



“Make us your dining and convention destination”

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. The staff's 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 a banquet coordinator.

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 total function costs are 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.

GRATUITY 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.

BREACH 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.

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 40 people)	\$ 200
Atrium Room (private dining max 75 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 5 hours usage, a charge of \$100 per hour thereafter.
 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.

OTHER AVAILABLE ITEMS	FEE	
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	_____
Total of Additional Items		_____

BREAKFAST

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 \$3.00 pp)

Coffee, Tea and Juice

\$9.00 per person

TRADITIONAL BREAKFAST BUFFET

Minimum 30 people

Scrambled Eggs

Bacon, Sausage or Ham

Breakfast Potatoes

Croissants or Toast w/Jam

Coffee, Tea and Juice

Reindeer Sausage - add \$2.00 pp

Fruit Tray - add \$2.00 pp

\$15.00 per person

Mile 8 South Knik-Goose Bay Road *** PO Box 877868, Wasilla, Alaska 99687

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MAKE YOUR OWN SANDWICH BAR

Salads

(Choice of 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

Coffee and Tea

18.00 per person

Add Cup of Soup 1.50 pp

Served before 2:00 PM

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TABLE SERVICE

Salads

Garden, Spinach or Caesar

Starch

(Choice of any Two)

Rice Pilaf

Roasted Red Potatoes

Garlic Mashed Potatoes

Vegetables

Variety of Fresh mixed Vegetables

Bread

Mini Baguette and Whole Grain

Entrees

(Choice of Any 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

BUFFET

Salads

(Choice of any Two)

Caesar, Garden, Cole Slaw, Potato Salad or Pasta

Starch

(Choice of any Two)

Rice Pilaf, Roasted Red Potatoes or Garlic Mashed Potatoes

Vegetables

Variety of Fresh Vegetables

Bread

Fresh baked baguette and whole grain loaf

Entrees

(Choice of any Two)

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 per person

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 of 30 people)

EXCLUSIVE MENU

(SELECT ONE FROM EACH CATEGORY)

Appetizers

Spicy Orange Ginger Prawns

Jumbo prawns lightly deep-fried and tossed in a house made sauce

Scallops Rockefeller

Scallop baked in own shell with bacon, spinach, mushrooms and topped with a creamy sauce

Seared Ahi Tuna

Marinated, layered with wasabi, sprinkled with sesame seeds and lightly pan-fried

Korean Kalbi Ribs

Charbroiled marinated beef short ribs

Salads

Caesar

Garden

Spinach

Vegetables

Vegetable medley or Asparagus with Hollandaise

Starch

Garlic Mashed Red Potatoes Rice Pilaf

Entrees

Surf and Turf

(Choice of one per category)

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

Coffee and Tea

\$49.00 per person

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) - 40.00
Coffee Pots on Table (10 cups) - 10.00

Sodas, Milk, and Juices

Soda - 2.00
Milk - 3.00
Juices - 3.00

Beer

Domestic - 3.50
Imported or Specialty - 4.50
Kegs of Beer - Available upon request
Starting at 275.00

Cocktails

Well - 5.00
Call - 6.00
Premium - 7.00 and up

Wine

House Wine by the Glass - 5.00
House Wine by the Bottle - 15.00
House Bottle of Champagne - 18.00
Other Wines Available – Priced from 18.00 and up

SPECIALTY ITEMS FOR RECEPTIONS

Punch

Price per Gallon
Fruit Punch - 15.00
Champagne Punch - 35.00

Bartender's Charge

35.00 per hour
(Labor will be waived when bar sales exceed 350.00)

FUNCTION CONTRACT

This contract must be signed prior to function date

Function name: _____

Organization: _____

Function Date: _____ Day & Time: _____

The terms of this contract contain prices, payment information, cancellation charges, guarantee notification, rules, regulations and damage policies.

I, the undersigned, have read, completely, understand and agree to the terms contained in the Information packet and/or policies statement presented to me for my function event at Settler's Bay Lodge. I am satisfied that all my questions and concerns have been addressed and answered by the authorized staff.

Function Planner Authorization

Date

Printed Name

Settlers Bay Authorization

Date

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