

Poughkeepsie Elks  
Catering and  
Banquet Services



# The Roosevelt Room at the Poughkeepsie Elks Lodge

We Offer a Full Range of Catering and Banquet Services to Turn your Event into an Affair to Remember!

One, Two or all three divided or combined rooms, from 30 to 300 may be accommodated.



Newly Renovated Banquet Hall

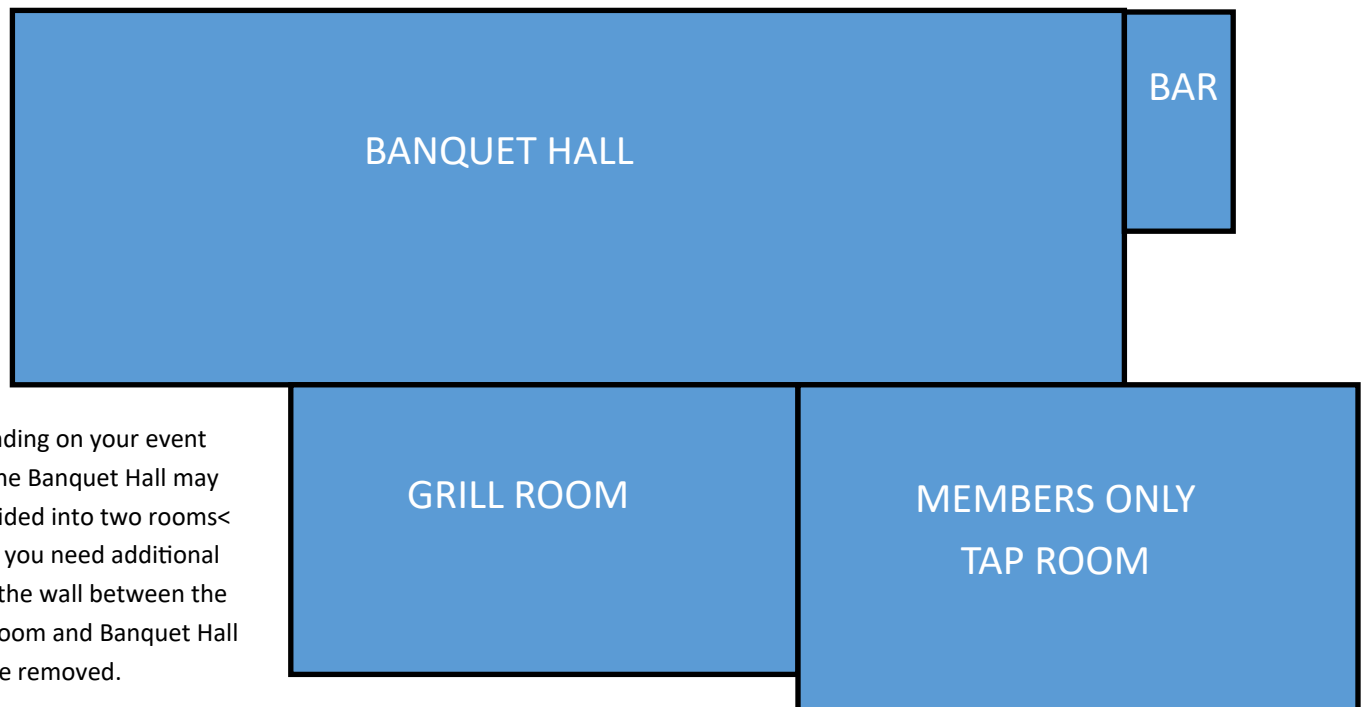
Full Banquet Menu Tailored to your Needs from Simple to Elegant

Dedicated Staff to assist with your Event Planning, Catering to your Every Need.

1,000+ sq. foot Dance Floor

Full Service Bar Available

Ideal for Weddings, Holiday Parties, Birthdays, Sweet 16, Anniversaries, Baby Showers, Bridal Showers, Christenings, Confirmations, Engagement Celebrations, First Communions, Graduation Celebrations, Retirements, Reunions, Corporate Events, Trade Shows & Expositions



Depending on your event size, the Banquet Hall may be divided into two rooms. Also if you need additional room the wall between the Grill Room and Banquet Hall may be removed.

Every Event at the ELKS is a Special Occasion

# BANQUET MENU



## **Three Choices**

*(Suggestions)*

Grilled Filet Mignon

Prime Rib of Beef au Jus

New York Strip Steak

Grilled Salmon

Seafood Stuffed Sole

Roast Pork Loin

Chicken Cutlet with Egg Plant, Roasted Red Pepper and Melted Mozzarella

Roast Beef

Chicken Parmigiana

Roast Turkey Breast

Chicken Marsala

Chicken Piccata

Chicken Francese

Eggplant Stackers

Pork Osso Buco

All Entrees are Served with:


Fresh Garden Salad with Choice of Dressing

Potato or Rice

Vegetable

Bread and Butter

Coffee {Regular and Decaf} and Tea



# HORS D'OEURES MENU - Pick 5

(\$13.00 pp per hour)

\* Butler Style Available

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- Tomato Brochette
  - Coconut Shrimp
  - Spanakopita
  - Crab Rangoon
  - Sesame Chicken Strips
  - Chicken Tenders
  - Stuffed Mushrooms
  - Pizza Bites
  - Chicken Wings
  - Cheese Platter
  - Mozzarella Sticks
  - Mini Egg Rolls
  - Swedish Meatballs
  - Franks in a Puff Pastry
  - Mini Assorted Quiches
  - Breaded Cheese Ravioli
  - Jalapeno Poppers

## Additional Platters

(Priced per person per hour)

- Vegetable Platter \$2.00
- Cheese Platter \$3.00
- Fresh Fruit Platter \$3.00
- Shrimp Cocktail MP
- Mini Crab Cakes \$3.00



\*\* Prices do not include NYS sales tax (8.125%) and service charge (18%)

# BAR PRICES

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## Price per Person:

\$2.50	Champagne Toast
\$2.50	Wine Toast
\$25.00	4 Hour Open Bar (Standard)
\$30.00	4 Hour Open Bar (Premium)

## Beer, Wine, Soda (Table)

\$175.00	Domestic Draft Beer (1/2 Keg)
\$14.00	¾ Liter Bottle Wine
\$20.00	1 ½ Liter Bottle Wine
\$5.00	Pitcher Soda

## Consumption Bar

There is a base fee of \$100 per event, billed to the client

All alcohol sales will be tallied and billed to the client at the conclusion of the event

## Cash Bar

There is a base fee of \$100 per event, billed to the client

Guests will be charged per drink



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THANK YOU FOR CONSIDERING US FOR YOUR EVENT.

We are sure you have a few questions, Here are some of the more frequently asked.

### HOW MANY GUESTS CAN YOU ACCOMMODATE?

Our maximum occupancy is 300 Guests. Our minimum capacity is 30. Round Tables of 8 or 10.

### IS THERE A ROOM FEE?

Yes, there is a room fee based on your number of Guests:

Grill Room \$200    Banquet Hall \$300    Grill, Banquet \$500

The room fee includes: use of the space for four hours, all necessary china, flatware, glassware, as well as tables and chairs

### CAN I DECORATE YOUR SPACE AND WHEN CAN I ARRIVE TO DO THAT?

You may arrive no more than one hour prior to the event start time to set up decorations. If an earlier time is needed, an additional fee will apply. Banners may be hung using 3M Command strips only, no tacks or tape on the walls is permitted.

### DO YOU REQUIRE A DEPOSIT?

A deposit is required to confirm your date. Your proposal will list your deposit which ranges from \$300 to \$500. Deposit may be made by cash, check or credit card. Deposits are non-refundable.

### WHEN IS THE FINAL PAYMENT DUE?

Final payment is due at the end of your event, or prior to the event. Payment may be made in cash, check or credit card.

### WHAT IS YOUR INCLEMENT WEATHER POLICY?


In case of bad weather predicted, you will have until 6 days before to cancel the event. Deposit remains non-refundable, but is transferable to another event or date. If you choose to cancel after the specified date in your agreement, you will be responsible for the food portion as well as the 18% service charge and sales tax. We will make every effort to accommodate your event, subject to our availability.

### FOOD ALLERGIES?

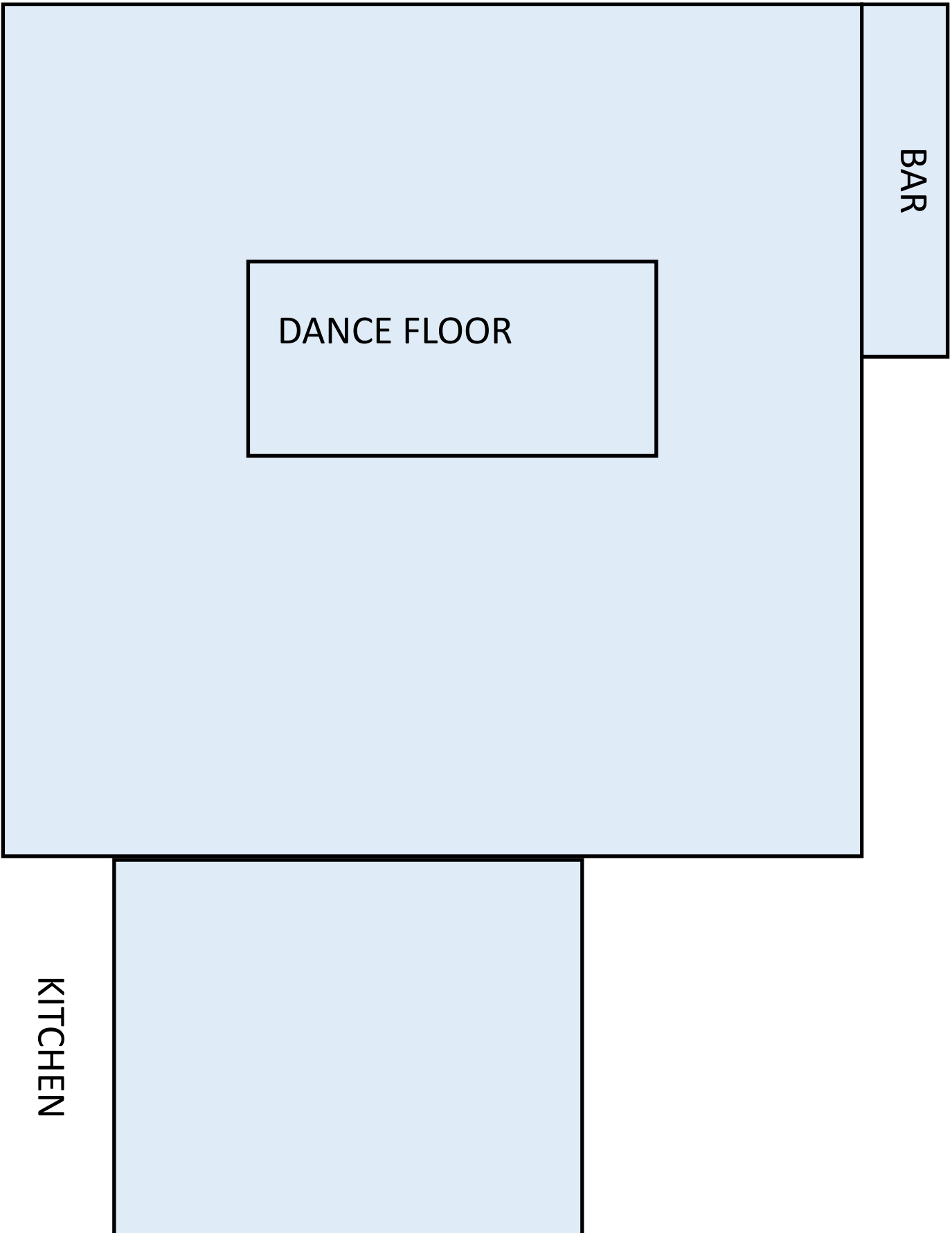
If you have attendees with food allergies, please notify us in advance, at least two weeks prior to event.

\*\* Prices do not include NYS sales tax (8.125%) and service charge (18%)

\*\* Final Arrangements due **2 weeks** prior to the Event



# LAYOUT



BAR

DANCE FLOOR

KITCHEN

The Poughkeepsie Elks Lodge was granted a charter on June 20, 1894. From 32 initial members to today over 1,000. The lodge held its meetings at various locations in Poughkeepsie. On September 2, 1909, a cornerstone was laid for a new building at 19 Washington Street. With the advent of Poughkeepsie's Urban Renewal Program, it became necessary to vacate that building, and a parcel of land was purchased at 29 Overocker Road. Cornerstone for the new location was laid on August 2, 1970 for the building which we now occupy.

The good fellowship of the fraternity and many types of fine projects sponsored by the lodge have attracted the finest members from all walks of life. Poughkeepsie Lodge was the home lodge of The Honorable Franklin Delano Roosevelt, the 32nd President of the United States.



**Poughkeepsie Elks Lodge #275**  
Benevolent and Protective Order of Elks  
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