



# 3 Cheers Catering

## Event Menus and Guide

Weddings . Rehearsals . Retreats . Meetings . Conferences . Events .

Celebrations Of Life . Birthdays . Anniversaries . Non Profits

Holidays and More

# About Us

Located in central Minnesota. For over 18 years, 3 Cheers Catering (formerly known as Prairie Bay Catering), has brought experience, attention to details, and excellent food to cover all of your catering needs.

Our Catering Coordinator will:

Talk to you about your plans and capture the details that are important to you. With a few questions answered, we can provide you with a starting proposal on a Banquet Event Order (BEO) that works like a living document. You can make changes to your BEO counts, details, timing, and selections up to 12 days before your event date.

For Weddings: We offer two complimentary tastings (for weddings over over 100 guests) for the couple. The first tasting is a Chef's Choice Tasting of often selected dishes. This Tasting is your chance to meet the Catering Coordinator, review what is included in your catering package, discuss the serving styles and options, answer your questions, and, of course, try a few of our delicious dishes!

The Second Tasting Event is for our booked couples and occurs on specific scheduled dates throughout the year. The Coordinator will provide you with the list of options for this event. The Second Tasting Event is set for you to come back and try more dishes as you begin to plan your wedding menu.

China Dishes, Black Linen Napkins, Silverware, Water Glasses and Water Service is included for select Venues as well as certain distances from our catering kitchen in Baxter Minnesota. Ask about specific inclusions for your location.

See our website at [3 Cheers Hospitality Catering](http://3cheershospitalitycatering.com) for more information

To start a conversation call 218 454 5494

Or email  
[Sheila@3cheersmn.com](mailto:Sheila@3cheersmn.com)

We look forward to planning with you!.



## About Our Menus

3 Cheers Catering has a Team that is dedicated to capturing the details that are important to you. From your first contact with our coordinator to your final experience with our day of team, we will do our part to make your event experience easy and stress-free.

### Step one:

Set up a time to connect with our Catering Coordinator by emailing Sheila@3cheersmn.com with your availability. Our coordinator is happy to plan a time to talk on the phone or by ZOOM. This is your time to talk about your initial planning for food, timing, and have your questions answered. With a few details, we can begin to build your Banquet Event Order (BEO) for you.

**Food and Beverage Minimums:** For groups of 20 or less - Food and Beverage minimums may apply. See details on our menus regarding minimums.

You have up to 12 days prior to your event date to finalize all counts, details, timing and selections. A final call will take place before that date to review the BEO one more time and sign off as accurate and final.

**Staff on Site:** Includes our Serving Staff to Set up and Clean up our Catering. What we include depends on your location and/or venue specifics. Up to 40 miles from the restaurant we include: china dishes, black or white linen napkins, silverware, \*water glasses and water service

**Staff on Site** for over 40 miles from restaurant includes disposable plates, black or white linen napkins, and silverware.

**Set up and drop off:** We deliver to your location and set up your food (if requested) for you in all disposable pans. Disposable plates with napkin and fork are \$1 add on per person. Disposable Serving Utensils are a \$5 add on.

Feeling Creative?

Looking for something that you do not see on our menus? See our Section on Customizing

### **This menu supersedes all other menus.**

The Catering prices as listed on the menu are current. Prices are subject to change. All pricing are subject to MN taxes and a 20% service fee. The service fee covers staffing your event, delivery, vehicle use, china dishes, black or white linen napkins, silverware, banquet table linens option for weddings, water glasses and water service as well as a Team Lead for your event and a Personal Catering Coordinator to work you with your questions, details, timing, selections and planning. Plated service includes Chef on site.

If Set up and Drop off - the service fee is waived and a delivery fee is set



# Planners Guide



Getting started is as easy as 1,2,3!

Connect with the Catering Coordinator when ready to start your initial planning.

1) Please have the following information ready:

For Weddings and Larger Events:

Starting Guest invite count (Estimate - you have up to 12 days before event date to finalize)

Any children attending (9 and under)

Interest in hearing about Plated, Buffet or Both options

For Retreats, Meetings,

Starting thoughts on timing for catered meals/snacks and dates for multiple date events.

For other occasions:

Starting Attendee count (estimate you have up to 12 days before event date to finalize)

Time of day for event

Any detail

## Securing your Catering:

25% of the starting proposal (Banquet Event Order/BEO) along with the signing of the contract secures your catering with us. (Changes can be made to counts, details, timing and selections up to 12 days before your event date)

50% of full invoice is due by 60 days before event date.

Menu Selections are due to be finalized by 30 days before the event date

Final BEO Call set to review all counts, timing, selections and details is due no later than 12 days before the event date.

Signing of BEO as accurate and final is due no later than 12 days before the event date

The final payment for the balance of catering is due the Monday before the event date if paying by credit card, or no later than 14 days before the wedding date if choosing to pay by check. See your contract for information on check payments.

For Smaller Catering Jobs:

25% of the BEO as well as signing the contract is due at the time of planning catering.

Final payment for balance of catering is due the Monday before the starting event date if paying by credit card. Ask about company check payments.



# MENU ICONS AND DEFINITIONS

*Our menu provides these icons to help you understand what dietary offerings are on these items. While we do take precautions with dietary concerns, as a commercial kitchen we can not make guarantees.*

## GLUTEN FREE

This item does not include Gluten. Watch for this when planning for GF and Celiac Guests

## VEGETARIAN

Someone who does not eat meat.

## VEGAN

A diet that avoids eating any animal (meat) food products including meat, dairy, eggs, and honey (products that come from animals)

## DAIRY FREE

Excludes any products made from milk (such as butter, cream, cheese, ice cream, and yogurt).

## AVAILABLE UP TO 30 MILES

Menu items marked with this icon are available up to 30 miles from restaurant

## SERVICE INCLUDED

Our service fee includes Staffing for your event, Chef on Site (for plated), use of our china plates, linen napkins, linen banquet tablecloths (2024 bookings forward), silverware, and water glasses with water service.

Staff will be based on your details and guest count. For meetings, retreats, and groups under 50 guests, staffing is for up to 2 hours between set up, service, and clean up. Requests for longer service or service that requires our staff to stay longer (IE. delays on host for serving on time and/or special requests that require more time, a server charge will be added to your BEO at \$75 per additional hour per server.

Request for special services (above and beyond our normal included services) that require us to add on additional staffing to be able to do, may have added staff costs.

## Catering Terms. Minimums and Special Needs/Request:

**Banquet Event Order (BEO):** The document that is created with your order timing, details, selections and counts. Once created, you will find this attached to every message sent to you to allow you to always see what is most current.

## Catering Minimums:

A catering order for your event/group is a minimum of \$300 in food prior to tax and service/delivery fee.

### Plated Add On -

A plated meal comes with two choices from our Plated Menu section. An add-on of a third option to offer your guests is a \$500 upcharge.

### Buffet Add on -

Buffets come with two entrees and two sides to be selected from our Buffet options. An add-on of an additional entree on a buffet is a \$7 upcharge per person. An add-on of an additional side is \$3 per person.

## Requests for items and/or services not on our menu:

If looking for something that is not on our menu please discuss it with our Catering Coordinator. If approved, Specialty items that are not offered on our menu will come with an upcharge that will be added to your BEO.

All Catering/Deliveries are subject to Minnesota taxes and service fee/delivery fee. Prices are subject to change.