



Catering — *and* — *Meeting Room* SERVICES

2023/2024

Effective September 5, 2023



The Alberta
Teachers' Association

Contact:
meetingrooms@ata.ab.ca



Catering and Room Rental Policies

Barnett House, the Alberta Teachers' Association (ATA) Edmonton office, is located at 11010 142 street. It has meeting facilities for groups of 10 to 350 people with a variety of catering options.

The ATA reserves the right to change, cancel or reassign meeting rooms based on the needs of the Association.

Buffet items will be displayed for a maximum of two hours at any function to ensure the quality and integrity of the product (except for the continental breakfast).

Orders for products that are not part of our standard catering brochure are subject to availability and servicing costs. The best value is from selections in our catering brochure as they are listed.

Our in-house audiovisual equipment is available. Please arrange to check the audiovisual equipment in the room you have booked at least two weeks before your function to ensure that it meets your presentation needs.

Complimentary guest parking is available in visitor parking. Please obey all parking signs to avoid a parking violation.

The facility is smoke-free, including all entrances and the courtyard.

The ATA is not responsible for the loss or damage of items left in the facility. Personal effects and equipment must be removed at the end of the function.

Bar service is governed by the Alberta Gaming and Liquor Commission (AGLC) regulations. No outside liquor is permitted.

All decor must not deface or damage the facility including the use of adhesives, tacks, staples or tape. Confetti or similar decor may not be used, and any cleanup or repair costs will be billed to the client accordingly. Please book enough time to allow for decorating and set up of the meeting room, if needed.





Placing an order

- To order menus and à la carte items in this brochure, please e-mail meetingrooms@ata.ab.ca.
- To order a custom menu or for assistance with large banquets and special meeting requests, contact meetingrooms@ata.ab.ca.

Order deadline and billing

- You must place your order by 10 AM on the Monday two weeks before your function.
- If you order after the above deadline, your menu options may be decided by the food services team leader.
- You will be billed for actual, confirmed or minimum numbers, whichever is greater.
- All prices are per person.

Changing or cancelling a room or catering order*

- All meetings/catering must be cancelled by e-mail. Cancellations of confirmed events will be subject to a charge of
 - a. 100 per cent of the total value of the function booked if cancelled or reduced within 48 hours or
 - b. 50 per cent of the total value of the function booked if cancelled or reduced within seven days. Cancellations received more than one week before the event will not be charged.

*The above policy includes cancellation due to sickness.

Groups of 15 or more

- Groups of 15 or more must order set menus from the catering brochure

Groups of fewer than 15 order-and-charge-it plan

- Groups of fewer than 15 have the option of eating in the cafeteria for a flat rate of

\$17 per person per meal and choosing any of the options below:

- Daily special, hot or cold sandwich and soup or fries, or burger and fries. All choices come with one drink.
- Snacks such as chips, granola bars, squares, candy, chocolate bars, etc., must be purchased from the till (no cash accepted) and are not included (unless ordered by event organizer).
- Order-and-charge-it plan participants must identify their group name to the cashier in lieu of payment.
- Tables in the cafeteria will be identified and reserved for the group.
- The order-and-charge-it plan must be ordered when booking a meeting room and will be invoiced as originally booked including “no shows” or cancellations as per our cancellation policy.

Special meals for people with dietary restrictions

- Meals to accommodate people with dietary restrictions are provided at no additional charge if we receive information regarding the restriction and the person’s name by the order deadline.
- Orders received after the deadline will be accommodated as much as possible and charged as additional meals.

Health regulations

- Due to licensing requirements and health regulations, all food and beverages served in ATA meeting rooms must be ordered through ATA food services. No outside food or catering allowed.
- Customers are not allowed to take away any leftover food but can take all leftover bottled and canned drinks.



Refreshments and Nutrition Breaks

No Minimum Number of People

All refreshments and nutrition breaks come with ice water.

Full Beverage Service \$8 per person

Includes a choice of four items:

Freshly brewed coffee, Nescafe decaffeinated instant coffee, box of assorted tea, hot chocolate, juice, bottled water, flavoured sparkling water, milk, soft drinks

Refresh beverages above \$6 per person

Infused water station \$20/15 cups

Choose from the following flavours: Citrus, cucumber, mint or mixed berry

Beverages \$3 per person

Freshly brewed coffee, Nescafe decaffeinated instant coffee, box of assorted tea, hot chocolate, juice, bottled water, flavoured sparkling water, milk, soft drinks

Snacks per person

\$2.50 or select a variety of two for \$4.00 or three for \$5.00

Assorted cookies (gluten free on request), assorted squares, assorted yogurt, granola bars, fruit cups, rice crispy squares, puffed wheat squares, homemade muffins, scones, pastries or banana bread, variety of whole fruit, chocolate banana granola minis, chips, popcorn

Premium Snacks per person

\$4.00 or select a variety of two for \$7.00 or three for \$8.00

Fruit smoothie, fresh fruit tray, fresh fruit cups or skewers, fruit parfait w/yogurt and granola, Cliff protein bars, desserts, vegetable tray, pickle and olive tray, cheese and cracker tray

Please see page 6 for additional snack items (hors d'oeuvres).



— All Day Hors d'oeuvres —

Minimum Group of 10 People

We recommend three to ten items per person depending on the type of function. To make your event a big success, contact meetingrooms@ata.ab.ca for assistance with recommended amounts or custom menu suggestions.

Silver \$4 per item/per person

Cold

Tzatziki or hummus with veggies or pita (add \$2 per person for both veggies and pita), sliced ham and herbed cream cheese pinwheels, bruschetta and baguette, deviled eggs

Hot

Jalapeno poppers, dry garlic ribs, samosas, chicken satay, edamame or mini quiches

Gold \$5 per item/per person

Cold

Smoked salmon with cream cheese on baguette, Caprese salad skewers, jumbo shrimp cocktail, chocolate dipped fruit, nachos with salsa, guacamole and sour cream

Hot

Vegetarian or chicken spring rolls, spanakopita, coconut shrimp, sliders, chicken fingers or chicken wings, bourbon meatballs

Platinum \$6 per item/per person

Cold

Ceviche, vegetarian antipasto platter, tuna or salmon sashimi or tataki, deli meat platter with baguette, charcuterie and cheese board, shrimp and mango puff pastry

Hot

Bacon wrapped scallops, grilled garlic shrimp skewers, garlic aioli crab cakes, mini beef Wellingtons, fried calamari, spinach dip and breads

Please see page 5 for additional snack and premium snack suggestions.



— Breakfast Buffets —

No Minimum Number of People

Includes freshly brewed coffee, Nescafe decaffeinated instant coffee, box of assorted tea, juice, ice water

Soft drinks, juice, bottled water, etc., available upon request for \$3 per person

Drinks must be ordered in groups of 10

Continental \$17 per person

Assorted freshly baked muffins, pastries and scones with fruit tray

Executive Continental \$19.95 per person

Assorted freshly baked muffins, pastries and scones with fruit tray, cheese, assorted yogurt and granola

Deluxe Hot Breakfast \$19.95 per person

Scrambled eggs, bacon or sausage, hash browns, toast and fruit tray

Full Hot Breakfast \$19.95 per person

Belgian waffles or pancakes, bacon or sausage, fruit tray and hash browns

Fancy Breakfast Charcuterie Board \$21.95 per person

Hard boiled eggs, ham, turkey, prosciutto, mini croissants, cheese, fresh berries

Classic Breakfast \$19.95 per person

Eggs Benedict with poached eggs, English muffin, back bacon and Hollandaise sauce, hash browns and fruit tray

Breakfast Sandwiches \$18.95 per person

Comes with hash browns and fruit tray. Choose from:

English muffin with egg, bacon or sausage, cheddar

Breakfast wrap with egg, ham or bacon, cheddar, hash browns

Vegetarian wrap with eggs, spinach, hash browns

Breakfast Add On's

Yogurt \$2.50, bacon or sausage (3 pieces) \$4.00, individual cheddar cheese package \$1.00, 2 eggs \$3.00, 2 mini quiches/person \$3.00, toast with jam \$1.00



Cold Lunch/Dinner Buffets

Lunch \$21.95 per person

Dinner \$26.95 per person

(for orders delivered 3 PM or later)

Minimum Group of 10 People

Includes freshly brewed coffee, Nescafe decaffeinated instant coffee, box of assorted tea and ice water

Soft drinks, juice, bottled water, etc., available upon request for \$3 per person

Choose two of the following items to accompany a cold lunch:

Green salad

Soup of the day

Potato chips

Vegetable tray

Pickle and olive tray

Fruit tray

A cold dinner buffet includes your choice of four items above.

Add an extra green salad, soup of the day, vegetable tray, pickle and olive tray, fruit tray or potato chips \$3.00 each

Upgrade your green salad to: Greek, Caesar, pasta, potato, marinated vegetable, Thai vegetarian slaw

\$2.50 each

Add any upgraded salad to the above package \$4.00 each

Fancy Sandwiches

Assorted fancy sandwiches, wraps, croissants and homemade dessert

Gluten Free Cold Lunch Buffet

Gluten free sandwiches, buns and gluten free dessert

Vegan Cold Lunch Buffet

Three bean salad with avocado, hummus with fresh vegetables and vegan dessert

 = gluten free

 = vegetarian



Hot Lunch/Dinner Buffets

Lunch/Dinner \$24.95 per person

Minimum Group of 10 People

Includes choice of one entree, green salad, dessert, freshly brewed coffee, Nescafe decaffeinated instant coffee, box of assorted tea and ice water

Soft drinks, juice, bottled water, etc., available upon request for \$3 per person

Taste Around the World

Italy

Lasagna—homemade beef or vegetarian lasagna with garlic baguette

Fettuccine chicken Alfredo with fettuccine and garlic baguette

☑️ Kale and ricotta ravioli in rosé sauce with garlic baguette

Baked penne, sausage, basil tomato sauce with grated cheese and garlic baguette

Pizza (pepperoni, bacon, Hawaiian, Canadian classic, vegetarian, BBQ chicken)
(no half and half pizzas)

☑️☑️ Classic ratatouille with basmati rice and hot vegetables

Mexico

Beef or chicken fajitas or enchiladas with tater tots

Beef or chicken burritos or tacos with tater tots

Beef or chicken quesadillas with tater tots

Beef or vegetarian chili with cheddar scones

☑️☑️ Vegetarian and gluten free chili and buns

India

Butter Chicken—butter chicken breast with basmati rice and naan bread

Chicken curry with basmati rice and naan bread

☑️☑️ Chickpea and potato curry with basmati rice





Taste Around the World

Asia

Ginger beef with rice and Asian vegetables

Chinese plate—choose three of the following: spring rolls, egg rolls, fried rice, chicken balls, chow mein, Asian vegetables

Stir-fry—chicken or beef with rice or rice noodles

Spicy chicken pad Thai and coconut rice or rice noodles

Teriyaki pork loin with sesame seeds, rice, Asian vegetables

Greek

Pork or chicken souvlaki with lemon rice, tzatziki, pita bread and hot vegetable medley

Lemon oregano chicken breast with herb demi-glace, lemon rice, pita bread and hot vegetable medley

Pesto haddock with savory basmati rice and glazed carrots

Portobello mushroom with rice pilaf

Falafel with tahini, vegetarian quinoa or rice

Other Available Choices

Beef stew with bannock

Three sister stew with bannock

Ukrainian plate—perogies, garlic sausage and cabbage rolls

AAA roast beef au jus with hot vegetable medley and baby red potatoes

Beef stroganoff with buttered noodles and hot vegetable medley

Beef bourguignon with garlic rice

Fried chicken drumsticks, potato wedges, gravy and corn on the cob

Moroccan chicken with rice and hot vegetable medley

Upgrade green salad to Greek, Caesar, pasta, potato, marinated vegetable,

Thai vegetarian slaw \$2.50 each

Add any upgraded salad to the above package \$4.00 per person





— Platinum and Holiday —

Lunch or Dinner Buffets \$39.95 per person

Minimum Group of 20 People

Includes choice of one entree, hot vegetable medley, green salad, dessert, freshly brewed coffee, Nescafe decaffeinated instant coffee, box of assorted tea, soft drinks and ice water

Gluten free option available.

Roast Turkey

Roast turkey, mashed potatoes, dressing, gravy, cranberry sauce

Seafood Newburg

Seafood Newburg with puff pastry

Prime Rib

AAA carved prime rib au jus, roasted potatoes and Yorkshire pudding

St Louis Style Pork Ribs

Slow roasted pork ribs, roasted potatoes

Grilled Cedar Planked Salmon

Grilled cedar planked salmon with basmati rice

🌿 Leek and Mushroom Risotto

Risotto with a side of sweet potato

Carved Bone-in Ham

Maple glazed bone-in ham with roasted or mashed potatoes



Make It Grand! \$49.95 per person

Minimum Group of 20 People

Our grand platinum lunch or dinner buffet includes two entrees, hot vegetable medley, two salads, two starches, buns, freshly brewed coffee, Nescafe decaffeinated instant coffee, box of assorted tea, soft drinks and ice water

Salad choices are: Greek, Caesar, pasta, potato, marinated vegetable, green salad, Thai vegetarian slaw

Starch choices are: basmati rice, roasted red potatoes, mashed potatoes, potato wedges or buttered egg noodles



BBQ Burger or Hot Sandwich Buffet

\$30.95 per person

Minimum Group of 20 People

Includes Angus burgers, vegetarian burgers or chicken burgers OR pulled pork, beef or chicken hot sandwich, one salad, corn on the cob, baked beans, dessert, freshly brewed coffee, Nescafe decaffeinated instant coffee, box of assorted tea, soft drinks and ice water

Gourmet toppers available for \$4.00 per person
Caramelized or crispy onion and sauteed mushrooms, bacon and cheddar cheese



Deluxe BBQ \$42.95 per person

Minimum Group of 20 People

Includes choice of two: beef steak, chicken, pork chops, beef or chicken kebab, one salad, corn on the cob, baked beans, one starch, dessert and fruit tray, freshly brewed coffee, Nescafe decaffeinated instant coffee, box of assorted tea, soft drinks and ice water

Salad choices are: Greek, Caesar, green, pasta, potato, marinated vegetable, green salad, Thai vegetarian slaw

Starch choices are: basmati rice, roasted red potatoes, mashed potatoes, potato wedges, or buttered egg noodles





All-Day Packages

Minimum Group of 10 People

Gluten free and vegan options are available throughout this brochure.

Silver \$49 per person

Continental breakfast

Morning beverage replenishment with selection of one non-premium snack (see page 4)

Select a cold lunch buffet item (see page 7)

Afternoon beverage replenishment with selection of one non-premium snack

Gold \$56 per person

Select any breakfast buffet item (see page 6)

Morning beverage replenishment with selection of two non-premium snacks

Select a hot lunch buffet item (see pages 8 and 9)

Afternoon beverage replenishment with selection of two non-premium snacks

Health Smart \$54 per person

Health-smart breakfast (see page 6)

Morning beverage replenishment with selection of two non-premium snacks

Select a cold lunch buffet item (see page 7)

Afternoon beverage replenishment with selection of two non-premium snacks





— Homemade Baking — by Anna

Loaf Cakes 2.5 lb \$16 each or 2 for \$30

Flavours:

Banana
Cherry, walnut

Apple, cinnamon, coconut
Banana, chocolate chip, Skor bits

Lemon poppyseed

Cupcakes 6 for \$10 or 12 for \$18

Flavours: Chocolate, Vanilla

Icing: Cream cheese, butter cream, whipped cream

Muffins in Tulip Cup 6 for \$10

Flavours: Banana, blueberry, lemon poppyseed

Scones 6 for \$10

Flavours: Cheddar cheese, cheddar cheese and bacon, raspberry and white chocolate,
cinnamon and raisin

Croissants 6 for \$10

Flavours: Plain, chocolate

Cookies 6 for \$7 or 12 for \$13

Flavours: Chocolate chip, macadamia, double chocolate, oatmeal raisin, peanut butter

Holiday and special event cakes available upon request.
For any specific order/flavour, please contact the food services team
at cafeteria@ata.ab.ca



— Beverage Services —



Host Bar

Premium liquor (1 oz)	\$8
Imported and domestic beer	\$8
Fine selection of wines (4 oz)	\$8
Bottled water, soft drinks and juice	\$3

Bartender rate \$30 per hour
(minimum two hours for set up and teardown plus serving time)

AGLC regulations require that free nonalcoholic beverages be served. These will be provided at the above price. Coffee and tea available upon request.

No cash accepted. Coupons available for your event.



— Room Rates —

Room rates are based on group size and do not include auditorium console rental listed below.	ATA members, subgroups, and tenants	Other education and not-for-profits	Corporate and private groups
Up to 15 people	\$125	\$160	\$190
16 to 35 people	\$175	\$225	\$275
36 to 55 people	\$225	\$300	\$350
56 to 125 people	\$325	\$425	\$525
More than 125 people	\$425	\$525	\$775
Auditorium console includes projectors and screens as well as many other features.	\$150	\$225	\$300
Standby audiovisual support during an event can be arranged at an additional cost if requested by our deadline of 10 AM Mondays for events two weeks ahead.	Hourly rate	Hourly rate	Hourly rate
Pipe and drapes	\$100 set up fee		
Cocktail tables including napkins	\$20 - \$25 with chairs		

Tablecloths (\$5/tablecloth) and cloth napkins (\$1/person) on request with two weeks notice



— Room Set Up —

Room	Set-up Style	Participant #
Auditorium	• Classroom	192
	• Hollow square	56
	• Rounds of 6	144
	• Rounds of 8	192
	• Theatre	350
Boardroom	• Boardroom	30
	• Classroom	36
	• Hollow square	30
	• Groups of 6	48
	• Theatre	60
	• U-Shape	26
Room 140	• Boardroom	48
	• Classroom	84
	• Groups of 6	72
	• Hollow square	48
	• Theatre	100
	• U-Shape	40
Room 202	• Conference only	16
Room 213	• Boardroom	64
	• Classroom	84
	• Groups of 6	48
	• Groups of 8	64
	• Hollow square	50
	• Theatre	132
	• U-Shape	42



— Room Set Up —

Room	Set-up Style	Participant #
Room 215	• Boardroom	32
	• Classroom	48
	• Groups of 6	36
	• Hollow square	32
	• Theatre	80
	• U-Shape	30
Room 218	• Boardroom	26
	• Groups of 6	36
	• Hollow square	26
	• Theatre	50
	• U-Shape	20
Room 226	• Boardroom	20
Room 228	• Classroom	162
	• Groups of 6	162
	• Groups of 8	194
	• Hollow square	60
	• Theatre	250
	• U-Shape	45
Room 448	• Boardroom	32
	• Classroom	48
	• Groups of 6	36
	• Hollow square	32
	• Theatre	60
	• U-shape	26

Please send inquiries and meeting room requests to meetingrooms@ata.ab.ca.

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