

## Event Policies \& GUidelines

To ensure the success of your event, we have listed our policies
below. If you have any questions, please contact
the Administrative Office at (207) 626-2405.
It is our sincerest wish that your event here will be a pleasant one.

## MENU SELECTIONS

Meal selection, estimated attendance and room setup requirements must be provided ten (10) days prior to the event. Final meal guarantees are due five (5) business days prior to the start of the event. Any meals that are added to the final guarantee less than five (5) days prior to the start of the event are subject to a $\$ 3.00$ per person additional meal charge. Changes to the final meal counts are not permitted on the event date. Prices do not include 8\% Maine State Meals Tax (if applicable) and 20\% service charge. Invoicing will be based on the final meal guarantee or the actual number of meals served, whichever is greater.

## SPECIAL DIETS

The Augusta Civic Center works with our clients to prepare meals for guests with special dietary considerations. While we can usually accommodate and modify existing meal selections, our kitchen does not have separate preparation spaces or utensils for highly sensitive diets, such as gluten free, Kosher, and Halal. Please ask your Event Coordinator for more information. See pages 6-7 for vegan, vegetarian, and gluten-free entrée options. Additional charge of $\$ 2$ per plate applies.

## ALCOHOL SERVICES

The Augusta Civic Center abides by all State of Maine Liquor Laws and City ordinances. Bartenders use tip dishes on all bars, unless otherwise specified by client. If the sales from a bar are less than $\$ 375.00$ (excluding tax and service charge), the client is responsible for the difference. Open bars and pre-set bottles are subject to a $20 \%$ service charge. Invoicing for an open bar is calculated on the total amount of beverages consumed plus applicable tax and $20 \%$ service charge. The Augusta Civic Center reserves the right to close any bar due to lack of business or excessive drinking. For everyone's safety and security, the Augusta Civic Center reserves the right to refuse service to any patron it deems necessary. Unconsumed alcoholic beverages may not leave the facility.

## FOOD AND BEVERAGE EXCLUSIVITY

The Augusta Civic Center takes great pride in serving the finest food and beverages. No food or beverage will be permitted into the facility with the exception of specialty cakes with advanced notice and permission. Fees apply for cake cutting and plating service. Due to health and safety standards, no food or beverage is allowed to leave the facility, even if the event's attendance does not reach the guaranteed number.

## EVENT CANCELLATION

The client must notify the Administrative Office of the Augusta Civic Center of any meal cancellations at least ten (10) business days prior to a scheduled event to avoid being charged for previously arranged meals and meal services. In the event of inclement weather, client must give a forty-eight (48) hour notice for cancellation to avoid charges for previously arranged meals and meal services. Please refer to your rental agreement for other cancellation information.

## SECURITY COVERAGE

The Augusta Civic Center requires staff security to be present at all events scheduled after 5:00 p.m., Monday through Friday, or all weekend or holiday hours, as well as any event that includes alcoholic beverages. This is a fee-based service that will be invoiced to the client.

## PAYMENT

A deposit may be required to confirm your booking. Invoices will be prepared at the completion of the event according to the specifics of the signed rental agreement. Payments are due thirty (30) days from the final invoice date, unless otherwise specified on the rental agreement. Please see your rental agreement for payment details. Accepted forms of payment are cash, check, bank check, or money order. Credit cards are not accepted for deposits or payments at this time.

## BREAKFAST \& BRUNCH


#### Abstract

BAGEL BAR $\$ 5.95 \mathrm{pp}$ A variety of fresh bagels accompanied by various spreads, including butter, peanut butter, cream cheese, and variety of jams/jellies, and coffee and tea service.


## Hot Oatmeal Bar \$7.95 pp

Fresh, hot oatmeal served with a variety of toppings, including dried fruit, brown sugar, blueberries, strawberries, honey, nuts, small cartons of milk, and coffee and tea service.

## The Lite Side

 $\$ 9.50 \mathrm{pp}$Sliced fresh fruit, assorted yogurts, coffee and tea service, and assorted bottled juices.

## The Continental

 \$10.95 ppA classic assortment of breakfast pastries (danish, muffins, coffee cake, cinnamon buns, scones, donuts, breakfast breads, or strudels), sliced fresh fruit, coffee and tea, and assorted bottled juices.

## The Eye Opener

 \$14.95 ppScrambled eggs, home fries, your choice of bacon or sausage, breakfast pastries, coffee and tea service, assorted bottled juices, and sliced fresh fruit.

## Power Meeting

\$16.95 pp
Hearty breakfast of scrambled eggs, home fries, bacon and sausage, your choice of pancakes or waffles, sliced fresh fruit, coffee and tea service, and assorted bottled juices.
*Does not include coffee refreshes

## Don't miss our À La Carte Options and Meal Enhancers on Page 9

## Hors d'OEUVRES

## HOT APPETIZERS

Potato Kegs $\$ 90$ per 50A combination of hash brown potatoes stuffed with bitsof bacon, sour cream, and melted cheddar cheese.
Buffalo Chicken Rangoon ..... $\$ 105$ per 50A twist on the classic crab rangoon - Buffalo sauce,shredded chicken, and cream cheese, fried to goldenperfection in a delicate wonton. $\mathbf{\theta}$
Soft Pretzel Bites with Beer Cheese $\$ 120$ per 50Soft and salty bite-sized pretzels paired with a warmbeer cheese dip.
Breaded Chicken Wings\$125 per 50Served with a variety of dipping sauces.
Spanakopita$\$ 140$ per 50A classic combination of spinach, zesty feta cheese,herbs, and spices.
Spinach or Buffalo Dip with Pita Bread ..... $\$ 150$ per 50Your choice of our warm, creamy spinach and artichokedip or our mild cheesy buffalo dip, served with seasonedpita bread triangles.
Mini Quiche Variety ..... $\$ 160$ per 50
An assortment of bite-sized, egg-based pies. 6
Candied Bacon\$175 per 50Skewered bacon seasoned for the perfect sweet andsalty combination.
COLD APPETIZERS
Deviled Eggs ..... $\$ 150$ per 100Classic deviled eggs topped with paprika.Bunless Cheeseburger Bites$\$ 185$ per 50
Beef meatballs, skewered with tomato, pickle, lettuce,bacon, and cheddar cheese. ©
Finger Rolls \$235 per 50Pick two fillings: chicken salad, ham salad, egg salad, ora mini ham or veggie italian.
Reuben Tortilla Pinwheels \$75 per 75Corned beef, sauerkraut, Swiss cheese, and Rus-sian dressing, rolled in a wheat tortilla and cutinto pinwheels.Shrimp Salad Shooter\$170 per 50Cucumber and shrimp, mixed with lemon and herbs.
BLT Bites$\$ 125$ per 50Bite-sized bacon, lettuce and tomato sandwiches. $\boldsymbol{\theta}$
Shrimp Cocktail
$\qquad$A classic pairing of chilled shrimp and cocktail sauce.
Mac and Cheese Bites ..... $\$ 185$ per 50Panko-breaded bites of creamy macaroni and cheese.Beef Wellington\$215 per 50
Juicy chunks of beef, combined with red wine reductionand mushroom gravy, baked in a puff pastry.
Seasoned Meatballs \$225 per 150 gravy sauce).
Crab Cakes ..... \$250 per 50A delightful blend of crabmeat, bread crumbs, and spicesshaped into quarter-sized cakes.
Bacon Wrapped Scallops

$\qquad$
Market price per 100 Scallops wrapped in bacon and accented with a bit of parmesan cheese.
Flatbreads $\$ 3.50$ per personPick two toppings: BBQ Chicken with cheddar cheeseand red onion; Margherita; or, Steak and Cheese withgreen peppers.
Mashed or Baked Potato Bar \$5.95 per personYour choice of baked potato or mashed potato, with avariety of toppings, such as shredded cheddar cheese,scallions, bacon bits, brown gravy, sour cream, choppedbroccoli, and butter.
TRAYS AND BOARDS
Fruit Tray Or Veggie Tray
A delicious display of fresh seasonal fruit or vegetables.
XS (serves 25): \$60 | SM (serves 50): \$115MD (serves 75): \$170 | LG (serves 100): \$225
Cheese and Cracker Tray

An attractive arrangement of sliced cheeses and premium crackers. XS (serves 25): \$75 | SM (serves 50): \$130 MD (serves 75): \$185 | LG (serves 100): \$240

## CHARCUTERIE BOARDS

An impressive and diverse offering of cheeses, meats, crackers, pickles, olives, nuts, fruits and vegetables. SM (serves 50): \$225 | LG (serves 100): \$450

## The Lighter Side

KEY: V: Vegan | Veg: Vegetarian, not Vegan | GF: Gluten Free | DF: Dairy Free | NF: Nut Free

## SOUPS, SALADS, AND SANDWICHES <br> 2 options: $\$ 14.95 \mathrm{pp} \mid 3$ options: $\$ 19.95 \mathrm{pp}$

Select your perfect combination from our Soup, Salad or Sandwich options. Choose up to three pre-made sandwich options on the bread of your choice. Pair it with either a Garden Salad or a Caesar Salad (select 1), or Soup, Served with a deluxe pickle tray, individual bags of chips, assorted bottled beverages, and coffee and tea service.
$\star$ Pre-Made Sandwich Options: (choose up to three) Ham \& Swiss, Turkey \& Provolone, Roast Beef \& Cheddar, Tuna Salad, Chicken Salad, or Egg Salad, served on white bread, wheat bread, or a wrap. Gluten-free bread or wraps available.
$\star$ Soup Selections: Broccoli Cheddar (Veg, GF); Tomato Vegetable (V, Veg, GF, DF); Chicken Noodle (DF); Beef Stew (GF, DF); Chicken and Rice (GF, DF); Three Bean Chili (V, Veg, GF, DF); Tomato Basil (V, Veg, GF, DF); Chicken Tortilla Soup (GF,DF); Beef and Barley; or Meat Chili. Upgrade to Haddock Chowder or Seafood Chowder for an additional $\$ 2$ per person.

* Premium Sandwiches/Wraps and Salads: Additional costs for premium options apply. See page 10 for descriptions. Chicken Caesar Wrap; Three Meat Italian; BLAT; Rosemary Focaccia Caprese; Roast Beef Royale; and Chef Salad; Strawberry Spinach Salad; and Chicken Caesar Salad.


## Deluxe Salad Bar

\$15.95 pp
The Deluxe Salad Bar includes fresh crisp lettuce, grape tomatoes, sliced cucumber, red onion rings, shredded carrot, sliced pickled beet, black olives, shredded cheese, bacon bits, hard boiled eggs, and your choice of two proteins: tofu, diced chicken, diced ham, or diced turkey. Served with large cookies, assorted dressings, coffee and tea service, and assorted bottled beverages.

Pizza Buffet<br>$\$ 15.95 \mathrm{pp}$<br>There's no business like dough business! Create your favorite hand-tossed pizza (up to 2 toppings per pizza; priced as 2 slices per person), accompanied with a tossed or Caesar salad, individual bags of chips, freshly baked assorted cookies, and assorted bottled beverages. Gluten-free crust is available upon request for an added $\$ 1.95$ per person; additional toppings are $\$ 1.50$ per topping per pizza.<br>$\star$ Proteins: Pepperoni, Hamburg, Ham, Grilled Chicken, Bacon, Meatball, or Sweet or Hot Italian Sausage<br>$\star$ Fruits \& Veggies: Mushroom, Red Onion, Garlic, Tomato, Black Olive, Greek Olive, Jalapeno, Spinach, Green or Red Bell Pepper, Artichoke, Broccoli, Zucchini, or Pineapple<br>^ Cheeses: Mozzarella, Asiago, Parmigiano-Reggiano, Feta, or Provolone<br>^ Herbs: Basil, Oregano, or Crushed Red Pepper<br>^ SAUCES: Marinara, Pesto, Alfredo, or Garlic/Olive Oil (white pizza)

## Cold Deli Buffet

 $\$ 16.95 \mathrm{pp}$Our "Build Your Own" sandwich buffet is always a people-pleaser! Choose up to three proteins (Roast Beef, Ham, Turkey, Tuna Salad, Chicken Salad, Ham Salad or Egg Salad) and two sides (Potato Salad, Pasta Salad, Garden Salad, Caesar Salad, or Coleslaw). Served with assorted breads and cheeses, a deluxe pickle tray, a tray of garnishes (lettuce, tomato and onion), assorted condiments, individual bags of chips, large cookies, assorted bottled beverages, and coffee and tea service.

## Boxed LuNCH

A convenient, portable choice! A choice of sandwiches or salads (Ham \& Swiss, Turkey \& Provolone, Roast Beef \& Cheddar, Tuna Salad, Chicken Salad, or Egg Salad on fresh white or wheat bread; or a Veggie Wrap on a whole wheat wrap, or a traditional Garden Salad or Chicken Caesar Salad), served with plain chips, seasonal whole fruit, a large chocolate chunk cookie, and assorted bottled beverages. Upgrade to our Premium Boxed Lunches, details on page 10.

## Build-Your-Own Street Taco Bar

Two proteins: $\$ 14.95 \mathrm{pp}$ | Three proteins: $\mathbf{\$ 1 8 . 9 5 ~ p p}$
Your choice of proteins (beef, chicken, pork, or tofu) is served in hard and soft shells with shredded cheese, avocado, sour cream, salsa, shredded romaine lettuce, diced tomato, diced onion, and jalapenos. Served with fiesta rice, refried beans, roasted corn, chili, churros, and assorted bottled beverages. Upgrade to handmade taco bowls for $\$ 1.25 \mathrm{pp}$.

## Plated Meal Service

Your selection of a maximum of three Plated Meal Service entrées include coffee and tea service, choice of either tossed or Caesar salad, one starch, one vegetable, and dinner rolls with butter. Choose two salad dressings: Ranch, Caesar, French, Italian, Raspberry Vinaigrette, or Balsamic Vinaigrette. Additional charge for other beverages and desserts.

## BEEF AND PORK

Baked Virginia Ham: A traditional glaze of honey with a touch of clove ..... \$17.95 pp
Apricot Glazed Pork: Seasoned with garlic and rosemary and roasted in apricot glaze ..... \$17.95 pp
BBQ Rubbed Pork: Rubbed with 14 secret spices and slow-cooked ..... \$18.95 pp
Smothered Beef Tips: Beef tips smothered in brown gravy ..... \$23.95 pp
Beef Burgundy: Braised beef cuts simmered in a seasoned red wine sauce ..... \$24.95 pp

## POULTRY

Baked Stuffed Chicken: Lightly seasoned chicken breast stuffed with a cornbread stuffing ..... \$17.95 pp
Chicken Bruschetta ..... \$17.95 pp
Seasoned chicken topped with mozzarella, marinated diced tomatoes, and a balsamic glaze
Chicken Cacciatore: Tender cuts of chicken and fresh veggies, slow-cooked in a marinara sauce ..... \$17.95 pp
Teriyaki Chicken ..... \$16.95 ppSeasoned chicken breast with traditional teriyaki glaze and topped with sesame seeds and green onion
Roasted Turkey: Roasted to golden brown and sliced just before service ..... \$17.95 pp
Chicken Parmesan: Baked in a marinara sauce and served with melted mozzarella cheese ..... \$18.25 pp
Cranberry Brie Chicken: Seasoned chicken breast with a cranberry stuffing and dollop of brie ..... \$18.95 pp
PASTA AND SEAFOOD
Stuffed Shells: Stuffed with ricotta cheese and baked in a marinara sauce ..... \$16.95 pp
Vegetable Lasagna ..... \$17.95 ppLayers of vegetables and lasagna noodles in a creamy white sauce, served with garlic breadsticks
Baked Meat Lasagna: Traditional beef lasagna in an Italian sauce, served with garlic breadsticks ..... \$18.95 pp
Baked Stuffed Haddock : Creamy, buttery haddock topped with a seafood stuffing ..... Market Price
VEGAN
Ratatouille: Layers of squash, zucchini, and eggplant over a lentil marinara sauce ..... \$16.95 pp
Tofu Stir-Fry: Sautéed vegetables and tofu ..... \$17.95 pp
Ravioli Primavera ..... \$17.95 ppVegan ravioli tossed with seasonal veggies in a red sauce or a vegan garlic butter sauce

## Buffet Meal Service

Additional charge for other beverages and dessert. A minimum of 20 guests required for all buffets.

## CLIENT'S CHOICE BUFFET

Pick 2 Entrées: \$19.95pp| Pick 3 Entrées: \$23.95pp Select 2 or 3 entrées of your choice from the plated service entrées, as well as one starch and one vegetable from the list below, either a tossed salad with assorted dressings or a Caesar salad, rolls with butter, and coffee and tea service are included. Additional charge for other beverages and dessert.

* Additional Entrées: In addition to the list of plated meal options, you may also select one of these special buffet offerings: BBQ Chicken, Orange Chicken, or Homemade Macaroni and Cheese
$\star$ Starch Options: Rice Pilaf, Baked Potato with Sour Cream, Mashed Potato, Oven Roasted Red Bliss Potato, Mashed Sweet Potato, White Rice, Fingerling Potatoes, Linguini, Fettucine, Scalloped Potatoes, Roasted Butternut Squash, Roasted Root Vegetables (potato, sweet potato, onions, turnips, and carrots)
* Vegetables: Green Beans, Green Beans (plain or almondine), Carrots, Peas, Broccoli, Corn, Seasonal Veggie Blend


## CHEF'S CHOICE BUFFET

2 Entrées: \$16.95 pp | 3 Entrées: \$21.95 pp Includes the Chef's Choice of entrées (one will be vegetarian), starch, and vegetable, as well as the Chef's Choice of either a Caesar salad or a Tossed Salad with assorted dressings, rolls with butter, coffee and tea service, and the Chef's Choice of dessert. Additional charge for other beverages.

## DIETARY DELIGHT

Choose one of our special diets entrées to accommodate the special various dietary needs of your guests. This option also includes salad bar with sliced chicken, glutenfree rolls and butter, and a prepackaged gluten-free cookie.

* Ratatouille (V, GF) $\qquad$ \$18.95 pp Zucchini, yellow squash, and eggplant simmered in a lentil marinara sauce, seasoned with garlic and herbs, and served with white rice.
* Vegetable Stir-Fry (V, GF) \$18.95 pp
A bright rainbow of crisp vegetables sautéed together in a gluten-free soy sauce and served with white rice.
* Pasta Primavera (V, GF) $\qquad$ \$18.95 pp
Gluten-free pasta and seasonal vegetables tossed in a marinara sauce or vegan garlic butter sauce.
$\star$ Asian Noodle Stir-Fry (V, GF) \$18.95 pp Rice noodles and vegetable stir-fry, sautéed in your choice of glutenfree soy sauce or sesame oil and topped with sesame seeds.
* Chorizo Chop Suey (V, GF) \$20.95 pp Gluten-free penne pasta in a vegan chorizo meat sauce with peppers, onions, and celery.


## The Finishing Touch



## À La CARTE Options \& EnHANcers

## BEVERAGES

## (6) We PROUDLY SERVE PEPSI® PRODUCTS!



## SNACKS BREAKS

$\qquad$Mini Whoopie Pie\$2.75 pp
Individual Bags of Chips, Popcorn, Pretzels, Chex Mix, or Trail Mix (choose 3 max.) ..... \$2.25 pp
Large Cookies (Chocolate Chunk, M\&M, Oatmeal Raisin, Lemon Blueberry, or Peanut Butter Cup) ..... \$2.95 pp
Protein Packs (Cubed Ham or Turkey, sliced cheese, and almonds) ..... $\$ 4.00 \mathrm{pp}$
Snack Packs: Cheese, Crackers, and Pepperoni ..... $\$ 4.00 \mathrm{pp}$
Snack Packs: Vegetables and Ranch Dip ..... $\$ 5.00 \mathrm{pp}$
Fruit Cups ..... $\$ 5.00 \mathrm{pp}$
Jar-cuteries ..... $\$ 5.95 \mathrm{pp}$
Fresh Fruit and Vanilla Yogurt Cup ..... \$6.25 pp
Bowls of Chips, Pretzels, or Popcorn (free refills) $\$ 12.00$ per bowl
BREAKFAST ENHANCERS
Breakfast Pastries: Assortment of danish, muffins, coffee cake, cinnamon buns, scones, donuts, breakfast breads, or strudels ..... \$3.25 each
Breakfast Sandwiches: Your choice of bacon, sausage, or ham on a bagel or English muffin ..... $\$ 5.00 \mathrm{pp}$
Breakfast Pizzas: Cheese, Vegetable, Bacon, or Sausage $\$ 18.00$ per 12 -slice pizza
Hard Boiled Eggs \$1.25 pp Hash Browns ..... \$1.25 pp
Whole Fruit \$1.75 pp Granola Bar ..... \$2.75 pp
Scrambled Eggs $\$ 2.75 \mathrm{pp} \quad$ Assorted Yogurts ..... \$2.95 pp
Waffles or Pancakes $\$ 2.95 \mathrm{pp} \quad$ Assorted Dry Cereal ..... $\$ 3.00 \mathrm{pp}$
Quiche or Frittata $\$ 3.25$ pp Additional Meat (Ham, Sausage, Bacon) ..... $\$ 3.25 \mathrm{pp}$
Corned Beef Hash $\$ 3.50 \mathrm{pp}$ Sausage Gravy and Biscuits ..... \$3.50 pp
Fruit Kebabs with Yogurt Dipping Sauce ..... \$4.25 pp
LUNCH AND DINNER ENHANCERS

Additional Sandwich Filling
\$3.25 pp
\$1.50 pp

$$
2.95 \mathrm{pp}
$$Addition Starch or Vegetable

\$5.00 / \$7.00 pp
Additional Soup / Chowder$\$ 2.95 \mathrm{pp}$Cucumber Caprese Salad$\$ 3.95 \mathrm{pp}$Coleslaw, Pasta Salad, or Potato Salad\$2.95 pp
Kale, Feta, Sundried Tomato Pasta Salad ..... \$3.95 pp

## CHEF-ATTENDED CARVING STATION

Select from Prime Rib, Top Round, Ham, or Roast Pork: $\mathbf{\$ 1 2 5 . 0 0}$ per station, plus $\mathbf{\$ 4 . 9 5}$ per person Add a touch of class to your event! When you offer a carving station as one of the entrées on your Client's Choice Buffet (not available for plated meals, lighter side lunches, or chef's choice buffets), our professional chefs will slice and serve your selection for each of your guests.

## Premium Boxed Lunch

Our premium sandwiches, salads, and wraps are served with a seasonal fresh fruit cup, individual bag of chips, a large chocolate chunk cookie, and assorted bottled beverages $\qquad$ \$18.95pp
^ Chicken Caesar Wrap: Romaine lettuce, grilled chicken strips, and parmesan cheese, served on a wrap.
^ Three Meat Italian: Ham, turkey, genoa salami, provolone, onions, peppers, tomatoes, pickles, olives, oil on the side, served on a sub roll.
^ BLAT: Bacon, lettuce, tomato, and avocado on your choice of bread.
^ Rosemary Focaccia Caprese: Mozzarella, sliced tomatoes, basil, and arugula, drizzled with balsamic vinaigrette, served on focaccia bread.
^ Roast Beef Royale: Premium roast beef, cheddar cheese, scallion cream cheese, lettuce, and Tomato, served on a Brioche roll with a side of horseradish.
^ Chef Salad: Lettuce, tomato, shredded carrot, red onion, pepper, ham, turkey, American cheese, and hard-boiled egg, served with your choice of dressing.
^ Strawberry Spinach Salad: Spinach, strawberries, grapes, red onion, feta, and pecans, served with Raspberry Vinaigrette dressing.
^ Grilled Chicken Caesar Salad: A popular classic of grilled chicken, Romaine lettuce, and parmesan cheese.

## Bar Services

Add a cash bar or open bar as an additional feature to your event! Ask your Event Coordinator for our list of standard offerings, or let us know if you need something special ordered.

* The Augusta Civic Center abides by all State of Maine Liquor Laws and City ordinances. Bartenders use tip dishes on all bars, unless otherwise specified by client. If the sales from a bar are less than $\$ 375.00$ (excluding tax and service charge), the client is responsible for the difference. Open bars and preset bottles are subject to a $20 \%$ service charge. Invoicing for an open bar is calculated on the total amount of beverages consumed, plus applicable tax and 20\% service charge. The Augusta Civic Center reserves the right to close any bar due to lack of business or excessive drinking. For everyone's safety and security, the
 Augusta Civic Center reserves the right to refuse service to any patron it deems necessary. Unconsumed alcoholic beverages may not leave the facility.
$\star$ Requests for specific alcohol products outside of the typical inventory requires a product guarantee from the client. The Augusta Civic Center will purchase the quantity requested and the client must guarantee the purchase by paying for the remaining product at the conclusion of the event. A notice of 14 business days is required, and the standard $20 \%$ handling fee applies.
$\star$ Unconsumed product may not be removed from the venue.

