



# THE COLUMBUS ATHENÆUM

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## *Hors d'Oeuvres Package Menu*

*One solution for a casual event*



All prices listed are subject to 20% service fee and applicable sales tax. Prices not under contract are subject to change without notice.  
Minimum of 50 orders required, unless otherwise noted.

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## The *Hors d'Oeuvres Package* includes:

- Selection of Eight Stationed Hors d'Oeuvres ●  
*(Quantity per person based on time-frame of event)*
- Choice of Two Event Enhancements ●  
*(See page 7 for complete list)*
- Seating provided for 25% of guests
- 60” Round Tables with 10 Chairs per Table, plus a Sweetheart Table ●  
*(Additional fees may apply for special seating arrangements)*
- 3 Votive Candles per Table ●
- 1 Cabaret Table with Standard Linen per 25 guests ●
- 90”x90” Standard Tea-Length Table Linens – White, Ivory, Black or Beige ●
  - Standard Cocktail Napkins ●
  - Standard China *(Bone)* ●
  - Silverware ●
  - Serving Utensils ●
  - Skirted Hors d'Oeuvres Tables ●
- 1-Round Skirted Cake Table – White, Ivory or Black ●
  - 1-Skirted DJ Table *(as applicable)* ●
  - 1-Skirted Placecard Table ●
  - 1-Skirted Gift Table ●
  - 1-Skirted Favor Table ●
- Favor Placement *(1 per guest, on Favor Table)* ●

## ***Stationed Hors d'Oeuvres:***

Cocktail Meatballs

*Choice of Sauce: Marinara, Sweet & Sour, Hawaiian, Barbeque or Swedish*

Spinakopita

Mini Bruschetta Pizzas

*Choice of Topping: Cheese or Pepperoni*

Stuffed Mushroom Caps

*Choice of Filling: Spinach & Cheese or Sausage & Cheese*

Bacon-Wrapped Water Chestnuts

Brie Bites

*Choice of Filling: Raspberry or Chutney*

Assorted Miniature Quiches

Chicken Puffs

*Choice of Topping: Creamy Mushroom Wellington, Mushroom Duxelle or TCA Barbeque*

Chicken Tenders *(served with assorted sauces)*

Chilled Sparkling Strawberry Soup *(presented in 3-oz glass)*

Spinach Dip *(served cold with water chestnuts & toasted garlic croutons)*

Spinach & Artichoke Dip *(served warm with toasted garlic croutons)*

Hummus Dip

Bruschetta

*Choice of Topping: Tomato Basil, Olive Tapenade, or Onion Mushroom*

Chili con Queso

Cheese Display

Fruit Display

Crudités Display

Tortellini Kabobs *(served with Pesto)*

Chicken Satay

Stuffed Redskin Potatoes

Meatball Bar *(1 large meatball per person)*

*With Marinara, Pesto, Parmesan, Diced Pepperoncinis, and Olive Tapenade on the side*

## ***Upgraded Hors d'Oeuvres:***

*(Approximately 1.5 servings per person, per Hors d'Oeuvre)*

International Cheese Display - *Add \$1.00 / person (as part of Cheese Display)*

Antipasto Display - *Add \$1.95 / person*

Antipasto Kabobs - *Add \$1.00 / person*

Crudité Shots - *Add \$1.00 / person (as part of Crudite Display)*

Fruit Tree - *Add \$50.00 (as part of Fruit Display)*

**For complete menu item descriptions, please refer to the "Reception Menu."**

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## ***Hors d'Oeuvres Package Pricing:***

*(Minimum of 50 orders required)*

### ***3-Hour Event:***

*(Approximately 1 servings/pieces per person, per Hors d'Oeuvre; 2 Event Enhancements – see page 7)*

**\$14.95** per person

### ***4-Hour Event:***

*(Approximately 1.5 servings/pieces per person, per Hors d'Oeuvre; 2 Event Enhancements – see page 7)*

**\$20.95** per person

### ***5-Hour Event:***

*(Approximately 2 servings/pieces per person, per Hors d'Oeuvre; 2 Event Enhancements – see page 7)*

**\$26.95** per person

*Note: Packages must be selected based on contracted event time. Depending on the time frame of the event, you may want to purchase additional Hors d'Oeuvres to accommodate your guests.*

## ***Package Upgrades***

Pre-Set Athenaeum Salad with Rolls & Butter

*(includes dinner tables, chairs, standard linens & place settings for all guests)*

Add **\$5.00** per person

Dessert Buffet

*(1 Mini-Pastry & 1 Chocolate-Dipped Strawberry per guest)*

**\$3.00** per person

Cabaret Tables *(includes standard linens)*

**\$15.00** each

Dinner Table with 10 Chairs each *(includes standard linens)*

**\$30.00** each *(waived with rental of specialty linens)*

Additional Chairs

**\$2.00** each

Multiple Introductions of Food

**\$100.00** per hour *(charged in full hours – speak to a representative for guidance on this service)*

**For complete menu item descriptions, please refer to the “Reception Menu.”**

**For additional rental item descriptions, please refer to the “Special Order Form.”**

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## Bar & Beverage Packages

*(Bar Setups required for all events serving alcohol. Client provides alcohol. Kegs are prohibited.  
Bartenders provided by TCA. Bartenders will not serve shots and will not provide alcohol to vendors.)*

### Beer & Wine only Set-up

includes: Soft Drinks / Ice / Cocktail Napkins

#### 3-Hour Event:

with Disposable Glassware: **\$3.95** / person with Glass Goblets & Wine Glasses: **\$4.95** / person

#### 4-Hour Event:

with Disposable Glassware: **\$4.45** / person with Glass Goblets & Wine Glasses: **\$5.45** / person

#### 5-Hour Event:

with Disposable Glassware: **\$4.95** / person with Glass Goblets & Wine Glasses: **\$5.95** / person

### Full Bar Set-up

includes: Soft Drinks / Ice / Cocktail Napkins

Grapefruit Juice / Bloody Mary Mix / Sour Mix / Cranberry Juice / Orange Juice  
Tonic Water / Club Soda / Lemons / Limes / Cherries / Olives

#### 3-Hour Event:

with Disposable Glassware: **\$5.95** / person with Glass Goblets & Wine Glasses: **\$6.95** / person

#### 4-Hour Event:

with Disposable Glassware: **\$6.45** / person with Glass Goblets & Wine Glasses: **\$7.45** / person

#### 5-Hour Event:

with Disposable Glassware: **\$6.95** / person with Glass Goblets & Wine Glasses: **\$7.95** / person

### Beverage Package

*(without bar – no alcohol permitted. Attendant additional – minimum of 1 required.)*

includes: Soft Drinks / Punch or Lemonade / Iced Tea / Ice / Cocktail Napkins

#### 3-Hour Event:

with Disposable Glassware: **\$3.95** / person with Glass Goblets & Wine Glasses: **\$4.95** / person

#### 4-Hour Event:

with Disposable Glassware: **\$4.45** / person with Glass Goblets & Wine Glasses: **\$5.45** / person

#### 5-Hour Event:

with Disposable Glassware: **\$4.95** / person with Glass Goblets & Wine Glasses: **\$5.95** / person

### Additional Beverage Items:

Red Bull (minimum of 24-cans): **\$3.00** / can

Soda (can): **\$1.50** / each

Bottled Water: **\$1.50** / each

Sparkling Bottled Water: **\$2.00** / bottle

Fruit Punch, Lemonade, Coffee, Hot Tea, Iced Tea: **\$25.00** / gallon

Sparkling Juice: **\$10.00** / bottle

Gourmet Coffee Station: **\$3.00** / person

*(includes: Cinnamon Sticks, Chocolate Pieces, White Chocolate Pieces, Flavored Creamers & Whipped Cream)*

Limes (for Beer & Wine only Set-up): **\$5.00** / case of beer

Specialty Drink Mixers: **quoted upon request**

Champagne Flutes: **50¢** / flute – preset at table *(includes pour service)*

Wine Glasses: **\$1.00** / glass – preset at table *(includes placement of maximum 2 bottles of wine per table)*

Martini Glasses: **\$16.00** / rack of 16

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## Staffing

### Standard Meal Service Staffing:

Hors d'Oeuvres Events - 1 per 100 guests

### Additional Service Staff Pricing

*(Standard Meal Service Staffing is inclusive for events; bartenders are additional.*

*Pricing listed is excludes holidays. 1 Bartender/Beverage Attendant recommended per 100 guests.)*

#### 3-Hour Event:

Bar Staffing – with tip basket: **\$150.00** / bartender      Bar Staffing – without tip basket: **\$225.00** / bartender

#### 4-Hour Event:

Bar Staffing – with tip basket: **\$175.00** / bartender      Bar Staffing – without tip basket: **\$250.00** / bartender

#### 5-Hour Event:

Bar Staffing – with tip basket: **\$200.00** / bartender      Bar Staffing – without tip basket: **\$275.00** / bartender

Butler Service: **\$45.00** / service staff hour      Additional Service Staff: **\$25.00** / hour *(minimum of 4-hours)*

Beverage Attendant (Beverage Package only): **\$175.00** / attendant

## Wedding Cake Information

**Cake Stationed (Cake Buffet): Complimentary**  
**Cake Served (to individual place settings): \$1.00** / person

*(must order at least 1-slice per guest;  
flavor assignments determined by TCA staff;  
seating required for all guests)*

Chocolate-Dipped Strawberry or  
Buckeye on Cake Plate: **\$1.50** / each  
Painted Plate (Chocolate or Raspberry): **50¢** / plate

## Additional Recommendations for your Event

Champagne Glass:

**50¢** / person *(stationed)*

Gourmet Coffee Station:

**\$3.00** / guest

Miniature Pastries:

**\$90.00** / 50-pieces

Chocolate-Dipped Strawberries *(seasonal)*:

**\$75.00** / 50-pieces

Cocktail Butler

*(for beer & wine or passable Hors d'Oeuvre)*:

**\$45.00** / butler per service hour

Buckeyes

in cello or stationed: **\$1.50** each

in Favor Box: **\$3.00** each

Initial Gobo *(projected onto dance floor –  
limited locations & initials)*:

**\$95.00** each

Solid Polyester Floor-Length (120") Linens –

**\$18.00** and up – quoted upon request

Chair Covers:

**\$6.50** and up – quoted upon request

Table Runners:

**\$3.00** and up – quoted upon request

## Dressing Room Snack Package

*(Add to any Ceremony Dressing Space)*

12 Bottles of Water

12 Soft Drinks

Chef's Choice Assorted Snacks

12 Chilled Beers\*

One (1) Bottle of Wine or Champagne\*

Disposable Glassware & Ice

Cocktail Napkins

**\$75.00** / divided into two (2) dressing spaces

*(for a up to a total of 12 attendants;  
add \$5.95 for each additional attendant)*

*\*from client's pre-supplied alcohol. Specific bottles of  
wine/champagne must be 'tagged' and separated in advance.*

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## *Hors d'Oeuvres Package Enhancements*

*(Select two of the following)*

Standard Color Napkins *(see Sales Representative for swatches)* – seating required for all guests

Ribbon tied around Napkin *(client provides pre-cut ribbons - 12" minimum; bows 50¢ extra)*

Additional White, Ivory, Black or Beige 90"x90" Linen *(8-point)*

Butler Service *(beginning of event – Beer & Wine or passable Hors d'Oeuvre)*

Ficus Trees with White Lights *(Set of 10)*

Mirror with Hurricane & Pillar Candle *(1 set per guest table)*

Mirror with 3 additional Votive Candles *(1 set per guest table)*

Candle Trios *(specific locations)*

Vases for Bridal Bouquets *(1 per guest table)*

Gold or Silver Chargers for Head Table *(maximum of 20)*

Champagne Bucket for Head Table

Ivy Sprays, Bows & Tulle for Head Table

Votives for Sweetheart Table *(1 per placesetting)*

Champagne Flutes for Head Table

Under-lighting for Head Table

Under-lighting for Cake Table

Basket of Nuts, Pretzels or Potato Chips for Bar

Mints for Coffee Station

Hospitality Baskets for Men's & Women's Restrooms *(locations designated by TCA)*

Menu Card Placement *(1 card per placesetting – provided by client)* – seating required for all guests

Menu Card Placement on Stanchion *(1 card per table – provided by client)* – seating required for all guests

Additional Favor Placement *(1 additional favor per person at favor table – provided by client)*

**For complete Enhancement descriptions, please refer to the "Special Order Form."**

- *Special considerations for additional staffing should be considered at time of final menu selection. The Columbus Athenaeum reserves the right to adjust staffing quantities at its discretion.*
- *All menus, décor & staffing selections are due 30-days in advance. All outside décor must be approved by TCA in advance. All food/beverage items must be purchased through TCA, with exception of alcohol and/or wedding cake from licensed vendor. Kegs are prohibited. Bartenders must be provided through TCA. Bartenders will not serve shots and will not serve alcohol to vendors.*
- *For your safety, food items will not be packaged to-go, with exception of wedding cake (vendor must provide empty boxes).*
- *For the safety of clients and guests, TCA permits the following time limits for food service:*
  - *Hors d'Oeuvres: available for a maximum of 60-minutes from the start of scheduled serve time*
  - *Served/Family Style Meals: available for a maximum of 60-minutes from start of scheduled serve time*
  - *Buffets/Stations: available and open for a maximum of 90-minutes from the start of scheduled serve time*
- *A complimentary tasting is offered after booking – in-house tastings are held on a monthly basis, which feature bite-sized samples of our various menu items. Additional tastings available at \$35.00 each.*
- *Chef reserves the right to make adjustments to menu ingredients based on seasonal availability.*
- *Special dietary requests must be submitted in writing at least 10-business days prior to the event with the guest's name and table location. Additional charges and approval are at the discretion of the Athenaeum.*

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