



BRIDGEWATER  
RETIREMENT COMMUNITY

*energy* FOR LIFE

CUSTOM CATERING  
GUIDE

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HOUFF COMMUNITY CENTER/MAPLE TERRACE  
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BRIDGEWATER, VA 22812  
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540-828-0692

# ROOM RENTAL & CATERING INFORMATION

THANK YOU FOR CHOOSING BRC TO HOST YOUR EVENT. WE LOOK FORWARD TO EXCEEDING YOUR EXPECTATIONS. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

## **Final Guarantee**

Final guest count, setup arrangements, menus and any special dietary needs are required no later than four (4) days prior to your event. If no final guarantee is received, we will consider the original projected numbers from the initial arrangements to be final. Any additional guests or changes made to menus or setup will be accommodated to the best of our ability with an added cost of 15% per person.

Due to high demand for reservations, we encourage you to schedule your event as far in advance as possible. You may be subject to an additional 25% service fee if you book a reservation within 5 Business days of your event.

We require a cancelation notice of 72 hours prior to your event. Cancelations made after then will be subject to pay for any food and materials that have already been purchased for your event.

## **Payment**

At the time of booking, the event will be on hold until a deposit of 25% is paid. The final account balance will be due 2 business days before the event. Payment can be made with cash, check or credit / debit card (with a 5% service charge).

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# ROOM RENTAL & CATERING INFORMATION

## **Food & Beverage Policy**

No Bulk item foods will be permitted to leave the premises. The employment of outside caterers is prohibited. All catering services will be provided by Bridgewater Retirement Community Catering Services. No Alcoholic beverages of any kind are permitted on the premises; including beer, wine, liquor, or champagne.

## **Function Space**

All guests shall remain in the rooms rented. Set ups and decorations shall be confined to the rooms rented. We do not permit the affixing of any materials to the walls, floors, doors, or ceiling with nails, screws, staples, tacks, or heavy adhesive tape. Helium balloons must be anchored with a weight or tied down and not allowed to float to the ceiling. Smoking is not permitted anywhere inside of the building.

Smoking materials must be disposed of outside in the proper receptacles. Running in the halls or parking lots is not permitted.

When music is being played, doors to these areas must be kept closed at all times. Music must be kept at an appropriate level during the entirety of your event. Staff reserves the right to ask for the volume to be turned down/off.

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## Function Space (cont)

Seminar/meeting attendees are reminded to dress in layers for comfort. Room temperatures are difficult to regulate to suit everyone's comfort level.

Additional charges will apply if there are any damages to the rooms or equipment.

**In the event of a fire alarm, EXIT the building until “all clear” is announced by an emergency responder.**

## A/V Equipment

We are able to provide the following equipment for your event at no extra cost: Flat Screen TV with DVD, microphones with podium; both hand held and lapel, and screens for projection. **We are not able to supply a projector or laptop.**

## Parking

Parking is available in the lots behind Maple Terrace. Parking spaces located in front of the building are reserved for residents. **There is no parking allowed in any space marked Reserved or Resident.**

## Menus

Our enclosed menus provide just a sampling of what we have to offer. Our Executive Chef will be happy to participate in your menu planning process and assist with any special dietary requirements.

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# SERVICE & ADDITIONAL CHARGES

For groups of 15 or above Buffet Service is available for a maximum of two hours to ensure food safety and quality

For groups of 10 guests or less we recommend dining in the Custer Room where our menu offers a wide selection which changes daily. We also offer waited service from those menus if your group requires a private room.

For groups of 10-15 we suggest dining in the Custer Room or the Steven's Café if you're seeking lighter fare and made to order sandwiches.

Groups unable to meet the minimum number of people and wish to order buffet ~ style service will be charged the difference to make up to the minimum charge.

If you have chosen buffet~ style service for your event, the number of portions prepared will be in accordance with the number of guests given at the time of the final guarantee. Food is replenished until the designated number of portions have been served. Any additional portions requested will be accommodated to the best of our ability at an additional charge.

Your event can be already plated at an additional cost of \$4.00 per person.

Hors D'œuvres or other items purchased by platter are sold by predetermined amounts. As we are able we would be glad to replenish for an additional charge.

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# ROOMS & TAXES

## Rates

- ❖ Alexander Mack Room A: \$70.00 (Seats 60 people)
- ❖ Alexander Mack Room B: \$70.00 (Seats 60 people)
- ❖ Alexander Mack Rooms A & B: \$140.00 (Seats 120 people)
  - ❖ Major Room: \$25.00(Seats 12 people)
  - ❖ Kruger Room: \$25.00(Seats 12 people)

## Taxes

- ❖ 5.3% Virginia State sales tax will be added
- ❖ 6% Town of Bridgewater meals tax will be added

Pricing for catered events includes appropriate wait staff, table linens, flatware, china, buffet arrangements and table decorations, if needed.

In the event that your event would go beyond our normal service hours (8am–6:30pm) there will be an additional charge for staffing.

BRC Residents and internal departments are excluded from room charges.

BRC Residents are excluded from meals taxes but not from state taxes.\*

Tax exempt groups will need to provide their exemption number/certificate and are still responsible for the Town meals tax.

\*Except when using meal plan monies.

# Beverages

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(priced per person)  
Minimum of 8 People

## Coffee & Tea Service

Freshly Brewed Regular and Decaffeinated Coffee, Regular and Herbal Teas  
**\$1.25**

## Assorted Sodas & Bottled Water

Coke, Diet Coke, Sprite, Dr Pepper, and Aquafina  
**\$1.50**

## Iced Tea & Lemonade

Choose from Sweet & Unsweet Iced tea, Lemonade, Mango Lemonade, Raspberry Lemonade, & Strawberry Lemonade  
**\$1.50**

## Assorted Bottled Juices

Apple Juice, Cranberry Juice, Orange Juice, and V-8  
**\$1.75**

## Fruit Punch

Apple Orchard Punch, Cran-Grape Lemonade Punch, Orange Blossom Punch, Sangria Punch (Non Alcoholic), Sunshine Swizzle Punch  
**\$2.00**

**An Ice Water Station can be provided free of charge  
with any catered event.**

# Breakfasts & Morning Breaks

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Breakfast Buffets are served with freshly brewed coffee, assorted teas, and a selection of juices  
(priced per person)

## Continental Breakfast

A variety of freshly baked breakfast pastries & whole fresh fruit, & assorted individual yogurt  
**\$6.25**

## Executive Continental Breakfast

Sliced seasonal fruits and berries, sliced bagels, croissants, assorted individual yogurt, granola bars, butter & assorted jelly  
**\$9.00**

## Healthy Start Breakfast

Low fat granola, fresh fruit, and yogurt to make your own parfait. Accompanied by low-fat muffins  
**\$6.75**

## Hot Breakfast

Scrambled Eggs, Hash Browns, Sausage, and Bacon, Buttermilk Biscuits, and Fresh Fruit  
**\$10.75**

## Enhance Any Buffet

Your choice of Fluffy Buttermilk Pancakes or Thick French Toast with Maple Syrup, Whipped Cream, & Fruit Topping  
**\$4.25**

Homemade Country Style Sausage Gravy  
**\$2.25**

Oatmeal w/ toppings of Brown Sugar, Butter, Raisins, & Honey  
**\$2.75**



# Entrée Salads

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Includes Soup of the Day or Side Pasta Salad, and a beverage of choice.  
Served with Fresh Baked Rolls & Whipped Butter .

(priced per person)

## South Western Steak Salad

Mixed Greens, Southwestern Grilled Flank Steak, Roasted Corn, Tortilla Strips, Roasted Red Pepper, Red Onion, Tomatoes, Cucumber, and Black Beans topped with a Creamy Green Chili Dressing

**\$10.75**

## Asian Salad

Marinated Grilled Chicken Breast, Mandarin Oranges, Blanched Almonds, and Crispy Chow Mein Noodles served on a bed of Chopped Romain and Bok Choy with a Toasted Sesame Dressing

**\$9.50**

## Greek Chicken Salad

Herb Grilled Chicken Breast, Fresh Tomatoes, Red Onion & Black Olives served on a bed of Romaine Lettuce with a Balsamic Vinaigrette Dressing.

**\$9.50**

## House Chicken Caesar Salad

Balsamic Marinated Chicken Breast, Kalamata Olives, Grape Tomatoes, Red Onions, Parmesan Chees and Seasoned Croutons served on a bed of Romaine Lettuce with Caesar Dressing

**\$9.25**

# Luncheons

(priced per person)

## Hand Crafted Sandwich Platter

An Assortment of pre-made sandwiches to include Turkey, Ham, Roast Beef with Lettuce, Sliced Tomato and your choice of Chicken or Tuna Salad

**\$11.00**

## Build your Own Sandwich Platter

Platters of Roasted Deli Meats, Grilled Chicken and Sliced Cheeses. Condiments, accompaniments and a basket of sliced breads and rolls

**\$9.50**

## Executive Sandwich Platter

Ham and Swiss Croissant with Honey Mustard and Baby Spinach

Chicken Caesar Wrap

Roast Beef and Cheddar Baguette with Horseradish Mayo

Roast Turkey Ciabatta Club

**\$12.00**

Lunches are served w/ Potato Chips, One Salad, One Dessert, Water, & Iced Tea.

**Salad Choices:** Pasta Salad, Potato Salad, House Salad, Caesar Salad, or Cloe Slaw

**Dessert Choices:** Cookies, Brownies, Gourmet Dessert Bars, or Fruit Salad

## Enhancements

**Soup of the Day**

**\$2.75**

**Additional Salad**

**\$3.00**

**Add a Deli Salad**

(Tuna Salad, Chicken Salad, Egg Salad, or Ham Salad)

**\$1.50**

# Theme Buffets

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Minimum 15 People  
(priced per person)

## **Cherry Lane Picnic**

Hamburgers, Hot Dogs, and Southern Fried Chicken.  
Accompanied by Lettuce and Tomato Platter, Potato Salad,  
Condiments and Freshly Baked Cookies and Brownies

**\$16.00**

## **The All American**

Beef Brisket, BBQ Chicken Breast and Smoked Sausage. Served with  
Carolina Cole Slaw, Baked Beans, Corn Muffins and Banana Pudding.

**\$19.00**

## **Maple Terrace Potato Bar**

Freshly Baked Idaho Potatoes served with Chili, Cheese Sauce,  
Sour Cream, Salsa, Bacon and Onions; Accompanied by a  
Seasonal Salad, Rolls Butter and Carrot Cake.

**\$11.00**

## **Mexican Taqueria**

Crisp and Flour Tortillas served with Taco Beef and Adobe Chicken  
Served with Shredded Lettuce, Guacamole, Salsa, Cheese, Sour  
Cream, and Jalapenos Peppers; Accompanied by Tres Letches.

**\$15.00**

## **Taste of Italy**

Chicken Parmesan, Penne Pasta Pomodoro, Classic Caesar Salad,  
Bread sticks and Tiramisu

**\$17.50**

# Hot Buffets

## “Build Your Own”

**\$19.50**

(priced per person)

Choose One Salad, Two Entrées, Two Sides, and Two Desserts.  
Includes Assorted Dinner Rolls with Butter, Sweet & Unsweet Iced Tea and Water.

### Salads

House Salad \* Caesar Salad \* Greek Salad

### Entrees

Vegetarian Stuffed Green Pepper \* Apricot Glazed Turkey  
Blackened Chicken Breast \* Fried Chicken Breast Parmesan  
Traditional Rotisserie Chicken \* Beef Stroganoff w/ Noodles  
Meatloaf w/ Spanish Onions \* Asian Marinated Roast Pork Loin  
Lemon Parmesan Chicken \* Sautéed Chicken Marsala \* Garlic Shrimp Skewers  
Roast Pork Loin w/ Mustard Herb Crust \* BBQ Shrimp w/ Bacon Cheddar Grits  
Broiled Salmon w/ Dill Butter \* Citrus Crusted Baked Tilapia

### Potatoes & Rice

Garlic Mashed Potatoes \* Oven Roasted Herb Red Potatoes  
Olive Oil & Garlic Spaghetti \* White Rice \* Rice Pilaf

### Vegetables

Balsamic Herb Roasted Vegetables \* Broccoli w/ Garlic & Lemon  
Fresh Green Beans \* Glazed Fresh Carrots \* Zucchini Sauté

### Dessert

Assorted Cookies \* Apple Crisp \* Chef's Choice Frit Pie \*  
Double Chocolate Layer Cake \* Lemon Meringue Pie \* Pecan Pie  
Red Velvet Cake \* Tropical Rice Pudding

**Additional Entrees can be Added for \$6.00 Per Person**

# Hors D'oeuvres

available for a maximum of 2 hours

Below is only a small selection of what we have available.

We are happy to tailor these options to your event.

*(pricing varies based on market rates and selection)*

- ❖ Antipasto (Vegetarian or Meat)
  - ❖ Assorted Petite Quiche
- ❖ Beef Satay w/ Sweet and Spicy Sauce
  - ❖ Blackened Beef Crustini
  - ❖ Bruschetta w/ Crustini
- ❖ Buffalo Chicken Blue Cheese Dip
- ❖ Charred Peaches wrapped in Prosciutto
  - ❖ Chicken Satay w/ Peanut Sauce
- ❖ Coconut Shrimp w/ Sweet & Sour Sauce
  - ❖ Crab & Spinach Dip
- ❖ Cucumber Rounds w/ Feta & Tomato
  - ❖ Deviled Eggs
  - ❖ Fried Mushroom Caps
  - ❖ Jalapeno Poppers
- ❖ Mango Shrimp Salsa w/ Crustini
  - ❖ Mini Beef Wellington
  - ❖ Mini Crab Cakes
- ❖ Meatballs (Apricot Glazed, BBQ, Plain, Swedish, or Sweet & Sour)
  - ❖ Mozzarella Sticks
  - ❖ Pork Potstickers
  - ❖ Scallops Wrapped in Bacon
  - ❖ Seafood Stuffed Mushrooms
    - ❖ Shrimp Cocktail
  - ❖ Smoked Salmon Pinwheel
    - ❖ Spanikopita
  - ❖ Spinach & Artichoke Dip
- ❖ Tortilla Chips w/ Salsa or Guacamole
  - ❖ Veggie Spring Rolls

# Sides & Snacks

The following Snacks are priced by the platter.

**Small** – Feeds 10-12 People      **Medium** – Feeds 20-25 People

**Large** – Feeds 35-40 People

## Chex Mix

Small	Medium	Large
<b>\$18.00</b>	<b>\$33.00</b>	<b>\$45.00</b>

## Trail Mix

Small	Medium	Large
<b>\$18.00</b>	<b>\$33.00</b>	<b>\$45.00</b>

## Fresh Cut Vegetables with Ranch Dip

Small	Medium	Large
<b>\$25.00</b>	<b>\$47.50</b>	<b>\$70.00</b>

## Fresh Cut Fruit with Yogurt Dip

Small	Medium	Large
<b>\$30.00</b>	<b>\$60.00</b>	<b>\$90.00</b>

## Bulk Potato Chips or Pretzels

Small	Medium	Large
<b>\$10.00</b>	<b>\$17.50</b>	<b>\$25.00</b>

## Assorted Bags of Kettle Cooked Potato Chips

**\$1.50** per bag

## Assorted Granola Bars

**\$1.00** per bar

# From the Bakery

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The following prices are for pick-up at Maple Terrace or added on to a catered meal. Delivery of just a baked good may incur an additional Delivery Fee.

## **Assorted Home-Style Cookies**

Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate w. White Chips

**\$12.00** per dozen

## **Assorted Brownies**

Cream Cheese, Plain, Blondies, Fudge, and M&M

**\$12** per dozen

## **Assorted Cupcakes \***

White Cake, Chocolate Cake, Red Velvet Cake, Devils Food Cake, Yellow Cake

**\$27.50** per dozen

## **Gourmet Dessert Bars \***

Chewy Marshmallow, Fabulous Chocolate Chunk, Toffee Crunch Blondie, Lemon Bar, Raspberry Sammies

**\$30.00** per dozen

## **Sweet Shots \***

Blueberry Cobbler, Brownie Triple Chocolate, Chocolate Peanut Marshmallow, Mango Key Lime, Raspberry Peach Melba, Strawberry Shortcake

**\$36.00** per dozen

## **Sheet Cakes \***

White Cake, Chocolate Cake, Red Velvet Cake, Devils Food Cake, Yellow Cake

**\$20.00** ½ sheet (serves 20-25)

**\$40.00** full sheet (serves 40-50)

\* Other Flavors Available Upon Request, Additional Charges may Apply

# DON'T SEE WHAT YOU WANT?

This Menu provides just a small sampling of what we have to offer. Our Executive Chef will be happy to participate in your menu planning process and assist with any special dietary requirements.

Let us create a custom menu for your event.

Contact:

Michael Greczy  
*Food Operations Manager*  
Maple Terrace  
[mgreczy@BRCliving.org](mailto:mgreczy@BRCliving.org)  
540-828-0692



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OUR STAFF TAKES GREAT PRIDE IN NOT ONLY MEETING BUT EXCEEDING YOUR EXPECTATIONS. WE ARE HAPPY TO PLAN YOUR EVENT AROUND ANY SPECIAL NEEDS YOU MAY HAVE. WHEN DEVELOPING A MENU FOR YOUR OCCASION WE PAY SPECIAL ATTENTION TO CHOOSE INGREDIENTS THAT ARE IN SEASON AND WHEN AVAILABLE LOCAL AND/OR ORGANIC.

THANK YOU FOR ALLOWING US TO CATER YOUR SPECIAL EVENT.