



## PRIVATE DINING MENUS

### GENERAL INFORMATION DINNER DEPOSIT FORM

Attached you will find a selection of dinner menus available for the private parties in the dining room of The Crossing at Casey Jones. These Private Dining Dinner menus may be used for functions held in the Rail Room or on the Outdoor Patio, subject to the food minimums for those spaces. No drinks are included in the price of the menus. Upon selection of a menu, please notify the banquet office to select a date and time for your function. At that time, a contract will be prepared for your signature outlining the pre-order date. The pre-order date usually falls three days prior to the date of your function. We require a \$250.00 non-refundable, non-transferable booking deposit, which reserves the room in your name. This non-refundable, non-transferable deposit will be deducted from your bill at the close of your function. Your party will be subject to a gratuity minimum of \$100.00 for evening functions. Further, functions with a start time scheduled during a time other than our normal dining room hours of operation will incur an additional service fee of \$60.00 \*\*, in addition to labor minimums required by your menu selection. A MINIMUM GUARANTEED GUEST COUNT OF 20 IS REQUIRED FOR BOTH LUNCH AND DINNER FUNCTIONS HELD IN THE PRIVATE DINING ROOM. A FOOD MINIMUM OF \$525.00 IS REQUIRED FOR ALL HORS D'OEUVRES ONLY OR ALTERNATIVE TIME FUNCTIONS HELD IN THE PRIVATE DINING ROOM. AFTERNOON TEA, LUNCH, DINNER, OR HORS D'OEUVRES FUNCTIONS HELD IN THE RAILROOM OR ON THE OUTDOOR PATIO ARE SUBJECT TO SEPARATE FOOD MINIMUMS, AS STATED ON THE PATIO/RAIL ROOM INFORMATION FORM.

For your convenience, we offer two types of beverage service -- Standard or Deluxe. These services may be added to any menu for a fee and will apply to all guests in attendance. Standard beverage service is \$3.00 per person and consists of unlimited quantities of coffee, hot tea, and/or iced tea throughout the duration of food service for your function. Deluxe beverage service is \$4.00 per person and consists of all items as described in the standard package with the addition of unlimited quantities of sodas, juices and milk. Bottled or sparkling waters are not included.

BEVERAGE SERVICE IS NOT AVAILABLE FOR HORS D'OEUVRES OR OPEN HOUSE RECEPTIONS. GUESTS NOT PURCHASING A BEVERAGE SERVICE WILL BE CHARGED THE LISTED PER DRINK CHARGE. NO FREE REFILLS ARE PROVIDED.

Hors d' oeuvres may be ordered for on premise functions during a cocktail hour or in addition to your selected menu service. Please discuss your choices with the banquet manager.

Our homemade special occasion and wedding cakes are available for any function with a 48-hour notice.

**THE PRIVATE DINING ROOM ROOM IS AVAILABLE FOR  
GUARANTEED PARTIES OF 20 OR MORE.**

**FUNCTIONS HELD IN THE RAIL ROOM OR ON THE OUTDOOR PATIO ARE  
SUBJECT TO FOOD PURCHASE MINIMUM**

**THE CROSSING AT CASEY JONES  
DINNER BANQUET DEPOSIT AUTHORIZATION**

I, \_\_\_\_\_, have enclosed the non-refundable & non-transferable deposit of \$250.00 FOR MY FUNCTION BEGINNING AT/AFTER 5:00PM and ending by 10:00pm to be held at The Crossing at Casey Jones in the:

PRIVATE DINING ROOM                      RAILROOM                      OUTDOOR PATIO  
(CIRCLE ONE ABOVE)

on \_\_\_\_\_, 200\_\_ at \_\_\_\_\_ PM AM.

Signature: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

I understand that this deposit is non-refundable and non-transferable to another date in the event of cancellation. No postponements are accepted. Your deposit will be credited back to you on your final bill at the time of your function. A MINIMUM GUARANTEE OF 20 GUESTS OR FOOD MINIMUMS ARE REQUIRED DEPENDING ON THE LOCATION OF THE EVENT. YOUR ENTIRE BILL WILL BE SUBJECT TO SALES TAX AND A CUSTOMARY 18% GRATUITY. IN ADDITION, YOUR FUNCTION WILL BE SUBJECT TO A GRATUITY MINIMUM OF \$100.00. BEVERAGES ARE NOT INCLUDED IN THE BANQUET MENU PRICING. NO CANCELLATIONS ARE ALLOWED, UNLESS DUE TO INCLEMENT WEATHER. WE HAVE A STRICT INCLEMENT WEATHER POLICY IN PLACE. PLEASE REQUEST A COPY. NO FOOD OR BEVERAGES MAY BE BROUGHT ONTO THE PREMISES. SUBMISSION OF YOUR DEPOSIT INDICATES YOUR ACCEPTANCE OF THE BOOKING TERMS OF THIS AUTHORIZATION.

CASH: \_\_\_\_\_ CHECK: # \_\_\_\_\_

\*\*\*\*\*

For your convenience, you may elect to pay your non-refundable deposit with a credit card. Please fill out the information requested below, along with your authorizing signature. We will process your credit card for the deposit upon our receipt. We will fax or mail a copy of the receipt. As always, please contact us to confirm our receipt of any fax.

Thank You!

\_\_\_\_\_ Date: \_\_\_\_\_  
Cardholder Name (please print)

\_\_\_\_\_ Card Type

\_\_\_\_\_ Authorizing Signature

Please check one:

Please fax a receipt: \_\_\_\_\_ Fax Number for receipt: \_\_\_\_\_

Please mail a receipt: \_\_\_\_\_ Mailing address for receipt: \_\_\_\_\_

\_\_\_\_\_

# THE CROSSING AT CASEY JONES

## ADDITIONAL SERVICES

ALL COSTS ARE SUBJECT TO SALES TAX AND GRATUITY.



Please initial next to additional services. These items will be incorporated into your contract. If an initialed item does not appear in your contract, it is not part of our agreement. Please review your contract carefully.

<u>Initial</u>	<u>Description of Service</u>	<u>Price per person</u>										
_____	Champagne Toast <i>For the entire party. Underage or non-alcoholic drinkers will be served Sparkling Apple Cider.</i>	\$ 5.25										
_____	Kir Royale Toast Sparkling wine with crème de cassis <i>For the entire party. Underage or non-alcoholic drinkers will be served Sparkling Apple Cider garnished with a fresh strawberry.</i>	\$ 5.95										
_____	Butler Service for selected hors d'oeuvres  For hors d'oeuvres ordered by the dozen.  All hors d'oeuvres will otherwise be displayed on platters, served buffet-style. <i>Butler service is not available for items from the "Chef's Platters" Menu.</i>	\$ 60.00 per additional server <i>One server for each 25 guests</i>										
_____	Cake in lieu of the included dessert as noted on your pre-selected menu. If you make this selection, you will be served a cake of a size appropriate to your final guest count. Please select a flavor for both the cake and the frosting (Not available for Afternoon Tea):  <table><thead><tr><th><i>Cake</i></th><th><i>Frosting</i></th></tr></thead><tbody><tr><td>_____ Chocolate</td><td>_____ Vanilla buttercream</td></tr><tr><td>_____ Vanilla</td><td>_____ Chocolate buttercream</td></tr><tr><td></td><td>_____ Hazelnut buttercream</td></tr><tr><td></td><td>_____ Mocha buttercream</td></tr></tbody></table>	<i>Cake</i>	<i>Frosting</i>	_____ Chocolate	_____ Vanilla buttercream	_____ Vanilla	_____ Chocolate buttercream		_____ Hazelnut buttercream		_____ Mocha buttercream	Complimentary
<i>Cake</i>	<i>Frosting</i>											
_____ Chocolate	_____ Vanilla buttercream											
_____ Vanilla	_____ Chocolate buttercream											
	_____ Hazelnut buttercream											
	_____ Mocha buttercream											

Please note any special message here: please print.

---

\*\*Please note: Not all private dining menus offer an included dessert. Read the menus carefully.

# THE CROSSING AT CASEY JONES

## ADDITIONAL SERVICES

ALL COSTS ARE SUBJECT TO SALES TAX AND GRATUITY.

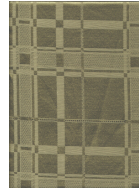
\_\_\_\_\_

Decorative Tablecloths for Guest Tables  
Please select one color. If you choose not to select a decorative tablecloth, our standard beige will be used. All napkins are white.

Complimentary

\_\_\_\_\_

Sage damask



\_\_\_\_\_

Merlot damask



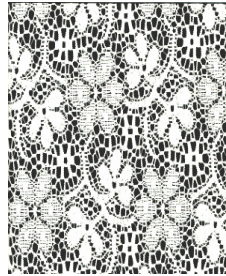
\_\_\_\_\_

Gold



\_\_\_\_\_

Cream lace overlay




# THE CROSSING AT CASEY JONES

## ADDITIONAL SERVICES

ALL COSTS ARE SUBJECT TO SALES TAX AND GRATUITY.

\_\_\_\_\_ Decorative Skirting Complimentary:  
***When used in conjunction with hors d'oeuvres or cake.***

**\$10.00 per skirting** when requested for additional tables,

- |       |                 |  |       |             |
|-------|-----------------|--|-------|-------------|
| _____ | Holiday         |  | _____ | White       |
| _____ | Merlot damask   |  | _____ | Sage damask |
| _____ | Kensington Gold |  | _____ |             |
| _____ | Tropical        |  |       |             |

*\*\*If none is selected for tables included in your menu, the banquet manager will select on your behalf.*

\_\_\_\_\_ Audio/Visual Screen \$20.00 per use  
*Set-up in the private dining room with small projection table included.*  
***Audio/Visual projection equipment and extension cords not included.***

\_\_\_\_\_ Imprinted menus for the meal Complimentary

Please **print** the requested heading below:

---

---

\_\_\_\_\_ Early guest arrival/Late Guest Departure \$60.00 per instance

Should you wish to begin your party at anytime up to Two (2) hours prior to the opening hours for the dining room, an additional fee is required. Should your function not be completed by closing hours, management will impose this fee at the close of the function (M-Th: 10:00pm; Fri/Sat.: 10:30pm) Any fraction of time constituting a late departure will be charged the full \$60.00 per hour--no partial hours)

# THE CROSSING AT CASEY JONES

## ADDITIONAL SERVICES

ALL COSTS ARE SUBJECT TO SALES TAX AND GRATUITY.

---

### Course by Course Wine Pairing

Cost varies.

Please request this service to receive wine recommendations for each course. The actual cost of the wines, based on your prior approval, will be noted in your contract. A wine menu complete with notes for each selected wine along with room for guest's tasting notes will be set at each place setting.

---

### Berries & Bubbles

\$ 18.00 per person

Perfect for a girl's night out or special occasion celebration. Retire to the Rail Room and your guests will enjoy two glasses of the world's finest bubbles complemented by a Warm Chocolate fondue of seasonal fruit & homemade pastries. This can be ordered as the menu for a private function in the Rail Room in conjunction with the Rail Room Reception Fee