



## Black Bear Crossings on the Lake Pavilion Place Meeting Center

1360 North Lexington Parkway, St. Paul, Minnesota 55103

Phone (651) 488-4920 Fax (651) 488-4915

E-mail: [info@blackbearcrossings.com](mailto:info@blackbearcrossings.com) Website: [blackbearcrossings.com](http://blackbearcrossings.com)



## *Black Bear Banquet Room Business Packages 2012*

*Our private banquet room is located on the third floor of the  
Historic Como Lakeside Pavilion, and can seat up to  
150 guests for business meetings using 60" round tables.*

*We are centrally located, with free parking.*

*Audio/Visual equipment is available, & the food is always fresh.*

*Groups can choose to take their lunch break outside,  
& enjoy a walk around the lake or sit by the waterfall.*

*We invite you to bring your next conference, training session,  
retreat, employee recognition dinner, holiday banquet,  
or other memorable event to Black Bear Crossings on the Lake—*

***Where Energy, Laughter, Earth, Water & Sky Surround You.***



## *Policies & Procedures 2012*

**Availability:** Daytime Monday thru Friday.

**Set-Up Fee:** Due in full to hold your reservation. This payment is non-refundable.

**Guaranteed Minimum:** The client agrees to purchase food & beverage for a minimum of 50 guests.

**Seating:** Black Bear Crossings seats for the number of guests for which food has been purchased.

**Decorating Restrictions:** To protect the beauty of this historic site, BBC needs to approve all decorations. Decorations prohibited by BBC include but are not limited to: tape, pins, nails, tacky gum, open flames, glitter, confetti and real flower petals. A damage fee will be assessed if these restrictions are not observed. It is the renters' responsibility to inform their decorators and guests of these restrictions.

**Food & Beverage Policy:** Without exception, Black Bear Crossings does not allow any food, beverage, candy, etc. to be brought into our establishment that has not been purchased from us. This is in accordance with Minnesota Department of Health and our Insurance Coverage. Also, left-over food may not be packaged "to go". It is the client's responsibility to inform all group members of these rules.

**Special Requests:** We make every effort to have our menus be creative & complete. Should you have a special request for items not listed, please do not hesitate to ask. We will be most happy to work with you to create a menu that suits your needs.

**Advertising:** Any printed materials/advertising referring to the use of Black Bear Crossings with respect to your event must receive prior approval.

**Parking:** Free public parking in both North & South lots. Reserved parking is not available.

**Prices:** Prices are subject to change.

**House Service Charge: 20%**

**Sales Tax: 7.625%**

**Tax Exempt:** The MN Dept of Revenue requires Black Bear Crossings to request a "Certificate of Exemption". Please note that Tax Exempt Status may not apply to "Food, Lodging or Entertainment".

**Special Offers & Discounts:** May not be combined.

**Labor Charges:** Additional labor fees BBC incurs as a result of the client's party arriving early or staying late will be passed on.

**Checks:** Service fee will be charged on returned checks.

**Storage & Approval of Materials:** Black Bear Crossings does not accept responsibility for or store any materials prior to the time specified in your rental contract, unless previous arrangements have been made with our Event Coordinator. Check with our Event Coordinator for approval of your presentation and decorating needs. A damage fee will be assessed if these restrictions are not observed. It is the client's responsibility to inform all group members of these rules.

**Theft and Damages:** The client is responsible for any theft or damage caused to the premises, its furniture, fixtures, equipment, etc. by their group members &/or guests.

**Schedule / Payments:**

All events must be paid in full on the day of the event. All payments are non-refundable.

**Day of booking:** Set up Fee Deposit and Contract

**2 weeks prior:** Menu & Floor plan

**1 week prior:** Final Count & AV Requirements

**Day of Event:** Final Payment

**Act of God:** Black Bear Crossings will not be held liable for delays, damages or failures in performance due to events of force majeure (causes beyond our reasonable control), including, but not limited to, acts of a governmental body, acts of God, acts of third parties, fires, floods, labor related disputes, power failures, war, terrorism, riots, unavoidable accidents, outbreak of disease, etc.

**Cancellation Policy:** Cancellations must be presented in writing. All payments made are non-refundable. The Food & Beverage minimum is due in lieu of damages.



## **2012 Half and Full Day Packages Include the Following:**

*Podium with microphone, 12x9 dropdown screen, 6 easels, two portable white boards, centerpieces and candy for each guest table*

### **Equipment Package for \$250.00 Includes:**

*Overhead LCD Projector, wireless lapel microphone, Wireless handheld microphone, internet connection*

### **Additional Purchases / Rentals Available**

<i>3M Post-It Note Flipchart:</i>	<i>\$50.00 each</i>
<i>Easel, up to 6 total:</i>	<i>\$10.00 each</i>
<i>Extension Cords</i>	<i>\$10.00 each</i>
<i>Hand Held or Lapel Wireless Microphones</i>	<i>\$75.00 each</i>
<i>Overhead LCD Projector</i>	<i>\$175.00</i>

### **Presentation Restrictions:**

*No taping of any kind is allowed; therefore if you are bringing your own flipcharts, please bring 3M Post-It Note flipcharts to protect the walls of this Historic Building.*

### **Replacement Fee:**

*A replacement fee will be billed for damaged or lost equipment.*

*20% house services charge ~ 7.625% sales tax ~ Prices are subject to change*



## 2012 Half Day Business Packages

### Breakfast Buffet Packages:

**Room Set-Up Cost:**  
\$200

**Time Slot:**  
7:30am – 11:30am  
Additional time may be purchased  
\$50.00 per 30 minutes

**Food & Beverage Minimum:**  
50 Guests

#### **Fresh Start Breakfast Buffet:**

Assorted freshly baked pastries, seasonal fresh fruit.  
Assorted tea, coffee & orange juice  
**\$10.95 per person**

OR

#### **Healthy Heart Breakfast Buffet:**

Hot oatmeal and shredded wheat  
Served with skim milk, brown sugar and raisins.  
Self-serve whole wheat toast with lite spreads.  
Seasonal fresh fruit assortment.  
Assorted tea, coffee & juice  
**\$12.95 per person**

OR

#### **Black Bear Breakfast Buffet:**

Scrambled eggs, crispy bacon or sausage,  
Assorted freshly baked pastries with spreads,  
Self-serve whole wheat toast & seasonal fresh fruit.  
Assorted tea, coffee, orange juice.  
**\$15.95 per person**

### **Gluten Free Options Available:**

Please let our event coordinator know a week in advance of special dietary needs.

**Scones & Cookies**  
**Salads & Dressings**  
**Pizza !!!!**

### Lunch Buffet Packages:

**Room Set-Up Cost:**  
\$200

**Time Slot:**  
12Noon – 4:30pm  
Additional time may be purchased  
\$50.00 per 30 minutes

**Food & Beverage Minimum:**  
50 Guests

#### **Deli Lunch Buffet:**

Assorted gourmet sandwiches (includes 10% vegetarian),  
Chips, pickles, condiments & select one salad:  
fruit salad, potato salad, pasta primavera salad.  
Assorted tea, coffee and fountain pop.  
Dessert: Assorted cookies & bars.  
**\$15.95 per person**  
Add soup \$2.95 per person

OR

#### **Soup & Salad Buffet:**

Creamy chicken wild rice & vegan soup of the day  
Mixed greens with ranch & Italian dressings  
An assortment of toppings to include:  
Cucumbers, carrots, mushrooms, tomatoes, onion, cheese,  
eggs, bacon, turkey, croutons, crackers, & bread.  
Dessert: Assorted cookies & bars.  
**\$15.95 per person**

OR

#### **Pizza Party:**

Select Two : Meat Lover's , Vegetarian , or Cheese.  
Garden fresh salad served with ranch & Italian dressings.  
**\$15.95 per person**

OR

#### **Healthy Heart Lunch Buffet:**

Skinless garlic & herb grilled chicken breast,  
Roasted sweet potatoes, chef's choice vegetable,  
Garden fresh salad, and whole grain bread.  
**\$16.95 per person**

20% house services charge ~ 7.625% sales tax ~ Prices are subject to change



## ***Deluxe 2012 Full Day Business Package***

**Room Set –Up Cost \$350**

**Time Slot: 8:00am-4:00pm**

Additional time may be purchased at the rate of \$50 per 30 minutes.

**Food & Beverage Minimum: 50 Guests**

### **Fresh Start Breakfast Buffet:**

*Assorted freshly baked pastries with seasonal fresh fruit. Assorted tea, coffee & orange juice.*

### **Select One Lunch Buffet:**

#### **The Deli:**

*Assorted gourmet sandwiches (includes 10% vegetarian), chips, pickles, condiments.  
One choice of salad: fruit salad, potato salad, pasta primavera salad. Assorted tea, coffee and fountain pop.*

*Add your choice of soup \$2.50 per person*

#### **Soup & Salad Buffet:**

*Creamy chicken wild rice and vegan soup of the day.  
Mixed greens with ranch & Italian dressings and an assortment of toppings to include:  
Cucumbers, carrots, mushrooms, tomatoes, onion, shredded cheese, hardboiled eggs,  
Bacon bits, julienne turkey, croutons, crackers & bread.  
Assorted tea, coffee and fountain pop.*

#### **Healthy Heart:**

*Skinless garlic & herb grilled chicken breast,  
Rosemary roasted sweet potatoes, chef's choice vegetable,  
Garden fresh salad, and whole grain bread.  
Assorted tea, coffee and fountain pop.*

#### **Pizza Party:**

*Select Two Flavors: Meat lover's pizza, vegetarian pizza, cheese pizza  
Garden fresh salad served with Ranch & Italian dressings.  
Assorted tea, coffee and fountain pop.*

### **Select One Snack Buffet**

*Dessert cookie & bar assortment  
Fresh fruit salad with cinnamon dressing  
Pretzels, popcorn, chips & salsa  
Vegetable crudités and trail mix*

**\$28.95 per person**

*20% house services charge ~ 7.625% sales tax ~ Prices are subject to change*



## **Elite 2012 Full Day Business Package**

**Room Set –Up Cost \$350**

**Time Slot: 8:00am-4:00pm**

Additional time may be purchased at the rate of \$50 per 30 minutes.

**Food & Beverage Minimum: 50 Guests**

### **Select One Breakfast Buffet:**

#### **Fresh Start:**

*Assorted freshly baked pastries with seasonal fresh fruit. Assorted tea, coffee & orange juice.*

#### **Healthy Heart:**

*Hot oatmeal and shredded wheat served with skim milk, brown sugar and raisins.  
Self-serve whole wheat toast with lite spreads. Seasonal fresh fruit. Assorted tea, coffee & orange juice.*

#### **Black Bear Breakfast:**

*Scrambled eggs with crispy bacon or sausage. Assorted freshly baked pastries with spreads.  
Self-serve whole wheat toast. Seasonal fresh fruit. Assorted tea, coffee & orange juice.*

### **Select one Lunch Buffet:**

#### **The Deli:**

*Assorted gourmet sandwiches (includes 10% vegetarian), chips, pickles, condiments.  
One choice of two salads: fruit salad, potato salad, pasta primavera salad. Assorted tea, coffee and fountain pop.*

*Add a cup of soup for \$2.50 per person, select one flavor*

#### **Soup & Salad Buffet:**

*Chicken wild rice & vegan soup of the day. Mixed greens with ranch & Italian dressings. Toppings: cucumbers, carrots, mushrooms, tomatoes, onion, cheese, eggs, bacon, turkey, croutons, crackers & bread. Assorted tea, coffee and fountain pop.*

#### **Healthy Heart:**

*Skinless grilled chicken breast, vegetable couscous, garden fresh salad with ranch & Italian dressings. Assorted breads to include whole grain. Assorted tea, coffee and fountain pop.*

#### **Pizza Party:**

*Select Two Flavors: Meat lover's pizza, Vegetarian Pizza, Cheese Pizza  
Garden fresh salad served with Ranch & Italian dressings. Assorted tea, coffee and fountain pop.*

#### **Taste of Italy:**

*Traditional lasagna, chicken alfredo, garden fresh salad with Italian dressing,  
Chef's choice of vegetable & bread with butter. Assorted tea, coffee and fountain pop.*

### **Select One Snack Buffet**

*Assorted cakes, sliced & plated  
Popcorn, Pretzels, chips & salsa  
Dessert cookie & bar assortment  
Fruit salad with cinnamon dressing  
Vegetable crudités and trail mix*

**\$33.95 per person**

*20% house services charge ~ 7.625% sales tax ~ Prices are subject to change*



## **2012 Business Package Plated Luncheons**

*50 person minimum  
priced per person*

### **Plated Luncheon Package Includes:**

*Separate beverage table with coffees & hot tea, and your choice of lemonade or iced tea.  
Served on each guest table: ice water, bread with butter,  
and dessert bar/cookie assortment (1 per person).*

### **Entrée Selection:**

*One menu selection plus chef's choice vegetarian option.  
For two menu selections, see your Event Coordinator for details.*

<i>Grilled Chicken Caesar Salad with Tomatoes</i>	<i>\$15.95</i>
<i>Chicken BLT Croissant with Potato Salad &amp; Fruit</i>	<i>\$15.95</i>
<i>Spaghetti with Marinara Sauce &amp; Meatballs</i>	<i>\$15.95</i>
<i>Traditional Meat Lasagna with Garden Salad</i>	<i>\$15.95</i>
<i>Beef Stroganoff served with Green Bean Blend</i>	<i>\$16.95</i>
<i>Creamy Chicken Alfredo, with Broccoli Spears</i>	<i>\$16.95</i>
<i>Fruited Turkey Pecan Salad on a Bed of Romaine</i>	<i>\$16.95</i>
<i>Turkey with Apple Wild Rice Dressing &amp; Green Bean Blend</i>	<i>\$17.95</i>
<i>Chicken Dijon with Mashed Potatoes &amp; Green Bean Blend</i>	<i>\$18.95</i>
<i>Pot Roast with Boiled Potatoes &amp; Carrots</i>	<i>\$18.95</i>
<i>Chicken Wild Rice Salad on a Bed of Spinach</i>	<i>\$19.95</i>
<i>Apricot Pork Chop with Mashed Potatoes &amp; Green Bean Blend</i>	<i>\$19.95</i>
<i>Smoked Salmon Salad over Spinach with Cucumber &amp; Dill Dressing</i>	<i>\$21.95</i>

### **Additional Enhancements**

<i>Soda Pop</i>	<i>\$1.75 per can</i>
<i>Pie</i>	<i>\$2.75 per slice</i>
<i>Cake</i>	<i>\$3.75 per slice</i>
<i>Soup or Salad</i>	<i>\$2.95 per person</i>

*20% house services charge ~ 7.625% sales tax ~ Prices are subject to change*