



Wedding Reception Packages (at Fifty Penn Place)

Thank you for requesting information regarding our catering and banquet services. We have put together several packages that we hope will help with your planning. Please keep in mind that these packages may be altered accordingly to fit your ideal reception and budget.

Located within 50 Penn Place, on R3, we have a beautiful marble-floored Atrium where we hold numerous receptions, dinners, and private parties. It has a breathtaking skylight and large dance floor area that is large enough for a full band.

We do not provide wedding cakes. Please, feel free to use any baker you wish to have your cake brought in.

We will be pleased to show you a book of pictures we have available from previous events. Please let us know what we can do to be of further assistance in helping you plan your special occasion.

Costs, menu selections and policies can be reviewed on the following pages.

Any questions? Please call:

Urban Catering, for catering needs: (405) 840-4488

Fifty Penn Place, for booking date or availability: (405) 848-7588

Urban Catering
50 Penn Place
1900 N.W. Expressway, Suite 44
Oklahoma City, OK 73118
(405) 840-4488

Wedding Reception Packages (at Fifty Penn Place)

Hot Items

Honey Pepper Smoked Turkey Breast & Petite Rolls
Slow Roasted Beef w/ Carver, Served w/Petite Rolls & Horseradish
Tender Sliced Brisket Served w/Petite Rolls
Smoked Pork Loin Served w/ Spicy Cherry Sauce
Cajun Chicken Fingers & Sauce
Mini Meatballs in Sauce
Chicken Florentine Medallions
Fried Chicken Tenders Served w/ Santa Fe Ranch Dip
Mushrooms stuffed with Cream Cheese & Sausage

Cold Items

Fresh Cut Fruit Served w/ Grand Marnier Dip
Assorted Fresh Vegetables Served w/ Buttermilk Ranch Dip
Rolled Asparagus & Prosciutto
Sliced Meats & Cheeses Served w/ Petite Rolls & Condiments
Deluxe Finger Sandwiches
Petite Chicken Salad Croissants
Tortilla Club Wheels
Assorted Domestic & Imported Cubed Cheeses w/ Fresh Grapes
Bacon Wrapped Water Chestnuts
Smoked Salmon Served w/ Dill Cream Cheese Capers, Red Onions
& Toast Points
Brochetta served w/ Feta, Roma Tomatoes, Fresh Basil on Garlic Croutons

Delicious Dips

Hot Spinach & Artichoke Dip Served w/ Toasted Baguette Slices
Crab Dip Served in Bread Bowls w/ Assorted Crackers
Red Salsa & Queso Served w/ Tortilla Chips
Sun Dried Tomato & Pesto Layered Torte Served w/ Toasted Baguette Slices
Cajun Smoked Salmon Dip w/ Toasted Baguette Slices

Fresh Strawberries (Seasonal)

Chocolate Dipped Strawberries

Wedding Reception Details

Package Prices Are Per Guest

| Guests | 4 Cold Items | 2 Hot Items 3 Cold Items | 3 Hot Items 4 Cold Items |
|-------------|--------------|-----------------------------|-----------------------------|
| 50 to 125 | \$14.00 | \$16.00 | \$18.00 |
| 126 to 174 | \$13.00 | \$15.50 | \$17.50 |
| 175 or More | \$12.00 | \$14.50 | \$16.95 |

All Packages Include

- Full set up of the reception area
- Table & Chairs & Linens for tables
- Punch and glass punch cups
- Glass plates for food items, silverware & napkins
- Iced tea, water, ice & lemons
- Coffee, decaf, sweeteners & creamers
- Fully decorated, clothed, & skirted food tables
- Gift table, clothed & skirted
- Cake table, including cloth, skirt, plates, forks & cake cutting utensils
- Champagne bucket with one bottle of champagne & two glasses
- Total clean up of the area after event
- Coat racks if needed

Additional Charges

Rental Charges

Community Room ■ Atrium

Please contact Fifty Penn Place to reserve your event and obtain rental price for the Atrium and Community Room (405-848-7588).

Table Centerpieces

If centerpieces are needed we will provide a centerpiece consisting of a votive candle, fresh greenery, mirrors, for a charge of \$3.00 each.

Staff

Staff are available to cut cake at \$35.00 for each person required.

Charges for other staff are:

- \$35 per staff person (3 hours)
- \$40 per hours after 3 hours
- \$100 per bartender

Deposit

A deposit of \$250.00 paid to Urban Catering is required to hold your date. This will be deducted from your final bill.

Wedding Reception Policies

The success of your event is our main concern. Please use these guidelines to utilize our facilities to the fullest extent.

MENU ITEMS: Even though we have proposed menu options, we welcome any ideas you may have to create a special menu for your event.

DEPOSIT & PAYMENT: The \$250.00 deposit that is placed upon confirmation is non-refundable. The deposit will be deducted from your final bill. 50% of **food bill** due five days before the event*No date is confirmed without a deposit.

TIMES: Check with us on mall times and availability. All events end at midnight. There will be \$50.00 assessed for each additional 15 minutes that your event runs past midnight. It is your responsibility to have your band or DJ stop at 11:30PM.

GUARANTEES: Confirmation of a firm head count must be made 1 week prior to the event, this number is not subject to reduction, and may only be increased as needed. You will be charged for the guaranteed or actual number whichever is greater.

PARKING: We suggest to our guests that they park on the east side of the building and use the east entrance.

BIRDSEED: Confetti, Birdseed, Rice, etc. are not permitted inside 50 Penn Place. Birdseed may be thrown outdoors only. Bubbles are acceptable.

EXCLUSIVE: No food or beverage is permitted to be brought into 50 Penn Place.

MUSIC: We welcome all types of music, such as small musician ensembles, quartets, harpists, DJs and bands.

SMOKING: 50 Penn Place is a non-smoking facility. People may smoke inside The Belle Isle Brew Pub located on R2 or outside the mall R1 or R2.

BAR SERVICE: We are obligated by law to refuse service to any guest we consider intoxicated, under age or unruly.