

# **VILLAGE GREEN RESORT AND GARDENS**

## **BANQUET POLICIES**

### **FUNCTION ROOMS**

- ❖ *Room assignments are made according to the guaranteed minimum number of people expected. If the guaranteed number increases or decreases, we reserve the right to change function room assignments to best accommodate the attendance figures.*
- ❖ *A cleaning fee of \$250.00 will be charged for using any products that will cause extra clean up including glitter, confetti or flower petals inside the hotel facilities.*
- ❖ *A fee of \$75.00 will be assessed for any major day of changes to the original room set up.*
- ❖ *The hotel reserves the right to approve all signage.*
- ❖ *As a patron, you are responsible for any damage to any part of the hotel during the period of time you, your attendees, employee's, independent contractors or other agents under the control of any independent contractor hired by you are in the hotel. The hotel will not permit the affixing of anything to the walls, floors or ceiling without prior approval of the Village Green Management.*

### **GUARANTEED FINAL NUMBER OF ATTENDEES**

- ❖ *Guaranteed number of attendees is required three (3) business days prior to all functions and seven (7) days for split entrees. This number will be considered a guarantee not subject to reduction and charges will be made accordingly. If a guarantee is not given to the hotel by the due date, the expected numbers on the banquet event order will be the guarantee.*

### **MENU SELECTIONS**

- ❖ *Our Creative staff will assist you in planning special menus, themed parties and events. We do ask that your final selections be submitted no later than three weeks prior to your event.*
- ❖ *All menu prices are guaranteed 3 weeks prior to the function. Any function booked beyond 60 days may be subject to price changes based on prevailing market costs.*
- ❖ *In the event that your group requires a split menu, entrée selections are limited to a maximum of two (2) selections not including a vegetarian option.*
- ❖ *In the event of a split entrée, the hotel requires the client to produce place cards or meal tickets identifying the entrée selected by each guest.*
- ❖ *If the hotel needs to produce more than the amount guaranteed for a specific entrée, the client will be responsible for paying for those additional meals.*

### **OUTSIDE FOOD AND BEVERAGE**

- ❖ *Village Green Resort is the only licensee authorized to sell, serve or distribute any food and beverage on the property. Food may not be taken off the premises after it has been prepared and served.*
- ❖ *Bringing your own wine must be approved by your Event Manager and will be subject to a corkage fee of \$10.00 plus 20% service fee per bottle*

### **SERVICE AND LABOR FEE**

- ❖ *20% gratuity will be added to all room rental, food, beverage and audio/visual charges.*
- ❖ *Rental includes six (6) hours of service. Each additional hour will be charged at \$50.00 per hour/per server.*

### **BILLING**

- ❖ *An acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms of payment include advance payment in full, direct billing (subject to approval) or completed credit card authorization form.*
- ❖ *A \$250.00 non refundable deposit is due at the time the contract is signed.*

### **CANCELLATION**

- ❖ *Cancellation of function within 72 hours of the scheduled event will be charged the full estimated amount.*

### **SECURITY**

- ❖ *The hotel does not assume responsibility for damage or loss of any merchandise left on premise prior, during or following any event.*
- ❖ *We will impose a fee for any damaged or missing items provided by the hotel.*

## ***Beverage Service***

<i>Freshly Brewed House Blend Coffee &amp; Selected Hot Teas Regular &amp; Decaffeinated</i>	<i>\$24.95 per 1.5 gallon \$12.95 per 1/2 gallon</i>
<i>Specialty Stash Teas</i>	<i>\$2.00 each</i>
<i>Hot Chocolate Packets</i>	<i>\$2.00 each</i>
<i>Hot Cider Packets</i>	<i>\$2.00 each</i>
<i>Assorted Chilled Juices Orange, Apple and Cranberry</i>	<i>\$12.95 per carafe (serves 6 guests)</i>
<i>Milk (Skim, Whole or 2%)</i>	<i>\$9.95 per pitcher (Serves 8 guests)</i>
<i>Fresh Brewed Iced Tea</i>	<i>\$19.95 per gallon (Serves 15-20 Guests)</i>
<i>Lemonade</i>	<i>\$19.95 per gallon (Serves 15-20 Guests)</i>
<i>Fruit Punch</i>	<i>\$24.95 per gallon (Serves 15-20 Guests)</i>
<i>Assorted Pepsi &amp; Diet Pepsi Products Sierra Mist, Mountain Dew, Mug Root Beer (Charged on consumption) Guest may substitute for Coke Products</i>	<i>\$1.95 each</i>
<i>Bottled Spring Water (Charged on consumption)</i>	<i>\$1.95 each</i>
<i>Perrier Water</i>	<i>\$3.00 each</i>
<i>San Pellegrino Sparkling Water</i>	<i>\$4.00 each</i>
<i>Assorted Bottled Iced Tea and Snapple Diet included (Charged on consumption)</i>	<i>\$3.00 each</i>
<i>Champagne Punch</i>	<i>\$32.00 per gallon (2 gallon minimum) Each gallon serves 15-20 guests)</i>

## **Break Packages**

*For groups of 20 or more*

### **Mexican Fiesta Break**

*A mix of colorful Tortilla Chips and freshly made Salsa  
Add fresh Guacamole*

*\$4.00 per person  
\$2.00 per person*

### **Cookies and Milk Break**

*Assorted Fresh Baked Cookies to include  
Chocolate Chip, Macadamia, Sugar Cookies and 2% milk*

*\$5.95 per person*

### **Couch Potato**

*Tortilla Chips, Salsa, Potato Chips, Various Dips  
Assorted Nuts and Sodas*

*\$ 7.95 per person*

### **Healthy Break**

*Fresh Fruit, Granola Bars, Trail Mix, Individual Yogurt  
Bottled Water and Mineral Water*

*\$9.95 per person*

### **Chocoholic Break**

*Fresh Baked Chocolate Chip Cookies,  
White Chocolate Macadamia Nut Cookies, Fudge Brownies,  
Chocolate M & M's, Chocolate Milk, Coffee and Tea*

*\$10.95 per person*

## **Build Your Own Break**

*12 person minimum guarantee*

*Assorted Cookies*

*\$24.00 per dozen*

*Fudge Brownies*

*\$2.25 per person*

*Bagels & Cream Cheese*

*\$2.50 per person*

*Individual Trail Mix*

*\$1.75 per person*

*Assorted Mini Muffins & Breakfast Pastries*

*\$2.50 per person*

*Individual Fruit Yogurt*

*\$3.00 per person*

*Snack Bags of Assorted Chips*

*\$1.75 per person*

*Granola Bars*

*\$1.75 per person*

*Mixed Nuts*

*\$2.75 per person*

*Veggie Sticks and Dip*

*\$2.25 per person*

*Assorted Candy Bars*

*\$1.75 per person*

*Whole Fruit*

*\$1.75 per person*

*Rice Crispy Treats*

*Peanut Butter, Chocolate & Regular*

*\$2.25 per person*

## **Breakfast Buffets**

*Fewer than 20 people please add an additional \$25.00 service charge  
All buffets are served with Freshly Brewed House Blend Coffee & Hot Tea*

### **Traditional Continental**

*Assorted Breakfast Muffins  
Fresh Danish and Croissants  
Freshly Baked Breakfast Breads  
Fruit Preserves and Fresh Whipped Butter* *\$7.50 per person*

### **Great American Breakfast Buffet**

*Hazelnut French Toast  
Your choice of Sausage or Bacon  
Home Fried Potatoes  
Fresh Fruit and Berries* *\$8.95 per person*

### **All American Breakfast Buffet**

*Farm fresh Scrambled Eggs  
Sausage or Bacon (choose one)  
Home Style Breakfast Potatoes  
Assorted Breakfast Breads  
Seasonal Fruit* *\$9.95 per person*

### **Village Green Breakfast Buffet**

*Classic Eggs Benedict  
Home style Breakfast Potatoes  
Assorted Homemade Breakfast Breads  
Seasonal Fruit* *\$11.00 per person*

### **Breakfast Strata**

*Sausage, Eggs, Spinach, tomatoes, Goat Cheese & Potatoes  
Baked and served with Salsa  
Assorted Breakfast pastries  
Seasonal Fruit* *\$12.00 per person*

### **Buffet Enhancements**

*Waffle Station to include fresh made to  
Order waffles, Warm syrup, and Fresh Berry Compotes  
and Whipped Butter* *Add \$5.00 per person*

*Fresh Home Style Biscuits & Sausage Gravy* *Add \$1.50 per person*

*Chef prepared Omelet Station to include tomatoes, onions,  
Peppers, Mushrooms and various cheese's* *Add \$6.00 per person*

## ***Plated Breakfast***

*Fewer than 20 people please add an additional \$25.00 service charge  
All plated breakfast selections are served with Freshly Brewed House Blend Coffee & Hot Tea*

### ***Great American Breakfast***

*Hazelnut French Toast*

*Your choice of Sausage or Bacon*

*Home Fried Potatoes*

*Fresh Fruit and Berries*

*\$8.95 per person*

### ***All American Breakfast***

*Farm fresh Scrambled Eggs with Cheddar Cheese*

*Sausage or Bacon (choose one)*

*Home Style Breakfast Potatoes*

*Assorted Breakfast Breads*

*Seasonal Fruit*

*\$9.95 per person*

### ***Village Green Breakfast***

*Classic Eggs Benedict*

*Home style Breakfast Potatoes*

*Assorted Homemade Breakfast Breads*

*Seasonal Fruit*

*\$11.95 per person*

### ***Moonstone Quiche***

*Made with Eggs, Spinach, Tomatoes, Grilled Onions,*

*Fresh Mushrooms and Cheese*

*Seasonal Fruit*

*\$12.95 per person*

### ***Salmon Frittata***

*Salmon Frittata*

*Home Style Breakfast Potatoes*

*Home Made Breakfast Breads*

*Seasonal Fruit*

*\$12.95 per person*

## **Lunch Buffet**

*Fewer than 20 people please add an additional \$25.00 service charge  
All lunches are served with Freshly Brewed House Blend Coffee & Hot Tea*

### **Caesar Salad**

*Fresh Romaine Lettuce Tossed with a Classic Caesar Dressing  
Served with House Baked Bread*

*\$10.00 per person*

*Add Grilled Chicken*

*\$12.00 per person*

### **Soup & Salad Bar**

*Fresh Garden Salad & Two Fresh Home Made Soups  
Served with Assorted Dressings & House Baked Bread*

*\$10.95 per person*

### **Baked Potato Bar**

*Baked Russet Potatoes, Fresh Butter, Sour Cream,  
Cheddar Cheese, Red onions, Tomatoes, Broccoli,  
Bacon Bits and Green Salad with assorted dressings*

*\$11.95 per person*

### **Butcher's Block Deli Buffet**

*An Assortment of Premium Deli Meats, Cheeses & Fresh Breads  
Includes an Assortment of Condiments & Garnishes  
Fresh Garden Salad and Potato Salad*

*\$13.95 per person*

*Add Roasted Vegetable Tray*

*\$14.95 per person*

### **It's a Wrap**

*Ham and Cheddar Wrap includes Jalapeno Tortilla, Lettuce, Tomato, Onion, Mustard Sauce  
Turkey and Swiss Wrap includes Plain Tortilla, Lettuce, Tomato, Cranberry Mayo  
Your choice of two: Pasta Salad, Green Salad or Pasta Salad*

*\$14.95 per person*

### **Fajita Bar**

*Warm Flour Tortillas with your choice of Seasoned Beef or Chicken  
Served with Ranch Beans, Spanish rice, Red Chile Cheese Enchiladas  
Cheddar Cheese, Guacamole, Salsa & Sour Cream  
Substitute Green Chile Chicken Enchiladas*

*\$15.95 per person*

*\$2.00 per person*

## **Plated Lunches**

*Fewer than 20 people please add an additional \$25.00 service charge  
All lunches are served with Freshly Brewed House Blend Coffee & Hot Tea*

### **Classic Caesar Salad**

*Caesar salad topped with your choice of Grilled Wild Salmon, Seasoned Grilled Chicken  
Or Bay Shrimp*

*House- made Rustic Croutons*

*Creamy Caesar dressing*

*Served with House made Bread and whipped butter*

*Chicken \$13.95 per person*

*Salmon \$14.95 per person*

*Bay Shrimp \$15.95 per person*

### **Smoked Turkey Croissant Sandwich**

*Savory Sliced Turkey Breast on a Flaky Croissant*

*Swiss Cheese, lettuce, tomato*

*Fresh Pasta Salad*

*\$10.95 per person*

### **The Starfire Burger**

*1/3 grilled Burger topped with Cheddar Cheese*

*Lettuce, Tomato, Onion and Chipotle Mayonnaise*

*Potato Salad*

*\$8.95 per person*

### **Grilled Lemon Chicken**

*Grilled Chicken Breast with Lemon Herb Sauce*

*Rice Pilaf*

*Green salad*

*\$11.95 per person*

### **Chicken Penne Pasta**

*Penne Pasta tossed in Homemade Marinara sauce*

*Served with strips of Grilled Chicken on top*

*Green Salad with various dressings*

*\$11.95 per person*

## **Boxed Lunches**

*Box lunches served with condiments, potato chips, Piece of whole fruit  
and Fresh Baked Cookie and a Cold beverage*

### **Gardeners Box Lunch**

*Choice of one: House Roasted Turkey or Roast Beef*

*Choice of: Whole Wheat, Sourdough or Rye*

*Choice of Swiss, Cheddar or Pepper jack Cheese*

*\$14.95 per person*

### **Roasted Chicken Caesar Wrap**

*Roasted Chicken Breast, Lettuce, Tomato, Classic Dressing*

*Wrapped in a Sun dried Tomato Tortilla*

*\$15.95 per person*

## **Banquet Platters**

### **Deluxe Cheese Platter**

Smoked Gouda, Cheddar, Borsin  
Baby Brie, Swiss & Chèvre Cheese  
Served with Assorted Gourmet Crackers

\$195.00

### **Vegetable Crudités Platter**

A Lovely Display of Assorted Fresh Vegetables  
Served with Ranch Dressing Dip

\$125.00

### **Fresh Fruit and Berries Platter**

Seasonal Fresh Fruit and Berries with Mascarpone Yogurt Dip

\$125.00

### **Caprese Platter**

Slices of tomatoes, Fresh Mozzarella and Basil Leaf

\$150.00

## **Cold Hors d'oeuvres**

Minimum order 5 dozen

### **Shrimp Cocktail**

Fresh Shrimp with House Made Cocktail Sauce & Lemon

\$24.00 per dozen

### **That's a Wrap!**

Cranberry Cream Cheese Pinwheels  
Served with Lettuce, Cheese & Tomatoes  
Choice of Turkey or Ham

\$8.95 per dozen

### **Prosciutto Wrapped Melon**

Cantaloupe and Melon wrapped with Prosciutto

\$9.95 per dozen

### **Tomato Basil Bruschetta**

Goat Cheese & Tomato Basil Sauce  
Served on Crustini

\$10.95 per dozen

### **Roast Pork Tender Loin with Red Onion Marmalade**

Pork tenderloin with a side of sweet red onion  
and orange scented marmalade

\$12.95 per dozen

*\*For Hand Pass Please Add \$25.00 per Server*

## **Hot Hors d'oeuvres**

Minimum order 5 dozen

### **Cheese Toast**

*Fresh Baguette Bread topped with Asiago cheese  
And Oregano*

*\$9.95 per dozen*

### **Asiago Cheese Potatoes**

*Baby Red Potatoes  
Stuffed with Asiago Cheese  
Fresh Parsley & Caramelized Onions*

*\$13.95 per dozen*

### **Stuffed Mushrooms**

*Herb & Cream Cheese  
Sausage & Spinach with a Béchamel Sauce & Parmesan Cheese*

*\$12.95 per dozen*

*\$13.95 per dozen*

### **Swedish Meatballs**

*Meatballs in a Caraway Sour Crème Sauce*

*\$12.95 per dozen*

### **Barbeque Meatballs**

*Meatballs in a tangy BBQ sauce*

*\$12.95 per dozen*

### **Spanikopita**

*Spinach and Feta Filled Phyllo Triangles*

*\$16.95 per dozen*

### **Chicken Satay**

*Thai Peanut Sauce Chicken Satay*

*\$17.95 per dozen*

### **Roasted Spinach & Artichoke Dip**

*Served with Artisan Bread*

*\$150.00 per platter*

### **Baked Brie En Croute**

*A Beautiful Fresh Pastry Encased Wheel of Brie Cheese  
Or with Raspberry Coulis, Toasted Hazelnuts & Crackers*

*\$100.00 per platter*

*\$125.00 per platter*

*\*For Hand Pass Please Add \$25.00 per Server*

## **Buffet Dinners**

*Fewer than 25 people please add an additional \$25.00 service charge  
All buffet dinner options can be plated for an additional \$2.00 per person  
All dinners are served with Coffee, Hot tea or Iced Tea*

### **Down Home Barbeque**

*Barbequed Chicken, St. Louis Style Ribs, Creamy Coleslaw,  
Baked Beans, Corn on the Cob, Roll and Butter  
& Apple Crisp*

*\$25.95 per person*

### **Mixed Grill**

*Mesquite Marinated Sirloin Roast & Grilled Chicken  
Rice Pilaf, Seasonal vegetables, Roll and Butter  
Chefs choice Dessert*

*\$26.95 per person*

### **Italian Pasta**

*Penne and Fettuccine Pasta served with Marinara and Alfredo sauce  
Garlic Bread, seasonal vegetable and Chefs choice dessert  
Add Meatballs  
Add Chicken*

*\$17.95 per person*

*\$19.95 per person*

*\$19.95 per person*

### **Great Northwest Buffet**

*Baked Salmon with a Honey Mustard Glaze,  
Herb Roasted Chicken Breast with a Wild Mushroom sauce  
Mixed Green salad, Pear Salad with Candied Walnuts  
and Gorgonzola cheese, Wild Rice Pilaf, Seasonal vegetable,  
Roll and Butter, Chefs Choice Dessert*

*\$26.95 per person*

### **Southwest Fiesta**

*Carne Adovado (Marinated Roast Pork)  
Chicken in a Mole Poblano Sauce, Black Bean and Corn Salad  
Mexican Rice, Green Salad with Chipotle Ranch Dressing  
Calabacitas, Flour Tortillas, Home made Flan dessert*

*\$25.95 per person*

### **Pan Asian**

*Red Simmered Pork with Mushrooms, Noodle Salad with  
Shrimp and Vegetables, Ginger Cod, Coconut Rice,  
Bean Sprout Salad, Coconut Custard Dessert*

*\$27.95 per person*

### **Mediterranean Buffet**

*Saffron Spiced Chicken, Roasted Leg of Lamb  
with a Spice Tomato Sauce, Herb and Lettuce Salad,  
Cucumber Salad, Orange Carrots with mint,  
Moroccan Cous Cous, Flat Bread  
Chefs Choice Dessert*

*\$26.95 per person*

## **Plated Dinners**

*Fewer than 25 people please add an additional \$25.00 service charge  
All Plated dinners served with Coffee, Hot Tea or Iced Tea*

### **Herb Roasted Chicken Breast**

*An 8 ounce Erline Chicken Breast topped with  
Sun Dried Mushroom Crème Sauce, Mixed Green Salad  
Rice Pilaf, Seasonal Vegetables,  
Roll and Butter and choice of dessert*

*\$22.95 per person*

### **Stuffed Pork Loin**

*Pork Loin Stuffed with a Sausage and Apple Compote  
Mixed Green Salad, Rice Pilaf, Seasonal Vegetables  
Roll and Butter and Choice of dessert*

*\$23.95 per person*

### **Salmon Filet**

*Grilled Wild Salmon topped with a Sun Dried Tomato  
and Cucumber Salsa, Rice Pilaf, Seasonal Vegetables  
Roll and Butter and Choice of dessert*

*\$24.95 per person*

### **New York Steak**

*Grilled 10 ounce New York Strip Steak in a Peppercorn  
Demi Glaze, Caesar Salad, Garlic Mashed Potatoes,  
Seasonal Vegetable, Roll and butter and choice of dessert*

*\$27.95 per person*

### **Filet Mignon**

*An 8oz. Hand Trimmed Filet Mignon  
Stuffed with Dried Cherries & Gorgonzola Cheese  
Served with a Peppercorn Demi-Glaze  
Garlic Mashed potatoes, Seasonal vegetables  
Roll and Butter and Choice of Dessert*

*\$31.95 per person*

## **Vegetarian**

### **Tortellini**

*Cheese Stuffed Tortellini with an Herb Cream Sauce*

*\$19.95 per person*

### **Wild Mushroom Ragout**

*Baked Polenta topped with a wild Mushroom Ragout*

*\$22.95 per person*

## **Dessert Choices**

*Classic New York Cheesecake  
With a choice of Strawberry Coulees  
Mixed Berry Chocolate or Caramel  
Carrot Cake  
Lemon Chiffon Cake  
Chocolate Mousse*

*Add \$1.00 per person*

*Tiramisu*

*Choc'late Lovin' Spoon Cake*

## ***Banquet Bars***

### ***Host Sponsored or No Host / Cash Bars***

*Includes Complete Beverage Service with Bar & Bartender*

***\$50.00 Set up fee per bar will be applied***

***Required minimum purchase on all hosted & no host bars is \$100.00 per bar per hour***

***No host/Cash bar charges will be based on actual consumption***

***Should sales drop below \$100.00, the difference will be invoiced to the group***

*Hosted bars will be charged a 20% service charge*

***Unless otherwise requested by the group,***

***All bars will be stocked with Well & Premium brands of the following:***

*Gin, Rum, Tequila, Vodka, Whiskey, Liqueurs*

*Import, Micro Brew & Domestic Beers*

***House Wines – Merlot, Pinot Noir, White Cuvee, Chardonnay***

***Well Drink Selections - \$4.00 per drink***

***Premium Drink Selections – price may vary with brand***

***House Wines - \$16.00 per bottle***

***Bottled Domestic Beers - \$3.00***

*Budweiser*

*Bud Light*

*Coors*

*Coors Light*

*Miller Genuine Draft*

*Miller Light*

*MGD*

***Domestic Kegs - \$295.00***

*Budweiser*

*Bud Light*

*Coors*

*Coors Light*

*Miller Lite*

*Killians*

*Pabst Blue Ribbon*

*O'Douls (non-alcoholic)*

***Bottled Premium Beers - \$3.75***

*Corona*

*Pacifico*

*Samuel Adams*

*Heineken*

*Guinness - \$4.50*

***Micro Brew Kegs - \$305.00-\$405.00***

*Widmer Hefeweizen*

*Mirror Pond Pale Ale*

*Black Butte Porter*

*Fat Tire*

*Dead Guy Ale*

*Arrogant Bastard Ale*

*Total Domination IPA*

*Drop Top Amber Ale*

***Special orders from these breweries also available!***

***Ninkasi Brewery***

***Deschutes Brewery***

***Rogue Brewery***

***Widmer Brewery***

***Hops Valley Brewery***