



Guest (Bride) _____

Guest (Groom) _____

Phone _____

Event Date _____

*Thank you for your consideration of **The Olde Coliseum** for your special day. We are dedicated to tailoring the event to your desire of opulence or elegant simplicity. We take great pride in serving you and your guests so please do not hesitate to call with questions. We trust that the **policies and information** listed below will assist you in planning your event.*

Menu Selections

Buffet or Plated Options

Single Entrée Buffet \$16.95

Double Entrée Buffet \$18.95

Double Entrée Buffet with Roast Beef \$20.95

*All menu options include Entrée(s), Vegetable, Potato, Salad & Dinner Roll

*Plated meal service is an additional \$1.00 per meal

Entrée Selections

Pulled Pork

Roast Beef in gravy

Chicken Breast in Cream Sauce

Baked Breaded Chicken

Ham (served hot or cold)

Turkey with Gravy

Boneless Pork Chop in an Apple Marinade

Salad Selections

House Salad with

Ranch & French Dressing

Caesar Salad

Broccoli Cheddar Pasta Salad

Italian Pasta Salad

House Coleslaw

Potato Selections

Baby Red Potatoes

Au Gratin Potatoes

Red Skin Mashed Potatoes with Gravy

Rice Pilaf

Cheesey Hashbrowns

Potato Salad

Vegetable Selections

Corn

Green Beans with or without Bacon

California Medley

Caramelized Carrots

Menu Selections (continued)

Build Your Own Buffet Selections

Burger Buffet \$15.95 per guest

1/4lb burgers served with choice of salad (potato salad is an option), baked beans and choice of seasoned kettle chips or regular potato chips. Condiments and toppings included are ketchup, mustard, mayonnaise, onion, tomato, pickle, lettuce, and cheese.

Pasta Buffet \$16.95 per guest

Choice of two pastas; Spaghetti, penne, fettuccine, or linguine served with chicken and meatballs, red sauce and alfredo sauce, garlic bread and Caesar salad. Substitute choice of cheese ravioli or lasagna for one pasta selection for an additional \$2.00 per meal.

Taco Buffet \$17.95 per guest

Chicken and ground beef served with choice of two; hard shells, soft shells, or tortilla chips. Toppings included are tomato, shredded cheese, salsa, shredded lettuce, onions, black olives and sour cream. Add guacamole for an additional \$0.35 per meal.

Included with your meal is plated dinner service for the head table, water and coffee service at all tables, skirted head table, cake, gift & any other non-guest tables you may desire.

All leftovers will be packaged for you to take home at the end of your event.

All meal pricing subject to a taxable 15% Service Fee and 7.5% sales tax.

All pricing is based on a Cash discount, credit cards price will increase dependent upon type of card used.

Reservations & Billing

A \$1,500 deposit must be made to reserve The Olde Coliseum for your date. The deposit is non-refundable. \$1,300 of this deposit then serves as your hall rental fee with the remaining \$200 serving as a damage deposit. After assessment and billing of any damages your \$200 damage deposit will be returned to you. Events with less than 100 guests are subject to an additional \$500 rental fee.

Payment in full is required the night of your event.

Cash, check, or credit cards are acceptable forms of payment.

There will be a 3% surcharge for the use of a credit card (MN Statute 325G.051).

Late Night Snack Options

Late Night Pizzas 12" Pizza Choice

Cheese, Pepperoni, Sausage \$14.00

Meat Lovers, Hawaiian, Supreme, Chicken Alfredo, Chicken Bacon Ranch, BBQ Chicken, Buffalo Chicken \$17.00 each

Pretzel Bites & Cheese \$90 per 50 people

Tortilla Chips, Salsa & Nacho Cheese \$80 per 50 people

Meatballs \$135 per 50 people

BBQ, Sweet Chili or Italian

Cocktail Wieners \$125 per 50 people

BBQ or Sauerkraut

Spinach Artichoke Dip & Tortilla Chips \$120 per 50 people

Mini Deli Sandwiches \$125 per 50 people

Choice Ham or Turkey, Choice Cheddar, Swiss or Colby Jack

Baked Shredded Beef Sliders \$255 per 75 people

Plantenberg's Hotdogs \$175 per 50 people

The Olde Coliseum is happy to price other late snack options of your choice.

All snack pricing subject to a taxable 15% Service Fee and 7.125% sales tax

Snack Table

You are welcome to build your own snack bar with store bought, ready-to-eat items only. There will be a \$50 clean-up fee. Skittles are strictly prohibited.

S'mores Bar \$75 per 50 people

Skirted table with everything you need; Skewers, Graham Crackers, Chocolate Bars, Marshmallows, Caramel, and roasting stations.

Popcorn Bar \$130 per 100 people

Skirted Table with a flavored & a plain popcorn & two dozen popcorn balls.

Other options are available upon inquiry as we are happy to accommodate your desires.

Cake Service & Desserts

Your desserts can be catered in from the licensed baker of your choice.

Plates, napkins, and utensils will be provided for a \$50 fee.

We are happy to cut your cake for you and your guests. Paper plates, napkins and forks will be provided. \$100 service fee. Service for head table only for \$20.

691 Main St. West ~PO Box 522~ Richmond, MN 56368 ~ (320)423-8671

TheOldeColiseum@gmail.com ~ www.TheOldeColiseum.com

Linen Service

Please choose your linen services.

Head table, Cake, Gift and Guestbook tables will be skirted.

White, ivory, or black linen tablecloths with white, ivory, or black linen napkins are available.
(\$9.50 per table)

Linen Napkins are available in a variety of colors. (\$0.50 per guest)

Spandex Chair Covers are available in white or ivory.

(\$2.50 per chair or \$1.50 per chair if installed by customer)

Satin or Linen Table Runners are available in a variety of colors/materials. (\$3.00 per table)

On Site Ceremony

The Olde Coliseum is happy to offer a beautiful setting for your ceremony. There is a gazebo on the patio with an arbor entrance. The natural setting provides a simple yet elegant view. You are welcome to decorate the area as you wish. There is a \$500 rental fee for use of the site for a ceremony. **The Olde Coliseum** will rent the chairs and take care of procuring, setting up and returning the chairs. The chair rental cost will be included in your final bill with no mark-up from **The Olde Coliseum**. You are welcome to supply your own chairs.

Decorations

We have done our best to begin to create a beautiful setting for your event by including a lit and draped backdrop for your head table and your dessert table. We have also included white ceiling draping in your hall rental.

We do ask that you refrain from using open-flame candles (candles in bowls, cylinders, jars, etc. where the container exceeds the flame height are acceptable). We ask that you also refrain from the use of crepe paper and loose decorations smaller than a quarter, i.e. confetti, glitter, rice, birdseed, etc. There will be a \$200 charge for the use of these items.

We ask that you decorate the day of your event and remove all decorations immediately following your event. Provided we do not have an event the day before, you are welcome to decorate for 2 hours.

Looking for your dream dress and floral creations?

Wedding & Tuxedo Connection is located right here in Richmond! They have an abundance of elegant gowns and tuxedos for the big day and they also offer beautiful floral options for weddings and special events. For more information, please contact **Wedding & Tuxedo Connection** at 320-597-TUXS (8897) or wtconnection@meltel.net to set up a consultation.

EVENT INFORMATION

The Olde Coliseum will assist you with this estimate at your scheduled meeting one month prior to your event.

Ceremony Time: _____ Location: _____ Chairs for Ceremony: _____
Doors Open at: _____ Social Hour Time: _____ Dinner Time: _____
Entertainment start: _____

Head Table:

Number at Head Table: _____

Head Table Refreshments (\$15 per bottle):

Wine: _____ Champagne: Sweet _____ Dry _____ Non-Alcoholic _____ N/A _____ \$ _____

Food Service:

Entree Selection(s): _____

Potato Selection: _____ Salad Selection: _____

Vegetable Selection: _____

Allergy Considerations: Please provide number of guests with allergies

Gluten _____ Tree Nut _____ Dairy _____ Other _____

Plated Service (\$1.00 per guest) _____

Price per Guest \$ _____ Number of Guests _____ Reserved Tables _____ \$ _____

Late Night Snack _____ Start _____ \$ _____

Details _____

Snack Table (\$50 fee): Bringing store bought items _____ Provided by The Olde Coliseum _____ \$ _____

Details _____

Cake/Dessert Service: Desserts must be from a licensed baker.

Bakery _____ Wedding

Cake _____

Guest Dessert Option(s) _____ Delivery _____

Will *The Olde Coliseum* cut and serve (\$100.00) _____ \$ _____

Will *The Olde Coliseum* fill dessert table (\$20.00) _____ \$ _____

Paper plates, napkins & forks supplied by *The Olde Coliseum* (\$50.00) _____ \$ _____

Linen Service:

Total Guest Count _____ Guests per Table _____ Total Table Count _____

Tablecloth option: White _____ Ivory _____ Black _____ (\$6.50 per table) N/A _____ \$ _____

Napkins: White _____ Ivory _____ Color (\$0.50 each) _____ N/A _____ \$ _____

Chair cover option: White _____ Ivory _____ (\$2.50 per chair) N/A _____

Table runner: Color _____ Linen _____ Satin _____ (\$3.00 per table) N/A _____ \$ _____

Estimated total before gratuity & tax \$ _____

15% Service Fee \$ _____

7.5% Tax \$ _____

Estimated total \$ _____

Music and Entertainment

DJ's and Bands are welcome to perform. We will gladly assist in coordinating their arrival time. The DJ/Band is expected to set up and remove all their equipment the day of the event, unless other arrangements have been made with [The Olde Coliseum](#).

Music provided by: Band_____ or DJ_____

Name_____

Contact_____ Phone_____

Start Time_____ End Time_____

*We request that you allow our staff at least thirty minutes after dinner to clear the dinner dishes and arrange tables prior to the start of entertainment.

*Fog machines are prohibited.

Jagged Edge Entertainment is a preferred vendor of [The Olde Coliseum](#) as they have extensive experience in providing DJ services (including lights) for all types of events. For more information contact **Jagged Edge Entertainment** at 320-266-1890 or JaggedEdgeEnt@aol.com. Better yet, check out their services online at www.JaggedEdgeEntertainment.com.

Layout

We will review your final layout options when we meet one month prior to your event.

Dessert Table_____

Memory Table_____

Gift Table_____

Photo Booth_____

Guest Book Table_____

Other_____

Snack Table_____

Small Cake Table_____

Open Bar Pricing

Rail Drinks	\$3.75
(Karkov Vodka & Gin, McMasters, Windsor, Ron Diaz Spiced & Coconut, Castillo White Rum, E&J)	
Call Drinks.....	\$4.00
(Captain Morgan, Malibu, Bacardi, Smirnoff, UV, Kinky, Seagram's 7, Canadian Club)	
Premium Drinks.....	\$7.00 & Up
Domestic Beer.....	\$3.75
Premium Beers.....	\$4.50
Wine & Hard Seltzers.....	\$5.75
Soda/Juice.....	\$1.25
Domestic Tap Beer.....	\$335/keg

*Prices do not include the Minnesota Sales Tax of 10% or a Service Charge of 13% for all open bars

*Open bar total will be calculated based on number of each drink served.

*Prices subject to change based on current market prices

Open Bar Selectons:

Rails _____ Calls _____ Premium Cocktails _____

Domestic Beers _____ Premium Beers _____

Wine _____ Hard Seltzers _____ Soda/Juice _____

Keg Option 1 _____ Number of Kegs _____ \$ _____

Keg Option 2 _____ Number of Kegs _____ \$ _____

Special Instructions:

Open Bar Times:

Max Open Bar Amount \$ _____



The Olde Coliseum Policies & Agreement

- A meeting must be scheduled at least one month prior to the event to finalize the details. Please call to make an appointment.
 - ✓ Menu selection and dinner arrangements should be made at this appointment. This includes an estimate count of guests; this is needed to ensure enough staff is on hand to serve you. Final count must be made 10 days prior to the event date. The final count or the number of dinners served, whichever is greater, will be billed.
- The group and/or person booking the event are responsible for any damages or extra clean-up which may occur during your scheduled event.
- The Olde Coliseum assumes no liability for lost/stolen articles of apparel or personal property of the party or its guests.
- Any menu item you choose for your event is subject to Minnesota sales tax and 15% service charge. All prices subject to change.
- All alcohol is subject to Minnesota sales tax and 13% gratuity. All prices subject to change.
- All property of the lessee must be removed from the facility by closing time of the event day.
- All food & beverages must be purchased through The Olde Coliseum, absolutely no food or beverage to be brought into the facility or you will be subject to extra fees.
- We ask that all entertainment end at midnight to allow time for cleanup. The Olde Coliseum will begin cleanup at midnight as well.
- We ask that there be no food & drink in the Bridal Suite or you will be subject to extra fees.
- **All pricing is based on a Cash discount, credit card prices will increase dependent upon type of card used.**



The Olde Coliseum has a **Zero Alcohol Tolerance Policy** and to ensure an enjoyable and safe event, we ask not only responsible behavior from your guests but we also ask that you assist our staff in enforcing this policy. Any damages or expenses that occur while enforcing the following will be added to your bill.

- Bar will be closed during dinner service.
- No liquor will knowingly be sold to or consumed by any person under legal drinking age while on the premises of The Olde Coliseum.
- No liquor will knowingly be sold to or is to be consumed by an individual who appears to be intoxicated while on the premises of the The Olde Coliseum.
- Those persons described above, an adult serving a minor or a person without an I.D. caught drinking will be approached by a staff member to correct the situation. If such person fails to cooperate with the staff the authorities will be contacted for assistance.
- **No outside beverages will be allowed on the premises of The Olde Coliseum, including in any vehicles.**

We have received The Olde Coliseum policies and alcohol agreement, fully understand them, and agree to their terms. All responsible parties must sign below.

Responsible Party _____ Date _____

Responsible Party _____ Date _____

Event Day Contact _____ Phone _____

Thank you for the opportunity, we look forward to serving you and your guests.

Sincerely,

The Olde Coliseum