

Christmas Party **BOOKING SHEET 2026**

To finalize your Christmas party booking, please complete the attached form. This will allow you to provide us with your menu choices and other event details.

Submission & Deadlines

The form's first page is dedicated to event timing, setup, and any special notes. The following pages contain our Wine, Buffet, and Create Your Own Menus, with instructions for the required selections.

Please submit the completed form by **November 10**, along with your estimated guest count. Upon receipt, we will send a contract for your signature. The guaranteed final guest count is due two days before your event.

You can return the form electronically as a PDF, or you can print it and then scan and email or fax it to 506-444-7088.

Beverage Service & Policies

Bar Options

A shared cash bar is available in the lobby for all groups, operating from 6:00 p.m. to 12:45 a.m. (last call). For a private bar exclusively for your group, we can arrange for a bar tab or provide drink tickets. Please be aware that a private bar requires a minimum of \$350.00 in sales before tax; if this is not met, your group will be billed for the difference.

Outside Alcohol Policy

In accordance with NB Liquor laws, all alcoholic beverages must be provided by our venue. Outside alcohol, including donated liquor, is strictly prohibited in our function rooms. Any outside alcohol found will be confiscated, and anyone consuming alcohol in the parking lot will receive one warning before we contact the RCMP.

Additional Event Information

Room Access

All evening events have access to the room beginning at 6:00 p.m. The room may be available earlier depending on business levels; please contact the Banquet office for more details.

Billing & Gratuities

An invoice will be sent the day after your event, or on the following Monday if the event falls on a weekend. Please note that all food and hosted beverages (including wine, tickets, or a host bar) are subject to a 15% gratuity and a 15% tax.

Allergies & Dietary Requests

Our menus are designed to accommodate common allergies like gluten and dairy. For guests with specific or severe allergies, we recommend they contact me directly to ensure their meal is prepared safely.

If you have any questions, please feel free to contact me, Laura MacKenzie, at lmackenzie@kingswoodpark.ca or by phone at 506-443-3331.



Group Name:		
Party Date:		
Anticipated Arrival Time for Guests:		Approximate Number Guests:
Would you like the bar to be: (choose one)		Contact Person:
☐ Cash Bar ☐ Host Bar ☐ Tickets provided		Email:
Time for the doors to the function room open:		Phone # to contact in case of storm:
Dinner Time:		
Will you be having a dance? ☐ Y ☐ N		
Time:		

Food Allergies:

Wine with Dinner

Would you like to order wine to be served with dinner? ☐ Y ☐ N

How would you like that served (please choose one)

- ☐ 1 bottle of red and one bottle of white per table
- ☐ One Round poured with dinner (you will only be charged for wine that is poured)
- ☐ One round and a top up served with dinner (you will only be charged for wine that is poured)
- ☐ Unlimited Wine



Wine List

Please choose one red and one white from the list below.

WHITE

		750 ml bottle
◦ Bree Riesling	Germany	\$52.00
◦ Lindemans Pinot Grigio	Australia	\$44.00
◦ Lindemans Sauvignon Blanc	Australia	\$44.00
◦ Sawmill Creek Chardonnay	Canada	\$44.00
◦ Mionetto Prosecco	Italy	\$62.00

RED

◦ Little Things Cabernet Sauvignon	Australia	\$54.00
◦ Don David Malbec	Argentina	\$62.00
◦ Lindemans Merlot	Australia	\$44.00
◦ LaLa Land Pinot Noir	Australia	\$49.00

	per gallon
◦ Alcoholic Punch (<i>approximately 30 glasses</i>)	\$90.00
◦ Non Alcoholic Punch (<i>approximately 30 glasses</i>)	\$45.00



Buffet Dinner

All of the section is included

Rolls with butter

Market Salad / garden fresh vegetables

Dill Pickle Salad / kale / red cabbage / dill pickles

Sweet Potato Salad / apple / arugula / dijon mustard

Christmas Salad / broccoli / cauliflower / red onions /
cherry tomatoes / creamy mayo dressing

Select Two Entrées

- Roasted Turkey / traditional dressing / savoury gravy
- Oak Charred Pork Loin (select one sauce)
 - caramel rosemary sauce
 - cranberry bacon jam
- Grilled Atlantic Salmon (select one sauce)
 - maple ginger reduction
 - fennel & lemon beurre blanc
- Chicken Breast (select one sauce)
 - white wine mushroom velouté
 - roasted red pepper and parmesan cream

Select One Side

- Rice Pilaf
- Mashed Potatoes
- Oven Roasted New Potatoes

All entrées will be served with a seasonal vegetable

Also included

Assorted Dessert Display

Fruit and Berries w/ Chocolate and Orange Ganache

Coffee and Tea

\$57 / person

Add-Ons *minimum 30 guests

- Slow Roasted Inside Round of Beef \$13.50 / person
- Maple Glazed Baked Ham \$12 / person
- Oak Grilled Prime Rib \$17 / person

Plated Dinner

First Course - Select One

- Market Salad / garden fresh vegetables
- Caesar Salad / traditional dressing / toasted croutons
- Spinach, Goat Cheese & Apple Salad / honey tarragon vinaigrette
- Maple Roasted Butternut Squash Soup
- Mushroom & Goat Cheese Tart / rosemary & walnut pesto

Second Course - Select One

- Roasted Turkey / traditional dressing / savoury gravy \$46.25 / person
- Oak Charred Pork Loin / (select one sauce) \$46.25 / person
 - caramel rosemary sauce
 - cranberry bacon jam
- Grilled Atlantic Salmon (select one sauce) \$50.25 / person
 - maple ginger reduction
 - fennel & lemon beurre blanc
- Pan Roasted Chicken Suprême (select one sauce) \$51.50 / person
 - white wine mushroom velouté
 - red pepper and parmesan cream
- Oak Grilled Prime Rib / Herb Au Jus \$64 / person

Side - Select One

- Rice Pilaf
- Mashed Potatoes
- Oven Roasted New Potatoes

All entrées will be served with a seasonal vegetable

Third Course - Select One

- Cheesecake / strawberry coulis
- Carrot Cake / cream cheese frosting / Grand Marnier drizzle

Dessert will include Coffee and Tea

SEND BOOKING

