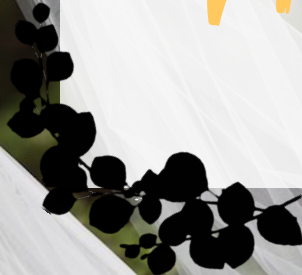




Policies
and
Menu



EVENTS ARE FUN HERE.

EVENTS AT COURTYARDS OF ANDOVER

Getting married and having events at Courtyards of Andover is fun and easy. We include all the basics you need. You can take it from there. Our low rental rates and great food and drinks, as well as our reasonable food and beverage minimums, make Courtyards a great place for all sorts of events.

We know how much information-digesting goes into planning an event and we want your planning to be as stress-free as possible, so we've organized this guide as answers to the following questions:

[What does the booking process look like?](#)

[What are the need to knows?](#)

[How much does it cost to rent the venue?](#)

[What are your contracting policies and fees?](#)

[What food and beverage menu options are there?](#)

Open this guide in a pdf reader and click on any of these hyperlinks to take you to the answers you're looking for. If you have questions that aren't answered here, give us a call at (763) 754-6953 or email us at info@courtyardsofandover.com

www.courtyardsofandover.com | 763.754.6953 | info@UDEcatering.com

*Menu pricing and options subject to change. Not all items may be available for all events.

THE BOOKING PROCESS

Reading through this information is **Step One**. Our goal with this guide is to help you plan your event by providing you with answers to questions you may have, will have, or might want to have.

If you like what you read, **Step Two** is reaching out to schedule a tour at our space where we can continue to help you figure out if Courtyards of Andover is the place for you. Get ahold of us on the phone at (763) 754-6953 or via email at info@courtyardsofandover.com.

Step Three is choosing which room you'd like to rent and which options you'd like. We are happy to walk you through these in person or over the phone/via email. You can find detailed information on your options in the Hall Rental Information section of this guide.

Decided Courtyards of Andover is your spot? Awesome! **Step Four** is working with you to design a menu. Our Food and Beverage Menu is included in this guide to help you get a feel for your options as well as pricing. Because transparency is important to us, we've also included information about fees and such so nothing comes as a surprise during your planning process.

HOSTING EVENTS SHOULD BE EASY. IT IS HERE.

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COA EASY FACTS

RENTAL HALLS

- North Hall seats 350 guests for a plated meal or 300 buffet-style.
- South Hall seats 225 guests for a plated meal or 200 buffet-style.
- Combine the two halls to seat 575 guests for a plated meal or 500 buffet-style.
- Access to rental halls begins at 9am the day of your rental for event set-up.
- Events go until 12am.
- Event rental tear down to be completed by 1am.
- Rentals include:
 - Room set up (Tables/Chairs/Linen/Skirting)
 - Clothed and skirted tables (Gift/Cake/Guestbook, DJ, Up to 10 Auction Tables, any more and additional rental costs will apply)
 - China - Silverware - Glassware
 - Choice of napkin color
 - Full service bar
 - Fica trees with lights
 - Built in dance floor
 - Private restrooms
 - Free parking
 - Elevated head table on risers with linen and skirting
 - Head table lighting
 - We will provide enough round tables for guest seating, if any other rounds are required additional rental costs apply

OUTDOOR SPACE

- Outdoor courtyard is available to rent for ceremonies and cocktail hours, weather permitting.
- Outdoor courtyard seats up to 300 guests.
- Access to the courtyard for photos is available and included in your rental package.
- Access to the courtyard for set-up, ceremony, and tear-down needs to be scheduled two weeks prior to your event at a minimum.
- All ceremony times must be approved and confirmed by Courtyards of Andover staff in advance of guest communication.
- Outdoor courtyard rental includes:
 - 150 chairs (additional chairs available for \$3.25 each)
 - Table with white linen
 - Outdoor electrical, microphone and speaker sound system

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EVENT PREP ROOMS

- Use of one event prep room for getting ready on-site included with hall rental(s) the day of your wedding.

FOOD & BEVERAGE MINIMUM

- Includes all pre-ordered food
- Includes all hosted beverages (alcoholic and/or non-alcoholic). Cash bar does not count toward food and beverage minimum.
- Includes Reserve Keg & Hosted Bar - requires payment up front
- *Does not include sales tax or 20% service fee*

RENTAL RATES

	COURTYARD	NORTH HALL	SOUTH HALL
CAPACITY	300 seated	350 served dinner	225 served dinner
	Incl. 150 chairs, \$3.25 each addtl. chair	300 buffet	200 buffet
SATURDAY RENTAL	\$650	\$1000 room fee	\$750 room fee
		\$5,000 food and beverage min.	\$5,000 food and beverage min.
FRIDAY RENTAL	\$650	\$750 room fee	\$600 room fee
		\$5,000 food and beverage min.	\$3,500 food and beverage min.
SUNDAY - THURSDAY RENTAL	\$650	Room and min. charges vary by event	Room and min. charges vary by event
REHEARSAL DINNER PACKAGE			
Rent one of our halls for your rehearsal dinner with no food and beverage minimum.			

CONTRACTING POLICIES

Payment and Billing

A non-refundable initial payment of 50% the space rental and the food and beverage minimum is required to confirm any function date. All payments will be deducted from the final total. A \$500 refundable damage deposit is due 30 days prior to the event date.

Final payment for remaining charges, after final menu and guest count is confirmed, for food and beverage with service and sales tax is due 7 business days prior to the event. Any charges incurred the day of the event will be due at the completion of the event. Please inform your Courtyards rep to whom to communicate the remaining balance to.

Cancellations

In the event that you cancel your function, your initial payment is non-refundable. You will be held responsible for the contracted food and beverage minimum if you cancel your function within 90 days of its scheduled date. Payments and deposits will be transferable to another date only if the original date of the event is booked with a comparable function.

Food and Beverage

All food and beverage will be supplied by Unique Dining Experiences. Unique Dining Experiences, LLC, as the licensee, is responsible for the administration and sales of all alcoholic beverages in accordance with the State of Minnesota Liquor Statutes and the City of Andover Liquor Ordinances. Any use of outside food and alcohol may result in the removal of guests or ending the event prior to the agreed upon time. Food prices are subject to change. Cash bar does not go toward food and beverage minimum.

Guarantees

A final guest count and seating chart is required 14 business days prior to your event. If the catering department does not receive a guarantee by the required date, the customer will be charged accordingly based upon the original number of expected guests.

Decorations

The customer is responsible for distribution and collection of decorating materials. Rice, confetti, and glitter are not allowed. Consult with Courtyards for approval of any decorating. A minimum fee of \$250.00 will be charged if set-up or clean-up of the venue, beyond normal facilities operations, is required.

Cake Fee

Cake cutting is \$1 per person and an outside vendor for cake may be used.

Deliveries

We ask that meeting materials, wedding cakes, and florists get prior approval for scheduled delivery access to Courtyards of Andover.

Time Frames

Rentals will not extend past 12am unless otherwise approved by Unique Dining Experiences management. Access to the building begins at 9am for decorating. The building must be empty of all decorations and occupants no later than 1am.

Split Menus

For a plated meal, a client can offer 2 main entrees, 1 vegetarian (or dietary restrictive) option, and 1 kids meal to their guests. Customer is responsible for notifying the catering department of guest-choice counts 14 business days prior to the event. Client is responsible for place card meal notation/color coding to ensure guests receive the meal they requested.

Customization

We love doing custom menus when it's the right fit. We only take on a few custom-menu clients a season and charge a bit more to change up our standard menu. The overall increase in price depends on the actual menu decided upon, but on average it's at least \$10 or more per person. But it's worth it! To make sure all Unique Dining's fine catering menus are given the designated attention and care they deserve, a \$25 charge for custom menu-planning is billed to the client.

Service Charge and Sales Tax

A 20% service charge will be applied to all food and beverage. Food, beverage and rental items are subject to applicable sales tax. This service charge is not a gratuity nor is it property of any one employee.

Staffing

Staff needed varies depending on service and guest count. Initial labor costs are an estimate and will be refined as your event details become clear. Carvers and Chefs are an additional charge, if needed, as are additional servers and bartenders. Security is charged at \$50 an hour from 9pm-1am. Additional hours of security may be added.

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Food and Beverage Minimums

All minimums are based on pre-ordered food and beverage subtotals only. Sales tax and room fee do not count toward minimums.

Tasting

We offer a few group tastings each year. For events that are already reserved, two guests may attend the tasting at no charge. Any additional guests are \$25 each. If you are not reserved with us yet, a tasting fee of \$25 per person will apply.

Exclusive + Preferred Vendors

We have been around the event hosting block a time or two and have worked with a several great vendors. Here is a list of some of our favorites!

Exclusive Vendors

Caterer

Unique Dining Catering

info@udecatering.com
www.udecatering.com
(763) 754-6521

Decor

Cornerstone Decor

(Exclusive vendor for Courtyards of Andover for ceiling draping, may use another vendor for other decor pieces)
info@cornerstonedecor.com
www.cornerstonedecor.com
612-234-5781

Preferred Vendors

Dessert Vendors

Hala Sweets

halasweetsmn@gmail.com
www.halasweetsmn.com

Photo/Videography

Lemon Peel Photography

www.lemonpeelmn.com
lemonpeelinfo@gmail.com

DJ Services

Zero Gravity

DJInfo@zerogravitydj.com
(612) 308-616

Buttercream Wedding Cakes and Desserts

weddings@buttercream.info
(651) 642-9400

Tatro Productions

tatroproductions@gmail.com
(763) 843-1715

Team Building

AWE Group

www.aweweddings.com/ |
(763) 325-4293

Bellagala

www.bellagala.com
(651) 227-1202

Mobile Memories Photo Booth www.mobilememoriesphotoboosth.com (612) 247-9034

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Menu

**GREAT
FOOD
FOR
REAL
PEOPLE**

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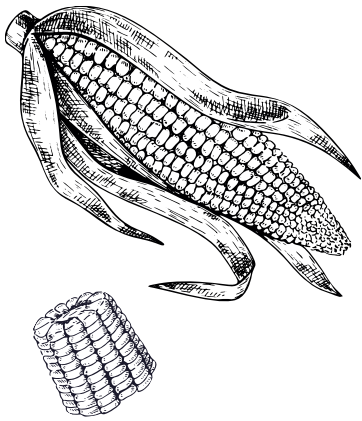
UNIQUE DINING CLASSICS

"WOW" your guests with food from our roots!

Classics pricing includes on-site cooking fee.

Classic Pig Roast with Three Sides

If you are about the ambiance, this option is for you! *Please note:* Pigs are quite large and feed a lot of people. It's why they are an awesome event option! Per person pricing here is for 100+ guests. We love providing pig roasts for smaller parties and are happy to do so.



Sides

Slider Buns with BBQ and Horseradish

Red Potato Salad

BBQ Baked Beans

Coleslaw

\$23 / \$2300 Minimum

Pig Roast

Classic Minnesota Shore Fry with Three Sides

If you really want to "WOW" your guests, this Minnesota Shore Fry is the perfect way to! We build a fire pit on-site and pan fry lightly-breaded, delicious pieces of Walleye over a wood fire! Substitute baked beans with wild rice pilaf or coleslaw with our signature roasted sweet corn to make it a really Minnesotan meal.

Sides

Tartar Sauce and Lemons

Fried Potatoes and Onions

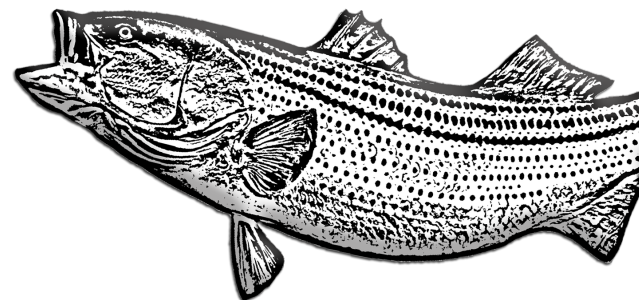
BBQ Baked Beans

Coleslaw

Dinner Rolls

\$34 or Market*

Shore Lunch



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PLATED ENTREES

Served with Garden Salad, Choice of Vegetable (unless another vegetable noted), Choice of Potato, and Rolls

DUAL ENTREES

New York Strip Steak and Shrimp

Slow Roasted Strip Loin Served With
Three Broiled Shrimp With Lemon Garlic Butter

\$40

Steak and Roasted Chicken

6 oz. Sirloin Steak and
Herb Roasted Chicken Breast With White Wine Sauce

\$35

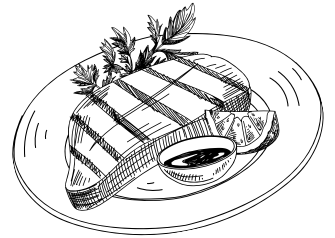
Entrees

BEEF

Prime Rib of Beef

Herb Roasted 10 oz. Choice Cut Served With Our
Signature Horseradish Sauce

\$38



Filet Mignon

Quality Selected Steak With a Choice of Our
Chef's Red Wine Mushroom Demi-Glace or Béarnaise Sauce

\$37

Roasted New York Strip Steak

Slow Roasted Strip Loin Sliced With a Choice of Our
Chef's Red Wine Mushroom Demi-Glace or Béarnaise Sauce

\$31

Sirloin Steak

America's Favorite 8 oz. Cut
With a Compound Mustard Butter

\$29

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Beef Tips

Succulent Tips of Beef Served in a Burgundy
Mushroom Sauce

\$25

CHICKEN

Chicken Roulade

Rolled Spinach and Goat Cheese Chicken Breast,
Bacon Wrapped With a White Wine Sauce

\$28



Minnesota Chicken

Chicken Breast Stuffed With Minnesota
Wild Rice Blend & Served With a Cabernet Mushroom Sauce

\$25

Courtyards Chicken

Ham, Bacon, Cheeses, and Broccoli in Chicken Breast
Topped With Cheese Sauce

\$22

Buttermilk Chicken Breast

Baked Chicken Breast Dusted With Stone Ground Flour
and Cornmeal With Creamy Garlic Chive Sauce

\$22

Chicken Marsala

Sautéed Chicken Breast Served
With a Mushroom Marsala Wine Sauce

\$22

Chicken Milanese

Marinated Chicken Breast Breaded With a Cheesy
Italian Blend. Served With Marinara or Alfredo Sauce

\$22



Chicken Supreme

Grilled Chicken Breast Served With Sage Dressing and
Our Chef's White Wine Sauce

\$22

Herb Roasted Chicken Breast

Roasted Breast of Chicken Served in Our Chef's
White Wine Sauce

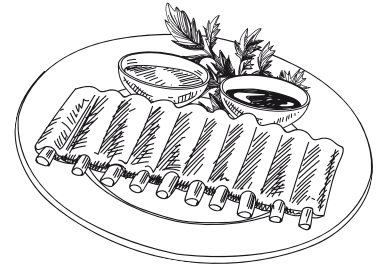
\$20

PORK

Dry Aged Pork Chop

Dry Aged Slow Roasted Pork Chop
With Rosemary Garlic Gravy

\$28



Roasted Pork Loin

Slow Roasted Pork Loin With
Our Chef's Apple Jack Sauce

\$24

SEAFOOD

Broiled Walleye

Minnesota's Favorite White Fish
Broiled & Finished With a Lemon Garlic Butter

\$38 or Market

Broiled Salmon

Salmon Filet Served With Our Chef's Lemon Dill Cream Sauce

\$25

PASTA

Tuscan Penne

Tuscan Summer Penne Pasta
With Italian Sausage, Peppers, and Onions

\$27

Chicken Penne Alfredo

Chef's Roasted Vegetable and Chicken Mix Over Penne
Noodles With Alfredo Sauce

\$22

VEGETARIAN

Penne Alfredo

Chef's Roasted Vegetable Mix Over Penne
Noodles With Alfredo Sauce

\$20

Roasted Stuffed Pepper

Great Gluten Free, Vegetarian Option

\$20

KIDS MEALS

For Kids 12 and Under

Beef Sliders

Served with Tator Tots and Applesauce

\$13

Mac and Cheese

Served with Applesauce

\$12

Chicken Tenders

Served with Tator Tots and Applesauce

\$11

Mini Corn Dogs

Served with Tator Tots and Applesauce

\$10

THE BEST BUFFETS

Buffets

Premier Buffet

Broiled Salmon with Lemon Dill Cream Sauce
Herb Roasted Prime Rib with Au Jus and Horseradish
Garlic Mashed Red Potatoes, Green Bean Almondine, Balsamic Pear Salad, and Dinner Rolls
\$42

Minnesotan Inspired Buffet

Chicken Stuffed with Minnesota Wild Rice and Cabernet Mushroom Sauce
Sirloin Steak with Compound Mustard Butter or Garlic Butter Mushroom Sauce
Roasted Red Potatoes, Roasted Vegetables, Strawberry Pecan Salad, and Dinner Rolls
\$26

Homestyle Buffet

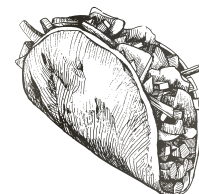
Roasted Pork Loin Served with Our Apple Jack Sauce
Sliced Roast Beef with Herbed Gravy
Mashed Potatoes with Beef Gravy
Glazed Carrots, Raspberry Summer Salad, and Dinner Rolls
\$25

Mac N' Cheese Bar

Build Your Own Masterpiece with Cavatappi Noodles, Alfredo and Cheese Sauce,
Diced Chicken Breast, Bacon Bits, Meatballs, Roasted Broccoli, Onions,
Diced Tomatoes, Shredded Cheddar, and Grated Parmesan Cheese.
Green Bean Almondine, Garden Salad with Choice of Two Dressings, and Garlic Breadsticks
\$24

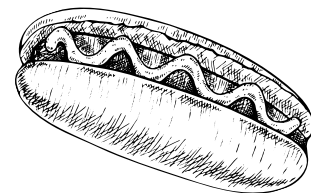
Street Taco Bar

Pork Carnitas and Pulled Chicken Served with Corn Tortillas and Street Taco Fixings
Corn and Black Bean Salad, with Chips and Salsa
\$23



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Comfort Buffet

Herb Roasted Chicken Breast with White Wine Sauce
Beef Tips with Burgundy Mushroom Sauce
Garlic Mashed Red Potatoes, Roasted Vegetables
Garden Salad with Choice of Two Dressings, and Dinner Rolls

\$22

BBQ Roast Buffet

Pulled Pork and Brisket Served with BBQ Sauce, Horseradish, and Slider Buns
Garlic Mashed Red Potatoes, Green Bean Almondine, and Garden Salad with Choice of Two Dressings

\$20

Italian Delight Buffet

Tuscan Summer Penne Pasta with Italian Sausage, Peppers, and Onions
Roasted Vegetable Penne Alfredo, Garlic Green Beans
Caesar Salad, and Garlic Breadsticks

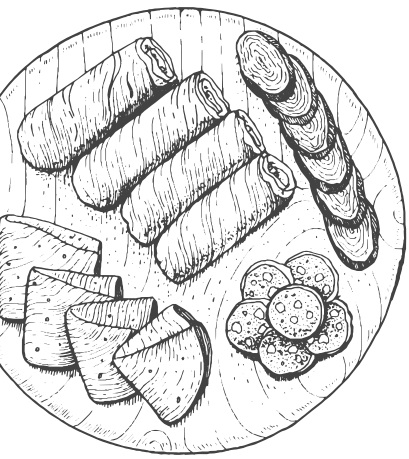
\$19

Backyard Picnic Buffet

Burgers and Brats Served with Hamburger and Hot Dog Buns and Standard Condiments
Italian Pasta Salad, Fruit Bowl, and Coleslaw

\$18





APPETIZERS & SNACKS

Additional \$2 fee per appetizer selection, if passed.

Cold

Charcuterie Spread - \$12

Deli Meat with Sliced Cheese and Crackers - \$5

Pinwheel Sandwich Tray - \$4

Cheese Tray with Crackers - \$3

Sliced Fruit Tray - \$5

Bruschetta with Fresh Tomato and Basil - \$3

Fresh Vegetable Tray with Dip - \$3

Cucumber Bites with Herb Cream Cheese and Cherry Tomato - \$3

Deviled Eggs - \$3

Chilled Shrimp with Cocktail Sauce - \$6 or Market

Salmon Stuffed Baby Red Potatoes with Crème Fraîche - \$6

Smoked Side of Salmon with Eggs, Red Onion, and Capers - \$4

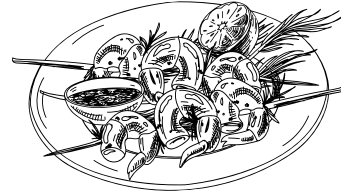
Prosciutto Wrapped Asparagus - \$6

Caprese Skewers - \$6

Steak and Horseradish Crostini - \$6

Pecan Goat Cheese Truffles - \$6

Apps



Apps

Hot

Parmesan Encrusted Walleye - \$6

Chicken Satay with Spicy Peanut Sauce - \$6

Beef Satay with Cherry BBQ Glaze - \$6

Buffalo or Teriyaki Wings with Ranch or Blue Cheese Dressing - \$3

Mini Franks in BBQ Sauce - \$3

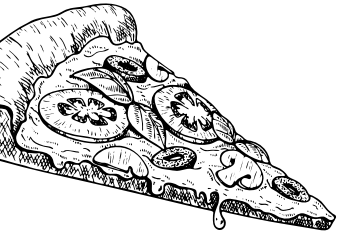
Swedish or BBQ Meatballs - \$3

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Bacon-Wrapped Water Chestnuts - \$6
Reuben Dip Crostini - \$5
Stuffed Mushroom Caps - Sausage/\$3 or Crab/\$4
Artichoke Spinach Dip with Tortilla and Pita Chips - \$2

More
Apps



Late Night Snacks

Pizza

Pepperoni, Sausage, Pepperoni and Sausage or Supreme
\$20 (GF \$23)

Mashed Potato Bar

Create Your Own Mashed Potatoes! Garlic Red Mashed Potatoes With Toppings:
Cheese, Sour Cream, Gravy, Green Onions, Butter, and Bacon Bits
\$10

Walking Taco Bar

Ground Taco Beef or Shredded Chicken With Individual Bags of Doritos,
Lettuce, Tomatoes, Onions, Shredded Cheese, Sour Cream, and Salsa
\$8

Deli Meat and Cheese Tray

Served With Rolls, Mayo, and Mustard
\$6

Chips and Salsa - \$2

Beef Sliders with Cheese

Beef Patties Topped With Cheese Served on Slider Buns With Ketchup and Mustard
\$5

Mini Pulled Pork Sliders

With BBQ and Horseradish Sauce
\$5

Popcorn Bar

Popcorn Ready for You To Add Your Favorite Toppings of M&M's or Peanuts
\$2.75



DESSERTS

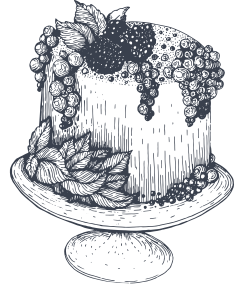
Assorted Cookies & Bars

\$2

White Chocolate Mousse

Topped with Whipped Cream and Raspberries

\$4



Chocolate Mousse

Topped with Whipped Cream and Chocolate Sprinkles

\$4

Mousse Martini Bar

Assorted Toppings, with Disposable Martini Cups

\$8

Kentucky Pecan Pie

Served with Bourbon Infused Whipped Cream

\$5

Apple Pie

Served with Cinnamon Whipped Cream

\$5

Flourless Chocolate Torte

Great Gluten-Free Option

\$6

Chocolate Cake with Chocolate Frosting

Can't Get Enough Chocolate? This One's for You!

\$4



Dessert



Miniature Cheesecakes

Assorted Varieties of Mini-Cheesecakes

\$5

Cheesecake

New York Style with Cherry, Chocolate, or Raspberry Drizzle

\$6

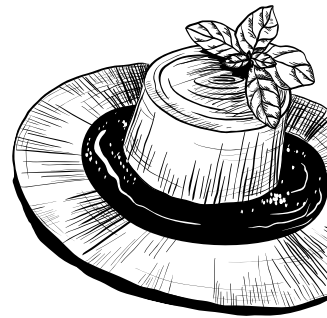
Sweet & Fruit Table

Miniature Cheesecakes, Fresh Fruit, Lemon Bars, Brownies, Cookies, Eclaires, and Strawberry and Chocolate Mousse.

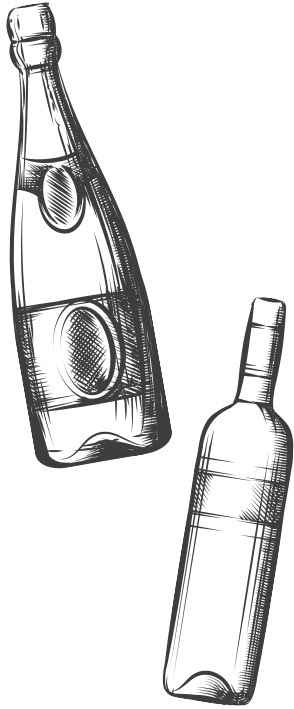
\$10

Desserts with ice cream can increase price by a range of \$7 - \$10 per person.

All the desserts!



BEVERAGES & BAR SERVICES



- Can Domestic Beer - \$5
- Can Imported/Craft Beer - \$6
- Premium Drinks - \$6.50 - \$17
- House Wine- by the Glass - \$6
- Soda - \$2.50

Keg Beer

16 gallon - 150 servings

Domestic

\$325

Imported and Micro/Craft

\$425

Spirits

House Wines & Champagne

Sold by the bottle. Ask your event planner about other wine choices.

House Wines: Two Vines

\$28

Champagne: House Brut

\$25

Beverages

Coffee - per gallon

\$20

Punch - per gallon

\$20

Lemonade - per gallon

\$20

Iced Tea - per gallon

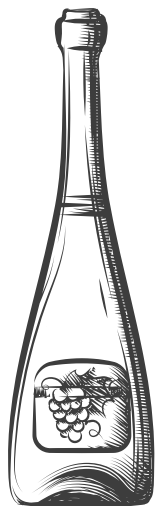
\$20

Bottled Water

\$2

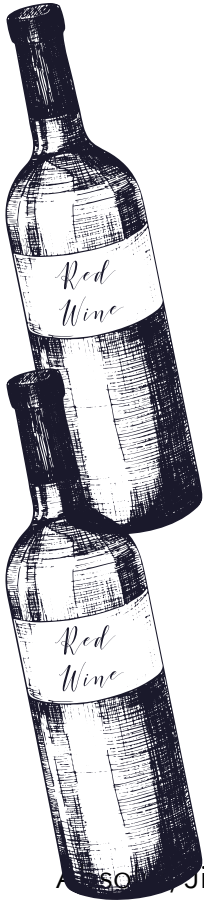
Unlimited Soda - \$1.75/guest

Libations



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HOSTED BAR PACKAGES

Prices per Guest

House Bar Package

Wine, Beer, Soda, & Juice

Cabernet Sauvignon, Merlot, Chardonnay, & Moscato

Coors Light, Nordeast, & Seltzer

Coke Products

1 Hour - \$8 | 2 Hour - \$14 | Each Additional Hour \$5

Call Bar Package

Wine, Beer, Liquor, Soda, & Juice

Cabernet Sauvignon, Merlot, Chardonnay, & Moscato

Coors Light, Nordeast, Seltzer, & Summit

Coke Products, Orange Juice, & Cranberry Juice

Also Jim Beam, Jack Daniels, Captain Morgan, Bacardi, Korbel, Dewars, Malibu, & Bombay Sapphire

1 Hour - \$13 | 2 Hour - \$20 | Each Additional Hour \$6

Premium Bar Package

Wine, Beer, Premium Liquor, Soda, & Juice

Cabernet Sauvignon, Merlot, Chardonnay, & Moscato

Coors Light, Nordeast, Seltzer, & Summit

Coke Products, Orange Juice, & Cranberry Juice

Absolut, Jim Beam, Jack Daniels, Captain Morgan, Bacardi, Korbel, Dewars, Malibu, Bombay Sapphire, Crown Royal, Jameson, Grey Goose, & Sauza Tequila

1 Hour - \$18 | 2 Hour - \$25 | Each Additional Hour \$8



So. Much. Fun.

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