



REIKART HOUSE

EST. | OF AMHERST, NY | 2017

*Special Occasion*  
MENUS



Congratulations from all of us at Reikart House and Jazzboline on your engagement!

We are delighted that you are considering the Reikart Ballroom at Jazzboline for your once in a lifetime event. Celebrate your love in style, starting with the spacious Pre-Function Room for your cocktail hour, then take in the elegance of the Reikart Ballrooms floor to ceiling windows and the early evening natural light then dance the night away under the light of the chandeliers.

Reikart Ballroom at Jazzboline is an elegant reception venue to fit every taste. The event space can accommodate seated celebrations of up to 160 guests with a dance floor or a casual, flowing reception up to 230 guests.

Take time to celebrate the special moments along your journey to say “I do”. Create your pre and post wedding celebrations into a cherished, lifelong memory. Combining an elegant venue with sophisticated cuisine, Reikart Ballroom is a stunning setting for your wedding reception, engagement party, bridal shower, rehearsal dinner, or farewell brunch.

The talented team at Reikart House is delighted to support your dream day.

From “I Do” to the last dance, Reikart Ballroom at Jazzboline holds the key to your special day!

When you decide to book your wedding reception at the Reikart Ballroom at Jazzboline you will enjoy the following amenities and services:

- ❖ Experienced wedding coordinator and banquet team to provide the day of your dreams
- ❖ Talented culinary team to create and prepare your perfect menu
- ❖ Menu tasting for two
- ❖ Complimentary overnight accommodations for your wedding night
- ❖ Special group room rates for your guests
- ❖ Ample Free Parking
- ❖ Detailed room set up including dance floor, floor length table linens
- ❖ Arrangement of Place Cards, Favors, Wedding Cake, or other Table-Ready Items
- ❖ Specialty His & Hers Signature Drinks
- ❖ Cake cutting service
- ❖ Coffee Station
- ❖ A return stay with dinner for two on your anniversary

# Sonata

## PLATED

\$66 /per person  
with 4 Hour Call Bar \$116



## DISPLAYED

Select Two:

Sliced Seasonal Fruit | Vegetable Crudit  | International Cheeses

## CHOICE OF PLATED ENTR E

*Each Entr e Meal is Accompanied with Artisan Rolls and Butter, and Choice of Soup or Salad:*

Soup Selections: Italian Wedding | Minestrone | Chef's Seasonal Soup du Jour

Salad Selections: Mixed Greens with House Dressing | Classic Caesar

## ENTR E SELECTIONS

Select up to Three Choices from the following:

Herb Roasted Chicken Breast with Sage Marsala Sauce (GF)  
Chef's Selection of Seasonal Vegetables  
and Whipped Potatoes

8 oz. Sirloin with Burgundy Demi-Glace (GF)  
Chef's Selection of Seasonal Vegetables  
and Whipped Potatoes

Grilled Salmon Filet with Citrus Butter Sauce (GF)  
Chef's Selection of Seasonal Vegetables  
and Jasmine Rice

Wild Mushroom Risotto (GF)  
Asparagus, Mascarpone, Fresh Herbs,  
Roasted Tomato

Pasta Pomodoro (V)  
Radiatore Pasta, Roasted Vegetables, San Marzano Sauce

NY Style Cheesecake with Fresh Berries or Your Cake Cut and Served Included  
Coffee, Decaffeinated Coffee, and Tea

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V = Vegetarian | GF = Gluten-Free | NF = Nut-Free | LF = Lactose-Free

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Consuming raw or under-cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food-borne illness.

# Concerto

## PLATED

\$78 /per person  
with 4 Hour Call Bar \$127



## DISPLAYED

Select Two:

Sliced Seasonal Fruit | Vegetable Crudit  | International Cheeses

## PASSED HORS D' OEUVRES

Select Two Choices from the following:

Stuffed Artichoke Bottoms  
Prosciutto, Ricotta, Hot  
Pepper & Herbs  
Smoked Salmon Pinwheels  
Spanakopita  
Cajun Chicken Satay (GF)

Mini Beef Wellington  
Coconut Shrimp  
with Ginger Hoisin Dipping Sauce  
Spinach & Goat Cheese  
Stuffed Mushrooms (GF)  
Bacon Wrapped Dates (GF)

Vegetable Spring Rolls  
with Sweet & Sour Dipping Sauce  
Bacon Wrapped Scallops  
with Pi a Colada Dipping Sauce (GF)  
Skewered Heirloom Tomato & Fresh  
Mozzarella Caprese, Balsamic Glaze (GF)

## CHOICE OF PLATED ENTR E

Each Entr e Meal is Accompanied with Artisan Rolls and Butter, and Choice of Soup or Salad:

Soup Selections: Italian Wedding | Minestrone | Chef's Seasonal Soup du Jour

Salad Selections: Mixed Greens with House Dressing | Classic Caesar

## ENTR E SELECTIONS

Select up to Three Choices from the following:

Herb Roasted Chicken Breast with Sage Marsala Sauce (GF)  
Chef's Selection of Seasonal Vegetables  
and Whipped Potatoes

8 oz. Sirloin with Burgundy Demi-Glace (GF)  
Chef's Selection of Seasonal Vegetables  
and Whipped Potatoes

Boneless Pork Chop with Whole Grain Dijon Cream (GF)  
Chef's Selection of Seasonal Vegetables  
and Whipped Potatoes

Sauteed Shrimp with Fennel, Artichoke,  
Tomato and White Wine Fumet (GF)  
Chef's Selection of Seasonal Vegetables and Jasmine Rice

Grilled Salmon Filet with Citrus Butter Sauce (GF)  
Chef's Selection of Seasonal Vegetables and Jasmine Rice

Wild Mushroom Risotto (GF)  
Asparagus, Mascarpone, Fresh Herbs, Roasted Tomato

Pasta Pomodoro (V)  
Radiatore Pasta, Roasted Vegetables, San Marzano Sauce

NY Style Cheesecake with Fresh Berries or Your Cake Cut and Served Included  
Coffee, Decaffeinated Coffee, and Tea

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# Symphony

## PLATED

\$87 /per person  
with 4 Hour Call Bar \$136



### ANTIPASTO MEZZE DISPLAY

*An Assortment of Mediterranean Specialties to include:*

Focaccia, Pita and Lavash, Hummus, Tzatziki, Olives, Grilled Vegetables, Marinated Fresh Mozzarella, and Assorted Peppers

### PASSED HORS D'OEUVRES

*Select Four Choices from the following:*

Stuffed Artichoke Bottoms  
Prosciutto, Ricotta, Hot  
Pepper & Herbs

Smoked Salmon Pinwheels  
Spanakopita

Cajun Chicken Satay (GF)

Mini Beef Wellington

Coconut Shrimp  
with Ginger Hoisin Dipping Sauce

Spinach & Goat Cheese  
Stuffed Mushrooms (GF)

Bacon Wrapped Dates (GF)

Vegetable Spring Rolls  
with Sweet & Sour Dipping Sauce

Bacon Wrapped Scallops  
with Piña Colada Dipping Sauce (GF)

Skewered Heirloom Tomato & Fresh  
Mozzarella Caprese, Balsamic Glaze (GF)

### CHOICE OF PLATED ENTRÉE

*Each Entrée Meal is Accompanied with Artisan Rolls and Butter, and Choice of Soup or Salad:*

**Soup Selections:** Italian Wedding | Minestrone | Chef's Seasonal Soup du Jour

**Salad Selections:** Mixed Greens with House Dressing | Classic Caesar

### ENTRÉE SELECTIONS

*Select up to Three Choices from the following:*

#### Poulet Sauce Alice (GF)

Seared All-Natural Chicken Breast, Wild Mushrooms,  
Cognac Cream

#### Boneless Pork Chop with Whole Grain Dijon Cream (GF)

Chef's Selection of Seasonal Vegetables  
and Whipped Potatoes

#### Grilled Salmon Filet with Citrus Butter Sauce (GF)

Chef's Selection of Seasonal Vegetables and Jasmine Rice

#### Filet Mignon with Cabernet Rosemary Sauce (GF)

Chef's Selection of Seasonal Vegetables  
and Whipped Potatoes

#### Sauteed Shrimp with Fennel, Artichoke, Tomato and White Wine Fumet (GF)

Chef's Selection of Seasonal Vegetables and Jasmine Rice

#### Wild Mushroom Risotto (GF)

Asparagus, Mascarpone, Fresh Herbs, Roasted Tomato

#### Pasta Pomodoro (V)

Radiatore Pasta, Roasted Vegetables, San Marzano Sauce

NY Style Cheesecake with Fresh Berries or Your Cake Cut and Served Included

Coffee, Decaffeinated Coffee, and Tea

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# Rhapsody

## BUFFET

\$67 /per person  
with 4 Hour Call Bar \$116



### DISPLAYED

Select One:

Sliced Seasonal Fruit | Vegetable Crudité | International Cheeses

### SALADS & ROLLS

Classic Caesar | Mixed Greens with Ranch & Balsamic Dressings | Artisan Rolls and Butter

### ENTRÉE SELECTIONS

Select Two:

Herb Roasted Chicken Breast (GF)  
with Sage Marsala Sauce

Seared Wild Caught Salmon (GF)  
With Lemon Thyme Sauce

Roasted Cauliflower Steak (V/GF)  
Curry Coconut Cream, Shishito  
Peppers, Carrots,  
Blistered Red Grapes

Filet of Sirloin (GF)  
with Bordelaise Sauce

Pasta Pomodoro (V)  
Radiatori Pasta, Roasted Vegetables,  
San Marzano Sauce

### ACCOMPANIMENTS

Select Two:

Roasted Brussel Sprouts | Glazed Heirloom Baby Carrots | Sautéed Haricot Vert  
Jasmine Rice | Roasted Fingerling Potatoes | Whipped Potatoes

NY Style Cheesecake with Fresh Berries or Your Cake Cut and Served Included  
Coffee, Decaffeinated Coffee, and Tea

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# Crescendo

## BUFFET

\$88 /per person  
with 4 Hour Call Bar \$137



### PASSED HORS D'OEUVRES

*Select Two Choices from the following:*

Stuffed Artichoke Bottoms  
Prosciutto, Ricotta, Hot  
Pepper & Herbs

Smoked Salmon Pinwheels

Spanakopita

Cajun Chicken Satay (GF)

Mini Beef Wellington

Coconut Shrimp  
with Ginger Hoisin Dipping Sauce

Spinach & Goat Cheese

Stuffed Mushrooms (GF)

Bacon Wrapped Dates (GF)

Vegetable Spring Rolls  
with Sweet & Sour Dipping Sauce

Bacon Wrapped Scallops  
with Piña Colada Dipping Sauce (GF)

Skewered Heirloom Tomato & Fresh  
Mozzarella Caprese, Balsamic Glaze (GF)

### ANTIPASTO MEZZE DISPLAY

*An Assortment of Mediterranean Specialties to include:*

Focaccia, Pita and Lavash, Hummus, Tzatziki, Olives, Grilled Vegetables, Marinated Fresh Mozzarella, and Assorted Peppers

### SALADS & ROLLS

Classic Caesar | Mixed Greens with Ranch & Balsamic Dressings | Artisan Rolls and Butter

### ENTRÉE SELECTIONS

*Select Three:*

Poulet Sauce Alice (GF)

Seared All-Natural Chicken Breast,  
Wild Mushrooms, Cognac Cream

Whole Roasted Beef Tenderloin (GF)  
Mushroom Duxelles, Red Wine Demi

Seared Wild Caught Salmon (GF)

Lemon Caper Beurre Blanc

Ravioli (V)

Mushroom or Butternut Squash

Pasta Pomodoro (V)

Radiatori Pasta, Roasted Vegetables,  
San Marzano Sauce

Roasted Cauliflower Steak (V/GF)  
Curry Coconut Cream, Shishito Peppers,  
Carrots, Blistered Red Grapes

### ACCOMPANIMENTS

*Select Two:*

Roasted Brussel Sprouts | Glazed Heirloom Baby Carrots | Sautéed Haricot Vert

Jasmine Rice | Roasted Fingerling Potatoes | Whipped Potatoes

NY Style Cheesecake with Fresh Berries or Your Cake Cut and Served Included  
Coffee, Decaffeinated Coffee, and Tea

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# Enhancements & Additions



## DUO PLATED ENTRÉE ADDITIONAL \$10

*Select One of the following to add to Filet Mignon\* or Sirloin Filet\**

Herb Roasted Chicken | Sautéed Shrimp | Grilled Salmon Filet

*\*Main Protein will be sized appropriately for the plate*

## SOUP COURSE (CUP) \$6

Italian Wedding Soup | Minestrone (GF) | Chef's Seasonal Soup

## ALTERNATE SIDES AND ACCOMPANIMENTS

Wedge Salad \$4

Asparagus \$5

Brussel Sprouts \$5

Baked Potato \$5

Dauphinoise Potato \$6

Roasted Fingerling Potatoes No Charge

## SIGNATURE DESSERTS \$10

*Gluten Free Dessert Available Upon Request*

Tiramisu With Fresh Berries

New York Style Cheesecake With Strawberry Sauce

Ultimate Chocolate Layer Cake

Carrot Cake

Cassata Cake

Lemon Chiffon

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# Stations

**\*\*Chef Attendant Fee \$150 each**



## SEAFOOD TOWER \$15

*An Assortment of Chilled Seafood to include:*

Shrimp, Oysters, Clams and Crab Claws, with Lemon Wedges, Cocktail and Mignonette Sauces

## SUSHI DISPLAY \$15

Authentic Hand Rolls and Maki Displayed on Japanese Trays with Wasabi and Soy Sauce

## ANTIPASTO MEZZE DISPLAY \$19

*An Assortment of Mediterranean Specialties to include:*

Focaccia, Pita And Lavash, Hummus, Tzatziki, Olives, Grilled Vegetables,  
Marinated Fresh Mozzarella, and Assorted Peppers

## SALAD CONCEPTS \$12

Young Lettuces, Baby Kale, Mixed Baby Greens  
Grape Tomatoes, Sliced Cucumbers, Julienned Carrots, Pumpkin Seeds,  
Assorted Dried Fruits, Shaved Manchego, Candy Striped Beets, Crumbled Goat Cheese,  
Toasted Almonds, Applewood Smoked Bacon, Alfalfa Sprouts  
Sherry Vinaigrette, White Balsamic, Buttermilk Chive Dressing

## CLASSIC CAESAR SALAD \$10

Romaine Lettuce, Croutons, Parmesan, Traditional Caesar Dressing

## PRIME BEEF SLIDER \$12

Brioche Buns, Gruyere, Aged Cheddar, Caramelized Onion, Aioli

## TACOS \$16

Choice of: Citrus Marinated Chicken or Carne Asada, Tortillas Guacamole,  
Pico De Gallo, Salsa, Onion, Cilantro, Lime

## WECK & WINGS \$18

Beef on Weck Sliders and Buffalo Wings (Traditional or BBQ)

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# Stations

**\*\*Chef Attendant Fee \$150 each**



- continued -

## CARVING STATION\*\*

- Prime Rib Au Jus with Slider Rolls \$15 | 30pp minimum  
Honey Glazed Ham with Rum Raisin Sauce, Slider Rolls \$16 | 50pp minimum  
Salmon En Croute with Creamed Spinach & Mushrooms \$18 | 25pp minimum  
Whole Roasted Beef Tenderloin with Mushroom Duxelles, Red Wine Demi \$24 | 15pp minimum  
Roasted Turkey Breast with Savory Gravy, Slider Rolls \$12 | 20pp minimum

## PAELLA\*\* \$21

Mussels, Shrimp, Clams, Chicken, Chorizo, Saffron Rice

## QUESADILLAS\*\* \$14

Beef or Chicken Quesadillas

## GOURMET GRILLED CHEESE\*\* \$12

A selection of Artisan Cheese, Caramelized Onion, Bacon Jam, Apple Confit,  
Roasted Tomatoes, Marinated Artichokes

## RISOTTO\*\* \$16

*With a variety of mix-ins to include:*

Wild Mushrooms, Peas, Ham, Parmesan Cheese, Fresh Herbs, Artichokes

## PASTA\*\* \$15

*Rigatoni with Sauces and mix-ins to include:*

Marinara, Alfredo, Fresh Herbs, Crushed Hot Pepper, Grilled Vegetables, Capers, Olives,  
Artichokes, Mushrooms, Parmesan Cheese, Fresh Mozzarella

## MASHED POTATO\*\* \$14

Mashed Sweet Potatoes & Creamy Mashed Potatoes

*With a variety of mix-ins to include:* Honey Butter, Sour Cream, Applewood Smoked Bacon,  
Assorted Cheeses, Broccoli, Fresh Herbs, Roasted Peppers, Wild Mushrooms

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# Sweet & Savory Endings

Minimum Guarantee of 50



## SAVORY SELECTIONS

*Priced Per Tray to Serve 50 People*

Spicy Breaded  
Boneless Wings \$350  
with Bleu Cheese Dressing

Original Crunch Rolls \$250  
Buffalo Chicken,  
Stuffed Banana Pepper

Onion Rings \$250  
Ranch Dipping Sauce

Pizza \$300  
Cheese & Pepperoni

Warm Pretzels \$250  
with Mustard Dipping Sauce

Nachos \$200  
with Salsa Queso Blanco  
and Guacamole

Popcorn Machine \$300

## SWEET SELECTIONS

*Priced Per Tray to Serve 50 People*

Miniature Pastries \$250

Cream Puffs | Eclairs | Cannoli | Cookies | Brownies | Lemon Bars | Mini Beignet

Donut Bar \$250

An Assortment of Paula's Donut Holes with Chocolate and Cream Cheese Icing Dipping Sauce

————— **\*\*Chef Attendant Fee \$150 each** —————

Cotton Candy\*\* \$14

Freshly Prepared Mini Cones

Waffle Sundae Bar\*\* \$16

Freshly Prepared Waffles Served Warm with Vanilla & Chocolate Ice Cream, Whipped Cream,  
Chocolate Sauce and Sprinkles

## ENHANCED TWILIGHT COFFEE STATION \$10

*Priced Per Person*

Coffee, Decaffeinated Coffee, and Herbal Teas  
Hot Cocoa, Whipped Cream, Chocolate Shaving, Rock Candy Stir Sticks, Cinnamon Sticks  
Flavor Syrup – Vanilla, Hazelnut

**With Cordials \$10 each (on Consumption)**

*Your Choice of:* Bailey's | Kahlua | Frangelico

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# Beverage Service



Reikart House and Jazzboline encourage safe and responsible alcohol consumption. Bartenders are required to ID guests of questionable age prior to serving alcoholic beverages and to refuse service to any person who, in the bartender's judgement, appears intoxicated.

Reikart House offers a maximum of five (5) hours of bar service and a no-shot policy.

1.5 oz standards pour on all spirits

5 oz standard pour on wine

## Bartender fee \$150 per bartender

Host Bar: 1 Bartender per 100 guests | Cash Bar: 1 Bartender per 75 guests

## Bar Setup fee \$250 per bar

Applies to Host Bars on Consumption and Cash Bars that produce less than \$750.00

### HOST BAR ON CONSUMPTION

*Beverages are charged to the Host on a per drink basis plus 22% service charge and 8.75% tax.*

*Bar tab will be available for review 30 minutes following the conclusion of the event.*

|               |        |             |      |                |         |
|---------------|--------|-------------|------|----------------|---------|
| Domestic Beer | \$7.50 | House Wine  | \$10 | Premium Liquor | \$13    |
| Imported Beer | \$8.25 | Call Liquor | \$11 | Cordials       | \$16.50 |
| Craft Beer    | \$8.25 |             |      |                |         |

Soft Drinks, Juice, Bottled Water \$4

### CASH BAR

*25 person minimum*

*Beverages are sold on a cash basis to each guest. Prices include 8.75% tax.*

|               |     |             |      |                |      |
|---------------|-----|-------------|------|----------------|------|
| Domestic Beer | \$8 | House Wine  | \$11 | Premium Liquor | \$14 |
| Imported Beer | \$9 | Call Liquor | \$12 | Cordials       | \$18 |
| Craft Beer    | \$9 |             |      |                |      |

Soft Drinks, Juice, Bottled Water \$5

### WINE SERVICE

Call - Sycamore Lane \$40 per bottle

Premium - Trinity Oaks \$50 per bottle

Upgrade to Kendall Jackson Vintners Reserve \$60 per bottle

Cabernet | Merlot | Pinot Noir | Malbec  
Chardonnay | Sauvignon Blanc | Riesling | Pinot Grigio  
Champagne

William Wycliff Brut Champagne \$40 per bottle

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# Beverage Packages



*Include rotating Domestic and Import Beer selections, Selection of three Wine Varietals House Wine, Sweet and Dry Vermouth, Peach Schnapps and appropriate mixers and garnishes. Add seasonal craft beer for \$3 per person.*

## CALL LIQUOR PACKAGE

*Includes Sycamore Lane Wine and Spirit selections listed below, subject to change.*

1 hour \$20 | 2 hours \$30 | 3 hours \$40 | 4 hours \$48 | 5 hours \$54

|                           |                      |                      |
|---------------------------|----------------------|----------------------|
| Tito's Vodka              | Jim Beam Bourbon     | Sauza Silver Tequila |
| Tanqueray Gin             | Jack Daniels Whiskey | Villa Massa Amaretto |
| Cruzan Rum                | Dewars Scotch        | Bailey's Irish cream |
| Captain Morgan Spiced Rum |                      |                      |

## PREMIUM LIQUOR PACKAGE

*Includes Trinity Oaks Wine and Spirit selections listed below, subject to change.*

1 hour \$24 | 2 hours \$36 | 3 hours \$48 | 4 hours \$56 | 5 hours \$62

|                           |                             |                        |
|---------------------------|-----------------------------|------------------------|
| Grey Goose Vodka          | Knob Creek Bourbon          | Patron Silver Tequilla |
| Bombay Sapphire Gin       | Crown Royal Whiskey         | Disaronno Amaretto     |
| Bacardi Rum               | Johnnie Walker Black Scotch | Bailey's Irish Cream   |
| Captain Morgan Spiced Rum |                             |                        |

## BEER, WINE & SOFT DRINKS BAR PACKAGE

1 hour \$16 | 2 hours \$24 | 3 hours \$32 | 4 hours \$40 | 5 hours \$48

**Domestic:** Budweiser, Bud light, Blue Moon, Michelob Ultra (Choose 2)

**Imported:** Labatt's Blue, Blue Light, Guinness, Modelo, Stella Artois. (Choose 2)

**Craft/Local:** Rotating Seasonal Big Ditch Brewery and Great Lakes Brewery (Choose 2)

**Hard Seltzers:** NUTRL - Variety

*\*Custom n/a beer options include O'Doul's*

## Specialty Champagne Drinks (sold by the bottle)

Mimosa \$45 | Bellini \$45

*Upgrade to an Attended Station with an Assortment of Juices and Fruit Garnishes \$10 per person*

## SIGNATURE COCKTAILS

Our team of trained bartenders is happy to prepare or create a cocktail to suit your event theme based on the package chosen. Additional charges may apply.

Only alcohol purchased by the facility is allowed to be served on premises.  
We are happy to honor special requests if available. Pricing may be adjusted accordingly.

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# Policies, Terms and Conditions



## MENUS

Our culinary team has designed menus to suit a variety of tastes and dietary concerns. Notwithstanding, we would be pleased to customize a menu for items of personal taste. With the exception of certain dessert items, such as wedding cakes, we ask that all food to be served be prepared by our kitchen and all beverage items to be supplied by Reikart House.

## FOOD AND BEVERAGE MINIMUMS

At the time of booking of your event, a Food & Beverage Minimum ("F&B Minimum") will be determined and disclosed to you. The determination of the F&B Minimum will be based on the particular venue / room selected for the event, the number of anticipated attendees and the day and time of year of the event. If the F&B Minimum established is not achieved for the event, the applicable room rental charge shall apply. Should the F&B Minimum be met or exceeded, no room rental charge shall apply. Only food and beverage costs are included in the calculation of the F&B Minimum. Costs for ancillary items, such as hotel room rental, audio visual, linen rentals, chef or bartender fees are not included in the determination of the F&B Minimum.

## ATTENDANCE

The anticipated attendance for an event shall be confirmed no later than fourteen (14) days prior to the date of the event. The confirmed attendance shall be considered the guaranteed attendance. Once confirmed, the guaranteed attendance figure may not be reduced. If the attendance is not confirmed / guaranteed as set forth herein, then the anticipated attendance figure shall be considered as the guaranteed attendance figure and the event shall be prepared (and billed) accordingly.

## BEVERAGE SERVICE

The serving of alcoholic beverages is limited to persons of legal age as stated by the laws of New York. Compliance with these laws requires that all beverages be provided by the facility. Liquor, wine, or beer cannot be brought into the facility by outside sources. All service of alcoholic beverages must be attended by a bartender.

## PAYMENT TERMS

All menu prices are subject to 22% service charge plus sales tax. Tax exempt organizations must furnish an authorized original copy of their tax exemption letter prior to their event to avoid being invoiced for sales tax. Full payment for your event is required prior to the event date unless credit arrangements have been pre-established. Regardless of the final form of payment to be used to pay for the event, a valid credit card must be on file for all events to cover costs for additional guests or other items added the day of the event. Please note that personal checks will only be accepted if received at least 14 days prior to the event. Corporate checks can be accepted if received at least 3 days prior to the event.

## CATERING PRICES

The enclosed menus reflect our current pricing. Although we make every effort to hold this pricing, this is not always possible. For events booked more than one year prior to the event date, prices in effect 90 days prior to the event will be honored. For events booked one year or less prior to the event date, prices in effect 30 days prior to the event will be honored. Should your event be subject to price increases, we will be pleased to work with you to adjust menu selections in an effort to keep your event as close as reasonably possible to its original budget.

## ROOM ARRANGEMENTS

The particular venue (i.e. room) selected for an event will be largely based upon the anticipated attendance of the event. Please specify your requirements for table arrangements as well as other furnishings such as dance floor, bandstand, audio-visual aids, etc. Our Catering Department will gladly provide their assistance in planning your room layout.

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(continued)

## SECURITY

We would be pleased to work with you in arranging for any security you believe may be appropriate for your event. Whether or not you opt to utilize security for your event, please be advised that Reikart House (including Jazzboline) is not responsible and accepts no liability for loss or damage to any personal property brought to the facility by your vendor or invitee. Furthermore, the cost to repair any damage or excess wear and tear to the venue (including the furnishings and equipment therein) shall be your responsibility as the event host. Reikart House (including Jazzboline) assumes no responsibility for personal property left on the premises for longer than three (3) days following the conclusion of the event. You, as the event host, shall be responsible for the return shipment of any packages related to your event.

## VENUE CLEANING / PROHIBITED ITEMS

Menu pricing includes set-up of the venue for the event by Reikart House staff as well as normal clean-up following the event. Should an event result in the need for excessive cleaning by Reikart House staff (such as due to debris caused by the unauthorized use of prohibited items listed below), then at the discretion of the banquet manager, a cleaning fee may be charged.

The list below are examples of items prohibited from use during an event without prior authorization as they may result in the need for excessive or difficult cleaning or may pose a risk of damage to the venue. Furthermore, no tape, command strips or nails are permitted. Items shall not be hung or attached to the walls or from the ceiling in any venue without prior authorization. If you wish to include one or more of the items listed below, please discuss this with us well in advance of your event. Please be advised that there may be a cost or fee charged for use of a prohibited item whether or not the prohibited item was pre-approved.

### Examples of Prohibited Items:

- Helium-filled inflatables such as balloons
- Confetti, streamers or loose glitter of any kind
- Sparklers or fog machines
- Single-wick candles unless contained within a vessel (*to catch wax*)
- Nothing with open flames
- Indoors - Real flower petals are prohibited (*silk are acceptable*)
- Outdoors - Silk flower pedals are prohibited (*real are acceptable*)

## GIFT BAGS

We are pleased to provide Gift Bag Service at the Hotel for those events that include a contracted block of rooms. Each Gift Bag should be generic in nature and not individualized by name of guest. Exceptions can be made for Gift Bags containing a food product for a recipient with an allergy or medical condition. In such instance, and the Gift Bag must be labelled clearly with the recipient's name.

### The following charges for delivery of Gift Bags shall apply which shall be added to the event bill:

- Gift Bags Stored and handed out at the hotel front desk - \$3.00 per bag
- Gift Bags Delivered to individual guest rooms - \$5.00 per bag

## SHIPPING & RECEIVING

Packages of items to be used in your event shall be delivered no more than four (4) days prior to the event date. The Name of the Group, Group Contact's Name and Date of Event shall be included on all boxes. Alternate arrangements must be approved in advance by the Catering Office. You are responsible for the return shipment of all packages. Our team is pleased to assist with arrangements.

## OUTSIDE VENDORS | INSURANCE

Please disclose to us in advance any vendors you intend to utilize during the event. Examples of vendors include musical groups, photographers, videographers, entertainers etc. You may be asked to have a vendor provide us with a certificate of insurance in advance of the event evidencing appropriate insurance coverage as a condition of their participation in the event. Such certificate of insurance shall be in a form acceptable to Reikart House and shall name Iskalo Hospitality Campus LLC as an additional insured.

# REIKART HOUSE

EST. | OF AMHERST, NY | 2017