

Greetings

***Greetings!** And thank you for requesting information on our unique catering services at Trinity Terrace. We are confident that we can accommodate any kind of event you wish to host, whether a luncheon, meeting, gourmet dinner, reception, elegant wedding or casual party.*

No event is too small or too large for our beautiful facility. We have a variety of rooms available to you, and a large open-air patio and garden area. Our staff takes pride in providing the finest service possible, making sure your event is a success. Please feel free to call the catering department to help plan your event.

Reserving a Private Dining Room

Private Dining Rooms may be reserved by residents at no room fee charge by calling extension 2403 or extension 2489 from 9 a.m. to 6 p.m. weekdays. Reservations are requested seven days in advance of the function. Dining services may be as simple as coffee service, casual lunches, regularly scheduled meals, or complete catered events.

Hosting a Party

Catered parties may be arranged in one of our Private Dining Rooms, or in your apartment by calling extension 2403, or extension 2489 from 9 a.m. to 6 p.m. weekdays. Arrangements should be made at least seven days in advance of the function.

General Information & Catering Policy

A resident, employee, or a board member of P.R.S. Corporation must sponsor all public room usage. Rooms are assigned according to the anticipated guaranteed number of guests. If there are large fluctuations in the number of attendees, Trinity Terrace reserves the right to re-assign the room accordingly.

Resident groups desiring to eat one of their contractual meals in a private room will be assessed an additional fee for service in that private room.

As we are a private residence, all non-residents are restricted to the area reserved in advance. All guests must remain in these specified areas and will not have access to other resident facilities.

Regular Hours of Operation for the Catering Department extend from 7 a.m. to 9 p.m. If access to the facility is required earlier than 7 a.m., or a function will run longer than 9 p.m., arrangements must be made in advance with the catering department. An additional charge may be added for such requests.

No food of any kind may be brought into the facility for service at an event where the Catering Department is involved (with the exception of wedding cake). If a resident chooses to host a group who wishes to serve their own food, the Catering Department cannot be involved in any way with that event and there will be no room charge assessed. The Catering Department may supply tableware and linens if desired in this setting. A fee may be charged for this service.

Billing

A 15% gratuity will be added to all non-resident functions. Trinity Terrace will assume no responsibility for taking reservations or cancellations from individual guests.

A guaranteed number of attendees must be given to the Catering Department no later than 48 hours prior to the function, and may not be lowered once the guaranteed number has been confirmed. Billing will be based on the guaranteed number. Any additional guests will be an additional cost.

Trinity Terrace will prepare 10% over the guaranteed number of attendees. Failure to provide a guaranteed number will result in billing in full for estimated number at the time of confirmation. If the number of attendees exceeds the guaranteed number by more than 10%, other foods may be substituted for the event to accommodate the additional guests.

One bill will be presented to the responsible party at the conclusion of the event, and payment is due upon receipt of said bill. We do not accept credit cards for payment of bills. We do not take cash.

Alcoholic Beverages

When alcohol is served, we require proof of age identification for anyone of questionable age, and will refuse service to anyone who cannot provide such identification. We check identification for any guest who appears 30 years of age or younger. Trinity Terrace reserves the right to refuse service to anyone who, in our opinion, has reached the legal limit of alcohol consumption.

Proper Attire

Trinity Terrace has an in-house dress code. As a courtesy to our residents, we require that guests adhere to this code. Guests will not be allowed on the premises without proper attire. Tank tops, cut-offs, short shorts, and bare midriffs are not allowed. Shoes are required.

Catering Contract

All reservations and agreements are made upon and subject to the rules and regulations of the management and the following conditions:

- 1. The quotation herein is subject to proportionate increase to meet increased costs of foods, beverages, and other costs of operation existing at the time of performance of our undertaking by reason of increase in present commodity prices, labor costs, taxes or currency values. Patron expressly grants the right to the management to raise the prices herein quoted or to make reasonable substitutions on the menu and agrees to pay such increased prices and to accept such substitutions.*
- 2. In arranging for private functions, the attendance must be definitely specified two days in advance. This number will be considered a guarantee, not subject to reduction and charges will be made accordingly.*
- 3. All federal, state, and municipal taxes which may be imposed or be applicable to this agreement and to the services rendered by the management are in addition to the prices herein agreed upon and the patron agrees to pay them separately.*
- 4. Performance of this agreement is contingent upon the ability of the management to complete the same and is subject to labor troubles, disputes or strikes; accidents, government (federal, state, or municipal) requisitions, restrictions upon travel, transportation, foods, beverages, or supplies; and other causes whether enumerated herein or not, beyond control of management preventing, or interfering with performance.*
- 5. Payment shall be made in advance of the function unless credit has been established to the satisfaction of the management, in which event, a deposit shall be paid at the time of signing the contract and a substantial additional payment will be required forty-eight hours before the function. The balance of the account is due and payable at the conclusion of the function. A service charge of two percent per month is added to any unpaid balance over thirty days old.*

Balance is due at the conclusion of the function.

Deposit Received: _____ Date: _____

Signature

Date

Trinity Terrace Representative Signature

Date

Special Notes:



Room Charges

Private Dining Rooms may be reserved by residents at no room fee charge.

Longhorn Auditorium

Seats 120 depending on seating arrangement	
Meeting Only	\$75.00
Meeting with hors d'oeuvres or dessert	\$50.00
Meeting with lunch or dinner	
less than 50 people	\$25.00
more than 50 people	\$50.00
Minimum charge for dinner	\$11.00 per person
Wedding Ceremony	\$300.00

Chisholm Room

Seats 50 depending on seating arrangement	
Meeting Only	\$50.00
Meeting with hors d'oeuvres or dessert	\$35.00
Meeting with lunch or dinner	\$25.00
Minimum charge for dinner	\$11.00 per person

River Rooms

(West, Elm and Clear Fork)

Each room seats up to 20, depending
on seating arrangement.

Meeting Only	\$50.00
Meeting with hors d'oeuvres or dessert	\$35.00
Meeting with lunch or dinner	\$25.00
Minimum charge for dinner	\$11.00 per person

(Rooms may be combined for the same price)

Audiovisual Equipment

TV and VCR	\$10.00
Overhead Projector	\$35.00
Slide Projector	\$35.00
Lapel Microphone	\$40.00
Cordless Microphone	\$25.00

Additional Information

Trinity Terrace is a non-smoking facility (includes cigarettes, pipes and cigars). The only place guests may smoke is in their own personal vehicle.

Trinity Terrace assumes no responsibility for personal property or equipment brought onto the premises.

It is the responsibility of the person confirming the function to make sure that any decorations, props, and/or equipment is removed from the premises at the conclusion of the function.

Trinity Terrace does not allow any nails, tape, glue or any other item to be used in decorating walls or ceilings for a function.

I have read the above banquet policies and accept them as written:

Printed Name

Signature

Date

Trinity Terrace Representative Signature

Date



Meals

Continental Breakfast

Selection of freshly chilled juices. Assorted fruit muffins and Danish pastries. Fresh seasonal fruit with poppy seed dressing. Freshly brewed coffee, decaffeinated coffee, and orange-pekoe tea.

\$5.95

Plated Breakfast Service

Colonial Breakfast

Freshly chilled orange juice. Fresh sliced melon. Scrambled eggs. Crisp bacon. Biscuits with butter and preserves. Freshly brewed coffee, decaffeinated coffee, and orange-pekoe tea.

\$6.95

Farmer's Breakfast

Freshly chilled orange juice. Fresh sliced melon. Scrambled eggs with diced ham, peppers, onions, and cheddar cheese. Crisp bacon. Cheese grits. Biscuits and fruit muffins. Butter and preserves. Freshly brewed coffee, decaffeinated coffee, and orange-pekoe tea.

\$7.95

Beverages and Breaks

Coffee, Decaffeinated Coffee, Orange-Pekoe Tea - \$1.00 per person

Cranberry Juice, Orange Juice - \$1.00 per person

Punch, Sugar-free Punch - \$1.00 per person

Lemonade - \$1.00 per person

Assorted Cookies and Brownies - \$.50 each

Hospitality Fruit Tray \$35.00

Hospitality Cheese Tray \$35.00



Breakfast Buffets

Breakfast Buffets

25 person minimum

Daybreaker

Selection of juices on ice. An array of seasonal fruit and berries with poppy seed dressing. Scrambled eggs. Bacon and country sausage. Breakfast potatoes. Assorted muffins and Danish pastries. Freshly brewed coffee, decaffeinated coffee, and tea.

\$8.95

Morning Glory

Selection of juices on ice. An array of seasonal fruit and berries with poppy seed dressing. Scrambled eggs. Crisp bacon, country sausage, and grilled pit ham. Belgian waffles with hot maple syrup. Breakfast potatoes. Assorted muffins and Danish pastries. Freshly brewed coffee, decaffeinated coffee, and tea.

\$10.95

Town and Country

Selection of juices on ice. An array of seasonal fruit and berries with poppy seed dressing. Scrambled eggs with diced tomatoes and herbs. Chef-attended made to order omelette station. Cheese grits. Hot biscuits with country gravy. Assorted muffins and Danish pastries. Freshly brewed coffee, decaffeinated coffee, and tea.

\$12.95

Lunch

Sandwiches

Served with potato salad and fresh, seasonal fruit.

Grilled Hamburger

Tomatoes, lettuce, red onion, and pickle. Served with seasoned fries and fresh fruit.

\$6.95

Roast Turkey

Crisp bacon, lettuce, tomatoes, and mayonnaise. Served on white, whole wheat, or rye bread.

\$7.50

Reuben

Choice of turkey or corned beef. Topped with sauerkraut and melted Swiss cheese on light caraway rye.

\$7.50

Warm Sliced Breast of Chicken

With Monterey Jack cheese, lettuce, tomatoes and mayonnaise served on a croissant.

\$7.95

Salads

Served with warm rolls and butter, house dessert, and freshly brewed coffee, decaffeinated coffee, and tea.

Tropical Fruit

An array of fresh tropical fruit and berries with yogurt and crunchy granola.

\$8.95

California Salad

Bibb lettuce, endive, watercress, avocado, bacon, tomatoes, bleu cheese crumbles, walnuts, and raspberry vinaigrette.

\$9.50

Grilled Chicken Caesar

Crisp romaine lettuce tossed with classic Caesar dressing, parmesan croutons, and strips of grilled chicken.

\$9.95

Trio Salad

A trio of tuna salad, chicken salad, and egg salad, garnished with fresh, seasonal fruit.

\$9.95



Plated Luncheon Selections

Served with choice of house salad or soup du jour, vegetables and starch, rolls with butter, house dessert, freshly brewed coffee, decaffeinated coffee, and tea.

Chicken Crepes

Served with champagne mushroom sauce.

\$12.95

Quiche Lorraine or Spinach Quiche

\$10.95

Cranberry-Crusted Chicken Breast

Served with fresh orange and basil beurre blanc.

\$12.95

Poached Paupiette of Chicken

Stuffed with julienne vegetables and white wine sauce.

\$13.95

Broiled Salmon

Served with citrus butter.

\$14.95

Scampi-Style Gulf Shrimp

Over penne pasta in a light chardonnay cream sauce.

\$13.95

Pork Tenderloin Medallions

With sautéed apples and apple brandy reduction.

\$14.95

Petite Tenderloin of Beef

With tumbleweed onions and bordelaise sauce.

\$14.95

House Dessert Selections

Double Chocolate Cake - Served with raspberry sauce.

New York Style Cheesecake - with strawberries and strawberry sauce.

House-made Apple Pie

House-made Pecan Pie - Served with Bailey's Irish Cream.

A La Mode - add \$1.00

Chocolate Mousse



Party Trays and Appetizers

Vegetable Crudites

An assortment of fresh and pickled vegetables served with red pepper ranch dressing.

\$2.00 per person

Fresh Fruit

An assortment of fresh, seasonal fruits and berries served with poppy seed dressing.

\$2.50 per person

Cheese Board

An assortment of imported and domestic cheeses served with water crackers.

\$3.00 per person

House-made chips and salsa

\$1.00 per person

Special Event Cakes

A variety of flavors and icings

Inscriptions

Free of charge

Edible images

\$20.00

<i>Servings</i>	<i>Price</i>
<i>24</i>	<i>\$49.50</i>
<i>32</i>	<i>\$67.50</i>
<i>48</i>	<i>\$99.00</i>
<i>72</i>	<i>\$149.50</i>
<i>96</i>	<i>\$199.00</i>

Plated Dinner Selections

Served with choice of house salad or soup du jour, vegetables and starch, rolls with butter, chef's selections of accompaniments, house dessert, freshly brewed coffee, decaffeinated coffee, and tea.

Pecan-Crusted Breast of Chicken

Served with a beurre blanc sauce.

\$13.95

Boneless Breast of Chicken

Suffed with spinach, feta cheese, and mushrooms, in a port wine sauce.

\$13.95

Broiled Filet of Salmon

Served with fried capers and a citrus sauce.

\$15.95

Broiled Filet of West Coast Snapper

With a orange-horseradish crust.

\$15.95

Medallions of Pork Tenderloin

Served with mango chutney.

\$15.95

Tenderloin of Beef

With bordelaise sauce.

\$18.95

Petite Tenderloin of Beef

With bordelaise sauce.

\$16.95

Prime Rib Au Jus

With Yorkshire pudding.

\$19.95

House Dessert Selections

Double Chocolate Cake - Served with raspberry sauce.

New York Style Cheesecake - with strawberries and strawberry sauce.

House-made Apple Pie

House-made Pecan Pie - Served with Bailey's Irish Cream.

A La Mode - add \$1.00

Chocolate Mousse



Hors d'oeuvres

Hot

Chicken strips and asparagus tips wrapped in poppy seed puff pastry

Vegetarian spring rolls with wasabi mustard sauce

Beef or chicken brochette's with teriyaki sauce

Smoked chicken, seafood, or vegetable quesadillas

Louisiana-style crab cakes with creole mustard sauce

Crab-stuffed mushroom caps

Mini-quiche lorraine

Swedish meatballs with sour cream and brown sauce

New potato cups with bacon, cheese, sour cream, and chives

Sesame-fried chicken tenders with honey mustard sauce

\$1.00 Each

Cold

Melted brie on sourdough crisp

Smoked salmon with dill on rye triangles

Fresh asparagus wrapped with black forest ham

Baby yellow sunburst squash with herb goat cheese

Crabmeat salad on cucumber rounds

Artichoke bottoms stuffed with parmesan chicken

Smoked Salmon and cream cheese pinwheels

Smoked turkey mousse en bouchee

\$1.00 Each