



Catering — and — *Meeting Room* SERVICES

2025/2026

Effective September 2, 2025



The Alberta
Teachers' Association

Contact:
meetingrooms@ata.ab.ca



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Catering and Room Rental Policies

Overview

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. Hours of operations are from Monday to Saturday: 11:00 am to 7:00 pm.

Placing an order

- To order the menus and à la carte items listed 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.
- Please note all catering orders are delivered 15 minutes prior to the event start time unless requested otherwise.

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.

Order deadline and billing

- Orders must be placed by 10 am on the Monday before the week of the event.
- If orders are placed after the above deadline, menu options may be decided by the food services team leader.
- Clients are billed for actual, confirmed or minimum numbers, whichever is greater.
- Our payment terms are net 30 days.
- All prices are per person or per item.

Groups of 10 or less *(order-and-charge-it)*

- 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 our 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 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 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.

Groups of 11 or more

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

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

- Catering 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).
- 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. If the client prefers to take some or all of leftover food, or if they wish to leave the food out longer than two hours, they must sign a waiver. Upon signing the waiver, ATA cannot be held responsible for the food safety of those items.

Bar Service

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

Audiovisual Equipment

- 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.

Decor

- 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.

Changing or cancelling a room or catering order*

- All meetings/catering must be cancelled by email. 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

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

Loss or Damage

- 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.

Parking

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

Smoking Area

The facility is smoke-free, including all entrances and the courtyard. The designated smoking area is beside the west parkade staircase.



Refreshments and Nutrition Breaks

All refreshments and nutrition breaks include ice water.

Beverage \$3.00 each

Freshly brewed coffee | decaffeinated Nescafe instant coffee | assorted tea (2 teabags per order) | hot chocolate | juice | bottled water | flavoured sparkling water | milk | soft drinks

*Gatorade | Vitamin water | smoothie available for \$4.00 each

Snacks \$3.00 each

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

Minimum Group of 10 People

Hors d'oeuvre \$4.50 each

Cold

Fresh fruit tray or cup | fruit parfait w/yogurt and granola | desserts or celebration cake (*strawberry shortcake*) | vegetable tray or cup | pickle and olive tray | sliced cheese and cracker tray | tzatziki or hummus with veggies or naan (*add \$2 per person for both veggies and naan*) | sliced ham (2 pcs) and herbed cream cheese pinwheels | brushetta and crostini

Hot

Samosas (2 pcs) | edamame | mini quiches | soup of the day | dill potato pancake (2 pcs)

Hors d'oeuvre \$5.75 each

Cold

Caprese salad skewers (2 pcs) | shrimp cocktail (3 pcs) | chocolate dipped fruit (2 pcs) | deli meat platter | nachos with salsa and sour cream (*guacamole and cheese sauce for additional \$1.00*)

Hot

Vegetarian or chicken spring rolls (2 pcs) | spanakopita (2 pcs) | sliders (1 pc) | chicken wings (2 pcs) | bourbon beef meatballs (2 pcs) | dry garlic ribs (3 pcs) | chicken satay (2 pcs) | falafel (2 pcs) | grilled garlic shrimp skewers (2 pcs) | chipotle crab cakes (1 pc) | cranberry and brie bites (2 pcs)

Hors d'oeuvre \$6.95 each

Assorted domestic and imported cheese and crackers | Charcuterie board

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 for assistance with recommended amounts or custom menu suggestions.



Breakfast

No Minimum Number of People

See page 5 for beverage choices at \$3.00 each

Continental \$9.00 each

Assorted freshly baked muffins, pastries and scones with fruit tray

Executive Continental \$14.95 each

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

Deluxe Hot Breakfast \$14.95 each

Scrambled eggs, bacon (3 pcs) or sausage (2 pcs), hash browns or yogurt, toast and fruit tray

Full Hot Breakfast \$14.95 each

Scrambled eggs, bacon (3 pcs) or sausage (2 pcs), fruit tray and hash browns or yogurt

Breakfast Sandwiches \$14.95 each

Includes hash browns or yogurt and fruit tray

Choose from

English muffin with egg, bacon or sausage, cheddar

Breakfast wrap with egg, ham or bacon, cheddar

Vegetarian wrap with eggs, spinach, feta and sun-dried tomato

Breakfast Add On's

Yogurt \$2.75, bacon (3 pcs) or sausage (2 pcs) \$4.00, individual cheddar cheese package \$1.25, eggs (2 pcs) \$3.00, mini quiches (2 pcs) \$4.25, toast with jam (1 pc) \$1.00





Cold Lunch/Dinner

Minimum Group of 10 People

Fancy Sandwiches

Assorted fancy sandwiches, wraps and croissants

Sandwiches only - \$9.00 per person

Light lunch - Sandwich selection plus one side \$13.00 per person

Complete lunch - Sandwich selection plus two sides \$17.00 per person

The works - Sandwich selection plus three sides \$21.00 per person

Available sides

Fresh vegetable tray

Sliced cheese and cracker

Soup of the day

Fresh fruit platter

Home-baked cookie platter

Pickle and olive tray

Garden salad

Assorted dessert platter

Bags of chips

**Gluten-free desserts available upon request*

Add an extra side for a cost of \$4.50 per person

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

Select an additional upgraded salad to the above package for \$4.00 per person

See page 5 for beverage choices at \$3.00 each

BBQ Burger or Hot Sandwich Lunch or dinner \$25.95 per person

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

Gourmet toppers available for \$1.00 per item per person:

Caramelized onion, crispy onion, sautéed mushrooms, bacon, cheddar cheese

See page 5 for beverage choices at \$3.00 each



Hot Lunch/Dinner

\$24.00 per person









Minimum Group of 10 People

Includes choice of one entree, green salad and dessert

Additional protein for \$5.00 per person

See page 5 for beverage choices at \$3.00 each

Entrees:

- AA roast beef au jus with hot vegetable medley and baby red potatoes 
- Beef fajitas, chicken fajitas or burritos with tater tots
- Beef stew with bannock
- Butter chicken—butter chicken breast with basmati rice and naan bread
- Cheese  or beef tortellini in pesto marina with garlic baguette
- Chinese plate—choose four of the following: spring rolls, egg rolls, fried rice, chicken balls, sweet and sour pork, chow mein, Asian vegetables
- Flatbread (pepperoni, Hawaiian, meatlovers, vegetarian or BBQ chicken) (no half and half flatbread)
- Ginger beef with rice and Asian vegetables
- Lasagna—homemade vegetarian  or beef lasagna with garlic baguette
- Moroccan chicken (6 oz) with rice and hot vegetable medley 
- Parmesan grilled chicken breast (6 oz) with pilaf rice and hot vegetable medley 
- Pork or chicken souvlaki with lemon rice, tzatziki, naan bread and hot vegetable medley
- Quinoa and rice pilaf powerbowl with falafel  or chicken
- Stir-fry—chicken or beef with rice or rice noodles 
- Three Sisters stew with bannock 
- Ukrainian plate—perogies, garlic sausage and deconstructed cabbage rolls



Vegetarian



Gluten-free



Platinum and Holiday

Lunch or Dinner

\$40.95 per person

Minimum Group of 20 People

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

Gluten free option available

See page 5 for beverage choices at \$3.00 each

Roast Turkey

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

Prime Rib

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

Bruschetta Salmon

Bruschetta salmon with balsamic glaze and pesto rice

Carved Bone-in Ham

Carved bone-in ham with roasted or mashed potatoes

Additional protein for \$5.00 per person

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

Thai vegetarian slaw for \$2.50 per person

Select an additional upgraded salad to the above package for \$4.00 per person





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	\$100 set up fee	\$100 set up fee
Cocktail tables	\$25 with chairs	\$25 with chairs	\$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
Room 448	• U-Shape	45
	• 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.

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