



EVENT GUIDE

Missy Moline

317-259-4122

mmoline@harrisonGCA.com

Alayna Matavuli

317-259-4122

alaynam@capriindy.com

19 Magnolia Drive Alexandria, Indiana 46001



Breakfast Options

All breakfast options include Coffee

AUGUSTA \$10

Assorted Baked Goods

Yogurt

Fruit Salad

PEBBLE BEACH \$12

Breakfast Sandwich

egg, cheese, sausage, bacon

Assorted Fruit

ST. ANDREWS \$15

Scrambled Eggs

Bacon or Sausage Patties

Breakfast Potatoes

with onions and peppers

custom breakfast buffet available upon request

OUTING LUNCH OPTIONS

Buffet Options

Served with 1 Salad Choice, 1 Side Choice, Rolls

THE EAGLE \$8

Boxed Lunch

Preordered choice

Ham, Turkey, Veggie

Sides

Chips, Cookie

THE BIRDIE \$16

Taco Bar

chicken tinga, ground beef, carnitas
with onions and cilantro

THE PAR \$17

Slider Bar

pulled pork, chicken, beef

THE BOGEY \$18

Fried Chicken Buffet

light and dark meat

GRILL STATION LUNCH OPTIONS

Hamburger	\$6
Cheeseburger	\$7
Hot dog	\$5
Bratwurst	\$5
Pulled Pork Grilled Cheese	\$8
Grilled Cheese	\$5

SIDES \$4

Vegetable Medley
Glazed Carrots
Green Beans
Brussels Sprouts
Grilled Asparagus
Mashed Potatoes
Mac and Cheese
Wild Rice
Potato Salad

SALADS \$5

House Salad
Caesar Salad
Southwest Salad

Appetizer Options

Priced Per Person

25 person minimum

Self Served | Passed | Staff Served

HOT

Beef Wellingtons	\$6
Crab Stuffed Mushroom	\$6
Baby Baked Potatoes	\$5
Fried Shrimp	\$5
Cheese Curds	\$5
Veggie Spring Rolls	\$5
Meatballs	\$6
Spinach Artichoke Dip	\$5

COLD

Seasonal Fruit Platter	\$6
Assorted Cheese Platter	\$8
Shrimp Cocktail	\$9
Charcuterie Board	\$12
Caprese Salad	\$5
Hummus	\$5
Veggie Platter	\$5

SWEET

Brownie Tray	\$5
Cheesecake	\$6
Cookie Tray	\$4
Lemon Bars	\$5
Carrot Cake	\$6

RECEPTION MENU OPTIONS

Buffet Options

Served with 1 Salad, 1 Vegetable, 1 Starch & Rolls

MAGNOLIA \$30

Host Choose 2:

Rigatoni Boscaiola

Fusilli Alfredo

Manicotti

Chicken Lasagna

WISTERIA \$40

Host Choose 2:

Prime Rib

Pork Loin

Herb Chicken

Salmon

Meatloaf

STARCH

Mashed Potatoes

Roasted Potatoes

Wild Rice

Scalloped Potatoes

Macaroni & Cheese

VEGETABLES

Vegetable Medley

Glazed Carrots

Green Beans

Brussels Sprouts

Grilled Asparagus

RECEPTION MENU OPTIONS

Plated Options

Served with 1 Salad, 1 Vegetable, 1 Starch & Rolls

DOGWOOD \$45

Host Choose 2: Combination Plate

Beef Medallion

Lemon Garlic Shrimp

Herb Roasted Chicken

Rigatoni Boscaiola

AZALEA \$48

Host Choose 2: Preorder

Filet Mignon

Salmon

Herb Roasted Chicken

Pork Chop

STARCH

Mashed Potatoes

Roasted Potatoes

Rice Pilaf

Scalloped Potatoes

Macaroni & Cheese

VEGETABLES

Vegetable Medley

Glazed Carrots

Green Beans

Brussels Sprouts

Grilled Asparagus

DRINK PACKAGES

OPEN BAR

Full bar offering with beer
and wine

charge based on consumption

CASH BAR

Guest choice of beverage

charge based on consumption

BEER AND WINE ONLY

White and red wine by the bottle
domestic and imported beer

charge based on consumption

DRINK TICKETS

Host to determine a
drink limit per guest

charge based on consumption

AVAILABLE RENTALS

Tables

Cocktail tables

5 foot round
tables

6 foot
rectangular
tables

8 foot
rectangular
tables

Linens

Chair covers

Tablecloths

Napkins

Cocktail table
covers

Equipment

Tent

Pipe & Drape

Podium

Microphone &
sound
equipment

Dance Floor

Projector

Screen

Event Policies and Guidelines

Deposit/Cancellation ----- GCA Hospitality requires a credit card number upon signature of this event policy agreement. In the event of cancellation less than two weeks before the event, a cancellation fee of \$500.00 will be charged to the credit card. In the event of a cancellation more than two weeks before the event, no fees will be charged.

Guaranteed Guest Count----The guaranteed guest count is due from the client five (5) business days in advance of the event. GCA Hospitality cannot ensure additional seating should the actual guest count exceed the confirmed guest count or room capacity. Every attempt will be made to accommodate additional guests on a space-available basis; however, it is possible a guest may not be seated or served. By signing the agreement below, the client affirmatively acknowledges that he/she has been made aware of this disclosure. Final billing will be based on the provided guest count or on the number of guests in attendance, whichever is greater.

Menu Selection---- We ask that your menu selection be confirmed two weeks in advance of the event. You must use one of our banquet menus to choose your selections.

Room Charge---- All private rooms will be charged a minimum for food and beverage. F & B minimums may vary based on the time of year and/or day of the week. Consult venue contact for food and beverage minimum. There is a five (5) hour time limit on private events, strictly out by 11:00pm EST. Additional time is available for \$200 per hour based on availability.

Service Charge---- A 20% service charge is applied to all food, beverage and other charges. The service charge includes all staff gratuities and administrative fees. All parties will be presented with one (1) check.

Authority---- Any person signing an agreement with GCA Hospitality in the name of a corporation, association, or society represents to GCA Hospitality that he/she is authorized to sign the agreement on behalf of the organization. In addition, the signature on this agreement will act as a signature on file if a credit card is used as a deposit or final payment; therefore, the cardholder must sign this agreement, along with any other responsible parties.

Payment---- All payments must be made by; American Express, MasterCard, Visa, Discover, cash or check. Final payment is due upon conclusion of the event. No separate checks. Any bill over \$5,000 will need to be paid for via cash or check.

Security---- GCA Hospitality reserves the right to inspect and control all events and may, at its discretion, require security for certain events, particularly those with minors in attendance. The cost of those services will be the client's responsibility. GCA Hospitality will not assume any liability of any theft or any other type of loss or damage to personal property occurring prior to, during, or after the event.

Display and Decoration----- All displays and/or decoration proposed by the client will be subject to prior approval by a GCA Hospitality representative in each instance. All signage must be inside. Any damage caused to the premises will be the responsibility of the client.

Excused Non-Performance---- Client agrees to acknowledge that GCA Hospitality shall be excused from performing any obligations under this Agreement for so long as such performance is prevented, delayed, or hindered by an act of God, fire, flood, or explosion, strikes, labor disputes, inability to procure labor, equipment, materials or surplus, or any other causes beyond its reasonable control.

I hereby agree to abide by all of the Event Policies of GCA Hospitality

Client Signature _____

Today's Date _____

GCA Hospitality Representative: _____

Credit Card Holder _____

Credit Card Type _____ Number _____ Exp: _____