



Our Staff takes great pride in not only meeting but exceeding your expectations. We are happy to plan your event around any special needs you may have. When developing a menu for your occasion we pay special attention to choose ingredients that are in season and when available local and/or organic.

Thank You for allowing us to cater your special event!

Mailing Address

Houff Community Center/Maple Terrace
302 North Second St.
Bridgewater, Va. 22812
jmccready@brc-online.org 540-828-2816
rwilliams@brc-online.org 540-828-0692
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BRIDGEWATER
RETIREMENT COMMUNITY
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Maple Terrace Custom Catering

~At~

BRIDGEWATER RETIREMENT COMMUNITY

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Houff Community Center/Maple Terrace
210 Virginia Avenue
Bridgewater, Va. 22812
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Room Rental & Catering Information

Thank you for choosing BRC to host your event. We look forward to exceeding your expectations. Please read the following information carefully.

Final Guarantee Final guest count, setup arrangements, menus and any special dietary needs are required no later than four (4) days prior to your event. If no final guarantee is received, we will consider the original projected numbers from the initial arrangements to be final. Any additional guests or changes made to menus or setup will be accommodated to the best of our ability with an added cost of 15% per person.

Due to high demand for reservations, we encourage you to schedule your event as far in advance as possible. You may be subject to an additional 25% service fee if you book a reservation within 5 Business days of your event.

We require a cancellation notice of 72 hours prior to your event. Cancellations made after then will be subject to pay for any food and materials that have already been purchased for your event.

Payment At the time of booking the event will be on hold until a deposit of 25% is paid. The final account balance will be due 2 business days before the event. Payment can be made with cash, check or credit / debit card (with a 5% service charge)

Logging Into The Network

- 1 Start a web browser and try to connect to any valid Internet site. The wireless network login page automatically appears.
- 2 Select "I'm a Guest and would like to access the Internet" and then click Next.
- 3 When the Zone Director WebUI "Guest Pass" page appears, enter the text of your guest pass key (by typing or pasting) and click **Login**.

When the browser displays a ZoneDirector WebUI "Authenticated" page, your connection is active.
- 4 You can now check your personal email and browse the Web.

Important

With a guest pass, you have access to the internet and World Wide Web, but you cannot use any services such as file sharing, intranets, corporate email or printers. If these services are needed, have your company liaison/contact work with the BRC IT Department to set you up with full user access to the secure network.

Connecting To Wireless Network

You have been granted access to the company wireless network, which you can use to access the World Wide Web and Internet, and to check your personal email.

Your guest pass key is: pass3

Connect your wireless-ready PC to this network: as detailed in the instructions printed below.

Before you start, please review the following requirements.

Requirements

- ✦ A wireless-network-ready computer
- ✦ The corporate "guest" network name
The guest pass (a text "key")

Using your guest pass to connect requires a series of two procedures: (1) connecting your PC to the company "PUBLIC" network, then (2) logging in as a qualified guest.

Finding the Wireless "Guest" Network

- 1 On your PC/Windows desktop, check the system tray for a Wireless Connection icon (the tool tip reads "Wireless Network Connection/[name]").
- 2 Right-click this icon and choose **View Available Wireless Networks**.
- 3 When the Wireless Network Connection window appears, the "PUBLIC" WLAN will be listed.
- 4 Select the WLAN "PUBLIC" network (various "neighbor nets" may also be listed) and click **Connect**.
- 5 If a Wireless Network Connection confirmation dialog box asks you to confirm "connecting to an unsecured network", click **Connect Anyway**.

A connection status dialog appears, while a network address is obtained and initial connection established.
- 6 When the Wireless Network Connection window displays "**Connected**", you can close this window and proceed to the next procedure.

Room Rental & Catering Information

Food & Beverage Policy No Bulk item foods will be permitted to leave the premises.

The employment of outside caterers is prohibited. All catering services will be provided by Bridgewater Retirement Community Catering Services.

No Alcoholic beverages of any kind are permitted on the premises; including beer, wine, liquor, or champagne.

Function Space All guests shall remain in the rooms rented. Set ups and decorations shall be confined to the rooms rented. We do not permit the affixing of any materials to the walls, floors, doors, or ceiling with nails, screws, staples, tacks, or heavy adhesive tape. Helium balloons must be anchored with a weight or tied down and not allowed to float to the ceiling.

Smoking is not permitted anywhere inside of the building. Smoking materials must be disposed of outside in the proper receptacles. Running in the halls or parking lots is not permitted.

When music is being played, doors to these areas must be kept closed at all times. Music must be kept at an appropriate level during the entirety of your event. Staff reserves the right to ask for the volume to be turned down/off.

Room Rental & Catering Information

Function Space Seminar/meeting attendees are reminded to dress in layers for comfort. Room temperatures are difficult to regulate to suit everyone's comfort level.

Additional charges will apply if there are any damages to the rooms or equipment.

A/V Equipment We are able to provide the following equipment for your event at no extra cost: Flat Screen TV with DVD, microphones with podium; both hand held and lapel, and screens for projection. We are not able to supply a projector or laptop.

In the event of a fire alarm, EXIT the building until "all clear" is announced by an emergency responder.

Parking Parking is available in the lots behind Maple Terrace. Parking spaces located in front of the building are reserved for residents. There is no parking allowed in any space marked Reserved or Resident.

Menus Our enclosed menus provide just a sampling of what we have to offer. Our Executive Chef will be happy to participate in your menu planning process and assist with any special dietary requirements.

Service & Additional Charges

For groups of 15 or above
Buffet Service is available for a maximum of two hours to ensure food safety and quality.

For groups of 10 guests or less we recommend dining in the Custer Room where our menu offers a wide selection which changes daily. We also offer waited service from those menus if your group requires a private room.

For groups of 10-15 we suggest dining in the Custer Room or the Steven's Café if you're seeking lighter fare and made to order sandwiches.

Groups unable to meet the minimum number of people and wish to order buffet- style service will be charged the difference to make up to the minimum charge.

If you have chosen buffet- style service for your event, the number of portions prepared will be in accordance with the number of guests given at the time of the final guarantee. Food is replenished until the designated number of portions have been served. Any additional portions requested will be accommodated to the best of our ability at an additional charge.

Your event can be already plated at an additional cost of \$4.00 per person.

Hors D'œuvres or other items purchased by platter are sold by predetermined amounts. As we are able we would be glad to replenish for an additional charge.

Hors D'Oeuvres

Available in 50 piece increments.

Below is only a small selection of choices. We are happy to tailor

Hors D'Oeuvres to your event

(pricing varies per market and selections)

Classic Shrimp Cocktail

Vegetable Eggroll with Sweet Chili Dipping Sauce

Santa Fe Chicken Eggroll with Queso Fresco Dipping Sauce

Spanakopita

Chicken Salad Bouche Cups

Truffle Creamed Spinach Bouche Cups

Mesquite Chicken Quesadilla

Crab Quesadillas with Cucumber Dill Sauce

Teriyaki Chicken & Pineapple Skewers

Oysters Rockefeller with Mignonette Sauce

Mini Vegetable Wraps with Roasted Onion Dip

Beef Tenderloin & Chanterelle Mushroom Crostini

Mini Beef Wellington Cups

Assorted Mini Quiche

Warm Crab Dip with Garlic Cheddar Biscuits

Mini Twice Baked Potatoes with Apple, Sausage & Cheddar

Spinach Artichoke Dip with Cinnamon Pita Chips

Baked Brie with Cherries En Croute

Cream Cheese & Crostini with Praline Sweet Mustard Glaze

Goat Cheese & Cranberry Chutney Crostini

Mini Cheese Cakes

Mini Chocolate Cups with Raspberry Mousse

Assorted Petit Fours

Mini Assorted Dessert Bars

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Rooms & Taxes

Rates

Alexander Mack Room A: \$70.00 (Seats 60 people)

Alexander Mack Room B: \$70.00 (Seats 60 people)

Alexander Mack Rooms A & B: \$140.00 (Seats 120 people)

Smith Room: \$50.00 (Seats 20 people)

Major Room: \$25.00 (Seats 12 people)

Kruger Room: \$25.00 (Seats 12 people)

Taxes

5.3% Virginia State sales tax will be added

6% Town of Bridgewater meals tax will be added

Pricing for catered events includes appropriate wait staff, table linens, flatware, china, buffet arrangements and table decorations, if needed. In the event that your event would go beyond our normal service hours (8am – 6:30pm) there will be an additional charge for staffing.

BRC Residents and internal departments are excluded from room charges.

BRC Residents are excluded from meals taxes but **not** from state taxes.*

Tax exempt groups will need to provide their exemption number/certificate and are still responsible for the Town meals tax.

*Except when using meal plan monies.

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A' La Carte Refreshments

half gallon beverages will serve 6-8 people

Coffee and Hot Tea Service

Includes all condiments
\$10.50 per half gallon

Assorted Sodas & Bottled Water

\$1.25 each

Juices (Cranberry, Orange, Apple)

\$7.75 per carafe

Freshly Brewed Iced Tea or Lemonade

\$6.00 per half gallon

Fruit Punch

\$10.25 per half gallon

Snacks

Assorted Fresh Baked Cookies or Brownies

\$11.50 per dozen

Chex Mix

\$6.50 per pound

Trail Mix

\$7.50 per pound

Fresh Whole Fruit Basket

Apples, Pears, Bananas, Oranges, Grapes

Small 10-12 people Medium 20-25 people Large 35-40 people

\$13.50

\$27.00

\$48.00

Fresh Cut Fruit Platters with Yogurt Dip

Seasonal Melons & Berries

Small 10-12 people Medium 20-25 people Large 35-40 people

\$30.25

\$62.50

\$100.00

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Hot Buffets

“Build Your Own”

(priced per person, Minimum 20 people)

One Entrée - \$14.95 Two Entrées - \$19.50 Three Entrées - \$25.75

Buffets are available for a maximum of two hours

All Buffets Are Served With Freshly Baked Rolls and Butter, Garden,
Spinach or Caesar Salad, Water, Coffee, and Tea.

Entrees

Cranberry Dijon Chicken Breast, Herb Roasted Chicken Breast

Ginger Teriyaki Glazed Salmon, Garlic & Herb Roasted Pork Loin

Maple Glazed Roasted Turkey Breast, Southern Beef Pot Roast

Pineapple & Sweet Mustard Glazed Baked Ham, Mesquite BBQ Beef
Brisket

Traditional Baked Italian Meat Lasagna, Home-Style Meatloaf with
Sweet & Tangy Tomato Glaze

Accompaniments

(Choose Two)

Mashed Potatoes, Roasted Red Potatoes, Au Gratin Potatoes

Cheesy Macaroni, Wild Rice Pilaf, Country Green Beans

Glazed Baby Carrots, Steamed Broccoli with or without Cheese Sauce
Seasonal Vegetable Blend,

Desserts

\$1.75 per person

Warm Fruit Cobbler - Chocolate Layer Cake - Lemon Cream Cake -
Cheesecake - Chef's choice Fruit Pie of the Day

Gourmet Desserts

\$3.50 per person

Crème Brûlée - Chocolate Decadence Cake - Tiramisu - White Chocolate
Raspberry Cheesecake - Peanut Butter Chocolate Mousse Cake

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Entrée Salads

Includes Soup of the Day or Side Pasta Salad,
Fresh Baked Rolls & Whipped Butter
(priced per person)

South Western Steak Salad \$10.75

Mixed Field Greens, Chipotle Grilled Flank Steak , Tortilla Strips,
Roasted Corn & Black Bean Salsa, Grape Tomatoes,
Sliced Onions, Pepper Jack Cheese, Avocado Ranch Dressing ,
Seasoned Croutons

Asian Cobb Salad \$9.50

Mixed Field Greens, Teriyaki Marinated & Grilled Chicken,
Baby Corn, Sugar Snap Peas, Carrots, Water Chestnuts ,
Red Bell Peppers, Orange Poppy Seed Dressing, Granola Clusters

Greek Chicken Salad \$9.50

Hearts of Romaine Lettuce, Lemon Basil Marinated Grilled Chick-
en, Artichoke Hearts, Kalamata Olives, Hard Boiled Eggs, Roasted
Red Peppers, Capers, Sliced Red Onion, Green Goddess Dressing,
Seasoned Croutons

Cider House Chicken Caesar Salad \$9.25

Romaine Lettuce, Caesar Marinated Grilled Chicken,
Dried Cranberries, Toasted Pumpkin Seeds, Hard Boiled Eggs,
Diced Red Onion, Apple Cider Caesar Dressing, Granola Clusters

Breakfasts and Morning Breaks

Breakfast Buffets are served with freshly brewed coffee, assorted
teas and a selection of juices
(priced per person, minimum 10 people)

Continental Breakfast

Including a variety of freshly baked breakfast pastries, whole
fresh fruit, & assorted individual yogurt
\$6.25

Executive Continental Breakfast with Fresh Fruit

Continental breakfast with sliced seasonal fruits and berries,
sliced bagels, croissants, assorted individual yogurt, granola bars,
butter & assorted jellies
\$9.00

Healthy Start Breakfast

Low fat granola, fresh fruit and yogurt to create your own parfait.
Accompanied by low-fat Muffins
\$6.75

Hot Breakfasts

Scrambled eggs, Hash Browns, Sausage and Bacon,
Buttermilk Biscuits and Fresh Fruit
\$10.75

Enhancements To Buffets

Your Choice of Fluffy Buttermilk Pancakes or Thick Cut French
Toast with maple syrup, whipped cream & fruit topping
\$4.25

Homemade Country Style Sausage Gravy
\$2.25

Oatmeal with toppings of brown sugar, butter, raisins & honey
\$2.75

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Maple Terrace Theme Buffets

(priced per person, Minimum 15 people)

Cherry Lane Picnic

Hamburgers, Hot Dogs, and Southern Fried Chicken.
Accompanied by Lettuce and Tomato Platter, Potato Salad,
Condiments and Freshly Baked Cookies and Brownies
\$17.00

The All American

Beef Brisket, BBQ Chicken Breast and Smoked Sausage. Served
with Carolina Cole Slaw, Baked Beans, Corn Muffins and Banana
Pudding.
\$19.00

Maple Terrace Potato Bar

Freshly Baked Idaho Potatoes served with Chili, Cheese Sauce,
Sour Cream, Salsa, Bacon and Onions; Accompanied by a Seasonal
Salad, Rolls Butter and Carrot Cake.
\$11.00

Mexican Taqueria

Crisp and Flour Tortillas served with Taco Beef and Adobe
Chicken Served with Shredded Lettuce, Guacamole, Salsa,
Cheese, Sour Cream, and Jalapenos Peppers; Accompanied by
Tres Letches.
\$15.00

Taste of Italy

Chicken Parmesan, Penne Pasta Pomodoro, Classic Caesar Salad,
Bread sticks and Tiramisu
\$17.50

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Luncheons

(priced per person)

Pre Made Sandwich Platter

An Assortment of pre-made sandwiches to include Turkey, Ham,
Roast Beef with Lettuce, Sliced Tomato and your choice of Chick-
en or Tuna Salad
\$11.00

Build your Own Sandwich Platter

Platters of Roasted Deli Meats, Grilled Chicken and Sliced Chees-
es. Condiments, accompaniments
And a basket of sliced breads and rolls
\$9.50

Executive Sandwich Platter

Ham and Swiss Croissant with Honey Mustard and Baby Spinach
Chicken Caesar Wrap
Roast Beef and Cheddar Baguette with Horseradish Mayo
Roast Turkey Ciabatta Club
\$12.00

The above buffets are served with your choice of Macaroni or Potato
Salad, Potato Chips,
Cookies, Water & Iced Tea.

Enhancements

Soup of the Day

\$2.75

Side Salad

Caesar Salad
Tossed Garden Salad
Spinach Salad
\$3.00

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