

CATERING GUIDELINES



THE STAFF OF THE MONARCH HOTEL LOOKS FORWARD TO THE OPPORTUNITY OF SERVING YOU. IN ORDER FOR US TO PROVIDE THE HIGHEST QUALITY PRODUCTS AND SERVICE FOR YOUR GROUP, THE FOLLOWING POLICIES HAVE BEEN ESTABLISHED.

FOOD SERVICES AND GUARANTEES: THE MONARCH HOTEL IS THE EXCLUSIVE CATERER FOR ALL HOTEL GUEST EVENTS. NO FOOD OR BEVERAGE MAY BE BROUGHT INTO THE HOTEL'S PUBLIC AREAS OR BANQUET FACILITIES WITHOUT SPECIAL PERMISSION FROM THE CATERING OFFICE.

OUR CATERING DEPARTMENT SHOULD RECEIVE YOUR MENU SELECTION AT LEAST ONE MONTH IN ADVANCE OF YOUR FUNCTION, OR AS SOON AS POSSIBLE AFTER MAKING A RESERVATION. A FINAL GUARANTEED MEAL COUNT MUST BE GIVEN NO LATER THAN NOON, 72 HOURS (3 WORKING DAYS) PRIOR TO YOUR FUNCTION. ONCE THE CATERING DEPARTMENT HAS RECEIVED YOUR GUARANTEE, IT IS NOT SUBJECT TO REDUCTION. IF NO GUARANTEE IS RECEIVED, THE EXPECTED ATTENDANCE PROVIDED THE HOTEL WHEN PLANNING THE EVENT WILL BECOME THE GUARANTEE. WE WILL PREPARE SERVICE AND SEATING FOR 5% ABOVE YOUR GUARANTEE NUMBER, TO A MAXIMUM OF TEN PEOPLE, TO ALLOW FOR LAST MINUTE ADDITIONS. OUR KITCHEN WILL MAKE EVERY EFFORT TO DUPLICATE YOUR MENU FOR ADDITIONAL GUESTS. IN THE EVENT THIS CANNOT BE DONE, A SUBSTITUTE ENTRÉE WILL BE PROVIDED. YOU WILL BE CHARGED FOR THE GUARANTEED NUMBER OF GUESTS, OR THE NUMBER OF GUESTS SERVED, WHICHEVER IS GREATER.

PRINTED MENUS ARE OFFERED AS A GUIDELINE. WE WILL BE HAPPY TO PREPARE A MENU TO MEET YOUR NEEDS. DUE TO MARKET FLUCTUATIONS, PRICES CANNOT BE CONFIRMED UNTIL SIX (3) MONTHS PRIOR TO YOUR FUNCTION, AT WHICH TIME CURRENT PRICES CAN BE PROVIDED. MENU ITEMS ARE SUBJECT TO CHANGE AND BASED UPON AVAILABILITY. A 21% SERVICE CHARGE WILL BE APPLIED TO YOUR FINAL BILL. CHILDREN'S MEALS (CHILDREN 10 AND UNDER), VEGETARIAN MEALS AND SPECIAL DIETARY MEALS ARE AVAILABLE AND SHOULD BE REQUESTED PRIOR TO YOUR EVENT.

ALCOHOLIC BEVERAGES: OREGON LIQUOR CONTROL COMMISSION REGULATIONS REQUIRE THAT WE PROVIDE A BARTENDER TO DISPENSE ALL ALCOHOLIC BEVERAGES. OREGON LAW REQUIRES OUR STAFF TO REQUEST PROPER IDENTIFICATION (PHOTO I.D.) OF ANY PERSON OF QUESTIONABLE AGE AND REFUSE ALCOHOLIC BEVERAGE SERVICE IF THE PERSON IS EITHER UNDERAGE OR IF PROPER I.D. CANNOT BE PRODUCED. SERVICE WILL BE REFUSED TO ANY PERSON WHO, IN THE COMPANY'S JUDGMENT, APPEARS INTOXICATED.

BILLING PROCEDURES, DEPOSITS & CANCELLATIONS: DIRECT BILLING PRIVILEGES ARE EXTENDED TO GROUPS WHO HAVE COMPLETED OUR CREDIT APPLICATION PROCEDURES THIRTY (30) DAYS PRIOR TO THEIR FUNCTION. GROUPS WHO DO NOT HAVE BILLING PRIVILEGES ARE RESPONSIBLE FOR THE TOTAL BALANCE PRIOR TO THEIR EVENT.

THE MONARCH RESERVES THE RIGHT TO REQUIRE AN ADVANCE DEPOSIT ON ANY BOOKING. ALL BOOKING DEPOSITS ARE NON-REFUNDABLE/ NON-TRANSFERABLE AND WILL BE APPLIED TOWARD YOUR FINAL BALANCE. SECURITY OR CLEANING DEPOSITS MAY BE REFUNDABLE.

WHEN A CANCELLATION IS MADE THIRTY (30) DAYS OR MORE PRIOR TO THE FUNCTION, THERE WILL BE NO CANCELLATION FEE. FULL ROOM RENTAL WILL APPLY TO GROUPS CANCELLING WITHIN TWO WEEKS OF EVENT.

INDEMNIFICATION: TO THE EXTENT PERMITTED BY LAW, EACH PARTY HEREBY AGREES TO PROTECT, INDEMNIFY, DEFEND AND HOLD THE OTHER HARMLESS FROM ANY LOSS, LIABILITY, COSTS OR DAMAGES ARISING FROM ACTUAL OR THREATENED CLAIMS OR CAUSES OF ACTIONS RESULTING FROM THE NEGLIGENCE OR INTENTIONAL MISCONDUCT OF SUCH PARTY OR ITS RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, CONTRACTORS, MEMBERS OR PARTICIPANTS (AS APPLICABLE).

LIABILITY: THE HOTEL RESERVES THE RIGHT TO INSPECT AND CONTROL ALL PRIVATE FUNCTIONS. EACH GROUP ASSUMES RESPONSIBILITY FOR DAMAGES MADE TO THE PREMISES DURING THE TIME THEY ARE USING THE FACILITY. DAMAGES TO THE PREMISES WILL BE CHARGED ACCORDINGLY. THE MONARCH HOTEL CANNOT BE HELD RESPONSIBLE FOR DAMAGES OR LOSS OF PROPERTY LEFT IN THE HOTEL BEFORE, DURING OR FOLLOWING YOUR FUNCTION OR FOR LOSS OR DAMAGE TO AUTOMOBILES OR THEIR CONTENTS WHILE PARKED ON HOTEL PROPERTY.

FUNCTION SPACE: ROOM CAPACITIES ARE BASED ON SPECIFIC SEATING LAYOUTS. SPECIAL DESIGNS, PRESENTATION REQUIREMENTS AND AUDIO VISUAL ARRANGEMENTS WILL IMPACT THE NUMBER OF GUESTS THAT EACH ROOM CAN COMFORTABLY ACCOMMODATE. IF THE NUMBER OF GUESTS ANTICIPATED CHANGES FROM YOUR ESTIMATE, PLEASE CONTACT THE CATERING OFFICE. ARRANGEMENTS MAY NEED TO BE MADE FOR A LARGER OR SMALLER ROOM.

YOUR FUNCTION ROOM WILL BE HELD FOR YOUR USE ONLY DURING THE TIME INDICATED ON YOUR CATERING CONTRACT. YOU MUST MAKE ARRANGEMENTS IF YOU NEED ACCESS TO THE ROOM BEFORE OR AFTER THE TIME INDICATED AS THE SAME SPACE MAY BE SCHEDULED FOR OTHER PROGRAMS PRIOR TO AND/OR FOLLOWING YOUR EVENT. CATERING CONTRACTS (BANQUET EVENT ORDERS) WILL BE FORWARDED TO YOU UPON COMPLETION OF FINAL ARRANGEMENTS. IN ORDER TO CONFIRM YOUR FUNCTION, THE CATERING CONTRACTS/BEOs MUST BE SIGNED AND RETURNED TO THE MONARCH HOTEL'S CATERING DEPARTMENT.

PARCEL DELIVERIES: DUE TO LIMITED STORAGE SPACE, THE MONARCH HOTEL WILL NOT ACCEPT ANY PARCELS, CRATES, ETC., MORE THAN TWO (2) DAYS PRIOR TO THE FUNCTION DATE. ALL PACKAGES SHOULD BE ADDRESSED TO THE ATTENTION OF YOUR CONTACT IN THE CATERING DEPARTMENT. IN ADDITION, THESE PACKAGES SHOULD BE CLEARLY LABELED WITH GROUP NAME, DATE OF FUNCTION AND TOTAL NUMBER OF PACKAGES BEING SHIPPED. PLEASE NOTE THAT THE MONARCH HOTEL DOES NOT HAVE A LOADING DOCK. PLEASE MAKE ARRANGEMENTS WITH YOUR SHIPPING COMPANY FOR LIFT GATES IF NEEDED. BOXES LEFT ON PREMISES FOR LONGER THAN ONE WEEK AFTER DEPARTURE WITHOUT SHIPPING INSTRUCTIONS WILL BE DISCARDED.

HORS D' OEUUVRES



RECOMMENDED QUANTITIES

PRE-DINNER/COCKTAIL HOUR HORS D'OEUUVRES 3-5 PIECES PER PERSON
LIGHT HORS D'OEUUVRES 6-9 PIECES PER PERSON, HEAVY HORS D'OEUUVRES 12-14 PIECES PER PERSON

COLD SELECTIONS (MINIMUM OF 25 PIECES PER ITEM ORDERED)	40 / 25 PIECES
SMOKED SALMON MOUSSE OR CHICKEN SALAD IN A PHYLLO CUP · DEVILLED EGGS · CHERRY TOMATOES STUFFED WITH PESTO CREAM CHEESE · ASSORTED FINGER SANDWICHES · BABY RED POTATOES STUFFED WITH SOUR CREAM, BACON & CHIVES · CAPRESE BITES · BRUSCHETTA WITH OLIVE TAPENADE · CLASSIC BRUSCHETTA WITH TOMATO & BASIL · CRISP WONTONS TOPPED WITH WASABI CREAM CHEESE & CITRUS-GINGER CHICKEN.	
HOT SELECTIONS (MINIMUM OF 25 PIECES PER ITEM ORDERED)	50 / 25 PIECES
YOUR CHOICE OF TERIYAKI, ITALIAN, BARBECUE, SWEET & SOUR OR SWEDISH MEATBALLS · PETITE QUICHE · PARMESAN CHICKEN STRIPS WITH MARINARA · VEGETARIAN EGG ROLLS · COCONUT CHICKEN STRIPS WITH MANGO CHUTNEY · BEEF TERIYAKI SKEWERS · VEGETABLE SKEWERS · BUFFALO OR TERIYAKI WINGS.	
PREMIUM SELECTIONS	135 / 50 PIECES
PRAWNS ON ICE, SERVED WITH COCKTAIL SAUCE AND LEMON WEDGES COCONUT PRAWNS WITH MANGO CHUTNEY	
CARVED SELECTIONS (4OZ PORTIONS, SERVED WITH ROLLS AND CONDIMENTS)	
PLEASE NOTE THAT A \$80.00 CHEF'S FEE WILL APPLY ON ALL CARVING STATIONS.	
ROASTED BREAST OF TURKEY FOR 50 GUESTS	200
HERBED MUSTARD BAKED HAM FOR 50 GUESTS	200
STEAMSHIP ROUND OF BEEF FOR 50 GUESTS	240
SLOW ROASTED PRIME RIB FOR 50 GUESTS	345
TRAYED SELECTIONS (PRICED PER 25 GUESTS)	
CHILLED VEGETABLES SERVED WITH RANCH DIP	100
CHILLED VEGETABLES AND PITA SERVED WITH RANCH DIP & HUMMUS	125
ANTIPASTO PLATTER WITH SALAMI, PROVOLONE, PEPPERONCINI, GREEN & BLACK OLIVES MARINATED MUSHROOM CAPS AND ARTICHOKE HEARTS	125
FRESH SEASONAL FRUIT TRAY	110
CHEESEBOARD WITH ASSORTED CRACKERS	125
DELI TRAY – ROLLED TURKEY, HAM AND ROAST BEEF WITH PETITE ROLLS & CONDIMENTS	150
CHILLED POACHED SALMON WITH RED ONIONS, LEMON AND CAPERS	170

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
PRICES LISTED ARE ON A PER PERSON BASIS, UNLESS OTHERWISE NOTED
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION

BAR / BEVERAGE



IN COMPLIANCE WITH OLCC REGULATIONS, ALL ALCOHOLIC BEVERAGES MUST BE DISPENSED BY LICENSED HOTEL STAFF.
BARS WILL BE CLOSED A MINIMUM OF 30 MINUTES PRIOR TO THE SCHEDULED CONCLUSION OF THE FUNCTION.

EACH BAR IS SUBJECT TO A \$500.00 MINIMUM OR A \$100.00 BARTENDER FEE WILL APPLY.

HOUSE BRANDS	6
MONARCH BRAND RUM, VODKA, TEQUILA, GIN, BOURBON, BRANDY HOUSE OF STUART SCOTCH, PEACH SCHNAPPS	
CALL BRANDS	6.75-7.25
SEAGRAM'S 7, ABSOLUT VODKA, TANQUERAY GIN, CUERVO GOLD TEQUILA, BACARDI LIGHT RUM, JACK DANIELS, J & B SCOTCH	
LIQUEURS	7.25-7.75
KAHLUA, BAILEY'S IRISH CREAM	
BOTTLED DOMESTIC BEER (<i>COORS LIGHT, O'DOULS</i>)	4.75
IMPORTED BOTTLED BEER & MICROBREWS (<i>10 BARREL IPA, MIRROR POND PALE ALE, CORONA</i>)	5.50
HOUSE WINE BY THE GLASS	6
<i>CHARDONNAY, CABERNET SAUVIGNON AND WHITE ZINFANDEL (MERLOT AVAILABLE UPON REQUEST)</i>	
DOMESTIC KEG OF BEER (<i>APPROXIMATELY 180 SERVINGS</i>)	395
MICROBREW OR IMPORTED KEG OF BEER (<i>APPROXIMATELY 180 SERVINGS</i>)	495

WINES BY THE BOTTLE

RED WINES	
ERATH RESPLENDENT PINOT NOIR - WILLAMETTE VALLEY, OREGON	42
COLUMBIA CREST CABERNET SAUVIGNON - WASHINGTON	32
APOTHIC RED BLEND - CALIFORNIA	30
WHITE WINES	
KENDALL JACKSON CHARDONNAY - CALIFORNIA	38
CHATEAU STE. MICHELLE RIESLING - COLUMBIA VALLEY, WASHINGTON	26
OAK KNOLL PINOT GRIS - WILLAMETTE VALLEY, OREGON	30
CHAMPAGNE AND SPARKLING WINES	
WYCLIFF BRUT - CALIFORNIA	16
FREIXENET CORDON NEGRO BRUT - SPAIN	27
MOET ET CHANDON BRUT IMPERIAL - FRANCE	70

PLEASE ASK YOUR CATERING MANAGER FOR A FULL LIST OF WINE OFFERINGS

**A \$15.00 PER 750ML BOTTLE CORKAGE FEE WILL BE ASSESSED FOR ANY WINE NOT PROVIDED BY THE HOTEL.
PRIOR AUTHORIZATION MUST BE OBTAINED BEFORE ANY OUTSIDE WINE IS PERMITTED ON THE PREMISES.**

MONARCH HOTEL AND CONFERENCE CENTER
A 21% SERVICE CHARGE WILL BE ADDED TO YOUR FINAL BILL · MENU PRICES AND SERVICE CHARGE SUBJECT TO CHANGE
GUARANTEED MEAL COUNT IS DUE 72 HOURS IN ADVANCE AND IS NOT SUBJECT TO REDUCTION