



Broadway Ballroom Event Center Wedding Packet

“Creating Lasting Memories For Every Occasion”

Ceremony | Social Hour | Dinner | Dance | Hotel

Thank you

for your interest in Broadway Ballroom and congratulations on your engagement!

From the rehearsal dinner to the reception, let Broadway Ballroom’s experienced event staff help you plan the details of your dream wedding!



To learn about upcoming events and see event pictures:

Like and follow us on Facebook, @broadwayballroomeventcenter



Follow us on Instagram, @broadwayballroom

115 30th Ave East, Alexandria, MN 56308 | 320.763.6565 | www.broadway-ballroom.com



Broadway Ballroom Event Center

provides the following with use of the facility at no extra cost:

- ♥ Bar and bartender
- ♥ Set up of tables and chairs
- ♥ Table cloths in colors of white, black or ivory (with matching skirting)
- ♥ White paper napkins
- ♥ Plates
- ♥ Dessert Plates
- ♥ Silverware & Glassware
- ♥ A self serve coffee station will be set up and water pitchers are placed at every table
- ♥ Head table is always served their meal (with the exception of Appetizer Buffets)
- ♥ Taste Testing
- ♥ The following menu's are suggestions, we are happy to customize specific menu's. If you have a menu or item in mind please let us know and we will look into pricing for you!

Appetizers

Based on servings of 50 pieces

Pot Stickers with Peanut Sauce
\$104

Bacon Wrapped Water Chestnuts *GFR*
\$93

Chicken Wings with Ranch and Buffalo Sauce
\$77

Chicken Cordon Bleu Bites with Cheese Sauce
\$87

Glazed Chicken Skewers: BBQ, Buffalo, Sweet Chili or Teriyaki
\$92

Coconut Breaded Shrimp
\$80

Italian Sausage Stuffed Mushrooms *GFR*
\$70

Deviled Eggs *GFR*
\$41

Silver Dollar Sandwiches with Ham or Turkey
\$77

Ambrosia Fruit Kabobs *GFR*
\$104

Chocolate Dipped Strawberries *GFR*
\$93

Bruschetta
\$56

Based on servings for 50 people

Pickled Herring served with Assorted Crackers *GFR*
\$46

Kettle Chips and French Onion Dip
\$53

Tortilla Chips and Salsa *GFR*
\$53

Crab Dip with Assorted Crackers
\$64

Fresh Vegetables served with Ranch Dressing *GFR*
\$110

Fresh Fruit and Berries *GFR*
\$104

A Beautiful Fruit and Cheese Display *GFR*
\$145

Assorted Meats and Cheeses served with Assorted Crackers *GFR*
\$145

Assorted Cheeses served with Assorted Crackers *GFR*
\$145

BBQ Smoked Sausages
\$58

Smoked Meatballs with BBQ, Marinara, or Sweet Chili Sauce
\$58

Spinach Artichoke Dip with Tortilla Chips or Focaccia Bread *GFR*
\$77

Chef Carved Turkey with Rolls and Spreads
\$140

Mashed Potato Bar with toppings
\$150

Jumbo Shrimp Cocktail with Red Sauce *GFR*
\$185

All Prices Subject to 17% Maintenance Fee and MN State Sales Tax *GFR*– Gluten Free Upon Request– Crackers, ranch, and breads are not gluten free!

Entrees

Select up to three entrée options to be served to your guests at their seats. An indicator card is required for each guest's meal selection when there are multiple choices offered to the guests. Entrées come with a garden salad, choice of vegetable, choice of potato and fresh baked bread or dinner rolls. See accompaniments for potato and vegetable choices. Pasta dishes do not include potato and vegetable options.



POULTRY

Sliced, slow roasted turkey and stuffing with natural gravy <i>GFR</i>	\$17.25
Chicken Kiev	\$17.25
Chicken cordon bleu <i>GFR</i>	\$17.25
Roast chicken breast atop stuffing, covered with chicken gravy	\$17.25
Grilled chicken breast with sundried tomato pesto and provolone cheese <i>GFR</i>	\$17.25
Cornish Game Hens <i>GFR</i>	\$17.25

PASTA

Chef-baked lasagna with garlic bread sticks	\$15.25
Fettuccine topped with Alfredo, broccoli and Grilled Chicken	\$15.25

BEEF

Sliced roast beef in natural gravy <i>GFR</i>	\$16.25
Beef tenderloin tips with a beautiful burgundy wine sauce <i>GFR</i>	\$17.25
Grilled 8oz. burgundy pepper sirloin steak	\$17.25
Chef Carved New York Beef Strip	Market Price
Slow roasted prime rib with Au Jus <i>GFR</i>	Market Price
Grilled 8oz. filet mignon topped with sautéed mushrooms <i>GFR</i>	Market Price

PORK

Grilled pork topped with a beautiful, savory Lingonberry sauce <i>GFR</i>	\$16.25
Apple Chutney or Spinach and Herb Stuffed Pork Tender Loin	\$16.25
Honey Glazed Ham <i>GFR</i>	\$16.25
BBQ Pork Ribs <i>GFR</i>	\$17.25
Stuffed pork chops in mushroom gravy	\$18.25

FISH

Fresh walleye pike filet <i>GFR</i> (Beer battered or baked in lemon butter)	\$18.25
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Dinner Buffet

Dinner buffets are served with a garden salad, choice of vegetable, choice of potato and fresh baked bread or dinner rolls. See Accompaniments page for potato and vegetable choices. Pasta dishes do not come with potato and vegetable.

One Entrée \$16.25

Two Entrées \$18.25

Three Entrées

\$20.25



POULTRY

Sliced, slow roasted turkey with natural gravy *GFR*

Chicken Kiev

Chicken cordon bleu *GFR*

Roast chicken breast atop stuffing, covered with chicken gravy

Grilled chicken breast topped with sundried tomato pesto and provolone cheese

Broasted Chicken

Cornish Game Hens *GFR*

PASTA

Chef-baked lasagna with garlic breadsticks

Spaghetti and Meatballs

Fettuccine topped with Alfredo Sauce, Broccoli and your choice of Bay Shrimp or Chicken Alfredo

Dinner Buffet Continued...

BEEF

- Sliced roast beef in natural gravy *GFR*
- Beef Tenderloin Tips in Burgundy Wine Sauce *GFR*
- Grilled 8oz. Burgundy Pepper Sirloin
- Chef Carved New York Beef Strip (Market Price)

PORK

- Grilled pork with Lingonberry sauce *GFR*
- BBQ Pork Ribs *GFR*
- Stuffed pork chops in mushroom gravy
- Ham with Dijon mustard sauce *GFR*
- Honey Glazed Ham *GFR*
- Chef Carved Ham *GFR*

Specialty Buffets Great for the Groom's Dinner or the Reception

Build Your Own Pasta Buffet: Served with Meatballs, Marinara Sauce, Grilled Chicken, Alfredo Sauce, Fettuc-cine Noodles, Garden Salad with two dressing choices, and Breadsticks **\$15.25 per**

Build Your Own Taco Buffet: Hard and soft shells, taco meat, lettuce, cheese, tomatoes, raw onions, black olives, jalapeno's, sour cream and chips and salsa. **\$12.25 per**

Mexican Buffet: Taco Bar plus Grilled Chicken or Steak Fajita Meat, sautéed onions and peppers, Enchilada Casserole and Refried Beans **\$15.25 per**

Pizza Buffet: your choice of oven rise or thin crust pizza, garden salad with dressing and breadsticks. *Rehearsal dinner only option* **\$15.25 per**

Burger Buffet: Burgers, buns, lettuce, tomatoes, raw onions, assorted cheeses, sautéed onions and mush-rooms, bacon, ketchup, mustard, mayo, and pickles. Served with baked beans and your choice of pasta salad, lettuce salad, coleslaw or potato salad. Chicken breasts available upon request. **\$16.25 per**

Old Fashion BBQ: Your choice 2 entrées. Baked BBQ Chicken, Pulled Pork Sandwiches, Burgers, Brats or a 6 oz. Sirloin. Served with baked beans, potato chips, fresh cut fruit and your choice of potato salad, coleslaw or Italian pasta salad. **\$16.75 per**

Prices subject to 17% Maintenance Fee and MN State Sales Tax. *GFR*– Gluten Free Upon Request

Accompaniments

Starches ***all can be made gluten free*

Garlic mashed

Mashed with gravy

Gouda gratins

Herb roasted baby reds

Baby reds with onions and peppers

Mini Russets

Baked Potato

Vegetables ***all are gluten free*

Green beans almandine

Antiqua vegetable blend

Honey glazed carrots

Corn

Asparagus (in off season, additional \$1.25)

Kid's meals (age 10 and under) \$7.50

Chicken strips with waffle fries

Macaroni and cheese with French fries

Mini corn dogs with waffle fries

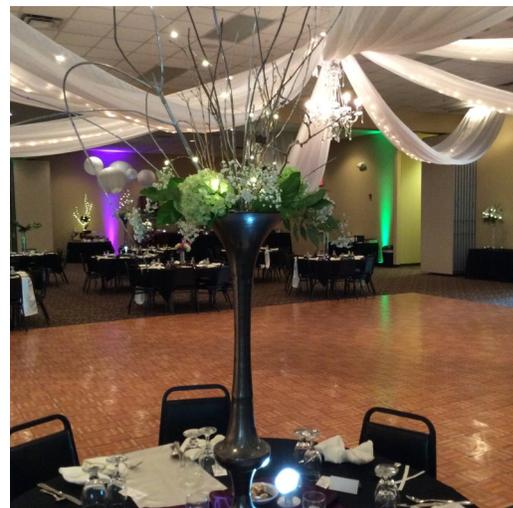
Vegetarian meals \$15.95

Broccoli alfredo tortellini

Wild rice stuffed bell pepper

Roasted vegetables with rice pilaf

Portobello fajitas



Desserts

	<u>Buffet Style</u>	<u>Plated & Served</u>
Cheesecake with toppings	\$3.75per slice	\$4 per slice
Pie (8 pieces)	\$19.75	\$23
Brownies (80 slices)	\$36	\$56
Sheet cake (80 slices)	\$42	\$63
Choice of: chocolate, white, or marble		
Ballroom dream cake (80 slices)	\$70	\$90
Triple layer chocolate cake	\$3 per slice	\$3.25per slice
Raspberry dream cake	\$3 per slice	\$3.25 per slice
Assorted Cheesecake Bites	\$105 <i>Based on Servings for 50 people (no plate option)</i>	

Snacks *bowls serve about 20 people*

Bowl of pretzels	\$4.50
Gardetto's	\$7.50
Assorted cookies	\$12 .50 per dozen
Mixed nuts	\$14



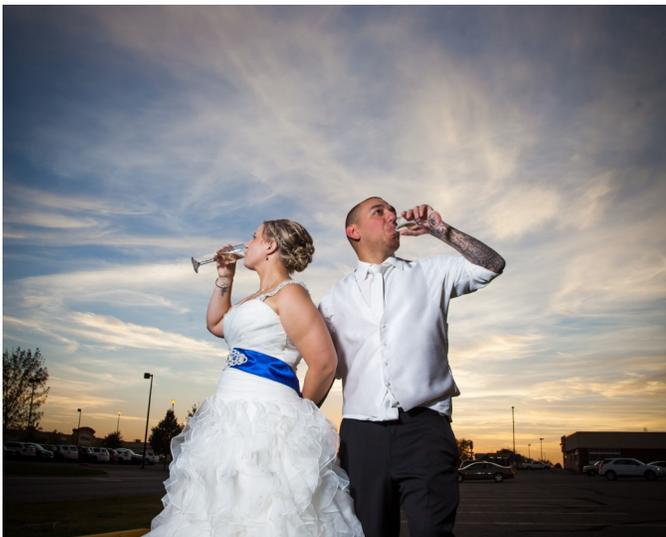
Dessert area decorated by Creations, A Wedding Studio

All Prices Subject to 17% Maintenance Fee and MN State Sales Tax

Beverages

A bar and bartender (s) will be provided for you and your guests at no additional charge. A bartender for a dry bar will cost \$20/hour.

Last call will be 15 minutes before the dance ends and will close at or before 12:30am. A coffee station will be provided free of charge and water will be served with dinner. Additional liquor is available upon request with a 14-day notice.



Keg Beer

Domestic \$300

Import \$300 and up

All kegs are 16 gallons. Please ask for available selections.

House Wine \$4/glass or \$15/bottle

Merlot, Cabernet Sauvignon,

White Zinfandel, Chardonnay, Pinot Grigio

**Other wines may be purchased through Broadway Ballroom*

Champagne: Cooks \$20/bottle

Asti Spumante \$22/bottle

Non Alcohol Beverages

Soda, Lemonade, Juice, Milk \$2.00

Energy Drinks \$3.00

Fruit Punch (5 Gal.) \$35.00

Strawberry Lemonade (5 Gal.) \$40.00

Open Bar

As the host, you are responsible for the purchase of your guest's beverage consumption.

Cash Bar

Your guests are responsible for the purchase of their beverage choice.

Drink Tickets

You may purchase drink tickets good for all category drinks at an optional price per ticket. These may be given out at the host's discretion.

Liquor Call \$4.25

Captain Morgan, Windsor, McMasters, E & J Brandy, Peach Schnapps, UV Vodka's, Amaretto, Bacardi, Bacardi Limon, Seagram's 7, Seagram's VO, Sloe Gin, Canadian Club, Puckers, Malibu

Premium Liquor \$4.75

Southern Comfort, Kahlua, Midori, E & J VSOP, Jim Beam, Tanqueray Gin, Jose Cuervo, Bombay Sapphire, Absolute Vodka's, Crown Royal, Chambord, Jagermeister, Bailey's, Dewars, Disaronno, Chivas, Jack Daniels, Jameson

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Decorations and Equipment

Tacks, push pins, tape, glitter and confetti are prohibited in the ballroom. Please consult your Event Coordinator on alternative items.

Broadway Ballroom conveniently offers the following decorations to assist in creating a beautiful setting.



Ceiling decoration with chiffon and lights	\$350
Chandelier(s)- 2 choices	\$100 per
Individual tables with chiffon and lights	\$30 per
Black chair covers	\$6 per
Black floor length table cloths	\$3 per
Backdrop	\$125
Mirror plates (12x12)	\$1.50 per
10" Cylinder Vases	\$3 per
3" Pillar candles	\$3 per
Floating candles	\$3 per
Colored paper napkins	\$0.15 per
Linen napkins with a square fold	\$0.60 per
Linen napkins with other fold	\$0.70 per
Projector charge per room	\$50
Portable Projector Screen	\$10
4' x 8' x 1'h Risers (6 available)	\$15 per
Easel with flip chart	\$10
42" Tall cocktail table (6 available)	\$10
Ceremony Set Up/Space	\$250

Includes chairs, altar area with podium and microphone, tables for programs, etc. if needed

All Prices Subject to 17% Maintenance Fee and MN State Sales Tax

Decoration Packages

Let our trained staff help you decorate for your wedding reception!



Beautiful Ballroom Package

Ceiling Decoration (with chiffon and lights– pictured above), One Chandelier, Backdrop (pictured above) and three tables of your choice decorated with lighting and chiffon. **\$615**

Grand Ballroom Package

10" Cylinder Vases with a pillar candle or floating candle and mirrors for your centerpiece. One Chandelier, Backdrop, Ceiling Decoration, and three tables of your choice decorated with lighting and chiffon.

\$615 + \$7 per centerpiece



A Touch Of Elegance Package

Chandelier, three tables of your choice decorated with lighting and chiffon, Backdrop, 10" Cylinder Vases with a floating candle or pillar candle, and mirrors for your centerpiece.

\$265+ \$7 per centerpiece

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Broadway Ballroom Event Center Wedding Contract

♥ Payment:

Payment of the final bill must be paid for by the conclusion of your event unless prior arrangements have been made. Broadway Ballroom Event Center requires a \$500 deposit along with a credit card at the time of booking to reserve the room and date, 6 months prior to the wedding Broadway Ballroom Event Center requires a second \$500 deposit to continue holding the date; these deposits are non-refundable upon cancellation. Broadway Ballroom Event Center does not charge a room rental fee if 100 or more guests are served a full meal, if the guest count falls below 100 a \$500.00 charge will be incurred as room rental. A bar and bartender will be provided at no additional charge, however a bartender for a non-alcoholic bar will cost \$20/hour.

♥ Attendance Guarantees:

For Broadway Ballroom to ensure that your reception is the best it can be, we must receive a final seating and dining number 7 days prior to your event. You will be charged for the guaranteed amount of guests or the actual amount served, whichever is greater. In the event your guest attendance does exceed your guaranteed count, Broadway Ballroom Event Center will accommodate all of these guests, however, we may have to substitute comparable menu items. All prices are subject to change, but will be guaranteed 90 days prior to your event. Final menu selections should be submitted 30 days prior to the reception.

♥ Food & Beverage Regulations:

The Minnesota State Liquor Board regulates the sale and service of alcoholic beverages. All beverages, alcoholic or non-alcoholic, that are served on the premises of Broadway Ballroom must be purchased from the Broadway Ballroom Event Center or Fat Daddy's Restaurant and Bar; Broadway Ballroom's alcoholic beverage license requires us to request proper valid identification of all persons of questionable age. Broadway Ballroom Event Center reserves the right to refuse service to any person or persons underage, unable to show proper valid identification, and those who may appear to be *obviously* intoxicated. Upon health and safety regulation policies, all food and beverages served on the premises must be prepared and served by the Broadway Ballroom Event Center; the *only* exception to this policy are certified bakery made wedding cakes or desserts and party favors. Food prepared by Broadway Ballroom is not allowed to leave the event center. All federal, state, and local laws must be strictly adhered to with regards to food and beverage purchase and consumption.

♥ Decorating Guidelines & Damages Policy:

The Broadway Ballroom Event Center does not permit affixing anything to the walls, ceilings, or floors with anything that may cause permanent damage, such as nails, staples, pins, and tape. 3M command strips are the allowed adhesive for decorating. Confetti, silly string, and open standing candles are also not allowed. Lit candles are allowed as long as they are enclosed. Any damages occurring on or to the property as a result of reception guests will be charged to the host responsible for the event contract and bill; you will be informed of any found damage within two business days of your event. All decorating arrangements need to be made for the day of the event. There is no guarantee the Ballroom will be available the night before a wedding for decorating. All decorations brought in by guests and/or hired decorators must be taken down at the conclusion of the event. Broadway Ballroom Event Center is not responsible for any damages to or loss of articles left on the premises.

♥ **Access to Facility, Entertainment and Outside Vendor Guidelines:**

All entertainment supplied by wedding party must end by 12:30 a.m.; this includes live bands and DJ's. A valid name and phone number of all booked entertainment must be submitted prior to your reception. In the best interest of all of our guests, all noise must be kept to an acceptable level and will be enforced. Broadway Ballroom Event Center does not have equipment available for outside entertainment to use; entertainers must provide all their own equipment. Entertainers are not allowed to use any pyrotechnics or smoke/fog.

Access to the Broadway Ballroom for decorating is 8am the day of the event; if other events are scheduled for the day, access to the Ballroom will be dependent upon conclusion of prior events. Any outside vendors/Entertainment must schedule set up times with Couple prior to the day of the event. The Couple must receive approval of these times from Broadway Ballroom's Event Coordinator 3 days prior to the scheduled event.

Deposit amount paid: _____ Form of Payment: _____

Received by: _____

Bride and Groom Names: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

E-mail Address: _____

Name of person responsible for bill: _____ Phone: _____

Client Signature: _____ Date: _____

Event Date: _____

How did you hear about us? _____