

# *Lansing Event Center*



*2018-2019*

*Wedding Packages and Information*



2018-2019

## ON-SITE WEDDINGS

*Thank you for considering the Lansing Event Center for your wedding celebration.*

*At H&J Hospitality, we have a passion for service. Our professional, attentive staff will go above and beyond to make sure your event runs smoothly and that no detail is overlooked. We strive to make every customer feel unique and special; therefore, your reception is designed specifically for you.*

*From the first phone call to the last dance, we are equipped to make sure your event is simply flawless.*

### INCLUDED IN ALL PACKAGES

- Dedicated on-site event coordinator
- Personalized service for you and your bridal party
- Five hours of reception time
- Setup of your reception accessories (place cards, favors, guestbook)
- Cake cutting and dessert station attendants
- Champagne toast
- Assorted sodas and juices
- Coffee and herbal tea selection
- Standard white or ivory table linens
- Choice of standard napkins
- China, glassware, and flatware service

# CELEBRATION WEDDING PACKAGE

## Cocktail Hour

Meat and Cheese Board *Imported & Domestic Cheeses, Cured Meats, Roasted Red Peppers and Assorted Olives*  
Vegetable Crudité Display *with ranch and garlic hummus*

## Selection of Two Starters

### Salads

House Garden Salad *fresh greens with tomatoes, onions, cucumbers, black olives, pepperoncini and croutons*

*Served with Choice of Two dressings: Ranch, Blue Cheese, Italian or Balsamic Vinaigrette*

Classic Caesar Salad *fresh romaine, red onions, parmesan cheese, croutons and Caesar dressing*

- + \$1 Harvest Field Green Salad *dried cranberries, granny smith apples and candied walnuts in a maple vinaigrette*
- + \$2 Fresh Greens Salad *fresh greens with red onion, goat cheese, cucumber and sliced almonds and pomegranate vinaigrette*
- + \$2 Summer Berry Salad *crisp spinach and field greens, fresh berries, blue cheese and pecans tossed in a white balsamic dressing*

### Side Salads

Chilled Tomato & Cucumber

Roasted Corn & Edamame Salad

Rotini Pasta Salad

Fresh Fruit Salad

- + \$1 Superfood Coleslaw
- + \$2 Mediterranean Cous Cous & Quinoa Salad
- + \$3 Mozzarella & Tomato Salad

### Soups

Creamy Tomato-Basil

Broccoli and Cheddar

Potato and Leek

## Selection of Two Sides

Choose of One Pasta: Penne, Cavatappi, or Farfalle *Served with Marinara*

*Choice of Sauce for additional +\$2 per person: Gouda-Alfredo, Creamy Pesto, Creamy Vodka Sauce or Baked Ziti*

Savory Rice Pilaf *prepared in chicken stock*

Red Potatoes *roasted with rosemary and olive oil*

Shallot-Garlic Mashed Potatoes

- + \$2 Herb Roasted Fingerling Potatoes *with olive oil, garlic, rosemary and thyme*
- + \$2 Roasted Root Vegetable *seasonal options, prepared with fennel and garlic oil*
- Signature Vegetable Medley *onions, zucchini, squash, red pepper, carrots, fennel and garlic oil*
- Glazed Carrots *prepared in butter, sherry and tarragon*
- + \$1 Broccoli *with roasted garlic and tomato confit*
- + \$2 Asparagus Spears *grilled and lightly seasoned with salt, pepper and garlic*
- Shaved Brussel Sprouts *with bacon*

Call (607) 882-9609

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Last updated August 2018

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## Selection of Two Entrées

### Poultry Options:

- Chicken Your Way *choice of piccata, cacciatore, or marsala*
- Margherita Chicken *with artichokes, roasted tomatoes, shitake mushrooms and rosemary wine sauce*
- Almond-Encrusted Chicken *with a honey bourbon sauce*
- Roasted Tarragon Chicken *with potatoes, carrots, mushrooms, onions, and asparagus in tarragon veloute sauce*

+ \$3 Smoked Gouda & Spinach Stuffed Chicken *with fresh spinach, smoked gouda, garlic and cream cheese*

### Pork Option:

+ \$2 Spinach Stuffed Pork Loin *with spinach, onions, sausage, mushrooms and a rosemary veloute*

### Beef Options:

Beef Medallions *with bordelaise sauce*

+ \$5 Filet of Sirloin *with choice of sauce: béarnaise, gorgonzola crème & bacon pieces, au poivre or peppercorn demi glaze*

### Seafood Options

Butter crumb Cod *breaded and baked with butter*

Garlic Shrimp Scampi *spaghetti tossed with shrimp, garlic oil, tomatoes and scallions*

+ \$3 Grilled Salmon *with choice of mango, pineapple salsa or fennel, scallion tomato butter*

### Vegetarian Options

Spinach and Mushroom Manicotti *served with creamy garlic alfredo sauce*

Eggplant Lasagna *layers of breaded eggplant, noodles, mozzarella and ricotta and topped with our homemade marinara*

White Vegetable Lasagna *grilled vegetables layered with pesto ricotta, fresh mozzarella and alfredo sauce*

+ \$3 Stuffed Portobello *with quinoa, tomatoes, onions, artichoke and parmesan*

+ \$1 Stuffed Shells *with vodka sauce*

### Vegan Options

Curried Tofu and Carrots *over white rice*

Vegan Shepherd's Pie *soy-based meatless crumbles, green beans, peas, carrots, celery, onion, and mushroom gravy, topped with mashed potatoes*

+ \$3 Marinated Mushroom *balsamic marinated mushroom filled with quinoa, cous cous, eggplant, artichoke, tomato and spinach*

## Selection of One Dessert

- Cookie & Brownie Assortment
- + \$1 Seasonal Fruit with honey-lime yogurt
- + \$2 Seasonal Cobbler
- + \$2 Assorted Cakes
- + \$2 Mini Italian Dessert Platters
- + \$3 NYS Cheesecake with choice of topping:  
*Strawberry compote, fresh berries, chocolate, strawberry or caramel sauce*
- Regular & Decaffeinated Coffee & Herbal Tea Station

*Additional Starter + \$3  
Additional Side + \$2  
Additional Entrée + \$6  
Additional Dessert + \$4*

\$49

ALL PRICES ARE LISTED PER PERSON AND SUBJECT TO STATE SALES TAX AND 20% SERVICE CHARGE.  
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# ELEGANCE WEDDING PACKAGE

## Cocktail Hour

Meat and Cheese Board *Imported & Domestic Cheeses, Cured Meats, Roasted Red Peppers and Assorted Olives*  
Dip Selection *Spinach and artichoke dip, bruschetta, olive tapenade and roasted red pepper hummus.*

*Served with fresh veggies, toasted crostini and pita chips.*

## Choice of plated salad for all guests

House Garden Salad *fresh greens with tomatoes, onions, cucumbers, black olives, pepperoncini and croutons*

*All house salads served with same dressing: Ranch, Blue Cheese, Italian or Balsamic Vinaigrette*

Classic Caesar Salad *fresh romaine, red onions, parmesan cheese, croutons and Caesar dressing*

Harvest Field Green Salad *dried cranberries, granny smith apples and candied walnuts in a maple vinaigrette*

Fresh Greens Salad *fresh greens with red onion, goat cheese, cucumber and sliced almonds and pomegranate vinaigrette*

*Artisan harvest rolls and butter served with salad course*

## Choice of two entrees served on platters at each table

*Add a third entrée for \$6 per person*

Chicken Your Way *choice of piccata, cacciatore, or marsala*

Margherita Chicken *with artichokes, roasted tomatoes, shitake mushrooms and rosemary wine sauce*

Almond-Encrusted Chicken *served with a bourbon honey sauce*

Beef Medallions *with bordelaise sauce*

Filet of Sirloin *with choice of sauce: béarnaise, gorgonzola crème & bacon pieces, au poivre or peppercorn demi glaze*

+\$3 Grilled Salmon *with choice of mango, pineapple salsa or fennel, scallion tomato butter*

Spinach Stuffed Pork Loin *with spinach, onions, sausage, mushrooms and a rosemary veloute*

Stuffed Shells *with vodka sauce*

## Choice of two sides served on platters at each table

*Add a third side for \$2 per person*

Shaved Brussel Sprouts *with bacon*

Herb Roasted Fingerling Potatoes *with olive oil, garlic, rosemary and thyme*

Shallot-Garlic Mashed Potatoes

Savory Rice Pilaf *prepared in chicken stock*

Signature Vegetable Medley *onions, zucchini, squash, red pepper, carrots, fennel and garlic oil*

Glazed Carrots *prepared in butter, sherry and tarragon*

Choose of One Pasta: Penne, Cavatappi, or Farfalle served with Marinara

*Choice of Sauce for additional \$2 per person: Gouda-Alfredo, Creamy Pesto, Creamy Vodka Sauce or Baked Ziti*

**\$61**

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# TIMELESS WEDDING PACKAGE

## Cocktail Hour

Meat and Cheese Board *Imported & Domestic Cheeses, Cured Meats, Roasted Red Peppers and Assorted Olives*

Dip Selection *Spinach and artichoke dip, bruschetta, olive tapenade and roasted red pepper hummus.*

*Served with fresh veggies, toasted crostini and pita chips.*

## Choice of plated salad for each guest

House Garden Salad *fresh greens with tomatoes, onions, cucumbers, black olives, pepperoncini and croutons*

*All house salads served with same dressing: Ranch, Blue Cheese, Italian or Balsamic Vinaigrette*

Classic Caesar Salad *fresh romaine, red onions, parmesan cheese, croutons and Caesar dressing*

Harvest Field Green Salad *dried cranberries, granny smith apples and candied walnuts in a maple vinaigrette*

Fresh Greens Salad *fresh greens with red onion, goat cheese, cucumber and sliced almonds and pomegranate vinaigrette*

*Artisan harvest rolls and butter served with salad course*

## Selection of three entrees

*\*\*Guests' entrée choices are due one month prior to the date of the event\*\**

Almond-Encrusted Chicken *served with a bourbon honey sauce*

Smoked Gouda & Spinach Stuffed Chicken *with fresh spinach, smoked gouda, garlic and cream cheese*

Margherita Chicken *with artichokes, roasted tomatoes, shitake mushrooms and rosemary wine sauce*

Roasted Tarragon Chicken *with potatoes, carrots, mushrooms, onions, and asparagus in tarragon veloute sauce*

Filet of Sirloin 6oz *with choice of sauce: béarnaise, gorgonzola crème & bacon pieces, au poivre or peppercorn demi glaze*

Butter Crumb Cod *breaded and baked with butter*

+\$2 Roulade of Sole *stuffed with lobster and served with a champagne sauce*

Spinach Stuffed Pork Loin *with spinach, onions, sausage, mushrooms with rosemary veloute*

+\$3 Grilled Salmon *with choice of mango, pineapple salsa or fennel, scallion tomato butter*

Eggplant Tower *breaded eggplant layered with mozzarella and ricotta and topped with our homemade marinara*

Spinach and Mushroom Manicotti *served with creamy garlic alfredo sauce*

+\$1 Stuffed Portobello *with quinoa, tomatoes, onions, artichoke and parmesan*

## Selection of two sides

Shallot-Garlic Mashed Potatoes

Red Potatoes *roasted with rosemary and olive oil*

Herb Roasted Fingerling Potatoes *with olive oil, garlic, rosemary and thyme*

Penne with Marinara or Creamy Pesto Sauce

Savory Rice Pilaf *prepared in chicken stock*

Glazed Carrots *prepared in butter, sherry and tarragon*

Asparagus Spears *grilled and lightly seasoned with salt, pepper and garlic*

Signature Vegetable Medley *onions, zucchini, squash, red pepper, carrots, fennel and garlic oil*

Roasted Root Vegetable *seasonal options, prepared with fennel and garlic oil*

Shaved Brussel Sprouts *with bacon*

\$65

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## S'More Bar

\$6/person

*Served alongside our fire pit, and overlooking the pond, the S'more bar is a perfect way to unwind after dinner. The S'More bar includes jumbo marshmallows, Hershey chocolate, graham crackers, skewers, plates and napkins, and use of the charcoal fire pit.*

## Fire Pit

\$200

*Includes our charcoal fire pit with seating area overlooking the pond*



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# GENERAL INFORMATION

## *Menus*

This is just a sampling of our current wedding packages and menus, serving as a guideline when planning your event. Please keep in mind that we can also develop custom menus and packages based on your tastes and budget.

## *Deposit and Payments*

A non-refundable deposit equal to the facility fee(s) is required when you book your event. Additional payments will be due six months and three months prior to your reception. These payments will be equal to 25% of the estimated charges. For events booked within six-months of the date an alternative payment schedule will be arranged. Once your food and beverage selections are made, your Catering and Sales Manager will provide you with a more detailed payment schedule. Final payment is due seven business days prior to your reception; payable only by certified/cashier's check or credit card. Personal checks are accepted for deposits only and a \$50 returned check fee will be charged on checks returned by your bank.

## *Cancellations*

All deposits are non-refundable. In the event of a cancellation, advance payments will only be returned if your date and time are able to be re-booked by another party of equal or greater value.

## *Planning Schedule*

Menu selection and planning can begin at any time, however the six months prior to your reception is recommended. Before this time, all package information and pricing is subject to change. All vendor arrangements should be finalized no later than two months prior to your event. Your Catering and Sales Manager will need a list of all your vendors complete with phone numbers and contact. Your banquet event order (BEO) detailing your final menu, beverage choices, linen selections, timeline, etc... is due thirty (30) days prior to your event. Your guaranteed count is due two weeks before the event at which time your Catering and Sales Manager will generate your final invoice and prepare your final BEO and layout for your signature. Should your actual count exceed your guaranteed count, you will receive an additional invoice at the conclusion of the event, with payment due immediately. A 5% surcharge will be applied to all invoices with an outstanding balance following the event date.

## *Event Timing*

All receptions are limited to five hours and must end by 11pm. An additional hour for clean-up and collection of your personal items is included in your facility fee. Vendors and those needing access for setup and/or decoration purposes will be granted access two-hours before your scheduled start time. Additional hours are subject to availability.

## *Decorations & Setup*

All decorations require prior approval. No decorations of any kind may be attached on the inside or outside of the building, specifically no staples, nails, tape or the like, without H&J Hospitality's written permission. Only floating and/or contained candles are permitted. No balloons unless securely attached to a rigid display. Confetti and confetti-like products are not permitted indoors or outdoors. Bubbles are not permitted indoors. Unless prior arrangements are made, ALL PERSONAL ITEMS/DECORATIONS MUST BE COLLECTED AT THE CONCLUSION OF THE EVENT. No motor vehicles are to be driven on the lawns or sidewalk. All vendors needing access to the rented area must make prior arrangements with H&J Hospitality, Inc. No pets shall be allowed in the park. All glass containers must be restricted to the pavilion and/or patio and deck areas. Setup and tear down of any event needs to be completed within the contracted time period. Setup and tear down are not permitted on days adjacent to the event unless approved by H&J Hospitality, Inc.

## *Outside Food or Beverage*

All food and beverage arrangements are subject to applicable sales tax and a 20% service-charge. No outside food or beverage is allowed to be brought in, with the exception of wedding cakes and/or desserts from a licensed bakery. Bakeries must supply H&J Hospitality with their current NYS Health Permits and a copy of their liability insurance policy. Food items leftover after all guests in attendance have been served and the service time agreed upon has been fulfilled will be taken away with us at clean-up. Because of health and safety regulations, and variables in maintaining safe temperatures and storage of food items, extra food cannot be packaged and taken off-premises. There will be no exceptions to this policy.

## *Liability*

H&J Hospitality, Inc. will not be held liable for any loss or damages to the customers' or their guests' property left on the premises prior to, during or following a function. The customer assumes full responsibility for the conduct of all persons in attendance of the event and for any damages incurred by H&J Hospitality or its employees as a result of misconduct and agrees to pay for all charges for repairs and/or replacement of damaged property. Guests found to be disruptive or abusive may be asked to leave. Damages and cleaning over and above normal circumstances are your responsibility and appropriate charges will be added.



# FACILITY RATES & MINIMUMS

## Facility /Room Charges

Each room of the Pavilion requires its own facility charge. Included in the facility charge is the following\*:

- Eight hours of room access (*to include vendor setup/ breakdown*)
- Standard linen rental expense (*specialty linens require additional time and five hours of reception time charges*)
- Use of tables and chairs
- Complimentary parking for your guests (*off site parking with shuttle available for groups over 120*)
- Room setup and breakdown
- China, Glassware and Flatware

*\*Facility fee for The Garden includes tents, generator, tables, chairs and porta johns (up to 150 guests. Please consult with your catering sales Manager regarding larger groups.)*

FACILITY RATES & MINIMUMS					
	Monday thru Thursday	Friday/Sunday	Saturday	Seated Dinner Capacity	Reception Capacity
<b>MAY-OCTOBER</b>					
Inside Dining Room	\$250	\$300	\$400	60	99
Patio/Deck/Inside Dining Room	\$350	\$500	\$900	132	200
Entire Property <i>Includes 30'x60' tent</i>	\$1500	\$2000	\$2400	150	400
Expanded Tented Lawn Area	<i>Request pricing</i>	<i>Request pricing</i>	<i>Request pricing</i>	400	600
The Garden ( <i>located across the street from the event center</i> )	\$2500* (up to 150 guests)	\$2500	\$2500	200	300
	Monday thru Thursday	Friday/Sunday	Saturday	Seated Dinner Capacity	Reception Capacity
<b>NOVEMBER-APRIL</b>					
Inside Dining Room	\$200	\$250	\$300	60	99
Patio/Deck/Inside Dining Room	\$350	\$700	\$800	132	200
Tented Lawn Area	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
The Garden ( <i>located across the street from the event center</i> )	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable

### ***Food and Beverage Minimums***

The following food and beverage minimums are required (*prior to sales tax and 20% service charge*) to reserve any of our spaces. Please consult with your Catering and Sales Manager for required minimums

<b><i>Entire Property (including tented lawn area)</i></b>		
	May - October	November – April
Saturdays	\$7,500	Unavailable
Friday or Sundays	\$6,000	Unavailable
Monday through Thursday	\$4,000	Unavailable

<b><i>Inside Dining Room/Patio/Deck</i></b>		
	May - October	November – April
Saturdays	\$6,000	Unavailable
Friday or Sundays	\$4,000	Unavailable
Monday through Thursday	\$2,000	Unavailable

<b><i>Inside Dining Room</i></b>		
	May - October	November – April
Saturdays	\$6,000	\$2,000
Friday or Sundays	\$4,000	\$1,500
Monday through Thursday	\$1,200	\$1,000

<b><i>The Garden</i></b>		
	May - October	November – April
Saturdays	\$3,500	Unavailable
Friday or Sundays	\$3,500	Unavailable
Monday through Thursday	\$3,500	Unavailable

### **Restrictions**

- No outdoor music after 10pm.
- Parking is limited to 65 spaces. Please consult your catering sales manager for overflow parking and shuttle service options.

### **On-Site Ceremony Fees** (*all prices subject to NYS Sales Tax*)

<b><i>Gazebo by pond</i></b>	
150 guests or less	\$550
151-250 guests	\$650
250+ guests	\$750

**PLEASE NOTE THAT SOME CEREMONY LOCATIONS ARE ONLY AVAILABLE AS WEATHER PERMITS. RAIN PLANS NEED TO BE DISCUSSED WITH YOUR SALES MANAGER IN ADVANCE. IF RAIN IS IN THE FORECAST THE MANAGER ON DUTY WILL MAKE THE DECISION AS TO THE SPECIFIC LOCATION FOR THE CEREMONY. THIS DECISION WILL BE MADE TWO HOURS PRIOR TO THE START OF THE CEREMONY.**