



# *The Kensington*

*The Finest in Catering and  
Banquet Facilities*

*Tours Available*

*E-Mail-caterer@thekensington.net*

*www.kensingtoncatering.com*

*Phone 309-342-2577*



*311 E. Simmons Street, Galesburg, IL 61401*

# *Breakfast Selections*

*(Minimum of 25)*

## *Continental Breakfast*

*\$6.50 per person*

*(Please select one)*

*Assorted Danish*

*Assorted Donuts*

*Assorted Coffee Cake*

*Assorted Mini-Muffins*

*Assorted Large Muffins*

## *Deluxe Continental Breakfast*

*\$9.00 per person*

*(Please select one)*

*Assorted Danish*

*Assorted Donuts*

*Assorted Coffee Cake*

*Assorted Mini-Muffins*

*Assorted Large Muffins*

*Fresh Fruit Platter always included*

## *Full Breakfast Buffet (\$12.50 per person)*

### *Entrees*

*(Please select two)*

*Scrambled Eggs*

*Biscuits and Gravy*

*French Toast Sticks*

*Waffles*

*Breakfast Casserole*

### *Pastry Selections*

*(Please select two)*

*Assorted Danish*

*Assorted Donuts*

*Assorted Coffee Cake*

*Assorted Mini-Muffins*

*Assorted Large Muffins*

### *Side Dishes*

*(Please select one)*

*Tri Tator Patties*

*Hash browns*

### *Meat Side Dishes*

*(Please select one or 1/2 order of two)*

*Bacon*

*Sausage Links*

*Sausage Patties*

*Ham*

*Full breakfast buffet always includes a fresh fruit platter. All breakfast selections include coffee, water, ice tea, and assorted juices. Prices include professional and attentive wait staff. Table linens, china, and silver service are included. Tax and gratuities are not included.*

# *Light Luncheon Selections*

*Salad and Sandwich Buffet \$11.00 per person*

## *Hot or Cold Sandwich Buffet*

### *Breads*

*(Please select one)*

*Assorted Breads  
Sub Buns  
Hamburger Buns  
Mini Rolls & Buns  
Croissants  
Kaiser Roll  
Marble Rye*

### *Cold Meats*

*Ham  
Turkey  
Roast Beef*

### *Cheeses*

*(Please select two)*

*American  
Cheddar  
Colby Jack  
Swiss  
Provolone*

### *Hot Meats*

*(Please select one)*

*Italian Beef  
Corned Beef  
BBQ Beef/Pork/Chicken  
Hot Ham  
Chicken Breast*

### *Salads*

*(Please select three)*

*Assorted Relish Tray  
Broccoli & Cauliflower Vinaigrette  
Caesar Salad  
Cottage Cheese  
Creamy Coleslaw  
Fruit Gelatin  
Fresh Fruit Salad  
Pasta Salad  
Potato Salad  
Spinach Salad with Raspberry  
Vinaigrette  
Sunshine Broccoli Salad  
Three Bean Salad  
Tossed Salad with Choice of  
Dressings*

### *Soups*

*Add Homemade Soup to your Luncheon*

*Add 1 @ \$2.00 per person Add 2 @ \$3.00 per person*

*Wisconsin Cheese Soup  
Vegetable Beef  
Chicken with Noodle*

*Tomato  
Chili  
Minestrone*

*Black Bean  
Split Pea with Ham  
Creamy Potato with Bacon*

*Sandwich Buffet also includes a condiment tray of lettuce, tomato, onion, pickle. All selections are served with coffee, water, ice tea, and lemonade. Prices include professional and attentive wait staff. Table linens, china, and silver service are included.*

*Tax and gratuities are not included.*

# Dinner Buffet Selections

*Buffet with Two Entrees*  
\$18.50 per person

*Buffet with Three Entrees*  
\$21.50 per person

## Entrees

Baked Chicken  
Grilled Seasoned Breast of Chicken  
Lemon Pepper Chicken  
Sliced Turkey Breast  
Baked Cod with Lemon Butter  
Meat or Vegetable Lasagna  
Roast Loin of Pork  
Honey Glazed Ham with Fruit Glaze  
Beef Stroganoff  
Roast Beef or Corned Beef  
Fettuccini Alfredo

## Salads (Please select three)

Broccoli & Cauliflower Vinaigrette  
Caesar Salad  
Cottage Cheese  
Fresh Fruit Salad  
Fruit Gelatin  
Pasta Salad  
Potato Salad  
Spinach Salad with Raspberry Vinaigrette  
Sunshine Broccoli Salad  
Tossed Salad with Choice of Dressings  
Creamy Coleslaw

## Side Dishes (Please select one)

Au Gratin Potatoes  
Baked Potato with Sour Cream & Chives  
Buttered Egg Noodles  
Creamy Whipped Potatoes with Gravy  
New Potatoes  
Twice Baked Potatoes  
Rice Pilaf  
Sweet Potatoes  
Twice Baked Potato Casserole  
Seasoned Mashed Potatoes  
Wild Rice Garden Blend

## Vegetables (Please select one)

Buttered Baby Carrots  
California Blend Vegetables  
Golden Corn O'Brien  
Green Bean Almondine  
Green Bean Casserole  
Green Peas and Mushrooms  
Italian Blend Vegetables  
Vegetable Blend

## Desserts (Please select one)

Assortment of Cake  
Chocolate or Strawberry Mousse  
Fruit Crisp or Cobbler  
Assortment of Fruit Pies  
Assortment of Cream Pies  
Ice Cream with Chocolate Sauce  
Sherbet with Wafer Cookie

*All dinners are served with assorted rolls and butter, coffee, water, ice tea, and lemonade. Prices include professional and attentive wait staff. Table linens, china, and silver services are included.*

*Tax and gratuities are not included.*

# Served Meal Selections

## Dinner Entrees (Please select one)

Sliced Turkey Breast with Cranberry Sauce	\$ 13.50
Grilled Chicken Breast with Alfredo Sauce	\$ 13.50
Chicken Primavera	\$ 13.50
One-Fourth Bake Chicken	\$ 13.50
Lemon Pepper Chicken	\$ 13.50
Chicken Cordon Bleu	\$ 14.00
Chicken Kiev	\$ 14.00
Herb Crusted Chicken Breast with Raspberry Sauce	\$ 14.00
Baked Cod with Lemon Butter	\$ 14.50
Grilled Salmon with Dill Sauce	\$ 19.50
Meat or Vegetable Lasagna	\$ 14.00
Roast Loin of Pork	\$ 14.00
Stuffed Butterfly Pork Chop	\$ 15.00
Honey Glazed Ham	\$ 12.00
Beef Stroganoff	\$ 13.00
Roast Beef	\$ 14.00
Filet Mignon (8 oz.)	\$ 27.00

## Salads (Please select one)

Spinach Salad with Raspberry Vinaigrette
Tossed Salad
Fruit Gelatin Salad
Cottage Cheese with Fruit

## Side Dishes (Please select one)

Au Gratin Potatoes
Baked Potato with Sour Cream & Chives
Buttered Egg Noodles
Creamy Whipped Potatoes with Gravy
Wild Rice Garden Blend
Sage Dressing
Sweet Potatoes
Twice Baked Potato Casserole
Alfredo Fettuccine Pasta

## Vegetables (Please select one)

Broccoli with Cheese
Buttered Baby Carrots
California Blend Vegetables
Golden Corn O'Brien
Green Bean Almondine
Green Peas and Mushrooms
Vegetable Blend

## Desserts (Please select one)

Assortment of Cake
Chocolate or Strawberry Mousse
Fruit Crisp or Cobbler
Assortment of Fruit Pies
Assortment of Cream Pies
Ice Cream with Chocolate Sauce
Sherbet with Wafer Cookie

All dinners are served with assorted rolls and butter, coffee and tea selection, ice tea, and lemonade.

Prices include professional and attentive wait staff.

Table linens, china, and silver service are included.

Tax and gratuities are not included.

# Catered Extras

## Hors D'oeuvres

Serving approximately 50 people

### Hot Hors D'oeuvres

Assorted Quiche	\$ 43.00
Breaded Cheese Curds	\$ 25.00
Breaded Mushrooms	\$ 25.00
Breaded Popcorn Shrimp	\$ 60.00
Buffalo Wings	\$100.00
Cheese Bread Sticks with Marinara	\$125.00
Chinese Egg Rolls with Sweet & Sour Sauce, Pork or Vegetable	\$110.00
Sweet & Sour or Barbecue Meatballs	\$ 90.00
Taco Bites	\$ 60.00
Tangy Cocktail Franks in Barbecue Sauce	\$ 80.00

### Cold Hors D'oeuvres

Assorted Cheese & Salami Platter with Crackers	\$135.00
Assorted Relish Platter with Dip	\$135.00
Chips with Dip	\$ 55.00
Deli Meat & Cheese Platter with Miniature Buns	\$140.00
Tortilla Chips with Salsa	\$ 55.00
Seasonal Fresh Fruit Platter	\$150.00
Shrimp Cocktail with Cocktail Sauce	\$165.00
Snack Mix, Pretzels	\$ 55.00
Mixed Nuts	\$100.00

### Dessert

Assorted Miniature Cheesecakes	\$140.00
Assorted Petit Fours	\$125.00
Assorted Cookies	\$ 75.00
Assorted Brownies	\$ 75.00

### Beverages

Lemonade or Fruit Punch	\$ 25.00
Soft Drink selection per can (Pepsi, Diet Pepsi, Coke, Diet Coke, Sprite or Root Beer)	\$ 1.50

Prices include professional and attentive wait staff. Table linens, china, and silver service are included.  
Tax and gratuities are not included.

## CATERING POLICIES & PROCEDURES

Thank you for considering the Kensington as the site for your upcoming event. Our management and staff are committed to providing all the professional services required to ensure your event is a success. Guidelines and procedures will help ensure your requests (and that our requirements) are understood. Review the following procedures and contact the Catering Manager with any questions.

**Room Rental/Fees** - Included with your room rental: room set-up, linen (s) and room clean up.

Ballroom-Monday thru Thursday	\$200.00
Ballroom-Friday, Saturday, Sunday, & Holidays	\$300.00
Garden Room (North or South Side)	\$ 50.00
Garden Room (Entire Room)	\$100.00
Drink Service Only (Coffee, Tea, Water) 50 Servings	\$ 50.00

**Deposits** - A deposit equal to your room rental is required as good faith to secure your dates. The deposit will be credited to your final bill. Should you find it necessary to cancel arrangements six months or more prior to the event, a full refund is applicable. Less than six months and up to 90 days—a 50% refund is applicable. The deposit is not refundable for cancellations made less than 90 days prior to the event.

**Billing/Payment** - All functions are required to make payment in full 48 hours prior to the event, unless previous arrangements are made to approve billing. Any balance due will be billed within a week following the event and is due immediately. Invoices that remain unpaid after 30 days are subject to an 18% interest charge per year at 1.5% per month. **The Kensington now accepts all major credit cards for your event!**

**Guarantees** - Guarantees for the number of guests in your event are required 48 hours (not including holidays or weekends) prior to the event in order to properly prepare and serve your group. The Kensington will attempt to serve guests over your guarantee; however, the entrée may be substituted. You will be charged for your guaranteed number. If you have guests over your guarantee, you will be charged accordingly. (If you have guests under your guarantee, you will not receive a refund.)

**Menus** - Menu selection must be finalized two weeks prior to the event. Entrée selection on a served (sit down) banquet is limited to one choice; however, special consideration will be given to dietary and religious needs. All federal, state, and local laws regarding food and beverage purchase and consumption will be adhered to. No food or beverage may be brought onto the premises with the exception of professionally decorated cakes, mints, nuts, and punch. No food or beverage will be allowed to be removed from the property.

**Gratuity and Tax** - A 16% gratuity plus state tax will be added to all events subject to present tax rate. Charges may be applied for special set-up requests. Tax-exempt groups must submit their tax number and official letter of exemption fourteen days prior to the event date.

**Banquet/Meeting Rooms** - Rental charge will apply to all banquet/meeting rooms, receptions, wedding ceremonies, private and social functions. We do not allow the affixing of anything to the walls, floor, or ceiling of any rooms. No open flames, glitter or confetti. In the event this is done, the cost of repair and/or replacement will be billed to the client. The use of facilities must adhere to the times as discussed with the Catering Manager.

**Security/Deliveries** - Delivery and pick up of all special equipment brought into the facility and deliveries pre-assigned to storage in the facility is the sole responsibility of the client. We will not assume responsibility for the damage or loss of any item left in the facility.

**Damages to Premises** - Any and all damages caused by use or abuse of the facility accommodations and/or equipment used within this rental agreement shall be billed to the client.

It is our goal and desire to make certain you have a successful function at the Kensington. You have our commitment that we will make every effort to accommodate you.

I have read and understand the above Catering Policies & Procedures.

Name \_\_\_\_\_ Date \_\_\_\_\_

Kensington Representative \_\_\_\_\_ Date \_\_\_\_\_

Prices are subject to change without notice.

## BAR SERVICE POLICIES & PROCEDURES

Thank you for considering the Kensington as the site for your upcoming event. Our management and staff are committed to providing all the professional services required to make sure your event is a success. We use only premium brands of beers, wines, and liquors at the Kensington.

Guidelines and procedures will help ensure your requests and our requirements are understood. All bars will be subject to a bar set-up fee of \$50.00. Review the following procedures and contact the Catering Manager with any questions.

**Host Bars** - Host bars are charged based on the number of drinks served. Partially used bottles of wine and champagne are charged in full. Tax and gratuity will be added to the bill. Arrangements need to be made prior to the event for settling the final bill. A deposit will be required before the event.

**Cash Bars** - Guests will be required to pay for their own drinks during the cash bar.

**Payment/Billing** - All bar charges are due before the event unless other payment arrangements have been pre-approved. Any balance will be billed and is due immediately. Invoices that remain after 30 days are subject to an 18% interest charge per year at 1.5% per month. **The Kensington now accepts all major credit cards for your event!**

<b><u>Prices</u></b> -	Bottled Domestic Beer	\$ 4.00
	Bottled Imported Beer	\$ 5.00
	Domestic Keg (half barrel)	\$185.00
	Imported Keg (half barrel)	\$235.00
	Mixed Drinks	\$ 4.00 per glass
	Premium	\$ 5.00 per glass
	Wine Coolers	\$ 4.00
	House Wine	\$ 4.00 per glass
	Champagne	\$ 16.50 per bottle
	Sparkling Cider	\$ 14.00 per bottle
	Soft Drinks	\$ 1.50 per can

Kegs of beer need to be ordered and paid in full before the event. Partially used kegs are charged in full.

To comply with all legal requirements, we reserve the right to refuse to serve alcohol to anyone. We also have the right to ask for proof of legal drinking age. Our license requires that all alcoholic beverages are purchased from the Kensington and consumed within the building—no liquor may be brought in or taken out of the Kensington.

**Damages to Premises** - Any and all damages caused by use or abuse of the facility accommodations and/or equipment used within this rental agreement shall be billed to the client.

By signing, I agree to accept responsibility for all bar charges incurred on the event date. I have read and understand the above Bar Services Policies & Procedures.

Name \_\_\_\_\_ Date \_\_\_\_\_

Kensington Representative \_\_\_\_\_ Date \_\_\_\_\_