

BANQUET SERVICES

THE PERFECT LOCATION FOR MEETINGS, RECEPTIONS, COCKTAIL PARTIES, REUNIONS, AND GREAT SERVICE.

RIVERSHORE



Leave a lasting impression on your guests – whether it is your closest friends or esteemed associates. Rest assured that your dedicated Banquet Manager will take charge of every detail to make this an experience your guests will not forget.

www.rivershorerestaurant.com

503-655-5155

BREAK PACKAGES

The Following Packages are priced Per Person

MEETING PLANNERS PACKAGE

Continental Breakfast of Assorted Pastries
An Array of Sliced Season Fresh Fruit
Assorted Chilled Fruit Juices
Regular and Decaffeinated Coffee with an Assortment of Teas
A Mid-Morning Refresh of Coffee Service
An Afternoon Break of Fresh Baked Cookies and Chilled Sodas
\$12.00 per person

BEVERAGE PACKAGE

Morning Service of Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Teas
A Mid-Morning Refresh of Coffee Service
An Afternoon Break of Coffee Service and Chilled Sodas
\$5.00 per person

AFTERNOON MUNCHIES

Assorted Fresh Baked Cookies
A Basket of Fresh Whole Fruit
Coffee Service and Chilled Sodas
\$5.25 per person

HEALTHY BREAK

Chilled Vegetables with Ranch Dip
Domestic Cheeses Served with Crackers
Coffee Service and Chilled Sodas
\$6.50 per person

LO-CARB LOVERS

Assorted Rolled Deli Meats (Roasted Turkey, Ham & Roast Beef)
Domestic Cheeses Served with Crackers
Chilled Vegetables with Ranch Dip
Chilled Sodas and Iced Tea
\$9.00 per person

*All hosted food and beverage is subject to 18% gratuity
Prices are subject to change*

503-655-5155 1900 Clackamette Drive, Oregon City, OR 97045
www.rivershorerestaurant.com

CONTINENTAL SELECTIONS

BREAK PACKAGES

RIVERSHORE CONTINENTAL BREAKFAST

Chef's Selection of Cinnamon Rolls, Muffins, Danish, and Breakfast Blends
Assorted Pastries and Bagels with Cream Cheese
An Array of Sliced Season Fresh Fruit
Assorted Chilled Fruit Juices
Regular and Decaffeinated Coffee with an Assortment of Teas
\$7.00 per guest

A LA CARTE BREAK SERVICE ITEMS

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Teas
(One Gallon serves 18-20 – One Air Pot serves 8-10)
\$24.00 per Gallon
\$12.00 per Air Pot

Brewed Iced Tea and Lemonade
(One Gallon serves 18-20 – One Pitcher serves 8 -10)
\$24.00 per Gallon
\$12.00 per Pitcher

Assorted Chilled fruit Juices
(Orange, Apple, Cranberry, Grapefruit, Tomato and V-8)
(One Gallon serves 8-20 – One Pitcher serves 8-10)
\$26.00 per Gallon
\$13.00 per Pitcher

Assorted Danish
\$20.00 per dozen

Bagels with Cream Cheese
\$20.00 per dozen

Assorted Fresh Baked Cookies
\$19.00 per dozen

Assorted Soft Drinks and/or 12 oz. Bottled Water
\$1.50 each

Natural Beverages from Snapple
(Peach Iced tea, Mango Madness or Kiwi-Strawberry Cocktail)
\$2.25 per Bottle

An array of Sliced Seasonal fruit
(Minimum 10 people)
\$2.00 per person

Chilled Vegetables with Ranch Dip
(Minimum 10 people)
\$1.75 per person

Northwest Cheeseboard with Assorted Crackers
(Minimum 10 people)
\$2.50 per person

House-Made Tortilla Chips and Salsa
(Minimum 10 people)
\$1.75 per person

EYE-OPENER

Assorted Breakfast Pastries
Scrambled Eggs
Breakfast Potatoes
Seasonal Fresh Fruit
Orange Juice
Coffee, Decaffeinated Coffee & Tea
\$10.00 per guest

MORNING GLORY

Assorted Breakfast Pastries
Seasonal Fresh Fruit
Scrambled Eggs
Bacon-Sausage-Ham
Breakfast Potatoes/Buttermilk Biscuits
Country Gravy
Assorted Jellies & Butter
Orange Juice
Coffee, Decaffeinated Coffee & Tea
\$14.00 per guest

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HORS D' OUVRES PACKAGES

CHOOSE TWO MAIN APPETIZERS:

Thai Chicken Satay
Swedish, Sweet-n-Sour, or BBQ Meatballs
Antipasto Platter

Substitute Bacon Wrapped Scallops – additional \$2.00 per person
Substitute Coconut Prawns – additional \$2.00 per person

CHOOSE ONE OF THE FOLLOWING SALADS:

Pasta Salad
Cucumber Salad
Potato Salad
Marinated Mushrooms

Substitute Artisan Cheese Tray – additional \$2.00 per person
Substitute Spinach Dip – additional \$2.00 per person
Substitute Tomato Bruschetta – additional \$1.00 per person

Includes Fresh Vegetable Tray – Served with Assorted Crackers

\$15.00 per person

Additional Optional Add-ons
Carved Turkey - \$3.00 per person
Carved Honey Ham - \$3.00 per person
Carved Prime Rib - \$4.50 per person
Seafood Platter – Market Price

We will accommodate any special dietary or budget needs.

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LUNCH BUFFET SELECTIONS

*Minimum of 25 people required for Buffet Service, Except for Deli Buffet
Buffets are Based on a Maximum of 1 ½ Hours Service Time
All Lunch Buffets Include Coffee, Tea, Decaf or Iced Tea*

BAKED POTATO & CAESAR SALAD BAR

Caesar Salad with Garlic Croutons
An Array of Sliced Season Fresh Fruit
Baked Potatoes Served with the Following Toppings: Sour Cream, Whipped Butter, Chives,
Bacon Crumbles, Grated Cheddar Cheese, Steamed Broccoli and Taco Seasoned Ground Beef
Rolls with Butter
\$10.95 per person

DELI BUFFET

(Minimum 10 people)
Tossed Greens with Tomatoes, Cucumber, Ranch and 1,000 Island Dressings
Potato Salad – Roast Beef, Ham and Roasted Turkey – Swiss, Cheddar, Monterey Jack and
Pepper Jack Cheeses
Variety of Deli Breads
\$11.95 per person

TOUR OF ITALY

Caesar Salad with Garlic Croutons
Antipasto Platter – Meat Spaghetti Penne Pasta Primavera
Garlic Breadsticks
\$12.95 per person

TEX MEX BUFFET

Tossed Greens with Tomatoes, Cucumber and Southwestern Ranch
Fajita Style Chicken with Bell Peppers and Onions
Sour Cream – Chips and Salsa
Warm Flour Tortillas – Fiesta Rice – Southwestern Beans
\$13.95 per person

WILLAMETTE BUFFET

Caesar Salad with Garlic Croutons
An Array of Sliced Seasonal Fresh Fruit
Top Sirloin Tips with Mushroom Demi-Glace
Petite Filet of Salmon
Roasted Red Potatoes
Fresh Seasonal Vegetables
Rolls with Butter
\$14.95 per person

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Prices are subject to change*

DINNER BUFFETS

Buffets include coffee, tea and water service

CHOOSE ONE OF THE FOLLOWING SALADS:

Mixed Baby Greens Salad with Dressing
Freshly Tossed Caesar Salad
Potato Salad
Marinated Mushrooms
Fresh Coleslaw

CHOOSE TWO OF THE FOLLOWING SIDE DISHES:

Rice Pilaf
Roasted Red Potatoes
Wild Rice Medley
Garlic Mashed Potatoes
Steamed White Rice
Potatoes Au gratin
Sautéed Mixed Vegetables
Southwestern Black Beans

CHOOSE ONE OF THE FOLLOWING ENTREES:

Cilantro and Lime Marinated Beef Tri-tip
Roasted Pork Loin with Brandy and Green Peppercorn Sauce
Chicken Ricotta
Sweet & Sour Chicken
Cajun Catfish

*One Entrée Selection \$18.00 per person
Two Entrée Selections \$20.00 per person*

Substitute Prime Rib additional \$4.00 per person

Add Dessert for an additional \$2.00 per person

We will accommodate any special dietary or budget needs.

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Prices are subject to change*

DINNER BUFFETS

Buffets include coffee, tea and water service

CHOOSE ONE OF THE FOLLOWING SALADS:

Fresh Tomato Basil and Garlic Salad
Fresh Tossed Caesar Salad
Cucumber with Sour Cream and Dill Salad

CHOOSE TWO OF THE FOLLOWING SIDE DISHES:

Rice Pilaf
Roasted Red Potatoes
Wild Rice Medley
Garlic Mashed Potatoes
Steamed White Rice
Potatoes Au gratin
Sautéed Mixed Vegetables
Southwestern Black Beans
**Substitute Pasta Alfredo for \$1.00 additional per person*

CHOOSE ONE OF THE FOLLOWING ENTREES:

Medallions of Beef with Mushroom Demi-Glace
Chicken Marsala
Red Thai Curry Chicken
Chicken Parmesan
Baked Salmon with Compound Butter
Mahi-Mahi with Teriyaki Glaze

*One Entrée Selection \$21.00 per person
Two Entrée Selections \$23.00 per person*

Substitute Prime Rib additional \$4.00 per person

Add Dessert for an additional \$2.00 per person

We will accommodate any special dietary or budget needs.

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Prices are subject to change*

BAR/BEVERAGE

*A full range of liquors, beer and wine
Can be made available upon request*

HOUSE BRANDS:

Monarch Rum, Monarch Gin, Kamchatka Vodka, Poncho Villa Tequila, Beam's 8 Star Bourbon,
Monarch Brandy, Monarch Scotch
\$4.00

CALL BRANDS:

Seagram's 7, Stoli Vodka, Beefeaters Gin, Cuervo Gold Tequila, Bacardi Light Rum, Jack
Daniels, Macallan Scotch
\$5.00

Bottled Domestic Beers
\$3.00

Bottled Imported Beers
\$4.00

Wine by the Glass
\$5.00 - \$8.00

Domestic Key of Beer
\$275.00 (Pony \$175.00)

Microbrew Keg of Beer
\$375.00 (Pony \$225.00)

White & Blush Wines

Burlwood Chardonnay
Columbia Crest Chardonnay
Kendall Jackson Chardonnay
Burlwood White Zinfandel
King Estate Pinot Gris

Red Wines

Burlwood Merlot
Burlwood Cabernet
Erath Pinot Noir
Silver Lake Merlot
Champagne and Sparkling Wines
William Wycliff
Argyle Brut

*All Bars are Subject to a \$50.00 Bar Set-up Fee
All hosted food and beverage is subject to 18% gratuity
Prices are subject to change*

RIVERSHORE BAR & GRILL BANQUET ROOM CATERING AGREEMENT RULES & REGULATIONS

The staff of the Rivershore Bar & Grill is looking forward to serving you. In order for us to provide the highest quality products and services to your group, the following policies have been established.

Special Services: Our catering staff would be happy to make arrangements for any services you may require for your function. These might include flowers, music, theme parties, or special menus. Audio visual equipment, D.J.'s, dance floors, and other music are available at a rental charge with advance notice.

Food Services: The Rivershore Bar & Grill is the exclusive caterer for all hotel guest events. No food or beverage may be brought into the facility without special permission from the Banquet Manager. Our catering manager should receive your menu selection at least two weeks in advance of your function, or as soon as possible after making your reservation. A final guaranteed meal count must be given no later than noon, 72 hours prior to your function. We will prepare service and seating for 5% above your guaranteed number, to a maximum of 10 people, to allow for last minute additions. 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. Prices cannot be confirmed until six (6) months prior to your function, at which time current prices can be provided. Children's menus (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 licensed bartender to dispense all alcoholic beverages. There is a \$50.00 bar set up fee for this service. Oregon law requires our staff to request proper identification (photo ID) for any person of questionable age. Rivershore house policy requires staff to card individuals assumed 30 years or younger. Rivershore staff reserves the right to refuse service to any person who is visibly intoxicated.

Billing Procedures, Deposits and Cancellations The Rivershore reserves the right to require a \$250.00 advance deposit on any booking to secure the time of your event. All booking deposits are non transferable and will be applied toward your final event balance. When a cancellation is made thirty (30) days or more prior to the function there will be no cancellation fee. However, if cancellation is made 29 days or less prior to the function it will be forfeited.

**RIVERSHORE BAR & GRILL BANQUET ROOM
CATERING AGREEMENT RULES & REGULATIONS**

Function Space: Room capacities are based on specific seating layouts. Special room designs, presentation requirements and audio visual arrangements will impact the number of guest each room can comfortably accommodate. If the number of guests anticipated changes from your original estimate, please contact the Banquet Manager.

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 your time indicated as the space may have been scheduled for other programs prior to and/or following your event. Catering contracts will be forwarded to you on completion of final arrangements. In order to confirm your function, the contract must be signed and returned to the Banquet Manager. Each group assumes responsibility for damages made to the premises during the time they are using the facility. The Rivershore cannot be held responsible for damages or loss of property left in the banquet room prior to, during or following your function.

Restrictions: No rice, birdseed or confetti of any kind. No baled hay for decorations. No nails or pushpins in the walls. Do not cause permanent damage to the walls, ceiling, floor or tables when securing your decorations.

Due to food handling liabilities and temperature requirements, we are unable to allow you to remove any food items after your event. The Rivershore prepares extra food beyond standard portions to adequately accommodate your event.

Parking: Please instruct all of your guests to park in the **Hotel Parking Lot** which is located at the second and third entrances. The first entrance is for **Restaurant Parking Only** and is extremely limited. **Your cooperation will be greatly appreciated.**

**\$300.00 Room fee for meetings only – Includes 3 hours
Each additional hour \$50.00**

Rivershore Standard Banquet Set-Up Fee with Purchase of Food

**\$200.00 Monday through Sunday Evenings
5 hours for dinner banquets
(\$500 minimum including the Set-up Fee)**

**\$150.00 Breakfast or Lunch
3 hours for breakfast or lunch**

Room fee includes tables, chairs, linens, podium and corded microphone.

Water and coffee service is \$3.00 per person

There will be an 18% gratuity charge added to your event total.

**Rivershore Bar & Grill
1900 Clackamette Drive
Oregon City, OR 97045
(503) 655-5155
Fax (503) 655-9824**

Banquet Catering Contract and Agreement

Group Name: _____

Contact Person: _____

Phone: _____ Fax: _____

E-mail: _____

Function Information

Date of Function: _____ Time Beginning: _____ Approx. End Time: _____

Room Available At: _____ Number of Guests: _____

Beverage Service Information

Bar Hosted _____ No Host _____ Time Bar to Open _____ Time Bar to Close _____

Special Requests and/or Keg Purchase: _____

Room Set-up, Additional Information or Comments:

Date Confirmed: _____ Manager's Initials: _____

Billing Information

Date Dep. Paid: _____ Amount: \$ _____ Manager's Initials: _____

An invoice will be presented at the end of the function and full payment for all charges is due at departure.

I have read the Banquet/Catering Contract Agreement including the Regulations and agree to abide by and conform to all rules and regulations prescribed by Rivershore Bar and Grill. To the best of my knowledge all information is correct and current. My signature below acknowledges acceptance of this agreement.

Signature

Print Name

Date