



# *Catering* — and — *Meeting Room* **SERVICES**

**2024/2025**

Effective September 3, 2024



The Alberta  
Teachers' Association

Contact:  
[meetingrooms@ata.ab.ca](mailto: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. Selections listed in our catering brochure will provide the best value.

Our in-house audiovisual equipment is available. Please arrange to check the 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 designated smoking area is beside the west parkade staircase.

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.

Any decor used must not deface or damage the facility, including the use of adhesives, tacks, staples or tape.

Confetti or similar decor may not be used. If used, any associated cleanup or repair costs will be billed to the client. Please book enough time to allow for decorating and setting up the meeting room, if needed.





## Placing an order

- To order the menus and à la carte items listed in this brochure, please e-mail [meetingrooms@ata.ab.ca](mailto:meetingrooms@ata.ab.ca).
- To order a custom menu or for assistance with large banquets and special meeting requests, contact [meetingrooms@ata.ab.ca](mailto:meetingrooms@ata.ab.ca).
- Please note all catering orders are delivered 15 minutes prior to the event start time unless requested otherwise.

## Order deadline and billing

- You must place your order by 10 am on the Monday before the week of your event.
- 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. Our payment terms are net 30 days.
- 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 event booked if cancelled or reduced within 48 hours of the date of the event or
  - b. 50 per cent of the total value of the event booked if cancelled or reduced within seven days of the date of the event. Cancellations received more than one week before the event will not be charged.

\*The above policy includes cancellation due to illness.

## Groups of 11 or more

- Groups of 11 or more must order set menus from the catering brochure.

## Groups of 10 or less order-and-charge-it plan

- Groups of 10 or less have the option of eating in the cafeteria for a flat rate of \$17 per person

per meal (breakfast or lunch) and choosing any of the options below:

- Daily special, hot or cold sandwich or burgers with your choice of side: soup, salad or 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. Should guests keep food items in room longer than two hours, or if guests take buffet items home, the ATA cannot be held responsible for the food safety of those items.



## Refreshments and Nutrition Breaks

### *No Minimum Number of People*

All refreshments and nutrition breaks include ice water.

### Each beverage \$3.00 per person

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

### Each snack and hors d'oeuvre \$2.75 per person

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

### Each snack and hors d'oeuvre \$4.25 per person

#### **Cold**

Fresh fruit tray or cup, fruit parfait w/yogurt and granola, Cliff protein bars, desserts, vegetable tray or cup, pickle and olive tray, cheese and cracker tray, tzatziki or hummus with veggies or naan (add \$2 per person for both veggies and naan), sliced ham and herbed cream cheese pinwheels, bruschetta and baguette

#### **Hot**

Jalapeño poppers, samosas, edamame or mini quiches

### Each snack and hors d'oeuvre \$5.50 per person

#### **Cold**

Smoked salmon with cream cheese on cucumber, Caprese salad skewers, shrimp cocktail, chocolate dipped fruit, nachos with salsa, guacamole and sour cream, deli meat platter with baguette, charcuterie and cheese board, vegetarian antipasto platter

#### **Hot**

Vegetarian or chicken spring rolls, spanakopita, coconut shrimp, sliders, potato skins, chicken wings, bourbon beef meatballs, dry garlic ribs, chicken satay, falafel, grilled garlic shrimp skewers, garlic aioli crab cakes, spinach dip and breads

We recommend three to six items per person depending on the type of event.

To make your event a big success, contact [meetingrooms@ata.ab.ca](mailto:meetingrooms@ata.ab.ca) for assistance with recommended amounts or custom menu suggestions.



## — Breakfast Buffets —

### ***No Minimum Number of People***

See page 5 for beverage choices at \$3.00 per person

### **Continental \$7.95 per person**

Assorted freshly baked muffins, pastries and scones with fruit tray

### **Executive Continental \$14.25 per person**

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

### **Deluxe Hot Breakfast \$14.25 per person**

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

### **Full Hot Breakfast \$14.25 per person**

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

### **Fancy Breakfast Charcuterie Board \$16.95 per person**

Hard boiled eggs, Italian meats, mini croissants, cheese, fresh berries

### **Classic Breakfast \$16.95 per person**

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

### **Breakfast Sandwiches \$14.95 per person**

Includes 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 \$2.75, bacon or sausage (3 pieces) \$4.00, individual cheddar cheese package \$1.25, two eggs \$3.00, two mini quiches/person \$4.25, one piece of toast with jam \$1.00



## — Cold Lunch/Dinner Buffets —

Lunch \$20.95 per person

Dinner \$25.95 per person

(for orders delivered 3 PM or later)

***Minimum Group of 10 People***

### Fancy Sandwiches

Assorted fancy sandwiches, wraps, croissants and homemade dessert

See page 5 for beverage choices at \$3.00 per person

Choose two (for a cold lunch) or three (for a cold dinner) of the following items:

**Green salad**

**Soup of the day**

**Potato chips**

**Vegetable tray**

**Pickle and olive tray**

**Fruit tray**

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

Upgrade your green salad to Greek, Caesar, pasta, potato, marinated vegetable, Thai vegetarian slaw for \$2.50 per person

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

### BBQ Burger or Hot Sandwich Buffet

Lunch or dinner \$25.95 per person

See page 5 for beverage choices at \$3.00 per person

Includes Angus burgers, vegetarian burgers or chicken burgers OR pulled pork, beef or chicken hot sandwich, green salad, corn on the cob, potato chips, and dessert

Gourmet toppers available for \$1.00 per item:

Caramelized or crispy onion, sauteed mushrooms, bacon or cheddar cheese



## — Taste Around the World —

### Hot Lunch/Dinner Buffets \$22.95 per person

#### *Minimum Group of 10 People*

Includes choice of one entree, green salad and dessert

See page 5 for beverage choices at \$3.00 per person

Lasagna—homemade beef or vegetarian lasagna with garlic baguette

Penne chicken Alfredo with fettuccine and garlic baguette

Kale and ricotta ravioli in rosé sauce with garlic baguette

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

Classic ratatouille with basmati rice and hot vegetables

Beef or chicken fajitas, enchiladas or burritos with tater tots

Beef or vegetarian chili with cheddar scones

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

Chickpea and potato curry with basmati rice

Ginger beef with rice and Asian vegetables

Chinese plate—choose four of the following: spring rolls, egg rolls, fried rice,  
chicken balls, sweet and sour pork, chow mein, Asian vegetables

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

Teriyaki pork loin with sesame seeds, rice and Asian vegetables

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

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

Falafel with tahini, vegetarian quinoa or rice and hot vegetable medley

Beef stew with bannock

Three sister stew with bannock

Ukrainian plate—perogies, garlic sausage and deconstructed cabbage rolls

AA roast beef au jus with hot vegetable medley, baby red potatoes and  
fresh baked buns

Beef stroganoff with buttered noodles and hot vegetable medley

Moroccan chicken with rice and hot vegetable medley





— Platinum and Holiday —  
Lunch or Dinner Buffets  
\$38.95 per person

*Minimum Group of 20 People*

Includes choice of one entree, hot vegetable medley, fresh baked buns, green salad and dessert

Gluten free option available

See page 5 for beverage choices at \$3.00 per person

### Roast Turkey

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

### Prime Rib

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

### St Louis Style Pork Ribs

Slow roasted pork ribs, roasted potatoes

### Maple Glazed Salmon

Maple glazed salmon with basmati rice

### Carved Bone-in Ham

Carved bone-in ham with roasted or mashed potatoes

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

Thai vegetarian slaw for \$2.50 per person

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





## Homemade Baking by Anna

### Loaf Cakes 1.5 lb \$8 each or 2 for \$15

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

Flavours: Banana, blueberry, lemon poppyseed

### Scones

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

### Croissants

Flavours: Plain, chocolate

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

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

Festive trays, pies and special event cakes available upon request.

For any specific order/flavour, please contact the food services team at [cafeteria@ata.ab.ca](mailto:cafeteria@ata.ab.ca)

**1 1/2"**

16 x 24 = 160 pieces

16 x 12 = 80 pieces

8 x 12 = 40 pieces

4 x 4 = 9 pieces

**1 1/2"**

**2"**

16 x 24 = 96 pieces

16 x 12 = 48 pieces

8 x 12 = 24 pieces

4 x 4 = 4 pieces

**2"**

16 x 24 = \$180

16 x 12 = \$90

8 x 12 = \$45

4 x 4 = \$25

Cake flavours: Chocolate, vanilla, banana



## — Beverage Services —



### Host Bar

Premium liquor (1 oz)	\$8.50
Imported and domestic beer	\$8.50
Fine selection of wines (4 oz)	\$8.50
Bottled water, soft drinks and juice	\$3.00

Bartender rate \$30 per hour  
(minimum two hours for set up and teardown plus serving time)  
(for groups over 100, two bartenders are required)

AGLC regulations require that free nonalcoholic beverages be served to attendees. These will be provided at the above price. Coffee and tea available upon request. No cash accepted. Coupons are available for your event. Credit or debit services can be provided at the bartender rate of \$30 per hour.

A liquor license will be provided.



## — Room Rates —

Room rates are based on group size and do not include auditorium console rental	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 10 AM on the Monday two weeks before the week of the event	Hourly rate	Hourly rate	Hourly rate
Pipe and drapes	\$100 set up fee		
Cocktail tables	\$25 with chairs		

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



## — Room Set Up —

Room	Set-up Style	Participant #
Auditorium	• Classroom	192
	• Hollow square	75
	• Rounds of 6	144
	• Rounds of 8	192
	• Theatre	350
	• U-Shape	65
Boardroom	• Classroom	36
	• Hollow square	30
	• Groups of 6	48
	• Theatre	60
	• U-Shape	26
Room 140	• Classroom	84
	• Hollow square	48
	• Groups of 6	72
	• Theatre	100
	• U-Shape	40
Room 202	• Conference only	16
Room 213	• Classroom	84
	• Hollow square	64
	• Groups of 8	64
	• Theatre	132
	• U-Shape	58



## — Room Set Up —

Room	Set-up Style	Participant #
Room 215	• Classroom	50
	• Hollow square	36
	• Groups of 6	36
	• Theatre	80
	• U-Shape	30
Room 218	• Hollow square	26
	• Groups of 6	30
	• Theatre	40
	• U-Shape	20
Room 226	• Boardroom	20
Room 228	• Classroom	80
	• Hollow square	60
	• Groups of 6	96
	• Groups of 8	96
	• Theatre	162
	• U-Shape	45
Room 448	• Classroom	48
	• Hollow square	32
	• Groups of 6	36
	• Theatre	60
	• U-shape	26



Please send inquiries and meeting room requests to [meetingrooms@ata.ab.ca](mailto:meetingrooms@ata.ab.ca).

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