

# Banquet Services

## RENTAL AGREEMENT



The Seaford Volunteer Banquet Hall is pleased to offer banquet services to groups of 75 to 400 people. The Hall is available for rental to the public for meetings, banquets and parties. As in all public facilities in Delaware, the Banquet Hall is a smoke free facility. Outdoor smoking is permitted.

## SECURITY & DAMAGE DEPOSIT POLICY

A \$350.00 security deposit plus rental fee is required to guarantee the facility. The security deposit shall be returned to the lessee thirty (30) days after the function, pending all rules are followed, no damages are found to the facility or extra cleaning is required.

## CANCELLATION POLICY

In the event of cancellation of the scheduled booking, the deposit will be forfeited. The hall rental fee will be refunded if cancellation is at least thirty (30) days prior to the originally scheduled event date.

## FOOD & BEVERAGE

Alcoholic beverages served in the Banquet Hall must be provided by the Seaford Volunteer Fire Department; there are no exceptions. Banquet Hall Functions are catered by the Ladies' Auxiliary of the Seaford Volunteer Fire Department, Inc.. Should the lessee choose a different caterer, please keep in mind that a kitchen facility is not available.

## ADDITIONAL GUIDELINES

- Arrangements for decorating and special table placement may be made through the Hall Coordinator.
- All events must end by midnight.
- A Hall decoration guideline must be adhered to and can be found in the signed contract information.

## CATERING OPTIONS

Ladies' Auxiliary of the Seaford Volunteer Fire Department, Inc.

- BEFORE DINNER COCKTAIL TABLES
- PLATTER STYLE SERVED DINNERS
  - BUFFET DINNERS
- SNACK BAR WINDOW SERVICE (*\$100.00 to open window*)

**BANQUET HALL RENTAL FEES** (see lease agreement)

# *Step By Step Instructions For Banquet Catering*

1. Secure your hall rental date by calling the Hall Coordinator at (302) 381-3590. The check must be made out to: **“S.V.F.D.”**
2. Contact the Auxiliary President as soon as possible with your menu choice. A down payment of \$500.00 is required when the catering contract is signed. The check must be made out to: **“L.A.S.V.F.D.”**
3. 10 days before your event, finalize all plans with the Auxiliary President. Your guarantee of number of meals must be set at this time.
4. The night of the event, the Auxiliary will present a bill to the contract holder and payment must be made at this time. The check must be made out to: **“L.A.S.V.F.D.”**

# Buffet Catering

Ladies' Auxiliary of the Seaford Volunteer Fire Department, Inc.  
\$18.00 PER PERSON

## MENU OPTIONS CHOICE OF TWO ENTREES

Ham \_\_\_\_\_ Roast Beef \_\_\_\_\_ Chicken Cordon Bleu \_\_\_\_\_ Oven Fried Chicken \_\_\_\_\_  
Chicken Stuffed with Broccoli \_\_\_\_\_ Turkey with Dressing \_\_\_\_\_ Pork Tenderloin \_\_\_\_\_  
Pasta w/Marinara \_\_\_\_\_

## CHOICE OF ONE STARCH

Mashed Potatoes with Gravy \_\_\_\_\_ Scalloped Potatoes \_\_\_\_\_ Sweet Potatoes \_\_\_\_\_  
Au Gratin Potatoes \_\_\_\_\_ Red Skin Potatoes \_\_\_\_\_ Macaroni & Cheese \_\_\_\_\_

## CHOICE OF ONE VEGETABLE

Broccoli Spears \_\_\_\_\_ Peas & Pearl Onions \_\_\_\_\_ String Beans \_\_\_\_\_ Succotash \_\_\_\_\_  
Pacific Blend \_\_\_\_\_ Lima Beans \_\_\_\_\_ Corn Pudding \_\_\_\_\_ Cole Slaw \_\_\_\_\_  
Broccoli Casserole \_\_\_\_\_ Baked Pineapple \_\_\_\_\_ Hot Spiced Apples \_\_\_\_\_

## INCLUDED WITH BUFFET MENU

Fruited Jello Mold, Relish Tray, Rolls & Butter  
Self Serve Beverage Table: Iced Tea, Hot Tea, Coffee  
Assorted Desserts Table

**Standard white linens & napkins.** Colors available on request for an extra charge.  
Seating for 8 to 10 guests at round tables, with padded chairs for comfort.

## VARIATIONS

Three meats.....Add \$2.00 per person  
Crab Imperial.....Add \$6.00 per person  
Scalloped Oysters..... Add \$6.00 per person

Beef or Chicken Dumplings...Add \$2.00 per person

Specialty desserts available at extra cost.

# Platter Style Catering

Ladies' Auxiliary of the Seaford Volunteer Fire Department, Inc.  
\$14.00 PER PERSON

## Choice of one entree

Ham  
Roast Beef  
Chicken Cordon Bleu  
Turkey with Dressing

Chicken Stuffed with Broccoli  
Boneless Chicken Breast  
Pork Tenderloin

## Choice of one starch

Red Skinned Potatoes

Mashed Potatoes with Gravy  
Macaroni and Cheese

Sweet Potatoes

## Choice of one vegetable

Broccoli Spears

Pacific Blend

Peas & Pearl Onions

Lima Beans

Corn

String Beans

Cole Slaw

## Assorted Desserts Table

### INCLUDED WITH DINNER

Coffee, Hot Tea, Iced Tea, Rolls & Butter

**Standard white linens & napkins** for dining & buffet tables only,  
Round tables for 8 to 10 guests.

## VARIATIONS

Tossed Salad.....\$1.50 per person  
Baked Potato.....\$1.00 per person  
Beef or Chicken Dumplings.....\$2.00 per person

Specialty desserts available at extra cost.

# *Appetizers / Wedding*

Ladies' Auxiliary of the Seaford Volunteer Fire Department, Inc.  
\$14.00 PER PERSON

Punch  
Mints and Nuts  
Meatballs  
Wings  
Chicken or Tuna Salad Tea Sandwiches  
Chips and Pretzels

## Additions

Cheese and Cracker Trays	\$3.00 more per person
Fresh Fruit with Dip	\$3.00 more per person
Crab Dip with Baguettes	\$6.00 more per person
Shrimp with Cocktail Sauce	\$6.00 more per person

## Included:

Standard white linen cloths and napkins  
Seating for 8 to 10 guests at round tables with padded  
chairs

Fabric skirting on food tables, wedding party tables and  
cake table

Minimum 75 people

# Cocktail Table

The Ladies' Auxiliary of the Seaford Volunteer Fire Department, Inc can also provide a pre-dinner cocktail table, **as long as the Ladies' Auxiliary provides the dinner for your special event.** You will be charged for the cost of the menu items in addition to a 40% surcharge. *Minimum surcharge is \$40.*

Choose from the following menu items:

- Non-alcoholic punch
- Meatballs
- Wings
- Chicken Tenders
- Cheese & crackers
- Fruit & dip
- Crab dip with baguettes
- Shrimp with cocktail sauce
- Vegetable tray with dip
- Chips &/or pretzels with dip