



Meetings & Events Package

2017

Turn your next special occasion into a **Grand Occasion at Grand River Raceway**

Thank you for your interest in Grand River Raceway's banquet and meeting facilities.

Grand River Raceway offers a unique mix of entertainment and amenities to suit your next group function, including breakfasts, working luncheons, cocktail receptions and dinners.

Our fabulous on-site catering supports all four rental spaces. We also feature seasonal live harness racing, year-round simulcast racing from all across North America and 240 slot machines in our Slots Parlour.

It's easy to plan an event! Please call or email for current room availability.

Please send the appropriate completed sections of this package at least 3 weeks in advance of your event. For your convenience, you may either:

1) Email: bookings@grandriverraceway.com

2) Fax: (519) 846-0206

3) Mail: Grand River Raceway c/o Bookings Dept. 7445 Wellington County Rd. 21, R.R. #2, Elora, ON N0B 1S0

If you have any questions, or would like to arrange a tour of our facilities, please contact us at (519) 846-5455 ext. 288.

We look forward to hosting your next business or social outing at Grand River Raceway.

Best regards,

Jenna Knox & Carolyn Marsh

Bookings Coordinators

Meetings & Events

Tel: (519) 846-5455 ext. 288

Fax: (519) 846-0206

www.GrandRiverRaceway.com

Expect an Experience!

Meetings & Events Package
Client Information

NAME OF EVENT: _____

CLIENT NAME (or organization): _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

CONTACT PERSON (group organizer/leader): _____

TELEPHONE (work): _____ EXT: _____ FAX: _____

TELEPHONE (cell): _____ EMAIL: _____

EVENT TYPE (i.e. workshop, birthday party, meeting): _____

DATE (potential date(s) for booking): _____

ROOM(S) RENTED: _____

SET-UP TIME: _____ EVENT START TIME: _____ END TIME: _____

BREAKFAST TIME: _____ LUNCH TIME: _____ DINNER TIME: _____ SNACK TIME(S): _____
(please fill out menu selections in package and send to bookings at least 3 weeks in advance of event)

BAR REQUIRED: _____ TYPE (cash, tickets): _____ START & CLOSE TIMES: _____

ESTIMATED # OF PEOPLE IN GROUP: _____
(final number to be confirmed 7 days in advance of event)

If you would like to receive a free Group Slot Package, please indicate: Yes _____ No _____

I have read this application and acknowledge and warrant that I, the applicant, have the authority to sign for and bind the group or organization named in this agreement. Also, I hereby covenant and agree to all of the terms and conditions set out and in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due to Grand River Raceway (GRR) in accordance with the conditions. I further acknowledge that my right to use the Premises is at the discretion of the GRR. **I will obtain a Certificate of Insurance, naming Grand River Agricultural Society, operating as Grand River Raceway as an additional insured from my insurance agent**, to be submitted along with this application. I further acknowledge that I have read and will communicate the alcohol policy to all attendees in my group.

By typing your name into the Signature field, you are providing the same consent guaranteed by your handwritten signature

Applicant _____ Date _____



Meetings & Events Package

Facility Rentals

Please select appropriate room by placing a “ ✓ ” in the corresponding box to the right

WEEKDAY RATES in the Paddock Building (* Monday – 5 pm Friday)

Lighthouse Restaurant 48' x 50' (seats up to 150)	Per Use: \$300.00 With bar: +\$20.00/hr.	
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WEEKEND RATES in the Paddock Building (*Fri. from 5 pm, Sat., Sun. & holidays)

Lighthouse Restaurant 48' x 50' (seats up to 150)	Per Use: \$400.00 With bar: +\$20.00/hr.	
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~ **Multi-use rates available – please enquire.**

Policies

1. Estimated Attendance and final meal selection must be submitted **3 weeks prior** to event via submission of this rental application.
2. No date is considered booked until the completed bookings package has been received and confirmed.
3. Final attendance and food quantity must be **confirmed 7 days prior** to event.
4. A minimum of **five days notice** of food and room cancellation is required, or all charges are billable.
5. Invoicing will be based upon confirmed numbers, as above. GRR cannot guarantee seating or meals for additional attendees above the confirmed number, nor can GRR provide a reduction to your bill for fewer attendees.
6. A Certificate of Insurance issued to and **naming Grand River Agricultural Society, operating as Grand River Raceway as an additional insured, showing \$2,000,000 in minimum general liability with cross coverage** is to be submitted with this rental application.
7. Full payment for the function is required by 10:00 pm that same day, and may be made at the Gift Shop on the main level.
8. Absolutely no outside food, drink or alcohol is permitted in the Lighthouse as stated in the food policy.
9. Taping, tacking, or stapling to walls is not permitted. No confetti or candles please.
10. Audio visual equipment and linens are available for rent. Please ask for details and pricing.

Additional Options

Audio & Visual Equipment Rentals

Equipment is available to enhance your event. Please check the items requested, and submit on or before your event confirmation date. Below is a list of equipment and corresponding charges (HST not included), available on a first come first – serve basis.

Equipment Available	Price	✓
Podium	\$15.00	
8' Screen	\$17.00	
LCD Data Projector	\$40.00	
Hi Speed Internet Access	\$20.00	
Wireless Internet	FREE	
Microphone system and stand	\$30.00	
Microphone system and stand, hand-held cordless	\$40.00	
52" TV & HDMI cable (Lighthouse Only)	\$40.00	
DVD/VCR player and TV	\$40.00	
CD/Tape Player	\$10.00	
Flip Chart, Paper and Markers	\$12.00	
Dry Erase Board and markers	\$12.00	
Easels	\$7.00	
6' Folding tables (15, Lighthouse Only)	\$5.00	
Folding Chairs (95, Lighthouse Only)	\$2.00	
Extension Cord	\$5.00	
Power Bar	\$5.00	

Linens

Table Cloths - \$6.00 each

Napkins - \$0.55 each

Please indicate if you would like linens and we will order in accordance to your party number and table types.

Table Cloths: Yes _____ No _____

Cloth Napkins: Yes _____ No _____

Colour Choice _____



Meetings and Events Catering Package

Breakfast

Please indicate the time that you would like breakfast served on the Client Information Sheet on page 2.

Please indicate your choice in the column to the right with the quantity you require		
<i>Continental Breakfast</i> Homemade Muffins, Scones, Fruit Breads, Parfaits (granola, yogurt and berries) Jams, Butter, Orange Juice, Coffee and Tea	<i>\$9.95 per person</i>	
<i>The Hot Breakfast</i> Scrambled Eggs, Bacon, Sausage, Home Fries, Toast, Jams & Jellies, plus Coffee, Tea, Water & Orange Juice	<i>\$10.55 per person</i>	
<i>Muffins Combo</i> Assorted freshly baked Muffins, with Butter, Coffee and Tea	<i>\$4.95 per serving</i>	
<i>Muffins and Juice Combo</i> Assorted freshly baked Muffins, Orange and Cranberry Juices, Coffee and Tea	<i>\$5.95 per serving</i>	
<i>Cookies Combo</i> 2 Freshly Baked Cookies, Coffee and Tea	<i>\$4.95 per serving</i>	
<i>Fresh Carved Fruit Platter</i> Small platter (serves up to 15 people) Large Platter (serves up to 30 people)	<i>\$35.00 per platter</i> <i>\$75.00 per platter</i>	

Prices are per person or platter, plus HST and 15% gratuity



Meetings and Events Catering Package

Build your own LUNCH BUFFET

\$17.95 per person (+ HST and 15% gratuity)

~ All lunches include a Main Lunch Option, a salad option and coffee, tea and water.

Please indicate your choice in the column to the right with the quantity you require

Choose 1 Main Lunch Option:	
Assorted Sandwiches and Wraps -Ham, Roast Beef, Turkey, Egg Salad & Tuna (Vegetable available on request)	
Chicken Pot Pie	
Assorted Quiches	
Vegetable Lasagna and Garlic Bread	
Meat Lasagna and Garlic Bread	
Choose 1 Soup or Salad Option:	
Soup of the Day – choice or Cream ___ or Broth ___ based	
Garden Salad with assorted dressings	
Caesar Salad	
Potato Salad	
Greek Pasta Salad	
Add additional Salad or Soup option from above \$3.50/serving	
Choose Homemade Dessert Option:	
Assorted Dessert Tray – squares, butter tarts, brownies, cookies etc.	
Hot Apple Crisp	
Fresh Baked Pies: Choose 2 – strawberry-rhubarb___ raspberry-peach___ apple___ or mixed berry___	
Fresh Carved Fruit Platter	

Prices are per person or platter, plus HST and 15% gratuity



Meetings and Events Catering Package

Build your own DINNER BUFFET

\$27.50 per person (+ HST and 15% gratuity)

All Dinners Include:

~Assorted rolls with butter, tossed garden salad with a selection of dressings, and freshly brewed tea, coffee and water jugs.

Please indicate your choice with a ✓ in the column to the right	
Choose 1 Meat Option:	
Roast Beef and Gravy	
Roast Turkey, Stuffing and Gravy (available holidays only)	
Broiled Maple Glazed Salmon	
Chicken Breast in Mushroom Tarragon Sauce	
Roasted Pork Loin with Rosemary & Garlic	
Choose 1 Vegetable Option:	
Baby Carrots & Green Beans in Parsley Butter	
Roasted Mixed Vegetables	
Broccoli & Cauliflower in Cheese Sauce	
Choose 1 Potato Option:	
Herbed Roasted Potatoes	
Creamy Mashed Potatoes	
Scalloped Potatoes	
Choose 1 Homemade Dessert Option:	
Cheesecake with Assorted Toppings	
Mousse Parfaits: Choose 1- chocolate___ lemon___ or fruit with vanilla yogurt___	
Fresh Baked Pies: Choose 2- strawberry-rhubarb___ raspberry-peach___ apple___ or mixed berry___	
Assorted Dessert Tray – squares, cookies, butter tarts, brownies etc.	
Add Additional Meat Option from Above	\$ 6.00/serving
Add Additional Potato Option from Above	\$ 3.00/serving
Add Additional Vegetable Option from Above	\$ 3.00/serving
Add Additional Dessert Option from Above	\$5.00/serving

Prices are per person or platter, plus HST and 15% gratuity



Meetings and Events Catering Package

Appetizers & Platters

Please indicate your choice with the # of servings or platters in the column to the right		
Cold Appetizers & Platters:		
Assorted Sandwiches and Wraps- Ham, Roast Beef, Turkey, Egg Salad & Tuna (Vegetable available on request)	\$7.50/person	
Cream Cheese Swirls – Herb and Garlic or Smoked Salmon and Dill (3-4 pieces per serving)	\$4.50/serving	
Cheese, Crackers & Grapes Platter (serves up to 30)	\$78.00/platter	
Cheese, Crackers & Meat Platter (serves up to 30)	\$90.00/platter	
Vegetables and Dip Platter, Small (serves up to 15)	\$28.00/platter	
Vegetables and Dip Platter, Large (serves up to 30)	\$54.00/platter	
Freshly Carved Fruit Platter, Small (serves up to 15)	\$35.00/platter	
Freshly Carved Fruit Platter, Large (serves up to 30)	\$75.00/platter	
Squares, Tarts & Cookies Platter (serves 12-15)	\$36.00/platter	

Hot Appetizers and Platters:		
Chicken Satays with Thai Sauce (3 per)	\$4.80/serving	
Bruschetta Platter (40 pieces)	\$42.00/platter	
Butterflied Breaded Shrimp and Cocktail Sauce (3 per)	\$4.50/serving	
Baked Stuffed Mushrooms (3 per)	\$3.50/serving	
Mozzarella Sticks with Marinara Dipping Sauce (3 per)	\$3.50/serving	
Spring Rolls with Thai Dipping Sauce (2 per)	\$4.50/serving	
Portobello Wrapped Phyllo Triangles (3 per)	\$4.50/serving	

Prices are per person or platter, plus HST and 15% gratuity

If you have a specific request please contact us and we will try our best to accommodate you!



Beverage Prices and Policies

Bar Prices:	
Wine	\$4.73
Beer	\$4.20
Premium Beer	\$4.73
Bar Shots	\$4.73
Premium Shots	\$4.80
Coolers	\$4.87
Red and White Wines from Niagara by the Bottle	Please Contact for Pricing

Please indicate the # of people/beverage		
Non – Alcoholic Beverage Prices:		
Soft Drinks	\$2.00/person	
Coffee and Tea	\$2.25/person	
Coffee Urn Small 50 Cup	\$75.00/urn	
Coffee Urn Large 100 Cup	\$150.00/urn	
Bottled Water	\$1.75/person	
Juice	\$2.75/person	
Milk	\$2.75/person	

*Please note: Coffee, tea, and water jugs are included in all lunch and dinner package meals at no additional charge. **HST and gratuities are not included in the prices above.** Prices are subject to change without notice.

Grand River Raceway & Slots Alcohol Policies

Ontario Liquor law prohibits anyone from showing signs of intoxication while in a gaming facility.

- All Employees are Smart Serve trained
- Patrons may only consume 1 alcoholic beverage at a time.
- At the first signs of intoxication, a Food and Beverage or Security Supervisor will approach the patron and ask him or her to leave the premises for a 24 hour period
- Any questions regarding these policies may be directed to the Food and Beverage staff. Your patronage is appreciated and we strive to ensure that you have a good and safe time with us.

If at any point a patron shows signs of intoxication, he/she will be asked to leave the property for a 24 hour period.