



Meeting Packages

# Seminar Menu

**Includes a Continental Breakfast, Snack & Lunch Choice**  
**\$28 Per Person**

## Continental Breakfast

Fresh Cut Fruit  
Assorted Yogurts  
Warm Muffins & Danish  
Coffee, Water & Juice

## Snack

Whole Fruit  
Cookies Or Brownies

## Lunch

### Option 1

Deli Board with Assorted Breads  
Cold Cuts & Cheeses  
2 Sides

### Option 2

Club Wrap  
Cup of Soup Or Garden Salad



# **Continental Breakfast**

**\$13 Per Person**

Assorted Muffins & Danish  
Fresh Cut Fruit  
Assorted Yogurts  
Coffee, Water & Juice

## **Full Breakfast**

**\$17 Per Person**

Assorted Muffins & Danish  
Fresh Cut Fruit  
Assorted Yogurts  
Scrambled Eggs  
Sausage & Bacon  
Hash browns  
Coffee, Water & Juice

## **Sides**

Coleslaw  
Potato Salad  
Garden Salad  
Chips

## **Upgrade Options**

Bagels, Oatmeal, Grits OR Turkey Sausage - \$2.50  
Substitute Turkey Sausage - \$2

# Beverages

## Consumption & Cash Bars

Prices per drink

\$100 Bartender fee required for a Cash Bar

House Liquor	\$7
Call Liquor	\$9
Premium Liquor	\$10
Draft Beer	\$6
Domestic Beer	\$4
Imported Beer	\$5
House Wine	\$7
Other varietals and bottles of wine available to order	



Open Bar Package \$26.95  
House Level Wine, Domestic, Imported & Draft Beer & Non-Alcoholic Beverages  
3 1/2 Hours per person

Open Bar Package \$45.95  
House Level Beer, Wine, Liquor & Non-Alcoholic Beverages  
3 1/2 Hours per person

Open Bar Package Upgrades  
Call Level - \$3 additional per person  
Premium Level - \$8 additional per person  
Super Premium Level - \$12 additional per person

Additional Hours Upgrade - \$10.95 per person (House)  
Call Level - \$1.50 additional per person  
Premium Level - \$4 additional per person  
Super Premium Level - \$6 additional per person

Open Bar Package (Under 21) \$16.95  
3 1/2 Hours per person

Non-Alcoholic Beverage Station - \$4 per person  
Choice of water, iced tea & coffee OR water, iced tea & lemonade



# Beverages

## Domestic Keg Selections

1/2 keg bud light	\$350
1/4 keg Bud Light	\$200
1/2 keg Budweiser	\$350
1/6 keg Budweiser	\$150
1/2 keg Mich Ultra	\$350
1/6 keg Mich ultra	\$150
1/6 keg Sam Adams '76	\$300

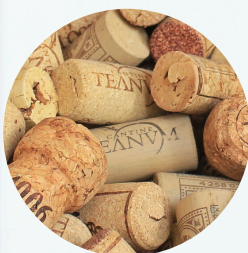
## Import/Craft Keg Selections

1/2 Shocktop	\$450
1/6 Shocktop	\$150
1/2 Devils Backbone Vienna	\$450
1/6 Devils Backbone Vienna	\$300
1/2 Stella Artois	\$450
1/6 Stella Artois	\$300
1/6 Legends brown Ale	\$300
1/6 Elysian Space Dust IPA	\$300

Champagne Toast - \$3.50 per person

Punch - Serves 25 guests

Mimosa Punch	\$65
Champagne Punch	\$65
Non-alcoholic Punch	\$25





# Hors D'Oeuvres A La Carte

Priced Per Piece

Minimum of 30 Pieces Required for Each Item

## Hot

- Bacon Wrapped Scallops - \$3.50
- Petit Crab Cakes - \$3.50
- Fried Oysters w/ Cocktail Sauce - \$3.00
- Grilled Shrimp w/ Pineapple BBQ Sauce - \$3.00
- Crab Stuffed Mushrooms - \$3.50
- Beef Sliders w/ House Sauce & American Cheese - \$2.50
- Mini Beef Wellington - \$ 2.50
- Mini Cheesesteak w/ Peppers, Onions & Four Cheese Sauce - \$2
- Grilled Tenderloin Bites - \$2.50
- Jack Daniels Meatballs - \$2.00
- Mini Spinach Spanakopita - \$2.50
- Chicken Satay w/ Peanut Sauce - \$2
- Teriyaki Beef Skewers - \$2
- Mini Quiche Bites - \$2
- Asian Spring Rolls - \$2
- Coconut Crusted Chicken Tenderloins - \$2.50
- Phyllo Cups w/ Raspberry, Brie & Walnuts - \$2



## Cold

- Chilled Shrimp Cocktail - \$3.50
- Assorted Finger Sandwiches - \$2.00
- Country Ham on Parker House Rolls - \$2.50
- Anti-Pasta Skewers - \$3
- Caprese Skewer - \$2
- Beef Tenderloin Crostini w/ Horseradish Cream - \$2.00
- Sliced Beef Tenderloin on Parker House Rolls - \$2.50
- Bruschetta - \$2.00



# Hors D 'Oeuvres A La Carte

## Platters

Domestic Cheese, Fresh Cut Fruit & Vegetables with dip & Crackers - \$3.50

Upgrade to Imported Cheese & Melon Baskets - \$4.50

Prosciutto Wrapped Asparagus - \$2.50

Smoked Salmon Canapés - \$2

Prosciutto Wrapped Melon - \$2

Seared Ahi Tuna - \$3.50

Spinach & Artichoke Dip served with gourmet crackers (serves 30) - \$100

Side of Smoked Salmon displayed with Capers, Spanish Onions, Cream Cheese & Toast Points (Serves 40) - \$150

## Soups

Tomato Basil - \$4 per guest

Potato & Leek - \$5 per guest

Broccoli & Cheddar - \$5 per guest

She Crab - \$6 per guest

## Desserts

Chocolate Dipped Strawberries (100 pieces) - \$250

Lemon Mascarpone Layered Cake - \$5 per guest

Chocolate Layer Cake - \$5 per guest

Crème Brulee Cheesecake - \$7 per guest





# Hors D'Oeuvre Packages

Standard Package - \$29.95 Per Person

Fresh Fruit, Cheese & Vegetable Display with Dips

Choose 3 from column A and 2 from column B

Deluxe Package - \$35.95 Per Person

Fresh Fruit, Cheese & Vegetable Display with Dips & Crackers

Choose 3 from column A & 3 from column B

Gourmet Package - \$40.50 Per Person

Fresh Fruit, Cheese & Vegetable Display with Dips & Crackers

Crap Dip with Fresh Baguettes

Choice of 6 from columns A & B

## Column A

Beef Sliders with House Sauce & American Cheese

Jack Daniels Meatballs

Mini Spinach Spanakopita

Chicken Sate with Peanut Sauce

Beef Skewers

Spring Rolls

Mini Quiche

Coconut Crusted Chicken

Phyllo cups with Raspberry & Brie

Ham Biscuits on Parker House Rolls

Caprese Skewer

## Column B

Bacon Wrapped Scallops

Mini Crab Cakes

Fried Oysters

Pineapple BBQ Grilled Shrimp Skewers

Crab Stuffed Mushrooms

Chilled Shrimp Cocktail

Anti Pasta Skewers

Beef Tenderloin on Parker House Rolls

Mini Beef Wellington

Grilled Tenderloin Bites

Bruschetta



# Dinner Buffet

Two Entrees & Veggie Option - \$35 per person  
Three Entrees & Veggie Option - \$40 per person

Buffet includes a Garden or Caesar Salad  
Choice of one Vegetable and one Starch, Warm Rolls and Butter,  
Beverage Station with Coffee Iced Tea & Water.

## Entrée Choices

Rosemary Citrus Salmon  
Chicken Milanese  
Pork Loin w/ Mustard Dill Sauce  
Stuffed Flounder  
Chicken Roulade  
Fettuccini Alfredo  
Pasta Primavera  
Jamaican Rum Pork Loin  
Chicken Piccata  
Chicken Parmesan  
Chicken Cordon Bleu  
Eggplant Napoleon  
Chicken Dijon  
Lemon, Tarragon Butter Grilled Mahi Mahi



## Starch Options

Rosemary Roasted Red Bliss Potatoes  
Garlic Mashed Potatoes  
Regular Mashed Potatoes  
Wild Rice  
Rice Pilaf

## Vegetable Options

Fresh Vegetable Medley  
Green Beans Almandine  
Chef's Choice

## Upgrade Options

Vegetable Upgrades - \$1 additional per  
guest Grilled Asparagus  
Steamed Broccoli

Salad Upgrade - \$2 per guest  
Spinach Salad

# Private Event Facility Rental Fees

<b>Tent</b>	\$2,200
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Capacities;  
Plated – 160  
Buffet – 175 (Tables of 10)  
Cocktail Style - 250

<b>Chesapeake Room</b>	\$900
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Capacities;  
Plated OR Buffet - 80  
Cocktail Style – 150

<b>Bay Point Room</b>	\$350
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Capacities;  
Plated - 35  
Buffet - 30

<b>Cape Henry Room</b>	\$350
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Capacities;  
Plated - 24  
Buffet - 20



# Banquet Policies

## DEPOSITS/PAYMENTS

Payment of deposits will confirm your reservation and hold your date. All payments are non-refundable and non-transferable after the date due. Payments will be credited to the cost of your event or retained by us if you cancel your event. Payments not received by the due date may result in cancellation of the reservation with no further obligation from Arcis. We accept personal checks, money orders, cashier's check, MasterCard, VISA, Discover and American Express for payments. Personal checks are only accepted prior to thirty (30) days before the event date.

Deposits are as follows:

Initial Security Deposit

\$250

Final Deposit (10 days prior)

Remaining Balance

## CANCELLATIONS

Host may cancel this Agreement only by written notice to General Manager of the facility. The parties agree and understand that in the event of a cancellation, Arcis' actual damages would be difficult to determine. Therefore, the parties agree to the following terms and amounts paid as liquidated damages, but the parties further expressly agree that these amounts shall not diminish or absolve liability for any damages Arcis may sustain as otherwise provided herein, including but not limited to the sections relating to Conduct and Use, Indemnification and Hazardous Materials, and any such amounts shall be in addition to the following:

### Cancellation Fees

Less Than 180 days prior to event	25% of the estimated cost of the function (or minimum)
Less Than 90 days prior to event	50% of the estimated cost of the function (or minimum)
Less Than 45 days prior to event	75% of the estimated cost of the function (or minimum)
Within 10 days prior to event	100% of the estimated cost of the function

Any deposit monies received will be credited toward damages due

**\*\*Broad Bay** limits the number of private events to which we close our facility to members. Therefore, we respectfully ask that you provide us as much notice as possible if your event details change.

## GUARANTEED GUEST COUNT

A final count must be received no later than 10 days prior to the event. If we do not receive a final guarantee, the estimated number of people will be used as the guarantee. The attendance figure you provide by this date will be the guaranteed minimum and cannot be reduced. Charges will be assessed based on the final guarantee. If the number of guests exceeds the final guarantee we will attempt to accommodate the additional guests, however no guarantees are made to the availability of space or products provided. All charges will be based upon guarantee or the actual number of guests, whichever is higher.



# Banquet Policies

## FOOD & BEVERAGE SERVICE

All food and beverage items must be consumed on the premises during the event. Heath Department regulations do not allow the removal of food or beverage from the property following a function. No food or beverage item may be brought onto the property. We operate in compliance with state liquor laws and reserve the right to deny and discontinue serving alcoholic beverages to any guest. We will not serve alcoholic beverages to anyone under the legal drinking age. All outside vendors must have prior approval.

## LIABILITY

The Host is responsible for informing and regulating the Host's attendees as to the Arcis Rules & Regulations ("Rules") and dress code. Additionally, the Host is responsible for ensuring that no prohibited items, either pursuant to the Arcis' Rules or applicable law, are brought onto the premises (ex. flasks). The Host is furthermore responsible for ensuring that the attendees of the function do not disturb the enjoyment of adjacent areas by other guests of Arcis, whether by noise, conduct or otherwise. Additionally, the Host is responsible for the repair and/or replacement of any aspect of the premises which becomes damaged in any way, no matter how insignificant, as a result of the Host, the Host's employees, contractors, agents, guests, customers, licensees, invitees, attendees or other third parties. The Host agrees to leave any meeting and function space used in a clean and neat manner upon conclusion of the event. Arcis' property is used by customers and other guests, and for formal events such as this event. In Arcis' sole discretion; we reserve the right to remove anyone from the Premises who engages in disruptive, violent, profane, intoxicated or abusive behavior. As Host of this event, you agree to assume full responsibility for the conduct of your guests and for any damages, costs or liabilities that result from your guests' conduct. Arcis will not assume the responsibility for decorations, personal property or equipment brought on the premises. Damage to or loss of any merchandise/equipment or articles left at the facility or unattended by the Host's guests are not the responsibility of Arcis.

## GRATUITY & TAX

A 20% gratuity and 11.5% sales tax are applied to all items in accordance with state and city laws. The gratuity is non-voluntary and is taxed in accordance with state law.

## DECORATIONS

All displays and/or decorations will be subject to the Arcis prior written approval. Items may not be attached to walls, doors, windows or ceiling with tape, nails or staples. You are responsible for the removal of all decorations at the conclusion of the function. Arcis is not responsible for any loss or damage to your property and does not maintain insurance covering it. You and your suppliers may enter the facility no sooner than the Guaranteed Access time stated in the Function Sheet. Arcis will not assume the responsibility for any decorations before, during or after the event. Arcis offers additional rental items that may be added to the function, which are not included in the cost of the room. These items include specialty linens, chair covers, ceremony chairs and tents. I have read the above contract and agree to all the terms, prices and conditions set forth above. This booking will remain tentative, subject to cancellation by the Club, until this agreement is signed and deposits are received.