



**Calgary Stampede-Wagon Advertisers
Welcome and Hosting Procedures
July 6-15, 2012**

Calgary Stampede Food and Beverage is looking forward to working with you for our Centennial year to help create a seamless, safe and cost effective hosting experience for you and your guests.

We endeavor to provide you with the information that you need to successfully comply with Alberta Gaming and Liquor Commission (AGLC) / Alberta Health Services (AHS) and the Calgary Fire Department (CFD) regulations.

Please find enclosed the following hosting forms for your convenience:

- Liquor Outlet Products and Procedures
- Catering Menu
- Buy / Sell Agreement
- Liquor Service Responsibility sign off

Calgary Stampede is the ***sole distributor of alcohol*** to you the host; (not your guests) and along with the Chuckwagon Committee Volunteers & Security we will ensure you are providing responsible alcohol service.

Catering Services

Calgary Stampede Catering offers you an opportunity to have our culinary team prepare your food for your hosting. We have a limited number of slots available. In order to facilitate your needs we request you book a spot with us prior to April 27th. Please refer to the Catering Menu package for further details.

Alcohol Procedures

CS Food and Beverage department will set up a liquor distribution trailer in the Backstretch: "H Barn Liquor Outlet".

- Refer to "Liquor Outlet Product and Procedures" for product options.
- "Special Product" orders are required by Wednesday, June 6th, 2012.

- Liquor Outlet hours of operation: July 6 - July 15, 2012 from 2:30 pm – 10 pm.
- Daily shopping can be done at the outlet; payment will be processed daily via credit card.

Donated Liquor Products

If you receive **donated** liquor products from a supplier or agent:

- Your donated product must be accompanied by an AGLC buy/sell agreement (Form attached).
- The agreement is between the liquor provider and the Calgary Stampede (charity).
- A listing of your donated liquor must be provided to Calgary Stampede by Wednesday, June 13, 2012, to ensure we have adequate storage.
- Your donated liquor **must be delivered** to the Stampede Backstretch between 9 am and 2 pm on July 3rd.
- Additional delivery dates: July 9th and 13th between 11 am - 2 pm.
- Contact Jennifer @ 403.261.9370 or jlivingstone@calgarystampede.com to confirm delivery time, supplier name (for vehicle access arrangements) and volumes.
- The liquor will be available to you for pick up from the Liquor Outlet between 2:30 pm –10 pm daily.

How do you comply with AGLC legislation?

- Do not serve anyone under the age of 18 years of age.
- Do not serve anyone showing signs of intoxication.
- Acknowledgement / signoff on Liquor Service Responsibilities (form attached).

Stampede staff and volunteers will be AGLC ProServe trained in responsible alcohol management. The Proserve program is also available to you on line at a cost of \$25.00 to assist with your hosting, the course is **recommended** to reduce your liability.

ProServe Liquor Staff Training

50 Corriveau Ave.

St. Albert, Alberta T8N 3T5

Telephone: (780) 436-6335

TOLL FREE 1-877-436-6336

Fax: (780) 447-7550

Website: proserve.aglc.ca

Email: info@proserve.aglc.ca

Providing your own food - How to comply with Alberta Health Services AHS legislation?

- If you are providing **any food**; either by contracting a caterer or cooking yourself, you must contact Alberta Health Services, follow operating guidelines and complete paper work
- AHS will inspect your site prior to starting your initial food hosting and throughout Stampede.
- The person cooking for your group must have taken the AHS food safe course. It can be done on line but must be completed prior to June 8th to ensure you get your certificate.
http://www.calgaryhealthregion.ca/publichealth/envhealth/education/online_mini_course.htm
- There will be AHS class offered on park; you will receive a free Safe Food Handlers Certificate. July 5th, *Times to be confirmed.*
- As per AHS package you are responsible for your own hand wash stations.

Refer to, and fill in the **Special Event and Trade Show** and **Vendor Package** forms for approval (updated for 2012).

http://www.calgaryhealthregion.ca/publichealth/envhealth/programareas/specialevents/special_events_home.htm

Calgary Fire Department

Refer to the Buyers Manual for additional information.

I encourage you to contact me for any clarification as you start your hosting planning process.

We look forward to a safe and successful Stampede 2012.

Sincerely,

Sharon Garnett
Food and Beverage, Catering Manager
sgarnett@calgarystampede.com
403.261.0574

Stampede 2012

H-Barn Hosting Menus

The Calgary Stampede's Executive Chef has designed a menu we are pleased to present to meet your catering needs for Stampede 2012.

Catering services are limited, to secure your spot please contact:

Jennifer Livingstone
Catering Administrator

Phone: 403.261.9370
Fax: 403.269.1348

Email: jlivingstone@calgarystampede.com

Website: www.calgarystampede.com

General Information Regarding Catering Services in H-Barn

Menu and Services:

CS Catering is pleased to offer our services to the wagon hosts, due to events we are limited on the number of bookings we will take – call now.

- ◆ Stampede Catering will provide a qualified chef for your BBQ service.
- ◆ Menu price includes service equipment, BBQ's, chafers, cutlery, plastic plates etc.
- ◆ Wait staff will be on site for set up.
- ◆ CS Catering will provide hand wash stations and fire extinguishers in order to be compliant with city regulations.
- ◆ We are pleased to offer special dietary menus. Please discuss any requirements with your coordinator no less than two weeks prior to your event. All menu items may contain traces of nuts or nut oil. When ordering special dietary meals please provide the following information: the guests' name and dietary restriction.
- ◆ We are proud to support our local Alberta Growers through our "Grown Right Here" initiative. Our menus feature products from local producers.
- ◆ Additional wait staff services are charged at a rate of \$20.00 per hour for a minimum of 3 hours.

- ◆ Due to health and safety regulations we require that all food products remain on Stampede Park after an event.
- ◆ Food items will remain on a buffet for a maximum of 2 hours.
- ◆ An additional charge for late requests (less than 5 days prior to your hosting) may apply.
- ◆ All alcoholic beverages are to be provided/ purchased from the Calgary Stampede; refer to the alcohol service information package.
- ◆ All Prices are subject to 15% Service Charge and 5% G.S.T.

Booking and Deposit Schedule

- ◆ We require your booking by April 25th to hold a service slot.
- ◆ Once you make a booking, the service slot can be held at no charge for up to 14 days. After 14 days, May 15th a non refundable deposit of \$150.00 is required to confirm your booking.
- ◆ If you choose to proceed with confirming your event with us, menu selections and service requirements need to be confirmed by June 4, 2012.
- ◆ A preliminary estimate of services will be provided by June 11, 2012.
- ◆ Your first payment will be equal to 30% of your estimated services and is due by June 22, 2012.
- ◆ The remaining 70% of the estimated services is required to be paid in full by July 3rd 2012.
- ◆ Any additional charges will be invoiced once your event has concluded.
- ◆ The guaranteed number of guests is required 5 business days (Monday ~Friday) prior to your event. If a guaranteed number has not been received, the charges will be based on the contracted attendance figure or the actual number of attendees, whichever is greater.
- ◆ If the HOST cancels or terminates the Agreement between June 22 – June 29 prior to the commencement of the Event:
 - The deposit and progress payment of 30% of estimated food and beverage shall be forfeited.
- ◆ If the HOST cancels or terminates the Agreement after June 30th, prior to the commencement of the Event:
 - The progress payment of 100% of estimated services shall be forfeited.

Additional Information

- ◆ Hosts are responsible for their tents and area set up
- ◆ Catering does not supply tables or chairs for guest seating
- ◆ BBQ cooking cannot be executed under the tent, tents must meet fire code,

Lunch and Dinner Buffet Menus

Included with every menu

Artisan Greens with a selection of Dressings
Garlic Toast (when applicable)
Centennial Cake, Molten Cake and Fresh Cut Fruit
Cowboy Coffee, Tea, Decaf

Cold Selections. Please pick any two

Caesar Salad
Grilled Vegetable Salad
Fresh Fruit Salad
Western Creamy Coleslaw
Honey Mustard Potato Salad
Broccoli and Grape Salad
Spinach Club Salad
Quinoa Salad with Peppers and Mango
Crisp Garden Vegetables with Spicy Ranch Dip

Add an additional cold selection to your menu: \$3.25 per person

Hot Starch Selections. Please pick one

Baked Potatoes with Sour Cream, Bacon Bits, Green Onion and Butter
Roasted Potato with Garlic Aioli
Stampede Style Baked Beans
Coconut Basmati Rice

Add an additional hot starch selection to your menu: \$3.00 per person

Hot Vegetables Selections. Please pick one

Sweet Corn on the Cob
Summer Fresh Vegetables with Butter
Grilled Asparagus with Parmesan and Balsamic
Ratatouille of Vegetables

Add an additional hot vegetable selection to your menu: \$3.00 per person

Barbeque Mains

Barbecued Stampede Beef Burger Served onto Kaiser Roll
Lettuce, Tomato, Onion, Swiss and Cheddar Cheese, Mayo, Mustard,
Ketchup and Relish

Lunch - \$21.50 per person

Dinner - \$23.25 per person

Sliced Alberta BBQ Beef Served onto Kaiser Roll with Horseradish, Onion and
Pickles

Lunch - \$21.50 per person

Dinner - \$25.25 per person

Chili Marinated Grilled Breast of Chicken Served onto Kaiser Roll
Lettuce, Tomato, Red Onion, Jalapeno Jack Cheese and Tomato Ailoi

Lunch - \$21.75 per person

Dinner - \$24.00 per person

Spring Creek Ranch 6oz Flat Iron Steak Sandwich

Lunch - \$27.00 per person

8 oz AAA Alberta Striploin Steak with Garlic Toast

Lunch - \$38.00 per person

Dinner - \$44.50 per person

Additions to Any Menu:

Barbequed Pork Ribs – (4 rib section)

\$7.00 per person

Grilled Chicken Thigh Mopped with Maple and Cilantro

\$5.00 per person

Cedar Planked Salmon with Ginger Glaze

\$6.50 per person

Chicken Apple Sausage

\$5.50 per person

Tri Colored Nacho's with Salsa, Sour Cream and Guacamole

\$4.75 per person

Trio of Dips – Hummus, Western Artichoke, and Black Bean Dip with Pita
Wedges
\$5.00 per person

Stampede Mixed Herd (nut and cracker mix)
\$3.25 per person

Canadian Cheese Display with Crackers
\$7.00 per person

Additional Options

Seasonal Fresh Fruits	\$5.50 per person
Western Trail Mix	\$3.00 per person
Assorted Chips and Pretzels	\$3.00 per person
Assorted Stampede Cookies	\$1.25 each

Coffee and Tea Service	\$2.25 per person
Thermos of Coffee (10 cups)	\$22.50 each
Thermos of Coffee (65 cups)	\$146.25 each

Bottled Water Outlet	Available from the Barn H Liquor
Canned Soft Drinks Outlet	Available from the Barn H Liquor
Canned Apple or Orange Juice	\$2.25 each



Acknowledgement of Liquor Service Responsibilities

Hosts responsibilities:

- Do not serve anyone under the age of 18 years
- Do not serve anyone showing signs of intoxication
- Take steps to ensure that guests arrive home safely if they become intoxicated

I understand my responsibilities when hosting during Stampede 2012.

Wagon Name / Host Name

Date

Calgary Stampede July 6 – 15, 2012 H Barn Liquor Outlet Product Listing

PROCEDURES FOR EVENT PREPARATION

- Review our alcohol product menu for 2012.
- We can facilitate additional requests. Submit a "Special Product Order Form" by Wednesday, June 6, 2012, if you require additional items that are not on our outlet list. We will then provide you with pricing information on the items.

PROCEDURES DURING STAMPEDE

- The Liquor Outlet will be open daily from 2:30 pm – 10 pm.
- Visit the Liquor Outlet and shop for your requirements as needed. **Bring a Cart to Pick Up Items.**
- If you require us to delivery the product to the hosting areas, there is a \$15.00 fee.

H -Barn Liquor Outlet 2:30 pm – 10 pm

As a host, you are responsible to ensure no minors are served.

We recommend that a member of your hosting team complete "ProServe" the AGLC certificate to reduce your liability. www.proserve.aglc.ca

Product	Product
Budweiser	Lamb's Dark Rum
Bud Light	Bombay Gin
Bud Light Lime	Johnny Walker Black Scotch
Kokanee	Baileys Irish Cream
Molson Canadian	Sauza Gold Tequila
Stella Artois	Jager
Corona	O'doule's
Coors Light	
Miller Chill Lemon	
Big Rock Traditional	Bagged Ice
Smirnoff Ice	
Mike's Hard Lemonade	
Mike's Hard Cranberry	Can/Bottle Opener
Rock Creek Cider	
Stampede Label Red wine	Lemons
Stampede Label White wine	Limes
Stampede Centennial White	
Stampede Centennial Red	
Smirnoff Vodka	
Grey Goose Vodka	
Espresso Vodka	Dasani Bottled water
Canadian Club Rye	Canned pop
Crown Royal Rye	Cranberry Juice
Jack Daniels	Motts Clamato Juice
Captain Morgan White Rum	
Captain Morgan Spiced Rum	

If you require a Bartender; they can be ordered at \$25.00 per hour
for a minimum 4hrs.

Payment is required daily for liquor purchased.

Please, ensure all daily host/sponsors are aware of payment process.

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Product	Price	Size	Product	Price	Size
Budweiser	\$40.00	24 can	Lamb's Dark Rum	33.50	1140ml
Bud Light	\$40.00	24 can	Bombay Gin	36.50	1140ml
Bud Light Lime Mojito	\$24.00	12 can	Johnny Walker Black Scotch	39.50	750ml
Kokanee	\$40.00	24 can	Baileys Irish Cream	26.00	750ml
Molson Canadian	\$40.00	24 can	Sauza Gold Tequila	30.00	750ml
Stella Artois	\$26.00	12 can	Jagermeister	29.00	750ml
Corona	\$44.00	24 can	O'Doul's	18.00	12 can
Coors Light	\$40.00	24 can	Bud Shots	15.00	12 can
Coors Light Ice Tea	\$26.00	12 can	Michelob Ultra Slim	45.00	24 can
Big Rock Traditional	\$22.00	12 can	Motts RTD Caesar	47.00	24 can
Smirnoff Ice	\$47.00	24 can			
Mike's Hard Lemonade	\$47.00	24 can	Bagged Ice	20.00	20lb
Mike's Hard Cranberry	\$47.00	24 can			
Rock Creek Cider	26.00	24 can			
Stampede Label Red Wine	13.00	750ml	Lemons	0.50	Each
Stampede Label White Wine	13.00	750ml	Limes	0.50	Each
Stampede Centennial White	17.00	750ml			
Stampede Centennial Red	22.00	750ml	Can/Bottle Opener	4.00	Each
Smirnoff Vodka	34.50	1140ml			
Grey Goose Vodka	42.50	750ml			
Espresso Vodka	35.00	750ml	Dasani Bottled water	1.50	Each
Canadian Club Rye	34.50	1140ml	Canned pop	1.00	6 can
Crown Royal Rye	42.50	1140ml	Cranberry Juice	3.00	Each
Jack Daniels	42.50	1140ml	Motts Clamato Juice	6.00	Each
Captain Morgan White Rum	32.50	1140ml	Orange Juice x 1 lt	3.00	Each
Captain Morgan Spiced Rum	37.00	1140ml			

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