fully licensed bar service available with special consideration of all of your needs
- ☞ white linen tablecloths with your choice of coloured linen napkins
- ☞ complete table settings, including wine glasses and water goblets
- ☞ choice of venue in Willson Hall with customized floor plan
- ☞ microphone and podium included
- ☞ customized menus to include personal details can be arranged with our onsite chef
- ☞ use of well-manicured grounds for photos if required

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## Menu Details

**Gratuities—10 % Gratuity will be added to your invoice for Special events.**

Children eight years and under are half price. Children two years and under are free.

An estimated meal number should be provided upon booking and must be updated two weeks prior to your event. A guaranteed number is required five working days prior. This number will be the minimum amount charged. Additional people over the guarantee will be included on the final invoice.

Due to insurance restrictions, no leftovers can be given to the client if the food has been set out or cooked. Only trays & platters that have not yet been set out may be taken home.

A minimum of 40 people is required for any group function.

**For menu pricing, please contact Conference & Facility Services at 519.674.1500 x63588 or e-mail: [mamorris@uoguelph.ca](mailto:mamorris@uoguelph.ca)**



## Dinner Selections

We will provide a meal that your guests will remember.

Customize your buffet menu with familiar favourites or unique expressions.

The menu includes:

**Entrée** ~ select one or two items from the list at right

**Side Dish** ~ Choice of potato or rice

**Hot Vegetable** ~ one selection suit your taste

**Salad** ~ choice of one salad ..see our suggestions below

**Fresh Vegetable Platter with Dip**

**Our Renowned Dessert Table with Fruit Tray**

**Coffee & Tea Service**

## Side Dishes

Select a classic side or opt for something a little different.

- 🍷 Oven Roasted Potatoes
- 🍷 Creamy Mashed Potatoes
- 🍷 Classic Baked Potatoes
- 🍷 Rice Pilaf
- 🍷 Pasta Primavera (an extra charge of \$3.25 per person)
- 🍷 Penne in Tomato or Pesto Sauce (an extra charge of \$3.25 per person)

## Salads

Fresh and flavourful...select one salad to compliment your meal.

- 🍷 Fresh Garden
- 🍷 Broccoli & Bacon Bit
- 🍷 Cucumber Dill
- 🍷 Greek Salad
- 🍷 Pasta Salad
- 🍷 Simply Caesar
- 🍷 Spinach & Mandarin
- 🍷 Marinated Vegetable

## Entrées

Entrée selections range from traditional to distinctive fare...

### 🍷 Chicken Kiev

- Lightly seasoned with garlic butter filling

### 🍷 Chicken or Veal Cordon Bleu

- Stuffed with smoked ham & Swiss cheese

### 🍷 Chicken Marsala

- Fresh garlic flambéed with Marcella wine finished with a touch of cream

### 🍷 Roasted Chicken

- Chicken pieces roasted just the way you like it

### 🍷 Boneless Chicken Breast

- Served with a white wine sauce, mushroom sauce or hollandaise sauce

### 🍷 Roast Turkey Dinner

- Served with gravy, dressing and cranberry sauce

### 🍷 Roast Sirloin Au Jus

- Beef sirloin tip roasted & served with its own juice

### 🍷 Prime Rib of Roast Beef

- A classic served just the way you like it

### 🍷 Baked Ham

- Old fashioned smoked, baked in a honey-Dijon glaze

### 🍷 Stuffed Pork Loin

- Carved roast pork served with applesauce and gravy

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## *Entrées-(cont'd)*

### 🌀 **Pork Schnitzel**

- Golden pan fried schnitzel served with lemon butter

### 🌀 **Filet of Sole**

- Broiled, stuffed or poached on a bed of spinach

A second entrée from the list below is available for an additional fee per person. Others upon request.

### 🌀 **Baked Ham**

### 🌀 **Chicken or Pork Schnitzel**

### 🌀 **Beef Roulade**

### 🌀 **Roast Beef (inside Round)**

### 🌀 **Roast Chicken**

### 🌀 **Chicken or Vegetable Stir Fry**

If you would like a pasta dish with your meal choice there is an additional fee per person.

### 🌀 **Lasagna**

### 🌀 **Tortellini with Cheese Sauce or Pesto Sauce**

### 🌀 **Penne Primavera**

### 🌀 **Cheese Cannelloni in tomato sauce**

### 🌀 **Ravioli au Gratin**

## *Trays & Platters*

Select trays and platters for your cocktail social before dinner or as part of a late evening buffet:

### 🌀 **Market Fresh Fruit Platter**

- A selection of fresh seasonal fruit including seedless grapes, honeydew, watermelon, cantaloupe & oranges.

### 🌀 **Crudité Platter**

- A wide selection of crisp garden vegetables served with our own herbed dressings or dips.

### 🌀 **Cheese Sampler**

- A tempting array of Canadian cheese including cheddar, Swiss, marble & Gouda. Served with specialty crackers.

### 🌀 **International Cheese Platter**

- A memorable display of fine cheese from around the world including Roquefort, Camembert, herbed goat, Gouda, Swiss and cheddar. Served with specialty crackers and baguette wedges.

### 🌀 **Fresh Fruit & Cheese Platter**

- Gourmet cheese combined with seasonal fresh fruit, delightfully arranged. Served with specialty crackers.

### 🌀 **Fresh Fruit Kebob**

- A light refreshing mélange of fresh fruit on a skewer served with a light yogurt dip

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## Trays & Platters (cont'd)

### ☞ Sandwich Platter

- A selected variety of 1/4 cut ham, roast beef, turkey, egg, tuna, salmon & chicken salad sandwiches

### ☞ Deli Sandwich Platter

- A selected variety of deli-style ham, roast beef, turkey & pastrami sandwiches.

### ☞ All Wraps

- Featuring a selection of soft plain, pesto and tomato-basil, spinach and whole wheat shells wrapped around sliced chicken, black forest ham, roast beef, egg salad and tuna

### ☞ Mini Wraps

- A variety of flavoured shells wrapped around a selection of cream cheese, meats, egg & seafood fillings

### ☞ The Mediterranean Platter

- Thinly sliced mortadella salami, prosciutto-wrapped melon, marinated feta, mozzarella or provolone cheese, roasted red peppers, marinated artichokes, green & black olives accompanied by toasted baguette wedges.

### ☞ Les Petites Viandes Platter

- Delicately arranged sliced ham, salami, beef & turkey.

### ☞ Fiesta Grande

- Mucho Grande! Layers of herbed cream cheese, sour cream, spicy ground beef and chunky salsa. Topped with shredded lettuce, cheddar and diced tomatoes. Served with fresh yellow and blue corn tortilla chips.



### ☞ The Pizza Party

- Prepared with the finest ingredients on a delicious home-style crust. All varieties available.

### ☞ Assorted Squares

- A scrumptious assortment of your favourite dessert squares including decadent chocolate brownies, old fashioned date squares, traditional & specialty Nanaimo bars, mixed berry crumble, lemon crunch squares & rocky road bars

### ☞ Snacks

- An assortment of chips, pretzels and cold beverage

### ☞ The Party Buffet

- Meatballs or wings, chicken fried rice or fiesta grande platter, assorted cold cuts & buns, potato salad and relish tray

## Cocktail Receptions

### Cold Hors D'oeuvres (price per dozen)

- ☞ Smoked Oysters on hors d'oeuvre crackers
- ☞ Fresh Fruit Kabobs
- ☞ Deviled Eggs
- ☞ Assorted Pin Wheels and Canapes
- ☞ Skewers of Marinated Chicken served with Mango Chutney
- ☞ Jumbo Shrimp served with Tangy Cocktail Sauce

This is served buffet style. Linen for Buffet Table and Disposable Serviceware are included.

Attendant service, extra linen and china service are available at an additional charge.



## Cocktail Receptions (cont'd)

- ☞ Sausage Puff Pastry
- ☞ Sweet'n Sour, Swedish, BBQ & Teriyaki Meatballs
- ☞ Skewers of Chicken, Pork or Beef with Indonesian Peanut Sauce
- ☞ Spicy Cajun, Tangy BBQ or Honey Garlic Wings with Dipping Sauce
- ☞ Lightly Breaded Chicken Strips
- ☞ Shrimp Puffs
- ☞ Crab and Brie in Philo Pastry
- ☞ Mini Spring Rolls with a Spicy Dipping Sauce
- ☞ Philo Triangles filled with sun dried Tomato and feta cheese
- ☞ Miniature Quiche with assorted fillings
- ☞ Pizza Bites
- ☞ Bruschetta
- ☞ Lightly Breaded Mozzarella Sticks
- ☞ Stuffed Mushroom Caps
- ☞ Bacon Wrapped Scallops

## Bar Services

Fully licensed bar service is available and can be arranged when you book your event. Our bar staff is Smart Serve certified to ensure your guests have both an enjoyable and safe evening. There is no additional fee for a bartender for events with over 80 people.

We offer a variety of bar options:

- ☞ **Host or Open Bar**
- ☞ **Toonie Bar**
- ☞ **Personalized Beverage Tickets**
- ☞ **Cash Bar**



## Wine Service

A liquor license is required when you provide wine for your guests not purchased through our bar. A 'Special Occasion Permit' should be obtained from the LCBO a minimum of 15 days prior to your event. If you are using your Special Occasion Permit over supper time, the regular bar is to be closed. Only one license can be used at a time. We can reopen the bar after all the wine is put away for the night.

Homemade wine may be served at weddings and religious events as long as the wine was made by a member of the family hosting the event and is provided free of charge. Wedding anniversaries are not considered religious events and homemade wine cannot be served at these events.

**A corkage fee will be applied to each bottle opened.**

**If you need the bar open for a small function (40-80 people), you will be charged \$20.00/hour for a bartender.**

## Bar Services (cont'd)

When having a special event which requires the bar to be open:

It is important to us that our guests enjoy themselves in a safe environment. Therefore it is policy to not serve alcoholic beverages to minors, to deny entry to these premises by intoxicated persons, and to not over-serve anyone. We appreciate your patronage and will work hard to see that you have a good and safe time!

## Bar List

- ☞ **Beer**
- ☞ **Liquor**
- ☞ **Wine**
- ☞ **Coolers**
- ☞ **Wine Bottle**

Taxes are included in the bar prices.



## *Facility Details*

We are pleased to offer our facilities for your special event. Do not hesitate to contact us to arrange a viewing or with any questions you may have.

### *Capacity*

Both the upstairs Dining Hall and Campus Centre on the lower level are available for rent. If you require the dining hall for your wedding ceremony as well as dinner, there will be an additional charge in addition to the rental fee. The seating arrangement for the ceremony will be the same as the seating arrangement for dinner.

The Dining Hall capacity is 160 plus a head table of 10 people maximum when buffet style is served. The Campus Center is better suited to groups of 100 or less.

### *Deposit & Payment*

A non-refundable deposit of \$500.00 is required to secure your booking. Cash or cheque are accepted.

An 80% deposit, based on your individual cost estimate, is required one month prior to the event. A cost estimate is prepared based on your estimated numbers and meal selections. An invoice for the balance will be issued following the event.

### *A.V. Equipment*

A screen and cart are provided at no additional fee. Clients must provide their own computer and projection unit and operate the equipment themselves. Remember to bring speakers or to give accompanying music to your DJ. By prior arrangement (minimum of 30 days), a computer, projection unit and operator can be available. The fee is \$250.00. The presentation must be on a USB device and be delivered to Conference Services at least one week prior to the event.

### *Layout*

Various floor/seating plans can be arranged. A diagram of potential layouts can be provided to assist in your planning.

## *Décor*

Decoration of the hall is your responsibility. Arrangements for decoration and clean-up time should be made with us prior to your event.

No fog machines, dry ice or smoke machines are allowed.

We will decorate our buffet tables and provide skirting for the head and cake tables.

Placement of favours can be completed by our staff on the day of the event upon request.

## *Smoking*

Smoking is limited to outdoor locations.

## *Photo Opportunities*

University of Guelph Ridgetown Campus prides itself on the maintenance of the grounds throughout the year. There are many locations on campus that would provide a beautiful backdrop for your photos in all four seasons.



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Looking for the perfect location for your next special event? Whether it's a wedding reception, anniversary celebration, birthday party, awards ceremony or other special function, we recognize that the details are of utmost importance to you.

Our dedication to providing you with the best possible service, coupled with an exceptional menu, makes us the perfect choice for any event. Our retreat-like setting provides a relaxing and private environment for your special day.

Let us take the stress out of planning your next function by helping you to create the event of your dreams!

**For more information, contact:**

Marlene Morris

Facility Services Coordinator

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UNIVERSITY  
*of* GUELPH  
RIDGETOWN  
CAMPUS

CHANGING LIVES  
IMPROVING LIFE