

Polonaise Ballroom



Banquet Information Package

Polonaise

Banquet & Conference Center at the PCC

225 Washington Ave. Ext., Albany, NY 12205 • (518) 456-3995 • Fax (518) 456-1032

Visit our website at www.albanypcc.com or email us at banquets@albanypcc.com

Welcome

Thank you for considering The Polonaise Ballroom Banquet & Conference Center at The PCC as host for your event. Our facility has served the Albany and surrounding areas for over 85 years and is the ideal place for an indoor or outdoor event.

We specialize in wedding receptions, banquets, trade shows, corporate meetings, birthday or retirement parties and holiday parties for up to 500 people. Our unique floor plans and exceptional cuisine will create a wonderful first and lasting impression on your guests.

Enclosed you will find menus and general information for your review. Please bear in mind that each package may be personalized to meet your unique style and budget needs.

Please do not hesitate to contact us with any additional questions or concerns. When you are ready to begin planning your special day, call us at (518) 456-3995.

We truly look forward to working with you.

Polonaise

Banquet & Conference Center at the PCC

225 Washington Ave. Ext., Albany, NY 12205 • (518) 456-3995 • Fax (518) 456-1032
Visit our website at www.albanypcc.com or email us at banquets@albanypcc.com

Banquet Buffet Dinner Selections

Polish Buffet

Stuffed cabbage (Golumpki), Polish smoked sausage (Kielbasa), Sauerkraut (Kapusta) Pierogi, choice of potato and vegetable, tossed salad, rye bread & butter, cookies, coffee and tea.

Deluxe Buffet

Choice of Chicken or Turkey dish, sliced roasted Rib Eye with demi-glaze, Shrimp Scampi over rice, choice of potato or pasta and vegetable, fresh fruit, tossed salad, assorted cookies or house dessert, dinner rolls, coffee and tea.

Custom Buffet

Select items from our wide range of menu entrees and sides to create a one of a kind experience for your guests. Add a cash bar or open bar and cocktail hour to complete your event.

**Custom Buffets priced according to options selected.*

All Banquet Selections include:

Room rental, round or rectangular tables, chairs, choice of table cloth and napkin colors, plates, silverware, coffee cups, water glasses and votive candles for each table.

Prices are per person. Please add 8% sales tax and 19% service charge

Prices are based on 40 person minimum for The Board Room (Maxcap.60) and 75 for the Ball Room (Max cap. 500). Under 40 for the Board Room will carry a \$150 room charge. Under 75 for Ballroom will carry a \$500 room charge.

Polonaise

Banquet & Conference Center at the PCC

Banquet Buffet Dinner

Chicken and Side Selections

Chicken Selections

Chicken Francois

Chicken over rice with Asparagus.

Chicken Marsala

Chicken in a Marsala Wine Mushroom Sauce.

Chicken Parmesan

Breaded Chicken with Mozzarella Cheese and Marinara Sauce.

Chicken Cordon Bleu

Chicken stuffed with Ham and Swiss Cheese.

Chicken Picatta

Sauteed Breast of Chicken, lightly battered with a Lemon & Caper Butter Sauce.

Roasted Tom Turkey

With Stuffing & Giblet Gravy.

Potatoes

*Red Roasted
Mashed
Scalloped*

Vegetables

*Prince Edward
Green Beans
Carrots*

Bermuda Blend

*Green Beans
Carrots*

Normandy Blend

*Broccoli
Cauliflower
Summer Squash
Glazed Carrots*

Pasta

*Penne
Bowtie
Ravioli (\$2 added)
Angel Hair
Spaghetti
Cheese Tortellini (\$2 added)*

Pasta Sauces

*Marinara
Alfredo (\$1 added)
Garlic & Butter
Basil Pesto (\$1 added)
Vodka Sauce (\$1 added)*

Salad Dressings

*Ranch
Italian
Vinaigrette
House - Tangerine*

Polonaise

Banquet & Conference Center at the PCC

Banquet Seated Dinner Selections

Chicken Entrees

Served with rolls & butter, choice of salad, choice of potato or rice pilaf and choice of vegetable

Chicken Francois
Chicken over rice with asparagus.

Chicken Marsala
Fillet of Chicken Breast in a marsala & mushroom demi-glaze sauce.

Chicken Parmesan
Breaded Chicken Breast topped with mozzarella cheese and baked in marinara sauce.

Chicken Cordon Bleu
Tender Breast of Chicken stuffed with ham and swiss cheese.

Chicken Piccata
Sauteed Breast of Chicken lightly Egg battered with a Lemon & Caper Butter Sauce.

Roasted Tom Turkey
Herb roasted Turkey Breast with stuffing and giblet gravy.

Beef Entrees

Served with rolls & butter, choice of salad, choice of potato or rice pilaf and choice of vegetable

Roasted Sliced Sirloin
Whole, slow roasted Rib Eye - marinated in olive oil, garlic, rosemary and thyme, sliced and served with demi-glaze.

Rib Eye Steak
12oz. Rib Eye Steak marinated and grilled to perfection.

Sliced Tenderloin
Whole tenderloin marinated in olive oil, garlic, rosemary and thyme and roasted to perfection.

Fillet Mignon
10oz. Fillet Mignon marinated in olive oil, garlic, rosemary and thyme and roasted to perfection.

Prime Rib
Whole Prime Rib slow roasted until medium rare, served with Au Jus.

Polonaise

Banquet & Conference Center at the PCC

Pork Entrees

Served with rolls & butter, choice of salad, choice of potato or rice pilaf and choice of vegetable

Roast Pork Loin

Roasted Pork Tenderloin sliced and served with seasoned pan gravy.

Applewood Smoked Ham

Choice Smoked Ham with an orange raisin glaze.

Seafood Entrees

Served with rolls & butter, choice of salad, potato or rice pilaf and choice of vegetable

Baked Scrod

Tender fillets topped with a white wine & butter sauce.

Poached Salmon

6oz Salmon fillet poached in white wine, topped with a butter & parsley sauce.

Shrimp Scampi

Broiled Shrimp in a white wine and butter sauce (with choice of pasta or rice and veg.).

Pasta & Vegetarian Entrees

Served with rolls & butter, choice of salad,

Fettuccini Alfredo

Tender Fettuccini and creamy Alfredo sauce served with chef's choice of steamed vegetables

Pasta Primavera

Ask for choice of pasta tossed with steamed seasonal vegetables with choice of tomato sauce, alfredo sauce or garlic and butter. Topped with freshly grated parmesan cheese.

Vegetarian Lasagna

Blend of spinach, zucchini, green peppers and onions, together with mozzarella, cheddar and jack cheeses.

Polonaise

Banquet & Conference Center at the PCC

Seated Dinner Salads & Sides

Salads

Mixed green House Salad with House – Tangerine Dressing
Caesar Salad with Caesar Dressing

Potatoes

Red Roasted
Mashed
Scalloped

Vegetables

Prince Edward Blend -
Green Beans
Carrots

Bermuda Blend -
Green Beans
Carrots

Normandy Blend-
Broccoli
Cauliflower
Carrots
Summer Squash
Glazed Carrots

Pasta

Penne
Bowtie
Ravioli (\$2 added)
Rigatoni
Spaghetti
Cheese Tortellini (\$2 added)

Sauces

Marinara
Alfredo (\$1 added)
Garlic and Butter
Basil Pesto (\$1 added)
Vodka Sauce (\$1 added)

All Banquets include:

Room rental, round or rectangular tables, chairs, choice of table cloth and napkin colors, plates, silverware, coffee cups, water glasses and votive candles for each table.

Prices are per person. Please add 8% sales tax and service charges are additional.

Prices are based on 40 person minimum for The Board Room (Maxcap.60) and 75 for the Ball Room (Max cap. 500). Under 40 for the Board Room will carry a \$150 room charge. Under 75 for Ballroom will carry a \$500 room charge.

Polonaise

Banquet & Conference Center at the PCC

Hors d'oeuvres Selections

(Per tray of 100)

Sesame Chicken with Asian
Sauce Egg Rolls
Pigs in a Blanket
Swedish Meatballs
Breaded Mushrooms
Puffed Chicken Brochettes
Scallops Wrapped in Bacon
Breaded Mozzarella Sticks
Quesadilla Rolls
Fresh Shrimp Display

Mini Chicken Cordon Bleu
Chicken Hibachi Skewers
Cheese Puffs
Mini Beef Wellington
Breaded Mozzarella Cheese Wedges
Coconut Shrimp
Breaded Mushroom Caps w/ Seafood
Spinach and Cheese Spanakopita
Crabmeat Rangoon
Pierogi - Potato & Cheese

The following Hors d'oeuvres are priced per person.

Fresh Fruit & Cheese w/ Asst. Crackers
Vegetable Platter
Fruit Platter
Imported & Domestic Cheese, Pepperoni and Cracker Platter
Bread and Dip Platter
Nachos and Salsa
Chocolate Fountain with Strawberries or Mixed fruit

Carving Stations per person (Min 50 guests)

\$75 Base Fee for Attendant Plus:

Roast Beef
Roast Turkey Breast
Virginia Baked Ham

Hors d'oeuvres and Wine Party (Min 50 guests)

Hors d'oeuvres, House Wine and Soda for 3 hours

Choose any 6 of our hot or cold Hors d'oeuvres

Polonaise

Banquet & Conference Center at the PCC

Beverages

The Polonaise is pleased to offer a fine selection of spirits, wines and non-alcoholic beverages to our guests. For guests under 21 years of age, an unlimited consumption of juice and soda will be \$5 per person.

Host Bar Packages

Charges assessed are based on the length of bar service and will include a selection of Spirits, Domestic and Imported Beers, House Wines both & Red White, Assorted Sodas, Mineral Water and Fruit juices.

Draft Beer, Wine & Soda

*\$12 per person for 1 hour
\$17 per person for 2 hours
\$22 per person for 3 hours
Additional Hours \$5 per person*

Well & Call Open Bar

*\$16 per person for 1 hour
\$20 per person for 2 hours
\$28 per person for 3 hours
Additional flours \$6 per person*

Premium Open Bar

*\$22 per person for 1 hour
\$29 per person for 2 hours
\$36 per person for 3 hours
Additional Hours \$7 per person*

Cash Bar / Hosted Tab Bar*

Upon Consumption

*Premium Brands
Call Brands
Well Brands
Domestic Beer,
Imported Beer*

*Wine Soda
Bottled Water
Mineral Water
Fruit juice*

After Dinner Drinks

A premier selection of Cordials, Cognacs and Brandies can be added

Other Items

*Pitchers of Soda, Pitchers of Iced Tea or Lemonade
Champagne Fountain for 1 hour (per person)
Signature Drink Fountain for 1 hour {per person}*

Half Keg – Beers

*Budweiser
Bud Light
Miller Lite
Coors Lite
Molson Light*

*Molson
Busch Beer
Sam
Adams
Heineken
Other Brands Available Upon Request*

Polonaise

Banquet & Conference Center at the PCC

Banquet Deposits and Booking Policies

All events require a \$1000 deposit at the time of booking. This deposit is non-refundable and may be paid by check, cash or credit card. The final payment is due 7 business days prior to the event. There are no exceptions to this policy. Final payment may be made by bank check, cash or credit card.

7 business days prior to the event, a floor plan and seating plan must be provided with any additional information or items necessary to prepare for your event.

Events are scheduled with a five (5) hour time block. Overtime fees will be based on full hour increments above the five hour limit at a rate of \$500 per hour. Please note that overtime may not always be an option and is subject to approval by management.

We request that all food selections along with your final count of guests which is your guaranteed minimum be made 7 business days prior to your event along with your final payment. Please note that you will be responsible for the reported number of guests or the actual number in attendance whichever is greater.

All prices are subject to an 8% New York State sales tax and service charges are additional. These charges are subject to change without notice.

Summary:

\$1000 non-refundable deposit to book an event date

7 business days prior to event

Floor & seating plan

Food selections (including number for each entree) and guaranteed guest count.

7 business days prior to event

Final payment (Balance Due)

Polonaise

Banquet & Conference Center at the PCC

225 Washington Ave. Ext., Albany, NY 12205 • (518) 456-3995 • Fax (518) 456-1032
Visit our website at www.albanypcc.com or email us at banquets@albanypcc.com