

Conference and Event Center

THE NEW CENTER
AT NORTHEAST OHIO MEDICAL UNIVERSITY

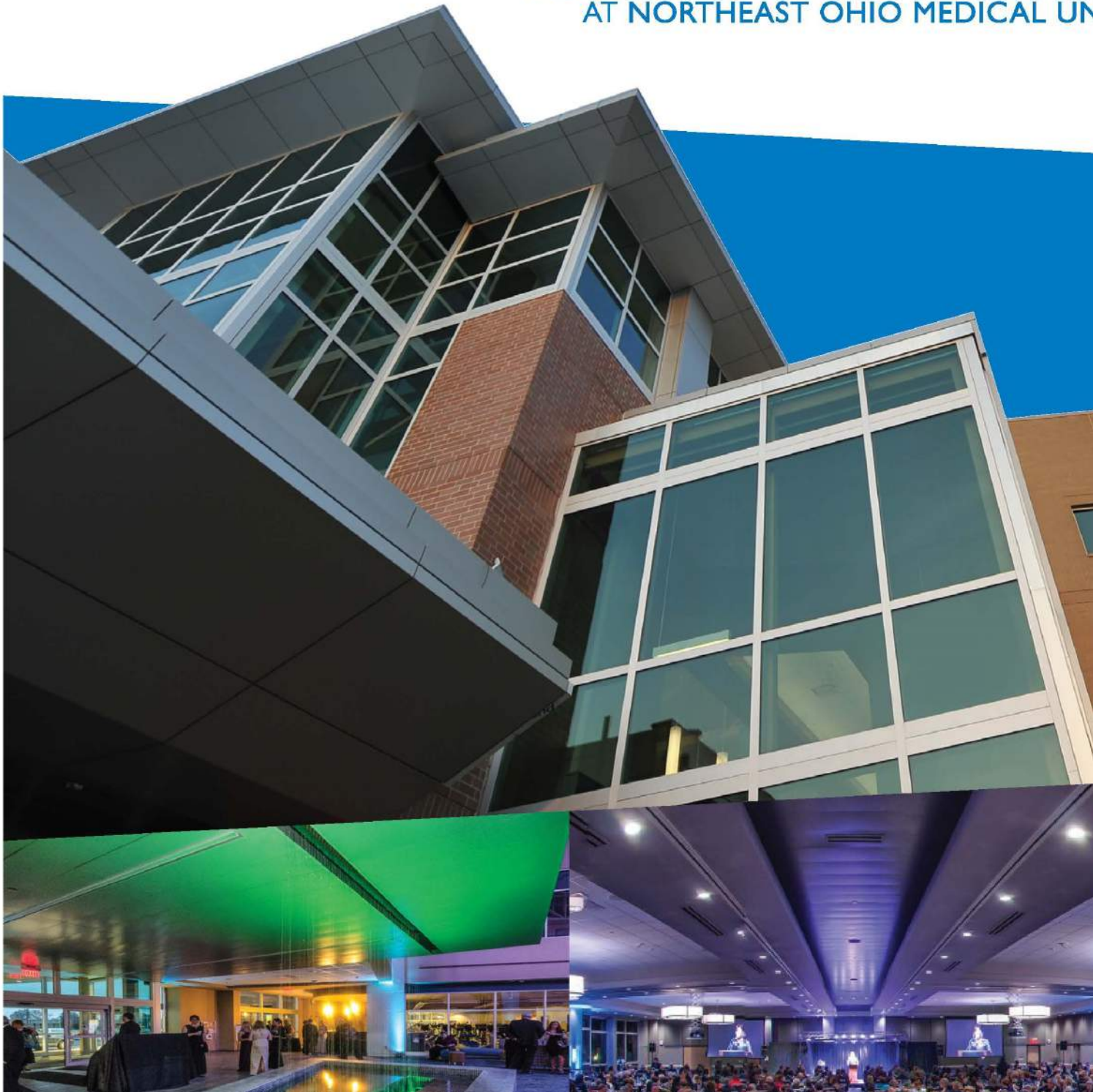


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The NEW Center
at Northeast Ohio Medical University

4211 St. Rt. 44 | Rootstown, Ohio 44272 | 330.325.6850 | Toll Free 1.866.501.4100 | www.newcenterevents.com

Weddings



The NEW Center's team of professional wedding specialists and experienced catering staff welcome the opportunity to be a part of your very special day!

All specialized wedding packages include:

- Coordination of wedding details with in-house event specialist
- Pre-function area for cocktail reception
- Complimentary champagne toast for the Bridal Party
- China, silverware and glasses
- White, ivory or black table linens, table skirting and linen napkins in a variety of colors
- 60" round tables that seat up to 8 guests per table
- Display tables for DJ, cake, gifts, and place cards
- Cutting and service of your wedding cake
- Dancefloor that can be configured to different sizes
- Staging for the head table
- Complimentary hospitality room for bridal party
- Standard audio/visual needs
- Free parking for guests

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Weddings



Food and Alcohol Policies

The NEW Center as a licensee is responsible for the administration of the sale and service of alcoholic beverages in accordance with Ohio Liquor Laws and Regulations. We do not offer Sunday alcohol sales.

We are a full-service catering operation and due to food licensing laws, we will provide all food and beverage services for your event. There are two exceptions to this rule: the couple may provide 1. wedding cake and 2. cookie table. Please ask your wedding specialist for more specific details.

Space Rental/Booking Policies

A tentative hold will be put on the desired date for a seven day period to give couples a chance to come visit our facility and make a final decision. At the point of contract, we do require a non-refundable \$750 deposit to reserve the space for your reception. All room rental fees include normal housekeeping services, standard initial set-up of tables and chairs, dance floor and basic linen service. For the comfort and safety of our guests, we reserve the final decision on all room set-ups and layout.

The fees do not include any special staffing and/or additional equipment, A/V technical assistance, electricians, musicians or license fees. The NEW Center will identify when special services are needed and reserve the right to charge labor fees for greater than normal set-up and/or clean-up.

Financial Information

The prices you see on our menus are current for receptions happening in that fiscal year. Prices are subject to change based on market conditions. There will be an additional 20% service charge and applicable sales tax added to the food and beverage total. State law requires all weddings serving alcohol to procure an outside security officer, which is included in your package price. We also have a house guaranteed minimum of \$5,000 catering sales for Saturday night receptions.

As previously mentioned we require a \$750 non-refundable deposit to hold the room. We ask for a final count 10 days prior to your wedding date so that we can plan staffing and order food/alcohol. After the 10 day window you can make minor increases to the count but we cannot decrease the amount of food/alcohol ordered. At that time we will require 100% of the final anticipated bill. This payment may be made by a major credit card or bank check. Personal checks are only accepted for the initial deposit. The final invoice will be issued within one week after the reception and any additional charges are due within 10 days thereafter.

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Hors D'Oeuvres



Cold Selections

Crisp Vegetable Crudités w/Creamy Dill Dip \$3.95 per person

Bruschetta alla Parmigiana \$3.95 per person

Domestic Cheese and Cracker Board \$4.95 per person

Fresh Seasonal Fruit Display \$4.25 per person

Italian Antipasto Platter \$5.25 per person

(Cherry Tomatoes, Kalamata Olives, Pepperoncini, Salami, Pepperoni, Assorted Cheeses)

Smoked Salmon Display w/Capers, Tomatoes, Onions, Eggs and Dill Sauce \$125.00 (serves 30ppl)

Whole Baked Brie in a Puff Pastry, Roasted Nuts, French Bread \$3.25 per person

And Crackers Served with Strawberry Preserves

Cold Selections (Minimum 50 pieces)

Fresh Fruit Kabob (Strawberry, Cantaloupe, Pineapple) \$1.50 per piece

Asparagus Wrapped in Prosciutto & Boursin Cheese \$2.00 per piece

Smoked Salmon Canapé \$2.25 per piece

Assorted Cold Canapé \$2.00 per piece

Fresh Mozzarella, Tomato, Kalamata, Basil Skewers \$1.95 per piece

Finger Sandwiches (Tuna, Chicken Salad or Egg Salad) \$1.50 per piece

Clams on a Half Shell served with Lemon and Cocktail Sauce \$2.25 per piece

Sliced Filet of Beef, Horseradish Sauce on a Crostini \$2.50 per piece

Chocolate Dipped Strawberries \$1.50 per piece

Assorted Mini Cheesecakes \$2.50 per piece

Assorted Petit Fours \$2.50 per piece

Jumbo Shrimp Display \$2.95 per piece

* Prices do not include facility rental fees, applicable sales tax or 20% service charges

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Hors D'Oeuvres



Hot Selections (Minimum 50 pieces)

Phyllo Pockets Spinach & Cheese, Asiago Chicken, \$1.50 per piece

Buffalo Chicken or BBQ Sauced Pork

Mini Quiche \$1.50 per piece

Spanakopita \$1.50 per piece

Vegetarian Spring Rolls w/Sweet & Sour Sauce \$1.75 per piece

Pork Pot Stickers w/Garlic Ginger Sauce \$1.50 per piece

Swedish or BBQ Meatballs \$1.75 per piece

Chicken Tenders w/Dipping Sauce \$1.75 per piece

Potato Skins w/Cheddar, Bacon, Scallions and Sour Cream \$1.75 per piece

Bacon Wrapped Scallops or Shrimp \$2.25 per piece

Mini Crab Cakes with Zesty Aioli \$2.25 per piece

Phyllo Pocket with Brie and Raspberry \$2.00 per piece

Sausage or Spinach & Cheese Stuffed Mushrooms \$2.00 per piece

Thai Peanut Chicken Skewer with Plum Sauce \$1.95 per piece

Mini Shrimp Egg Rolls with Plum Sauce \$1.75 per piece

Sauerkraut Balls with Honey Mustard \$1.75 per piece

Coconut Shrimp \$1.95 per piece

Beef Teriyaki Skewers \$1.95 per piece

Lollipop Rosemary Lamb Chops \$3.00 per piece

Mini Beef Wellington \$2.75 per piece

Perogies with Sautéed Mushrooms & Onions \$1.95 per piece

Lobster Brie and Phyllo \$2.25 per piece

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Hors D'Oeuvres



Homemade Dips

Hummus with Parsley Served with Fresh Baked Pita Chips \$3.95 per person

Spinach & Artichoke Served Warm with Fresh Baked Pita Chips \$3.95 per person

Crab Dip Served Warm with Fresh Baked Pita Chips \$4.95 per person

Specialty Stations (50 Guest Minimum)

Chef Attendant Fee \$75.00 for Carving, Stir Fry and Pasta Stations

Carving Board ~ Chef Carved Meats Served with Rolls and Condiments (Choose One)

Roast Turkey Breast, Honey Glazed Pit Ham, Herb Crusted Pork Loin \$6.95 per person

Prime Rib \$7.95 per person

Beef Tenderloin \$9.95 per person

Stir Fry \$11.95 per person

Chef Prepared to Order Chicken, Beef and Baby Shrimp Sautéed with Assorted Vegetables, Noodles and Rice

Pasta Bar \$7.95 per person

Chef Prepared to Order Bow Tie or Penne Pasta with Marinara, Alfredo, Garlic & Olive Oil Sauces, Meatballs or Italian Sausage, Peppers, Onions, Olives, Parmesan Cheese and Garlic Bread Sticks

Mashed Potato Bar \$4.95 per person

Whipped Potatoes served with Soft Butter, Sour Cream, Chives, Cheddar Cheese and Vegetarian Gravy

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Plated Dinners



Wedding packages include complimentary china & linen service, cake cutting, bridal suite and champagne toast for the head table, cocktail party with elegant citrus punch fountain, fresh seasonal fruit, crudités, domestic cheese & crackers display.

Dinners Include: House Salad, Rolls and Butter, Regular and Decaffeinated Coffee, Iced Tea, Chef's Choice Vegetable, Starch and Dessert. All prices are per person.

“All Natural” Chicken Selections

Chicken Marsala Simmered in a wine and mushroom sauce \$29.95

Chicken Parmesan Lightly breaded, topped with marinara sauce and provolone cheese, \$29.95

Chicken Bruschetta Grilled and topped with fresh bruschetta \$29.95

Beef Selections

New York Strip Steak Grilled 10 oz. strip, served with our mushroom sauce \$39.95

Filet Mignon Grilled 8 oz. beef tenderloin, finished with a Cabernet reduction \$40.95

Slow Roasted Prime Rib (Minimum 10 Orders Please) Served with au jus and horseradish sauce \$36.95

Steak Diane 10 oz. strip steak served with a Dijon peppercorn sauce \$42.95

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Plated Dinners



Seafood Selections

Grilled Salmon Grilled to perfection, topped with mango salsa or dill sauce \$37.95 per person

Shrimp Scampi - Sautéed shrimp served with a lemon herb garlic sauce \$33.95 per person

Crab Cakes – Made with lump crab meat and served with a jalapeno remoulade \$42.95 per person

Pork – Veal – Lamb

Veal Marsala - Fresh veal sautéed in a wild mushroom sauce \$36.95 per person

Rack of Lamb – Roasted and served with a madeira peppercorn reduction \$47.95 per person

Lamb Chop – 10 oz. Chop served with an apple cider and creole mustard glaze \$43.95 per person

Vegetarian Selections

Eggplant Parmesan - Baked to perfection, topped with marinara and provolone cheese \$28.95 per person

Marinated Portabella Mushroom – Marinated and grilled, served with couscous \$28.95 per person

Lasagna – Fresh vegetables, provolone and ricotta Cheese, marinara sauce \$28.95 per person

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Buffet Dinners



Wedding packages include complimentary china & linen service, cake cutting, bridal suite and champagne toast for the head table, cocktail party with elegant citrus punch fountain, fresh seasonal fruit, crudités, domestic cheese & crackers display.

Buffet Option I

House Salad of mixed greens with ranch & Italian dressings

Choice of 3 accompaniments

Fresh baked rolls & butter

Coffee and Iced Tea Station

Choice of 2 Entrees—\$32.95 per person

Choice of 3 Entrees—\$34.95 per person

Buffet Option II

House Salad of mixed greens with ranch & Italian or Caesar Salad

Choice of 3 accompaniments

Fresh baked rolls & butter

Coffee, Iced Tea & Dessert Station with chocolate mousse

Choice of 2 Entrees—\$38.95 per person

Choice of 3 Entrees—\$40.95 per person

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Buffet Dinners



Buffet Entrée Selections

Beef Selections

Beef Tips and Mushrooms
Beef Tips Stroganoff
Beef Lasagna
London Broil

All Natural Chicken Selection

Chicken Parmesan
Chicken Marsala
Chicken Bruschetta
Chicken Monterey
Chicken Piccata

Seafood Selections

Broiled Halibut
Grilled Salmon
Shrimp and Scallops Ettoufee
Pecan Crusted Cod

Vegetarian Selections

Portabella Mushroom Caps
Eggplant Parmesan
Vegetable Lasagna
Stuffed Shells

Buffet Accompaniment Selections

Starch (Choose 2)

Herbed Roasted Redskin Potatoes, Au Gratin Potatoes, Homemade Mashed Potatoes, Sweet Potato Mash,
Rice Pilaf, Fluffy Egg Noodles, Penne Pasta with marinara sauce, Macaroni and Cheese, Herb Couscous,
Fresh Herb Stuffing

Vegetable (Choose 1)

Fresh Seasonal Vegetable, Sautéed Mushrooms, Corn O'Brien, Whole Green Beans Almandine, Fresh Green Beans, Baby Glazed
Carrots, Fresh Broccoli & Cauliflower

Additional Carving Board Selections

Roasted Turkey Breast with gravy \$3.95 per person
Herb Crusted Roasted Pork Loin \$3.95 per person
Baked Honey Glazed Pit Ham \$3.95 per person
Slow Roasted Prime Rib served with au jus and homemade horseradish sauce \$4.95 per person
Tenderloin of Beef \$7.95 per person

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Alcoholic Beverages



We schedule one bartender for every 75/100 guests. A security officer is required by state law for events serving alcohol. This cost is included in your fees. We do not offer Sunday bar service. All prices are based on 4.5 hours.

Host Bar includes: Tonic, soda, juices, standard mixes and garnishes.

Soft Bar Package \$14.95 per person

Domestic bottled beers: Budweiser, Bud Light, Miller Lite, Yuengling and Yuengling Light

House wines: Cabernet Sauvignon, Merlot, Chardonnay and White Zinfandel

Soft drinks: Pepsi, Diet Pepsi, Sierra Mist and Ginger Ale

House Brand Package \$16.95 per person

Liquor: Vodka, Gin, Rum, Tequila, Whiskey, Bourbon, Amaretto, and Peach Schnapps

Domestic bottled beers: Budweiser, Bud Light, Miller Lite, Yuengling and Yuengling Light

House wines: Cabernet Sauvignon, Merlot, Chardonnay and White Zinfandel

Soft drinks: Pepsi, Diet Pepsi, Sierra Mist and Ginger Ale

Premium Brand Package 20.95 per person

Liquor: Jack Daniel's Bourbon, Johnny Walker Red Label Scotch, Seagram's 7 Whiskey, Absolut Vodka, Tanqueray Gin, Bacardi Rum, Captain Morgan Spiced Rum, Jose Cuervo Tequila, DiSarrona Amaretto, Peach Schnapps and Kahlua

Domestic bottled beers: Budweiser, Bud Light, Miller Lite, Yuengling and Yuengling Light

House wines: Cabernet Sauvignon, Merlot, Chardonnay and White Zinfandel

Soft drinks: Pepsi, Diet Pepsi, Sierra Mist and Ginger Ale

Cash Bar

Soft Drinks \$1.50 per glass

Domestic Bottled Beers \$4.00 per glass

House Wines \$5.00 per glass

Mixed Drinks \$5.50 per glass

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General Information



Catering Policies 2015

Thank you for considering The NEW Center for your upcoming event. Our staff welcomes the opportunity to be part of your very special day. The following are guidelines and procedures intended to help plan and execute your function smoothly.

- 1. A deposit of \$750.00 required for Social Events with food purchase at the time of booking to secure your date and space as DEFINITE. This deposit will be applied to your final bill and is non-refundable.*
- 2. Saturday events have a minimum of \$5000.00 in catering sales. Note: if the \$5000.00 catering sales are not met there will be a \$995.00 room rental charge added.*
- 3. Menu selection, function room set-up requirements and all other details must be finalized with the catering department at least two weeks prior to the function. Plated entrée selections must have place cards for each guest identifying their food selections.*
- 4. To properly prepare for your function, we require the final guaranteed guest count 10 days prior to the function. This final count is not subject to reduction after the final count is given and is the minimum number you will be charged for.*
- 5. Payment based on final guaranteed attendance number is due ten days prior to your Social Function. Payment is due when final count is given. We only accept Certified Bank Checks or Major Credit Card on Social Functions. Necessary adjustments to your bill will be made following your function.*
- 6. Any additional fees incurred the day of the event, will be billed to client.*
- 7. Our printed menus are suggested for your consideration. However, our staff will be pleased to design a menu for your specific needs and quote specific prices within your established budget.*
- 8. All prices and food items listed on our menus are subject to change due to fluctuating costs and availability of items. Policies and pricing are subject to change without notice.*
- 9. A service charge of 20% plus applicable sales tax will automatically be charged on all banquet functions with food purchase.*
- 10. All food and beverage items including liquor, wine and beer must be supplied and prepared by The NEW Center. Violations will be grounds for immediate termination of said function.*
- 11. In accordance with prevailing laws, we will refuse to serve anyone under the legal drinking age of 21 and Licensed Professional Security Guard will be assigned by The NEW Center Catering Department for all events serving alcohol.*

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General Information



- 12. The NEW Center is not liable for damage to or loss of items, equipment or personal property belonging to your group or its members.*
- 13. All set up arrangements such as decorations, staging, audio-visual equipment, etc. must be made through the Catering Department.*
- 14. The NEW Center reserves the right to inspect and control all functions. Your group is liable for damage to the property and premises and will be charged accordingly.*
- 15. The NEW Center reserves the right to change function room prior to arrival. Room set up suitable for the function if the attendance decreases or increases.*
- 16. Decorations or displays brought into The NEW Center must be approved by our catering department prior to arrival. Banners or display items may not be affixed to any stationary wall, floor, window, ceiling with nails, staples, tape or any other substance in order to prevent damage to the fine fixtures and furnishings. The client agrees to be responsible for any damage done to the function room or any other part of The NEW Center by client, invitee, employees, independent contractors or others under his control.*

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Banquet Rooms



Room	Room Rate	LxW	Square Ft.	Room Configurations			
				Banquet	Classroom	Theater	Boardroom
Grand Ballroom < 5 hrs.	\$995.00	90'x85'	7680	424	270	750	x
Grand Ballroom > 5 hrs.	\$1,595.00	90'x85'	7680	424	270	750	x
Grand Ballroom A/B < 5hrs.	\$595.00		3840	175	100	300	24
Grand Ballroom A/B > 5hrs.	\$995.00		3840	175	100	300	24
University Hall < 5hrs.	\$595.00	73'x60'	3974	200	200	300	24
University Hall > 5hrs.	\$895.00	73'x60'	3974	200	200	300	24
University Hall A/B < 5hrs.	\$395.00		1987	125	80	150	24
University Hall A/B > 5hrs.	\$695.00		1987	125	80	150	24
Univ Hall A/B/C/D < 5 hrs.	\$195.00		993	32	24	50	x
Univ Hall A/B/C/D > 5 hrs.	\$295.00		993	32	24	50	x
Gls Conf Rm 1/2/3/4 < 5 hrs.	\$195.00	26'x11'	586	x	x	x	12
Gls Conf Rm 1/2/3/4 > 5 hrs.	\$295.00	26'x11'	586	x	x	x	14
Exec Boardroom < 5hrs.	\$295.00	42'x11'	1004	x	x	x	30
Exec Boardroom > 5hrs.	\$395.00	42'x11'	1004	x	x	x	28



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