

# Welcome

Welcome. Thank you for considering Castaway Bay for your next conference, board meeting, training session or social function. Our staff is committed to make your meeting or special event a success from beginning to end.

Castaway Bay is conveniently located in Sandusky, Ohio, between Cleveland and Toledo. Castaway Bay is a 237-room (including 48 suites) resort located on the water's edge. Our year-round facility offers 7,000 square feet of meeting space that can accommodate 10 to 400 people. On-site conference planning, full-service catering and audio/visual equipment are also available for your convenience.

Our on-site Sales & Catering Managers will personally ensure that your ideas and expectations become reality. While working with you they will provide helpful guidance in all stages of planning your event. The information contained in this packet will assist you in planning your group's function, however, we will be pleased to design a custom package exclusively for you based on your specific requirements.

We are a professional team committed to exceeding your expectations, as well as those of your guests and attendees. Let Castaway Bay take care of you. All you have to do is pick-up the phone and call. We'll take care of the rest. We look forward to making your event memorable. Your satisfaction is our priority.

Sincerely,

Castaway Bay



# General Policies

## **Shipping and Receiving:**

Small packages for meetings may be delivered to the Hotel no more than 48 hours prior to the program due to minimal amount of storage space. Items should be addressed to the meeting contact with attention to the Hotel Sales & Catering Staff Member working on the program. Packages should be marked "Hold for Arrival" and list the date of the program clearly on all labels. The hotel does not accept any freight that must be unloaded by the hotel staff, unless this is pre-arranged with the Hotel, at that time staff may be provided at \$15.00 per hour, per person. The return shipment of all packages/boxes is the responsibility of the group. Any packages/boxes left at the Hotel for more than 15 days will be discarded.

## **Menu Selection:**

The enclosed menus are presented as a sampling of what Castaway Bay offers. The Sales Staff will be delighted to assist you with all aspects of planning a truly elegant event. Menu prices reflect current market prices and are subject to increase. Prices can be confirmed 30 days prior. All food and beverage consumed in the Hotel must be purchased from the Hotel. All prices are on a per person basis unless otherwise specified. Prices are subject to state sales tax and an 18% service charge.

## **Guarantee:**

A final guarantee of attendance must be conveyed to the Sales & Catering Office 10 Days in advance. This number will be considered a guaranteed minimum, not subject to reduction. In the event a guarantee is not received, the original count (expected number) will be considered the minimum guarantee.

## **Deposit, Cancellation and Payment Policy:**

In order to reserve function rooms, we require a deposit commensurate with the space held. Unless credit had been established in advance, full payment must be made at the time of guarantee.

## **Service Charge and Tax:**

A fixed service charge of 18% and all state sales tax will be applied to all food and beverage charges. A copy of your tax exempt certificate must be on file with the Hotel in order to obtain tax exempt status.

## **Linen:**

The Hotel provides white tablecloths, and a variety of colored napkins. Specialty linens are available at an extra charge.

## **Banquet Room Assignment:**

Function rooms are assigned by the number of people anticipated. If attendance drops or increases, we reserve the right to change groups to a room suitable for that attendance. As other guests may utilize the same room as you prior to or following your function, please adhere to the times agreed upon.

# Audio/Visual Equipment and Charges

## Video Equipment

DVD Player . . . . .	\$ 40.00
27" Color Monitor with cart . . . . .	65.00

## Projectors

LCD Data Projector. . . . .	\$225.00
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## Projection Screens

6' x 6' Screen . . . . .	\$ 25.00
8' x 8' Screen . . . . .	30.00

## Audio

Wireless Lavalier Microphone . . . . .	\$ 85.00
Microphone . . . . .	No Charge
Wireless Handheld Microphone . . . . .	25.00 <i>per mic</i>

## Meeting Aids

Tele-Conference Speaker Phone . . . . .	\$ 75.00
Flipchart with Pads/Markers. . . . .	25.00
Display Easel . . . . .	7.00
2½' x 3' Whiteboard . . . . .	25.00
Standing Podium (1). . . . .	No Charge
Projector stand or cart ( <i>with no equipment</i> ) . . . . .	25.00

## Dance Floor

Dance Floor Rental Fee . . . . .	\$350.00
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*Additional Labor Fees may be added if room set-up is changed after arrival.*

*Additional equipment available upon request. Delivery charge may apply to special item. Prices subject to change without notice. All prices are per room per day. Please allow 10 days in advance to guarantee delivery.*

# Catering Menus – Breakfasts

<b>Bayview Breakfast Buffet</b> ( <i>minimum of 25</i> ) . . . . .	<b>\$11.50</b>
Selection of Fruit Juices	
Seasonal Fruit	
Assorted Breakfast Pastries and Breads	
Assortment of Cold Cereals	
Breakfast Potatoes	
Scrambled Eggs	
Bacon and Sausage	
<b>Choice of:</b> Cinnamon French Toast or Pancakes with warm syrup	
Buttermilk Biscuits and Gravy	
Coffee and Tea	

## Plated Breakfasts

<b>Scrambled Eggs with Choice of Bacon, Ham or Sausage.</b> . . . . .	<b>\$ 8.35</b>
Breakfast Potatoes	
Buttermilk Biscuit	
Seasonal Fruit Cup	
Orange Juice	
Coffee or Tea	
<b>Cinnamon French Toast with maple syrup</b> . . . . .	<b>9.70</b>
<b>Choice of:</b> Bacon, Ham or Sausage	
Seasonal Fruit Cup	
Orange Juice	
Coffee or Tea	
<b>The Healthy Choice</b> . . . . .	<b>10.20</b>
Bowl of Granola with Yogurt and seasonal fruit	
Oat Bran Muffin	
Orange Juice	
Coffee or Tea	

All prices subject to an 18% service charge and state sales tax.

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# Catering Menus – Coffee Breaks

<b>The Castaway Continental</b> . . . . .	<b>\$7.00</b>
Orange Juice, Fresh Fruit, Assorted Breakfast Pastries and Breads, Coffee, Decaffeinated Coffee and Tea	
<b>Cookie Time</b> . . . . .	<b>4.75</b>
Assorted Cookies, Assorted Sodas & Bottled Water	
<b>Ice Cream Cart</b> . . . . .	<b>5.00</b>
Assorted Ice Cream Bars & Sandwiches, Assorted Sodas & Bottled Water	
<b>Cedar Point Midway Break</b> . . . . .	<b>7.50</b>
Mini Corn Dogs with condiments, Hot Pretzels with mustard and cheddar cheese, Fresh Popcorn, Dry Roasted Peanuts, Assorted Sodas & Bottled Water	
<b>The Healthy Break</b> . . . . .	<b>7.25</b>
Granola Bars, Trail Mix, Sliced Fresh Fruit, Bottled Water and Chilled Fruit Juices,	

## Refreshment Breaks

<b>Coffee, Decaffeinated Coffee, Premium and Herbal Teas</b> ( <i>per person</i> ) . . . . .	<b>\$2.50</b>
<b>Assorted Sodas</b> ( <i>as consumed</i> ) . . . . .	<b>2.50</b>
<b>Bottled Water</b> ( <i>as consumed</i> ) . . . . .	<b>2.50</b>
<b>Assorted Juices</b> ( <i>as consumed</i> ) . . . . .	<b>3.00</b>
<b>Coffee, Decaffeinated Coffee, Premium and Herbal Teas,</b> . . . . .	<b>5.00</b>
<b>Assorted Sodas and Bottled Water</b> ( <i>per person</i> )	

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# Catering Menus – Luncheon

## Entrées

All entrées served with Choice of cup of soup or garden salad with dressings,  
Chef's choice of Vegetable, Chef's choice of potato or rice, rolls & butter, beverage & dessert.

Boneless Breast of Chicken, Roasted Red Pepper, Piccata, Marsala or BBQ . . . . .	\$ 13.75
Boneless Breast of Chicken, stuffed with sage dressing . . . . .	14.15
Sliced Sirloin of Beef, wild mushroom sauce . . . . .	16.50
Beef Stroganoff on egg noodles . . . . .	14.25
Chicken Alfredo Linguini . . . . .	13.25
Cheese Ravioli . . . . .	11.50
Breaded Perch . . . . .	15.25
Lake Erie Walleye . . . . .	16.00

## Light Lunches

Light lunches served with choice of dessert and beverage.

Chicken Salad Wrap, pasta salad & fruit garnish . . . . .	\$ 9.95
Turkey & Swiss Wrap, potato salad & fruit garnish . . . . .	9.95
Chicken Caesar Salad, rolls & butter . . . . .	10.50
Chef's Salad, assorted dressings, rolls & butter. . . . .	10.50

## Dessert

Chocolate Mousse	Chocolate Layer Cake
Apple Pie	Carrot Cake
Cherry Pie	

Box Lunch . . . . .	\$11.50
Includes Soda, Whole Apple, Wrap Sandwich (Variety of Turkey, Roast Beef, Chicken Salad, Ham or Tuna), Condiments, Assorted Chips, Brownie or Cookies.	

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# Catering Menus – Specialty Luncheon Buffets

**Hot Sandwich Buffet** (minimum 25) . . . . . **\$14.75**

Soup du Jour, Potato Salad, Grilled Veggie Salad, Meatball Hoagies, Philly Cheese Steak with peppers & onions, Condiments & Toppings, Potato Chips, Brownies and Beverage

**Taco Bar** (minimum 25) . . . . . **14.25**

Tortilla Soup, Garden Salad with dressings, Cheese Enchiladas, Beef & Chicken Taco Meat, Taco Shells, Flour Tortillas & Tortilla Chips, Refried Beans, Spanish Rice, Appropriate Condiments, Tortilla Wrapped Cheesecake and Beverage

**Baked Potato and Salad Extravaganza** (minimum 25) . . . . . **13.50**

Garden Salad with dressings & toppings, Grilled Vegetable Salad, Pasta Salad, Jumbo Baked Idaho Potatoes, Beef Chili, Shredded Cheese, Warm Cheese Sauce, Bacon, Steamed Broccoli, Cottage Cheese, Sour Cream & Chives, Rolls & Butter, Brownies and Beverage

**Deli Sandwich Buffet** (minimum 15) . . . . . **13.50**

Soup du jour, Pasta Salad, Garden Salad with dressings, Potato Salad, Assorted Breads, Assorted Cold Meats & Cheeses, Condiments, Potato Chips, Brownies and Cookies and Beverage

**The Picnic** (minimum 25) . . . . . **14.50**

Creamy Coleslaw, Potato Salad, Baked Beans, Hot Dogs, Hamburgers, Italian Sausages with peppers & onions, Assorted Condiments, Apple Pie and Beverage

*\*Garden Burgers available upon request*

**Pizza & Salad** (minimum 15). . . . . **14.00**

Minestrone Soup, Antipasto Salad, Garden Salad with dressings, Assorted Pizzas, Brownies and Cookies and Beverage

**Hot Luncheon Buffet** (minimum 30) . . . . . **16.75**

Soup du Jour  
Garden Salad with dressings  
Chef's Selection of Potato or Rice  
Chef's Selection of Vegetable

**Your Choice of Two:**

- Beef Burgundy with pepper & onions
- Sliced Roast Beef with Mushroom Sauce
- Boneless Breast of Chicken (*Marsala, Piccata, BBQ, Roasted Red Pepper*)
- Baked Cod
- Homestyle Meatloaf
- Fried Chicken
- Pasta with Meat Sauce
- Beef Stroganoff with Buttered Egg Noodles

Assorted Desserts  
Beverage

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# Catering Menus – Dinner Menu

## Entrées *(Please select one)*

All entrees include Garden Green Salad with assorted dressings,  
Chef's Vegetable Selection, Choice of Starch, Dessert and Beverage.

Boneless Breast of Chicken, stuffed with sage dressing . . . . .	\$21.95
Boneless Breast of Chicken, Roasted Red Pepper, Piccata or Marsala . . . . .	20.95
Sliced Pork Medallions with Fruit Chutney . . . . .	22.50
Breaded Veal Parmesan over Linguini, with Marinara Sauce . . . . .	23.95
Breaded Perch . . . . .	24.95
Lake Erie Walleye . . . . .	24.95
Salmon with Lemon Beurre Blanc . . . . .	22.95
Sliced Strip Loin with Mushroom Sauce . . . . .	22.95
Roast Prime Rib of Beef, au Jus . . . . .	26.95
Broiled Filet Mignon with Mushroom Cap . . . . .	29.95
New York Strip Steak, onion marmalade . . . . .	28.50
Shrimp, Chicken or Vegetarian Pasta Prima Vera Alfredo	
Shrimp . . . . .	22.95
Chicken . . . . .	19.95
Vegetable . . . . .	18.85
Vegetable Napoleon, portobello, eggplant, zucchini, yellow squash with mozzarella cheese . . . . .	20.95

## Starch *(Please select one)*

Garlic Mashed Potatoes  
Roasted Yukon Gold Potatoes  
Baked Idaho Potato  
Rice Pilaf  
Twice Baked Potatoes (\$1.00)  
Garlic Roasted New Potatoes

## Desserts *(Please select one)*

Cheesecake  
Chocolate Mousse  
Black Forest Cake  
Carrot Cake  
Turtle Cheesecake  
Cherry Pie  
Apple Pie

\*\*Specialty desserts available upon request

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# Catering Menus – Dinner Theme Buffets

30 person minimum

**Mexican Fiesta . . . . . \$24.95**

Tortilla Soup, Garden Salad with dressings, Refried Beans & Spanish Rice, Vegetable Quesadillas, Taco Meat, Fajita Chicken & Beef Strips, Sautéed Onions & Peppers, Taco Shells & Flour Tortillas, Tortilla Chips & Salsa, Shredded Cheese & Lettuce, Diced Onions & Tomatoes, Black Olives & Jalapeños, Sour Cream & Guacamole, Tortilla Wrapped Cheesecake, Beverage

**Bayview Dinner Buffet. . . . . 21.95**

Soup du Jour, Garden Salad with dressings, Salad Assortment  
**Choice of two:** Sliced Roast Beef, Beef Stroganoff, Breast of Chicken (*Piccata, Roasted Red Pepper, Marsala or BBQ*), Herb Roasted Chicken, Roast Pork, Baked Cod, Pasta with Meat Sauce, Chef's Choice of Potato, Noodles or Rice, Chef's Choice of Vegetable, Rolls & Butter, Assorted Desserts, Beverage

**Choice of three items . . . . . 25.25**

**Italian Buffet . . . . . 26.25**

Minestrone Soup, Fresh Mozzarella Salad, Caesar Salad or Garden Salad with dressings, Chef's Selection of Grilled Vegetables, Chicken Parmesan, Sausage and Peppers with Onions, Cheese Ravioli with Marinara, Penne Pasta Primavera Alfredo, Garlic Bread, Tiramisu, Beverage

**Kansas City Barbeque . . . . . 27.95**

Chili, Garden Salad with dressings, Sliced Tomato & Cucumber Salad, Baked Beans, Sautéed Green Beans with bacon & red onion, Fried Redskin Potatoes, Barbecue or Fried Chicken, St. Louis Style BBQ Ribs, Cornbread, Apple & Pecan Pie, Beverage

**Prime Rib Dinner Buffet. . . . . 29.95**

Soup du Jour, Garden Salad with dressings, Salad Assortment, Carved Prime Rib of Beef, au Jus, Chicken *Piccata or Marsala*, Seafood Newburg with White Rice, Baked Potatoes with Sour Cream, Chef's Choice of Vegetable, Rolls & Butter, Assorted Desserts, Beverage

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# Catering Menus – Reception Menu

## Hot Hors D'oeuvres

(100 pieces)

Crab Cakes, Cajun Remoulade . . . . .	\$190.00	Mini Quiche. . . . .	\$155.00
Pot Stickers . . . . .	105.00	Spinach & Feta Puffs . . . . .	130.00
Coconut Shrimp . . . . .	205.00	Swedish or Italian Meatballs . . . . .	130.00
Baby Back Ribs . . . . .	150.00	Spring Rolls . . . . .	155.00
Honey Garlic Chicken Fingers. . . . .	155.00	Chicken Fingers. . . . .	155.00
Stuffed Mushrooms Florentine. . . . .	155.00	Mini Pizza . . . . .	130.00
Mushroom Caps w/Seafood Stuffing . . . . .	185.00		

## Cold Hors D'oeuvres

Finger Sandwiches (100 pieces). . . . .	\$130.00
Cocktail Shrimp (100 pieces). . . . .	260.00
Deviled Eggs (100 pieces). . . . .	130.00
Salami Coronets (100 pieces). . . . .	130.00
Fresh Fruit Mirror (serves 50) . . . . .	185.00
Assorted Vegetable Display w/ Dip (serves 50) . . . . .	105.00
Southwestern 3-Layer Dip with Nacho Chips (serves 50) . . . . .	105.00
American & Imported Cheese Display with Assorted Crackers (serves 50) . . . . .	155.00

## Carved To Order

(please add \$50 attendant fee)

Boneless Turkey Breast (serves 25) . . . . .	\$100.00	Baked Ham (serves 50). . . . .	\$180.00
Roast Tenderloin of Beef (serves 25) . . . . .	275.00	Inside Round of Beef (40). . . . .	235.00

\*\* all above items will be served with rolls and appropriate condiments

## Specialty Items

Fruit & Cheese Tray (serves 50) . . . . .	\$180.00
Antipasto Tray (serves 50) . . . . .	150.00
Chocolate Dipped Strawberries . . . . .	3.00 ea.
Sliced Smoked Salmon Display . . . . .	170.00
Crab Stuffed Shrimp wrapped in Bacon (50 pieces) . . . . .	155.00
Artichoke & Crab Dip, tortilla chips (serves 50) . . . . .	105.00

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# Catering Menus – Reception Menu

*Stations to be ordered in pairs or in addition to a buffet or plated entree.*

## **Pasta Station**

*\$5.75 per person/20 person minimum (\$35.00 attendant fee)*

**Pasta prepared by our Chef's in your room.**

*Choice of two:* Tortellini, Penne, Linguini, Fettuccini

*Choice of two:* Marinara, Meat, Pesto, Alfredo

## **Mexican Station**

*\$8.50 per person/20 person minimum*

Cheese Quesadillas

Beef Taco's

Chicken Fajita with peppers & onions

Tortilla Chips

*Condiments:* Sour Cream, Onions, Salsa, Cheddar Cheese & Lettuce

## **Asian Station**

*\$10.50 per person/20 person minimum*

Spring Rolls, *Hot Mustard and Sweet 'n Sour*

Beef or Chicken Sate

Shrimp Stir Fry

Fried Rice

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# Catering Menus – Beverage Plans

## #1 – Host Or Cash Bar

Fully stocked bar, serving mixed drinks, beer, wine and sodas. Charges are based on the actual number of drinks served.

	<b>Host</b>	<b>Cash</b>
Premium Liquors . . . . .	\$4.75	\$5.50
House Select . . . . .	4.00	4.50
Domestic Beer . . . . .	3.00	3.50
Premium Beer . . . . .	4.00	4.50
House Wine . . . . .	4.00	4.50
Cordials . . . . .	5.75	6.25
Soft Drinks . . . . .	2.00	2.50

## #2 - Complete Package Bar

Unlimited cocktail hour.  
Charges based on a per person basis for each hour.

### House Select

1 hour . . . . .	\$ 13.00
2 hours . . . . .	16.00
3 hours . . . . .	19.00
4 hours . . . . .	22.00

### Premium

1 hour . . . . .	\$ 15.00
2 hours . . . . .	18.00
3 hours . . . . .	21.00
4 hours . . . . .	24.00

### Beer, Wine and Soda

1 hour . . . . .	\$ 12.00
2 hours . . . . .	15.00
3 hours . . . . .	18.00
4 hours . . . . .	21.00

## #3 - By The Bottle

All bars include mixes and garnishes.  
Charges will be based on consumption.

### House Select

Bourbon – Jim Beam . . . . .	\$ 90.00
Whiskey – Windsor Canadian . . . . .	90.00
Scotch – Dewars White Label . . . . .	100.00
Gin – Beefeaters . . . . .	95.00
Rum – Bacardi Silver . . . . .	90.00
Vodka – Smirnoff Red . . . . .	90.00
Tequila – Pepe Lopez . . . . .	90.00

### Premium

Bourbon – Jack Daniels . . . . .	\$100.00
Whiskey – Crown Royal . . . . .	110.00
Scotch – Chivas Regal . . . . .	130.00
Gin – Tanqueray . . . . .	100.00
Rum – Bacardi Gold . . . . .	100.00
Vodka – Absolut . . . . .	100.00
Tequila – Cuervo Gold . . . . .	100.00

### Wine

Barefoot . . . . .	\$ 16.00
White Zinfandel, Chardonnay, Merlot, Cabernet Sauvignon	
Relax Reisling . . . . .	22.00
Kim Crawford Sauvignon Blanc . . . . .	25.00
Blue Tongue Shiraz . . . . .	21.00
Davidson Merlot . . . . .	22.00

\*Specialty wines may be ordered with a ten-day notice.

### Additional Beverage

Fruit Punch (per gallon) . . . . .	\$ 32.00
Champagne Punch (per gallon) . . . . .	47.00

### Champagne

House . . . . .	\$ 16.75
Martini & Rossi . . . . .	28.00

Cordials and liqueurs are available upon request. Bartender charge of \$50.00 per bartender if the bar does not exceed \$350.00 in sales. Castaway Bay is the only licensed authority to sell and serve liquor for consumption on the premises. It is not permissible to bring liquor, beer or wine into the hotel. All prices are subject to 18% service charge and state sales tax.