



# *Catering* — and — *Meeting Room* SERVICES

**2022/2023**

Effective October 3, 2022



The Alberta  
Teachers' Association

Contact:  
[meetingrooms@ata.ab.ca](mailto:meetingrooms@ata.ab.ca)

## Catering and Room Rental Policies

Barnett House, the Alberta Teachers' Association (ATA) Edmonton office, is located at 11010 142 street. It has meeting facilities for groups of 10 to 350 people with a variety of catering options.

The ATA reserves the right to change, cancel or reassign meeting rooms based on the needs of the Association.

Buffet items will be displayed for a maximum of two hours at any function to ensure the quality and integrity of the product (except for the continental breakfast).

Orders for products that are not part of our standard catering brochure are subject to availability and servicing costs. The best value is from selections in our catering brochure as they are listed.

Our in-house audiovisual equipment is available. Please arrange to check the audiovisual equipment in the room you have booked at least two weeks before your function to ensure that it meets your presentation needs.

Complimentary guest parking is available in visitor parking. Please obey all parking signs to avoid a parking violation.

The facility is smoke-free, including all entrances and the courtyard.

The ATA is not responsible for the loss or damage of items left in the facility. Personal effects and equipment must be removed at the end of the function.

Bar service is governed by the Alberta Gaming and Liquor Commission (AGLC) regulations. No outside liquor is permitted.

All decor must not deface or damage the facility including the use of adhesives, tacks, staples or tape. Confetti or similar decor may not be used, and any cleanup or repair costs will be billed to the client accordingly. Please book enough time to allow for decorating and set up of the meeting room, if needed.





## Placing an order

- To order menus and à la carte items in this brochure, please e-mail [meetingrooms@ata.ab.ca](mailto:meetingrooms@ata.ab.ca).
- To order a custom menu or for assistance with large banquets and special meeting requests, contact Nadia Nolin, food services team leader, at 780-447-9414, or by e-mail at [nadia.nolin@ata.ab.ca](mailto:nadia.nolin@ata.ab.ca).

## Order deadline and billing

- You must place your order by 10 AM on the Monday two weeks before your function.
- If you order after the above deadline, your menu options may be decided by the food services team leader.
- You will be billed for actual, confirmed or minimum numbers, whichever is greater.
- All prices are per person.

## Changing or cancelling a room or catering order\*

- All meetings/catering must be cancelled by e-mail. Cancellations of confirmed events will be subject to a charge of
  - a. 100 per cent of the total value of the function booked if cancelled within 48 hours or
  - b. 50 per cent of the total value of the function booked if cancelled within seven days. Cancellations received more than one week before the event will not be charged.

\*The above policy includes cancellation due to sickness.

## Groups of 15 or more

- Groups of 15 or more must order set menus from the catering brochure.

## Groups of fewer than 15 order-and-charge-it plan

- Groups of fewer than 15 have the option of eating in the cafeteria for a flat rate of \$17 per person per meal and choosing any of the options below:
  - Daily special, hot or cold sandwich and soup or fries, or burger and fries. All choices come with one drink.
  - Snacks such as chips, granola bars, squares, candy, chocolate bars, etc., must be purchased from the till (no cash accepted) and are not included (unless ordered by event organizer).
- Order-and-charge-it plan participants must identify their group name to the cashier in lieu of payment.
- Tables in the cafeteria will be identified and reserved for the group.
- The order-and-charge-it plan must be ordered when booking a meeting room and will be invoiced as per any other catering and room rentals.

## Special meals for people with dietary restrictions

- Meals to accommodate people with dietary restrictions are provided at no additional charge if we receive information regarding the restriction and the person's name by the order deadline.
- Orders received after the deadline will be accommodated as much as possible and charged as additional meals.

## Health regulations

- Due to licensing requirements and health regulations, all food and beverages served in ATA meeting rooms must be ordered through or arranged by ATA food services.
- Customers are not allowed to take away any leftover food.



# All-Day Packages

*Minimum Group of 10 People*

Gluten-free and vegan options are available throughout this brochure.

## Silver \$49 per person

Continental breakfast

Morning beverage replenishment with selection of one snack (see page 5)

Select a cold lunch buffet item (see page 7)

Afternoon beverage replenishment with selection of one snack

## Gold \$56 per person

Select any breakfast buffet item (see page 6)

Morning beverage replenishment with selection of two snacks

Select a hot lunch buffet item (see pages 8 and 9)

Afternoon beverage replenishment with selection of two snacks

## Health Smart \$54 per person

Health-smart breakfast (see page 6)

Morning beverage replenishment with selection of two snacks

Fancy sandwiches lunch buffet (see page 7)

Afternoon beverage replenishment with selection of two snacks





## Refreshments and Nutrition Breaks

### *No Minimum Number of People*

All refreshments and nutrition breaks come with ice water.

### Full Beverage Service \$8 per person

Includes a choice of four items:

Freshly brewed coffee, freshly brewed decaffeinated coffee, box of assorted tea, hot chocolate, juice, bottled water, flavoured sparkling water, milk, soft drinks

Refresh beverages above \$6 per person

### Beverages \$3 per person

Freshly brewed coffee, freshly brewed decaffeinated coffee, box of assorted tea, hot chocolate, juice, bottled water, milk, soft drinks

### Snacks per person

**\$2.50 or select a variety of two for \$4.00 or three for \$5.00**

Assorted cookies (gluten free on request), assorted squares, assorted yogourt, granola bars, fruit cups, rice crispy squares, puffed wheat squares, variety of whole fruit, chocolate banana granola minis, chips

### Premium Snacks per person

Fruit smoothie \$4.00, fresh fruit tray \$4.50, fresh fruit cups \$3.00, fruit parfait w/yogourt and granola \$3.50, Cliff protein bars \$3.00, baked in-house muffins, scones, pastries or banana bread \$3.00, desserts \$3.50, vegetable or pickle tray \$3.75, cheese and cracker tray \$4.95, popcorn \$3.50

Please see page 12 for additional snack items (hors d'oeuvres).



## — Breakfast Buffets —

### ***No Minimum Number of People***

Includes freshly brewed coffee, freshly brewed decaffeinated coffee, box of assorted tea, juice, ice water

Soft drinks, bottled water and milk available upon request for \$3 per person

### **Continental \$17 per person**

Assorted freshly baked muffins, pastries and scones with fruit tray

### **Executive Continental \$19.95 per person**

Assorted freshly baked muffins, pastries and scones with fruit tray, cheese, assorted yogourt and granola

### **Deluxe Hot Breakfast \$19.95 per person**

Scrambled eggs, bacon or sausage, hash browns, toast and fruit tray

### **Full Hot Breakfast \$19.95 per person**

Belgian waffles or pancakes, bacon or sausage and fruit compote

### **Health-Smart Breakfast \$19.95 per person**

Hot oatmeal and cold cereals, milk, fruit tray with berries, cheese and yogourt

### **Vegan Breakfast \$19.95 per person**

Vegan lemon scones, instant oatmeal packages, nondairy milk, cereal boxes and fruit tray

### **Breakfast Sandwiches \$18.95 per person**

Comes with hash browns and fruit tray.

Choose from:

Breakfast Bagel BELT

English muffin with egg, bacon or sausage, cheddar

Farmer's wrap with egg, bacon, cheddar, hash browns

Bagel with egg, bacon, cheddar

Individual quiches—Quiche Lorraine, cheddar and bacon, cheddar, broccoli and cheddar



## Cold Lunch/Dinner Buffets

Lunch \$21.95 per person

Dinner \$26.95 per person

(for orders delivered 3 PM or later)

**Minimum Group of 10 People**

Includes freshly brewed coffee, freshly brewed decaffeinated coffee, box of assorted tea and ice water

Soft drinks, juice, bottled water and milk available upon request for \$3 per person

Choose two of the following to accompany a cold lunch:

**Green salad**

**Soup of the day**

**Vegetable tray**

**Pickle and olive tray**

A cold dinner buffet includes all four items above.

Add an extra green salad, soup of the day, vegetable tray, or pickle and olive tray \$3.00 each

Upgrade your green salad to: Greek, Caesar, pasta, potato, marinated vegetable \$2.50 each

Add any upgraded salad to the above package \$4.00 each

## Fancy Sandwiches

Assorted fancy sandwiches, wraps, croissants and dessert

### Gluten-Free Cold Lunch Buffet

Gluten-free sandwiches, buns and gluten-free dessert

### Vegan Cold Lunch Buffet

Three-bean salad with avocado, hummus with fresh vegetables and vegan dessert

 = gluten free

 = vegetarian/vegan



## Hot Lunch/Dinner Buffets

Lunch/Dinner \$24.95 per person

**Minimum Group of 10 People**

Includes choice of one entree, green salad, dessert, freshly brewed coffee, freshly brewed decaffeinated coffee, box of assorted tea and ice water

Soft drinks, juice, bottled water and milk available upon request for \$3 per person

### Taste Around the World

#### Italy

Lasagna—homemade beef or vegetarian lasagna with garlic bread

Fettuccine chicken Alfredo with fettuccine and garlic bread

Cheese tortellini with marinara tomato sauce and garlic bread

Baked penne, sausage, basil tomato sauce with grated cheese and garlic bread

Chicken cacciatore with penne pasta and garlic bread

Pizza (pepperoni, bacon, Hawaiian, classic, vegetarian, BBQ chicken)

⊗ ⊕ Classic ratatouille with basmati rice and hot vegetables

#### Mexico

Fajita—chicken or beef with tater tots

Burritos or Tacos with tater tots (sour cream and salsa available on request)

Beef or Vegetarian Chili with cheddar scones

⊗ ⊕ Vegetarian and gluten-free chili

#### India

Butter Chicken—butter chicken breast with basmati rice and naan bread

Chicken curry with basmati rice and naan bread

⊗ ⊕ Chickpea and potato curry with basmati rice







## Taste Around the World

### China

Ginger beef with rice and Asian vegetables

Chinese plate—choose three of the following: spring rolls, egg rolls, fried rice, chicken balls, chow mein, Asian vegetables

Stir-fry—chicken or beef with rice or noodles

### Greek

Pork souvlaki with lemon rice, tzatziki and Greek salad

Lemon oregano chicken breast with herb demi-glace, lemon rice and Greek salad

Pesto haddock with savory basmati rice and glazed carrots

Portobello mushroom with pilaf rice

Falafel with vegetarian quinoa

### Other Available Choices

Beef stew with bannock

Three-sister stew with bannock

Ukrainian plate—perogies, garlic sausage and cabbage rolls

AAA roast beef au jus with hot vegetables and baby red potatoes

Beef stroganoff with buttered noodles and hot vegetables

Spicy pad Thai—shrimp or chicken and coconut rice

Teriyaki pork loin with sesame seeds, rice or noodle, Asian vegetables

Ham with pineapple sauce, mashed potatoes and hot vegetables

Chicken a la king with puff pastry and mashed potatoes

Beef bourguignon with garlic rice

Upgrade green salad to Greek, Caesar, pasta, potato, marinated vegetable \$2.50 each

Add any upgraded salad to the above package \$4.00 per person





## — Platinum Lunch or — Dinner Buffets \$39.95 per person

### *Minimum Group of 20 People*

Includes choice of one entree, mixed vegetables, green salad, dessert, freshly brewed coffee, freshly brewed decaffeinated coffee, box of assorted tea, juice or soft drinks, and ice water

Gluten-free option available.

### Roast Turkey

Roast turkey, mashed potatoes, dressing, gravy, cranberry sauce

### Seafood Newburg

Seafood Newburg with puff pastry

### Roast Lamb

Roast lamb with basmati rice, mint jelly and roasted red potatoes

### Prime Rib

AAA prime rib au jus, roasted potatoes and Yorkshire pudding

### St Louis-Style Pork Ribs

Slow-roasted pork ribs, roasted potatoes

### Baked Salmon

Baked salmon with onion, garlic, white wine reduction with basmati rice

### Leek and Mushroom Risotto

Risotto with a side of sweet potato

### Garlic Shrimp Skewers

Two garlic shrimp skewers with lemon rice



## Make It Grand! \$49.95 per person

### *Minimum Group of 30 People*

Our grand platinum lunch or dinner buffet includes two entrees, mixed vegetables, two salads, two starches, buns, freshly brewed coffee, freshly brewed decaffeinated coffee, box of assorted tea, juice or soft drinks, and ice water

Salad choices are: Greek, Caesar, pasta, potato, marinated vegetable

Starch choices are: basmati rice, rice pilaf, roasted red potatoes, mashed potatoes, or buttered egg noodles



## BBQ Burger Buffet

\$32.95 per person

**Minimum Group of 30 People**

Includes Angus burgers, vegetarian burgers, or chicken burgers, two salads, corn on the cob, beans, dessert, freshly brewed coffee, freshly brewed decaffeinated coffee, box of assorted tea, juice or soft drinks, and ice water

(Substitute any item with jumbo hot dogs.)



## Deluxe BBQ

\$46.95 per person

**Minimum Group of 30 People**

Includes choice of two: beef steak, chicken or salmon, two salads, corn on the cob, beans, two starches, dessert and fruit tray, freshly brewed coffee, freshly brewed decaffeinated coffee, box of assorted tea, juice or soft drinks and ice water

Salad choices are: Greek, Caesar, pasta, potato, marinated vegetable

Starch choices are: basmati rice, rice pilaf, roasted red potatoes, mashed potatoes, or buttered egg noodles





## Hors d'oeuvres

### *Minimum Group of 10 People*

We recommend three to ten items per person depending on the type of function. To make your event a big success, contact the food services team leader for assistance with recommended amounts or custom menu suggestions.

### Silver \$4 per item/per person

#### Cold

Tzatziki or hummus with veggies or pita (add \$2 per person for both veggies and pita), sliced ham and herbed cream cheese pinwheels, bruschetta and baguette, olive board

#### Hot

Grilled perogies, dry garlic ribs, samosas, chicken satay, edamame or mini quiches

### Gold \$5 per item/per person

#### Cold

Smoked salmon with pickled red onion on baguette, prosciutto and melon, jumbo cocktail shrimp, chocolate-dipped fruit, nachos with salsa, guacamole and sour cream

#### Hot

Vegetarian or chicken spring rolls, spanakopita, torpedo shrimp, sliders, chicken fingers or chicken wings

### Platinum \$6 per item/per person

#### Cold

Lobster lettuce cups, chocolate fountain with fruit skewers, vegetarian antipasto platter, tuna or salmon sashimi or tataki, charcuterie and cheese board, shrimp and mango puff pastry

#### Hot

Bacon-wrapped scallops, butter chicken purses, garlic aioli crab cakes, mini beef Wellingtons, jumbo shrimp flambé

Please see page 5 for additional snack and premium snack suggestions.

## — Beverage Services —



### Host Bar

Premium liquor (1 oz)	\$7
Imported and domestic beer	\$7
Fine selection of wines	\$7
Bottled water, soft drinks and juice	\$3

Cashier and bartender rate \$30 per hour  
(minimum two hours for set-up and teardown plus serving time)

AGLC regulations require that free nonalcoholic beverages be served.  
These will be provided at the above price. Coffee and tea available upon request.



## — Room Rates —

Room rates are based on group size and do not include auditorium console rental listed below.	ATA members, subgroups, and tenants	Other education and not-for-profits	Corporate and private groups
Up to 15 people	\$125	\$160	\$190
16 to 35 people	\$175	\$225	\$275
36 to 55 people	\$225	\$300	\$350
56 to 125 people	\$325	\$425	\$525
More than 125 people	\$325	\$525	\$775
Auditorium console includes projectors and screens as well as many other features.	\$150	\$225	\$300
Standby audiovisual support during an event can be arranged at an additional cost if requested by our deadline of 10 AM Mondays for events two weeks ahead.	Hourly rate	Hourly rate	Hourly rate
Pipe and drapes	\$100 set up fee		
Tables including cocktail napkins	\$20 - \$25 with chairs		

Tablecloths and cloth napkins are available at an additional charge.



## — Room Set Up —

Room	Set-up Style	Participant #
Auditorium	<ul style="list-style-type: none"> <li>• rounds of 8</li> <li>• theatre</li> <li>• rounds of 6</li> <li>• classroom</li> </ul>	192 350 144 192
Boardroom	<ul style="list-style-type: none"> <li>• groups of 6</li> <li>• classroom</li> <li>• hollow square</li> <li>• boardroom</li> <li>• u-shape</li> <li>• theatre</li> </ul>	48 36 30 30 26 60
Room 140	<ul style="list-style-type: none"> <li>• groups of 6</li> <li>• classroom</li> <li>• hollow square</li> <li>• boardroom</li> <li>• u-shape</li> <li>• theatre</li> </ul>	72 84 48 48 40 100
Room 202	<ul style="list-style-type: none"> <li>• conference only</li> </ul>	16
Room 213	<ul style="list-style-type: none"> <li>• groups of 6</li> <li>• classroom</li> <li>• hollow square</li> <li>• boardroom</li> <li>• u-shape</li> <li>• theatre</li> </ul>	48 84 50 64 42 132
Room 215	<ul style="list-style-type: none"> <li>• groups of 6</li> <li>• classroom</li> <li>• hollow square</li> <li>• boardroom</li> <li>• u-shape</li> <li>• theatre</li> </ul>	36 48 32 32 30 80
Room 218	<ul style="list-style-type: none"> <li>• groups of 6</li> <li>• hollow square</li> <li>• boardroom</li> <li>• u-shape</li> <li>• theatre</li> </ul>	36 26 26 20 50
Room 226	<ul style="list-style-type: none"> <li>• boardroom</li> </ul>	20
Room 231	<ul style="list-style-type: none"> <li>• classroom</li> <li>• hollow square</li> <li>• boardroom</li> <li>• theatre</li> <li>• u-shape</li> <li>• groups of 6</li> </ul>	12 12 12 12 12 12
Room 448	<ul style="list-style-type: none"> <li>• classroom</li> <li>• hollow square</li> <li>• boardroom</li> <li>• theatre</li> <li>• u-shape</li> <li>• groups of 6</li> </ul>	48 32 32 60 26 36

Please send inquiries and meeting room requests to [meetingrooms@ata.ab.ca](mailto:meetingrooms@ata.ab.ca).

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