

Meeting Agenda –January 21,2026

BOARD POSITIONS	LEADER/COMMITTEE CHAIR	SUPPORT
Past President	Vacant	
President	James Runshaw	
1 st Vice President	Debra Massott	
2 nd Vice President	Nathan Urich	
Secretary	Jolene Fink (absent)	
Treasurer	Marcie Carder	
COMMITTEES		
Communications	Jolene Fink	
Credentials	Lesley Groff	Jolene Fink
Membership	Kevin Zumbrum	Shelly Matter
Strategic Planning	Chris Coller	Lesley Groff
Scholarship	Julie McGill-Kopp	Priscilla St. Jacques-Glusko
Advocacy/Government Affairs	Kurt Twiford	Adrianna Townsend
Programs	Debra Massott	Shelly Matter/Priscilla St. Jacques-Glusko/Nate Ulrich
Community Outreach	Priscilla St. Jacques-Glusko	
Subcommittee: Golf Outing	Nate Urich, Adam Warner	Tom Hewitt, Josh Y.
Subcommittee: Annual Business Meeting	Priscilla St. Jacques-Glusko	Julie McGill-Kopp

We did not have a quorum, but the agenda was reviewed. See items in italic below that were voted on. Rest of the items will be reviewed at next month's meeting.

- **Executive Board Reports:**

- President: Jim R.
- Past President: Vacant Position
- 1st VP: Scoop -
 - See Attached Report
- 2nd VP - Nate -
 - No Report
- Secretary: Jolene –
 - See Attached
- Treasurer: Marci –
 - See Attached
 - *Board voted and approved the year end Treasurer's report via email following the meeting.*

- **Committee Reports:**

- Communications: Jolene –
 - See Secretary Report

- Credentials: Lesley/Jolene –
 - FMP Course kicks off in February = Marci will be sending a check to IFMA for the materials.
- Membership: Kevin/Shelly
 - No Report
- Strategic Planning: Chris/Lesley –
 - No Report
- Scholarship / Future FM – Priscilla/Julie –
 - No Report
- Government Affairs Advocacy: Kurt Twiford –
 - No Report
- Programs/Golf Outing/Annual Meeting/Community Outreach: Scoop/Priscilla/Nate
 - See Attached Report
 - Annual Meeting - Scheduled for 6/17 at Duke's Riverside Bar & Grille – added to website as a Save the Date and documents attached to agenda from Priscilla for discussion.
 - *Board Members voted and approved via email to have Jim sign the contract for the Annual meeting with Duke's and Marcie will send the deposit to hold the date.*
 - Golf Outing
 - Community Outreach

New/Open Items:

- Early bird registration ends 1/30 for Facility Fusion scheduled for April 7-9th in San Francisco – discuss who is going from the chapter (**Monday- Pre-Con**) **April 6-9, 2026 | San Francisco ** Leaders may register using code **LEADERS26** to receive **20% off** the Full Event registration. Component Administrators may register at the **student rate**.
- IFMA Foundation Scholarship registration is open. Chapter needs to decide how many scholarships we are sponsoring this year and for what amount so we can get things submitted timely.
-
- Open Item: Propose we cancel PO Box going forward and update address to current Board Role (where is this posted, who's checking it, where is it, who has the key???) will renew 8/31/2025 –
 - The board agreed to keep the PO box open, and we'll do some research on whether we are required to keep this as a chapter.
 - Jim requested we revisit this topic next month after some research is done.
- Open Item: Propose we cancel Zoom – will renew 4/4/2026 – Savings of \$169.49.

Next scheduled board meeting is Wednesday, February 18th at 9AM



Secretary Report/Communications Committee

Month ending December 2025

Current Activities for this Period

1. Posted Board Meeting Minutes on website.
2. Worked with a few members on sign-ins via email to board email in box.
3. Worked with Marcie to set up a catalog for this year's sponsors to sign up to sponsor next year's tournament at this year's prices.
4. Posted golf tournament event.

Planned activities for Next Period

1. Continue making updates reflecting calendar year 2026 documents
2. Continue cleaning up website.

Issues/Concerns

Thanks Marcie and Priscilla for filling in for me in December and now January.

Submitted by Jolene Fink

December 2025 Treasurer's Report

Prepared for
January 21, 2026 Board Meeting

Beginning Balance Checking Account *5910	12/1/2025		\$61,177.66
<u>Deposits</u>			
	1-Dec	\$ 57.25	2 Event Registrations
	4-Dec	\$ 85.88	3 Event Registrations
	5-Dec	\$ 1,934.60	Golf Registration
	8-Dec	\$ 768.75	October Membership Dues
	11-Dec	\$ 1,160.60	Golf Registration
	18-Dec	\$ 1,400.00	November Membership Dues
	31-Dec	\$ 0.57	Interest
TOTAL DEPOSITS		\$ 5,407.65	
<u>Expenditures</u>			
	2-Dec	\$ (19.95)	Star Chapter - updated pricing in effect**
	9-Dec	\$ (388.00)	Reoccurring Monthly Website Fee
			York County SPCA Monetary Donation
	11-Dec	\$ (235.32)	Star Chapter - Membership Upgrade from 150
	15-Dec	\$ (1,761.50)	BILLPAY CK to Debra Massott
			Reimbursement for Holiday Event on 12/3/2025
TOTAL EXPENDITURES		\$ (2,404.77)	
Checking Account Closing Balance	12/31/2025		\$64,180.54
Beginning Balance Scholarship Fund Savings Account *7278	12/1/2025		\$3,126.25
<u>Deposits</u>			
			Interest
TOTAL DEPOSITS		\$ -	
<u>Expenditures</u>			
		\$ -	
TOTAL EXPENDITURES		\$ -	
Scholarship Fund Closing Balance	12/31/2025		\$3,126.25
Certificate of Deposit *11-1 Beginning Balance	12/1/2025		\$ 10,295.90
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 8/28/25		\$ -	
Certificate of Deposit Closing Balance	12/31/2025		\$ 10,295.90
Certificate of Deposit *32-1 Beginning Balance	12/1/2025		\$ 11,058.54
S&T Bank (3.96% Interest Rate)			CD Interest
Matures on 3/15/26		\$ -	
**renewed on 3/15/2024			
Certificate of Deposit Closing Balance	12/31/2025		\$ 11,058.54
Paypal Beginning Balance	12/1/2025		\$ -
		\$ -	
does not include transactions direct from checking above			
Paypal Closing Balance	12/31/2025		\$ -
Total Unobligated Assets	12/31/2025		\$88,661.23

Respectfully Submitted,

Marcie Carder
IFMA Central PA Chapter Treasurer

IFMA of Central PA - EIN#

Fiscal Year July 1, 2025 - June 30, 2026

Budget Tally to date thru

12/31/2025

INCOME STATEMENT				NOTES
REVENUES:	BUDGET	ACTUAL	BALANCE	
Membership				
Membership Dues	17000	\$9,062.50	\$7,937.50	
Total Membership Revenue	17000	\$9,062.50	\$7,937.50	
Meetings and Programs				
Registration Revenue	600	\$848.66	-\$248.66	Meetings do not include cost of speakers for educational purposes
Sponsorships	0		0	
Exhibitor Revenue	0		0	
Other	0		0	
Total Meetings and Programs Revenue	600	\$848.66	-\$248.66	
Golf Event				
Registration Fees (golfers & sponsors) (8/4/2025)	26000	\$13,848.32	\$12,151.68	
Raffle (day of collected)	0	\$2,095.75	-\$2,095.75	**updated 7/31/25 after the change in reconciliation - will add \$ for next years budgeting**
Total Golf Event Revenue	26000	\$13,848.32	\$10,055.93	
Educational				
Registration Fees	400		400	Educational events include additional fees for speakers and facility rental
Sponsorships	0		0	
Total Educational Revenue	400	0	400	
Publication				
Newsletter Advertising	0		0	
Membership Directory Advertising	0		0	
Mailing List	0		0	
Web-site Advertising	0		0	
Total Publication Revenue	0	0	0	
Administrative and Other				
Interest / Dividends	700	\$218.93	\$481.07	
Gain / (Loss) on Sales of Investments	0		0	
Other Revenue/Reserves	20000		20000	**paypal/savings/CD#1/CD#2
Total Administrative and Other	20700	\$218.93	\$20,481.07	
Total Revenue	64700	\$23,978.41	\$38,625.84	
EXPENSES				NOTES
Membership				
Postage	200	\$0.00	\$200.00	renews in March 2026**
Printing	0	\$0.00	\$0.00	
Supplies	0		0	
Web-site Development and Maintenance	3000	\$1,842.63	\$1,157.37	
Other	0		0	
Total Membership Expense	3200	\$1,842.63	\$1,357.37	
Meetings and Programs				
Food / Beverage	3000	\$4,457.78	-\$1,457.78	Includes Member Breakfasts/Happy Hours and Programs that are not under the Educational category
Speakers	0		0	
Facility Rental	1500	\$0.00	\$1,500.00	
Other	0		0	
Total Meetings and Program Expense	4500	\$4,457.78	\$42.22	
Golf Events				
Food and Beverage	8000	\$0.00	\$8,000.00	
Course Fees	11000	\$19,859.54	-\$8,859.54	
Other	4000	\$2,798.66	\$1,201.34	
Total Golf Event Expense	23000	\$22,658.20	\$341.80	
Educational				
Food and Beverage	3000	\$0.00	\$3,000.00	Annual Meeting Food and Beverage** Added to Meetings and programs for Reconciliation Worksheet
Speaker Honorarium & Gifts	3500		3500	
Facility Rental	1500		1500	Deposit for Annual Meeting Added to Meetings and programs for Reconciliation Worksheet
Other	0		0	
Total Educational Expense	8000	\$0.00	\$8,000.00	
Publication				
Printing and Postage	0		0	
Other	0		0	
Total Publication Expense	0	0	0	
Administrative				
Management Fees (Non-Employee)	0		0	
Donations / Gifts	5000	\$388.00	\$4,612.00	PA Food Bank (collected + doubled 2/4/2025)
Travel and IFMA Conference Expenses (Facility Fusion & World Workplace - 2 board members for each)	10000	\$2,702.01	\$7,297.99	Includes cost of Registration, Travel to and from location, Hotel during dates of Conference & Conference sponsored meals that are not included in Registration - i.e. Gala at World Workplace to present scholarship winner(s)
Scholarships for 2026	12000	\$0.00	\$12,000.00	
Accounting and Legal	0		0	
Other (Zoom)		\$18.00	-\$18.00	RENEWS 4/4/26
Total Administrative Expense	27000	3108.01	23891.99	
Total Expense	65700	32066.62	33633.38	
NET INCOME (LOSS)	-1000	-\$8,088.21	\$4,992.46	

Programs	1/16/2025	2/20/2025	2/26/2025	3/24/2025	4/10/2025	4/22/25	Day on // 5/6 Balcony - MC 5/21 - Fire Alarm	6/4 - Thaddeus 6/18 - Annual Mee 7/15 - Brew Crew 9/11 - Jura Tour 10/2 - Thaddeus 11/07 - FMP Beer 10/14 - Volunteer 11/7 - Risk Mana 12/3 - Holiday Giving Party
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**1st Vice President & Programs Committee Monthly Reports
For Board Meeting on January 21, 2026**

1st Vice President Report

- No report

Programs Committee Report

Past Events:

- December 3, 2025: Holiday Event
 - 45 registrants
 - \$450 plus in-kind donations for the York County SPCA

Upcoming Events:

- Thursday, January 22, 2026: Utility Procurement and Energy Market Update
 - Presenter: Utility Rates Analyst
 - Timeline: 1130am-130pm
 - Location: Restoration Relief, Ephrata
 - 27 registrants as of 1/20/26
- Tuesday, February 10, 2026: Facility Management Strategies in Commercial Real Estate
 - Presenter: Campbell Commercial Partners
 - Timeline: 1130am-130pm
 - Location: Schaedler-Yesco, Mechanicsburg
- Thursday, March 5, 2026: Resilience, Recovery, and Reconstruction with Building and Life Safety at the Core
 - Presenters: Restoration Relief and Siemens
 - Timeline: 1130am-130pm
 - Location: Bird-in-Hand Restaurant, Lancaster
- Tuesday, April 28, 2026: HIA – behind the scenes tour (date is tentative)
- April 2026: Day on the Hill (local) – TBD
 - Avoid Facility Fusion dates 4/7-4/9/26
- May 2026: PA State Police Academy – tour (through Wohlsen Construction) followed by happy hour at Troegs
- Wednesday, June 3, 2026: Members 1st -- tour of building systems (roof, data room, etc.)
- Wednesday, June 18, 2026: Annual Meeting
 - Timeline: 430pm-7pm
 - Location: Duke's
 - **Need to review food, costs, and deposit (see 3 attachments)**
- Monday, August 3, 2026: Golf Outing
- FM Panel and Roundtables at Thaddeus Stevens (dates tbd)
- Membership Drive events (need to collaborate with Membership Committee on this)
- Community Outreach events (work in progress)

POLICIES & CONTRACT

In order to ensure and maintain quality control, no food, beverage, or alcohol are permitted to be brought in from any other source.

Our Catering Menu has been put together to help you with your decisions.

- We will cater to your needs and accommodate almost any menu request. We feel our accommodations far exceed any in our area, and we strive to make our service and food the best you will find.
- Our Banquet Room accommodates up to 150 people and is used for private functions of 35 or more guests. Duke's Lounge accommodates up to 40 guests and has seasonal availability. You will find the Banquet Room preferable for any catered event.
- Both rooms are on the second floor with elevator access and have a spectacular view of the Susquehanna River.
- We reserve the right to attach an additional \$50 per hour for additional usage after the first three hours.
- The Banquet Room and Duke's Lounge are part of The Dukes Bar and Grille Restaurant. All P.L.C.B rules for alcohol consumption apply. It is unlawful to serve anyone who appears to be intoxicated. This is strictly enforced and party planners or group leaders are asked to help in this matter. Designated drivers are encouraged, but this does not allow other guests to be over-served.

We observe the following policies:

- A \$100 deposit is required within 7 days from the date the reservation is arranged. Reservations are tentative until the \$100 deposit has been received. The deposit may be paid with cash, check, or credit card. Any cancellations must be made more than 30 days prior to the event or the deposit is forfeited. The balance due must be paid with credit card, cash or certified check. No personal checks accepted.
- You must order from our Catering Menu which we can customize to suit your needs when using the banquet room. Menu arrangements must be made 7 to 10 days prior to the functions.
- Parties between Thanksgiving and January 15th require a 50% non-refundable deposit 90 days prior to the event.
- An automatic 20% gratuity is added to all catered events.
- The minimum number of guests you will be charged for the Banquet Room and Duke's Lounge is 35. Should the number of guests in attendance be higher than the final headcount given, you will be billed for the number in attendance. Should the number of guests be lower than the final headcount given, you will be charged the final headcount. Your final headcount may be changed up to 48 hours prior to the reservation.
- All balances are due on the date of the function.
- Prices are subject to change and will be confirmed at the time the menu is determined.
- Alcoholic beverages are served from the Banquet Bar or Duke's Lounge Bar and are available by the glass. Beer is available by the glass or bottle. All alcoholic beverages are priced per consumption. **Happy Hour prices do not apply.**
- Duke's Lounge may be used for events coinciding with events booked for the Banquet Room.
- For larger parties, 100 or more, Duke's Lounge Bar and the Banquet Bar are made available.
- **Function Rooms are assigned according to the anticipated number of guests. We reserve the right to reassign rooms according to the size of the party.**
- In order to ensure and maintain quality control, no food, beverage, or alcohol are permitted to be brought in from any source. If you must bring your own cake, a plate-charge per person will be added for serving and cleanup. The cake must be purchased from a commercial bakery.
- **Buffet items are not for take-out and may not be removed.**
- Tables are to be moved by staff members only.
- Table linens are offered for an additional charge. All tables are solid oak.
- Decorating may be done within two hours of the event. Please, no adhesives on the walls or ceiling, no confetti or glitter!
- Any band, disc jockey or other entertainment must be approved by management prior to the function. Once approved, they must provide their own equipment including tables.
- All minors under the age of 21 must have proper supervision.
- For smaller parties in Duke's Lounge, a pre-arranged limited menu is strongly suggested for parties of 20-25.
- All parties are semi-private unless discussed with management.
- Due to the newly created Lounge Area, the arrangement of tables is limited. Please express your preferences when booking and every effort will be made to accommodate.
- **Client Clean Up Responsibilities:** The client is responsible for making sure the facility is in the same condition as when you entered. If the client fails to meet the responsibilities an additional cleaning and damage fee will be charged to the credit card on file.

Have fun, enjoy your party, and our facilities!

I have read and fully understand all of the policies set forth in the Duke's Riverside Bar and Grille Catering Menu. I accept the catering contract and agree to pay all balances due on the date of the function unless other arrangements have been agreed upon.

Signature: _____

Date: _____

Date of Event: _____



Today's date: _____ / _____ / _____

Date of Event: _____ / _____ / _____

I: _____

☐ As the Individual card holder, I hereby authorize this card to be used for the required deposit of \$ _____.

☐ As the company representative, I hereby authorize this card to be used for the required deposit of \$ _____.

Credit Card Information:

Name as it appears on the Card:

Type of Card: ☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMERICAN EXPRESS

Credit Card Number _____ - _____ - _____ - _____

Expiration Date _____ / _____

Credit Card Billing Address:

Street: _____

City: _____ State: _____

Zip Code: _____

Telephone: _____

Cardholder or Company Representatives Signature:

☐ I hereby authorize this card to be used for the future deposits and or final payment.

Please Sign Again for Future Authorization of Final Payment at The End of Your Event:

This Authorization can be faxed to 717-737-2905 or emailed to dukesriverside313@gmail.com



CATERING MENU

BREAKFAST

AVAILABLE UNTIL 2PM

In-house catered events include soda, iced tea, coffee and hot tea up to one hour after serving. Prices do not include applicable sales tax and gratuity. All menus and prices are subject to change.



BREAKFAST | 21.95 per person

CHOOSE ONE

FRESH FRUIT TRAY
SEASONAL FRUITS
ASSORTED DONUTS
ASSORTED MUFFINS
ASSORTED DANISH
ASSORTED PASTRIES (ALL OF THE GOODIES!)
FRESH TOAST (YOUR CHOICE OF BREAD)

CHOOSE TWO

SMOKED BACON
SMOKED HAM
HOME FRIES
BREAKFAST SAUSAGE
HOME FRIES WITH SAUTÉED ONIONS & PEPPERS

CHOOSE TWO

SCRAMBLED EGGS
SCRAMBLED EGGS WITH CHEESE
VEGGIE SCRAMBLE
MEAT LOVER'S SCRAMBLE
BRIOCHE FRENCH TOAST
BUTTERMILK PANCAKES
BELGIAN WAFFLES

*ADD PANCAKE BAR 2.00 per person
fresh seasonal fruit, whipped cream,
chocolate chips, candied walnuts and
sprinkles (for the kids at heart!)*

ADD MIMOSA BAR | 4.00 per person
(2 per person)



HORS D'OEUVRES

FOR THOSE WITH A LIGHTER APPETITE...

In-house catered events include soda, iced tea, coffee and hot tea up to one hour after serving.
Prices do not include applicable sales tax and gratuity. All menus and prices are subject to change.



CREATE YOUR OWN BUFFET

THREE ITEMS 20.95 per person | FOUR ITEMS 21.95 per person | FIVE ITEMS 22.95 per person

Additional items 2.00 each

Below items may also be added as an appetizer to any buffet for 3.95 per item.

*Item is not "all you can eat" and may be included for an additional charge.

COLD ITEMS

BRUSCHETTA

with Fresh Garlic Bread

FRESH FRUIT TRAY

Seasonal Fruits

MEAT AND CHEESE TRAY

With Assorted Crackers

CHILLED STEAMED SHRIMP*

Cocktail Sauce, *priced per pound*

HOT ITEMS

BUFFALO WINGS

Hot or BBQ with Blue Cheese & Celery

HAND-BREADED BONELESS BUFFALO WINGS

Blue Cheese & Celery

CHEDDAR JALAPEÑO POPPERS

Salsa & Sour Cream

WILLIE'S FAMOUS

ASSORTED RIVER ROCKS

Dough Filled with Meatballs, Sausage,
Italian Meats & Cheese, with Marinara

FLATBREAD PIZZA

Margherita, Vegetable and Pepperoni

ARTICHOKE DIP-FILLED PHYLLO DOUGH CUPS

CRAB DIP-FILLED PHYLLO DOUGH CUPS*

priced per dozen

PHILLY CHEESESTEAK EGG ROLLS

SANTE FE CHICKEN EGG ROLLS

HAND-BREADED CHICKEN TENDERLOINS

BREADED MOZZARELLA WITH MARINARA

FRESH VEGETABLES CRUDITÉS

Fresh Vegetables Served with Blue Cheese
& Ranch Dressings

ANTIPASTO SALAD

Assorted Italian Meats, Ham, Cheese, Tomatoes,
Olives, Peppers

BITE-SIZE TURKEY AND ITALIAN MINI-WRAPS

ITALIAN CHICKEN TENDERLOINS

Sauce, Mozzarella & Provolone Cheeses

ITALIAN MEATBALLS

Onions, Peppers & Sauce

HOT ITALIAN & HOT SMOKED SAUSAGES

Onions, Peppers & Sauce

CHICKEN QUESADILLAS

Salsa & Sour Cream

PORTABELLA QUESADILLAS

POTATO SKINS

Cheddar, Bacon & Sour Cream

NACHO BAR WITH ALL THE FIXIN'S

BAKED ARTICHOKE DIP

With Italian Bread

BAKED CRAB DIP*

With Italian Bread

CRAB-STUFFED MUSHROOMS*

priced per dozen

LUNCHEON BUFFET & HOT AND COLD BUFFET AVAILABLE UNTIL 4PM

*In-house catered events include soda, iced tea, coffee and hot tea up to one hour after serving.
Prices do not include applicable sales tax and gratuity. All menus and prices are subject to change.*



LUNCHEON | 22.95 per person

INCLUDES

SALAD STATION

Fresh Salad Mix, Cucumbers, Tomatoes, Onions, Carrots, Mushrooms, Cheese, Bacon, Croutons & Three Dressings

POTATO CHIPS & DELI PICKLES

CHOOSE ONE

PRE-MADE OPTION

Assorted Pre-Made Sandwiches arranged on Platters: Baked Ham, Roast Beef & Roasted Fresh Turkey Breast on Fresh Breads, Deli Rolls & Wraps with Assorted Condiments

BUFFET-STYLE OPTION

Fresh-Sliced Meats, Cheeses & Toppings Arranged on Platters: Baked Ham, Roast Beef & Roasted Fresh Turkey Breast, Two Cheeses, Lettuce, Tomato, Onions, Condiments & Deli Rolls

CHOOSE TWO

POTATO SALAD

COLESLAW

PASTA SALAD

MACARONI SALAD

INCLUDES

ASSORTED COOKIES & BROWNIES



HOT AND COLD | 24.95 per person

INCLUDES

CHOICE OF SOUP

Chicken Corn Noodle, Chicken & Rice, Turkey & Rice, Ham & Bean, Vegetable Beef, Chili or Clam Chowder

FRESH SLICED

Baked Ham, Roast Beef and Roasted Fresh Turkey Breast, Three Cheeses, Lettuce, Tomato, Onions, Condiments & Deli Rolls

CHOOSE ONE (HOT)

OUR OWN FAMOUS RECIPE BAKED BEANS

MACARONI & CHEESE

MEATBALLS WITH MARINARA SAUCE

PENNE ALFREDO

ITALIAN SAUSAGE, GRILLED ONIONS & PEPPERS

BAKED ZITI

Meat Sauce, Italian Sausage and Cheese

CHOOSE ONE (COLD)

POTATO SALAD

COLESLAW

PASTA SALAD

MACARONI SALAD

SALAD STATION

Fresh Salad Mix, Cucumbers, Tomatoes, Onions, Carrots, Mushrooms, Cheese, Bacon, Croutons & Three Dressings

INCLUDES

ASSORTED COOKIES & BROWNIES



DELUXE LUNCH BUFFET

AVAILABLE UNTIL 4PM

In-house catered events include soda, iced tea, coffee and hot tea up to one hour after serving.
Prices do not include applicable sales tax and gratuity. All menus and prices are subject to change.



DELUXE | 26.95 per person

INCLUDES

FRESHLY BAKED ROLLS

SALAD STATION

Fresh Salad Mix, Cucumbers, Tomatoes, Onions,
Carrots, Mushrooms, Cheese, Bacon, Croutons
& Three Dressings

CHOOSE TWO

CARVED FRESH ROAST BEEF

ROASTED FRESH TURKEY BREAST & STUFFING

BAKED HAM

APPLE RUM PORK TENDERLOIN

PENNE ALFREDO & BROCCOLI

LEMON-CITRUS CHICKEN

SPECIAL RECIPE FRIED CHICKEN

BAKED ZITI

Meat Sauce, Italian Sausage, and Cheese

EACH ADDITIONAL SELECTION 3.00 per person

CHOOSE TWO

BAKED POTATO

GARLIC MASHED POTATOES

ITALIAN RED POTATOES

RICE PILAF

GARLIC & HERB RED POTATOES

MACARONI & CHEESE

MAMA'S SWEET POTATO CASSEROLE

CHEF'S SEASONAL VEGETABLE MEDLEY

CORN

SWEET PEAS

ASSORTED GREEN BEANS WITH CARROTS

SWEET SOUTHERN CARROTS IN OUR SPECIAL
SAUCE

EACH ADDITIONAL SELECTION 2.00 per person

INCLUDES

ICE CREAM FOR DESSERT

ADD APPLE PIE 3.00 per person



ITALIAN BUFFET & SOUTHWESTERN BUFFET

In-house catered events include soda, iced tea, coffee and hot tea up to one hour after serving.
Prices do not include applicable sales tax and gratuity. All menus and prices are subject to change.



ITALIAN | 28.95 per person

INCLUDES

FRESHLY BAKED ROLLS

SALAD STATION

Fresh Salad Mix, Cucumbers, Tomatoes, Onions, Carrots, Mushrooms, Cheese, Bacon, Croutons & Three Dressings

CHOOSE THREE

PENNE ALFREDO WITH BROCCOLI

BLACKENED CHICKEN ALFREDO

SEAFOOD ALFREDO

Additional 3.00 per person

BAKED CHICKEN IN CREAMY PARMESAN SAUCE

CHICKEN MARSALA

STUFFED SHELLS WITH MARINARA SAUCE

BAKED ZITI

Meat Sauce, Italian Sausage & Cheese

ITALIAN MEATBALLS

Onions, Peppers & Marinara Sauce

ITALIAN SAUSAGE

Onions, Peppers & Marinara Sauce

CHICKEN ITALIANO

Chicken, Italian Sausage, Onions, Peppers & Marinara Sauce

ITALIAN CHICKEN BREASTS WITH ONIONS & PEPPERS

BOW TIE PASTA WITH MARINARA

PENNE PASTA

Choice of Chicken & Marinara or Meat Sauce

BAKED TORTELLINI & CHICKEN GRATINATI

CHICKEN PARMESAN OVER RIGATONI

RIGATONI ABRUZZI

EACH ADDITIONAL SELECTION 3.00 per person

INCLUDES

ICE CREAM FOR DESSERT

ADD APPLE PIE 3.00 per person



SOUTHWEST | 30.95 per person

INCLUDES

FRESHLY BAKED ROLLS

CHOOSE ONE

SALAD STATION

Fresh Salad Mix, Cucumbers, Tomatoes, Onions, Carrots, Mushrooms, Cheese, Bacon, Croutons & Three Dressings

CHILI

Topped with Cheddar Cheese & Onions

CHOOSE TWO

BABY BACK RIBS

Slow-Smoked & Delicious!

BBQ CHICKEN BREASTS

TUSCAN CHICKEN BREAST

Mushrooms, Onions & Peppers

APPLE RUM PORK TENDERLOIN

BBQ PULLED PORK

SIRLOIN TIPS WITH MUSHROOMS, ONIONS & PEPPERS

OUR FAMOUS CHICKEN FAJITAS WITH ALL THE FIXIN'S

SLOW-SMOKED BRISKET

EACH ADDITIONAL SELECTION 3.00 per person

CHOOSE ONE

BAKED POTATO

GARLIC MASHED POTATOES

DOUBLE-STUFFED POTATOES

GARLIC & HERB RED POTATOES

SOUTHWEST RICE PILAF

CHOOSE TWO

OUR OWN FAMOUS RECIPE BAKED BEANS

ASSORTED GREEN BEANS WITH CARROTS

SWEET SOUTHERN CARROTS IN OUR SPECIAL SAUCE

SOUTHWEST CORN & PEPPERS

SWEET PEAS

CHEF'S VEGETABLES

Broccoli, Cauliflower, Carrots & Green Beans

EACH ADDITIONAL SELECTION 2.00 per person

INCLUDES

ICE CREAM FOR DESSERT

ADD APPLE PIE 3.00 per person



CLASSIC DINNER BUFFET

In-house catered events include soda, iced tea, coffee and hot tea up to one hour after serving.
Prices do not include applicable sales tax and gratuity. All menus and prices are subject to change.



CLASSIC DINNER | 29.95 per person

INCLUDES

FRESHLY BAKED ROLLS

CHOOSE ONE

SALAD STATION

Fresh Salad Mix, Cucumbers, Tomatoes, Onions, Carrots, Mushrooms, Cheese, Bacon, Croutons & Three Dressings

CHOICE OF SOUP

Chicken Corn Noodle, Chicken & Rice, Turkey & Rice, Ham & Bean, Vegetable Beef, Chili or Clam Chowder

CHOOSE TWO

BAKED POTATO

SCALLOPED POTATOES

GARLIC MASHED POTATOES

DOUBLE-STUFFED POTATOES

ITALIAN RED POTATOES

RICE PILAF

GARLIC & HERB RED POTATOES

MACARONI & CHEESE

MAMA'S SWEET POTATO CASSEROLE

CORN

SWEET PEAS

ASSORTED GREEN BEANS WITH CARROTS

SWEET SOUTHERN CARROTS
IN OUR SPECIAL SAUCE

CHEF'S VEGETABLES

Broccoli, Cauliflower, Carrots & Green Beans

EACH ADDITIONAL SELECTION 2.00 per person

CHOOSE TWO

BAKED STUFFED CHICKEN BREAST
Pennsylvania Dutch Stuffing

BAKED HAM

PORK TENDERLOIN WITH STUFFING

OVEN-ROASTED TURKEY BREAST WITH STUFFING

FRESHLY CARVED ROAST BEEF

FRESHLY CARVED PRIME RIB

Additional 3.00 per person

FRESHLY CARVED FILET MIGNON

Additional 9.00 per person

CHICKEN CORDON BLEU

CHICKEN MARSALA

APPLE RUM PORK TENDERLOIN

HOISIN SALMON ON RICE PILAF

PENNE PASTA PRIMAVERA WITH SHRIMP

BAKED TORTELLINI & CHICKEN GRATINATI

CHICKEN PARMESAN OVER RIGATONI

RIGATONI ABRUZZI

SPECIAL RECIPE FRIED CHICKEN

BAKED ZITI

Meat Sauce, Italian Sausage, and Cheese

EACH ADDITIONAL SELECTION 3.00 per person

INCLUDES

ICE CREAM FOR DESSERT

ADD APPLE PIE 3.00 per person



LAND AND SEA BUFFET

In-house catered events include soda, iced tea, coffee and hot tea up to one hour after serving.
Prices do not include applicable sales tax and gratuity. All menus and prices are subject to change.



LAND AND SEA | 32.95 per person

INCLUDES

FRESHLY BAKED ROLLS

SALAD STATION

Fresh Salad Mix, Cucumbers, Tomatoes, Onions, Carrots, Mushrooms, Cheese, Bacon, Croutons & Three Dressings

CHOICE OF SOUP

New England Clam Chowder, Maryland Crab Soup, Lobster Bisque or Shrimp & Roasted Corn Chowder

CHOOSE TWO

BAKED HADDOCK IN SHRIMP SAUCE

SEAFOOD ALFREDO

BLACKENED CHICKEN ALFREDO

CHICKEN CORDON BLEU

TUSCAN CHICKEN

Mushrooms, Onions & Peppers

BAKED CHICKEN IN CREAMY PARMESAN SAUCE

SIRLOIN TIPS WITH ONIONS & PEPPERS

FRESHLY CARVED PRIME RIB

Au Jus & Horseradish Sauce

FRESHLY CARVED FILET MIGNON

Additional 5.00 per person

SEAFOOD MACARONI AND CHEESE

Shrimp, Crab, Lobster & Five-Cheese Sauce

BACON-WRAPPED CITRUS SALMON

BAKED STUFFED CHICKEN OR PORK CHOPS

Pennsylvania Dutch Stuffing

LEMON-CITRUS CHICKEN

CHICKEN MARSALA

EACH ADDITIONAL SELECTION 3.00 per person

CHOOSE TWO

BAKED POTATO

SCALLOPED POTATOES

GARLIC MASHED POTATOES

DOUBLE-STUFFED POTATOES

ITALIAN RED POTATOES

RICE PILAF

GARLIC & HERB RED POTATOES

MACARONI & CHEESE

MAMA'S SWEET POTATO CASSEROLE

CORN

SWEET PEAS

ASSORTED GREEN BEANS WITH CARROTS

SWEET SOUTHERN CARROTS IN OUR SPECIAL SAUCE

CHEF'S VEGETABLES

Broccoli, Cauliflower, Carrots & Green Beans

EACH ADDITIONAL SELECTION 2.00 per person

INCLUDES

ICE CREAM FOR DESSERT

ADD APPLE PIE 3.00 per person



FLORAL AND DESIGN

Wedding Floral Pricing Is Based On Desired Style/Design & Floral Preferences
Vase Rental Available



BUD VASES (3 VASES) | Starting At \$30 Per Table

SMALL CENTERPIECE ARRANGEMENT | Starting At \$55 Per Table

LARGE CENTERPIECE ARRANGEMENT | Starting At \$95 Per Table

GREENERY | Starting At \$15 Per Table

**Prices Are Subject To change with Floral Preference, Size & Seasonal Availability*



EXTRAS, ADD-ONS & DESSERTS

In-house catered events include soda, iced tea, coffee and hot tea up to one hour after serving. Prices do not include applicable sales tax and gratuity. All menus and prices are subject to change.



RAW BAR | 6.00 per person

WE TAKE THIS ONE OVER THE TOP!

INCLUDES

TWO TYPES OF WHOLE FISH
LIVE LOBSTER ON DISPLAY

TWO VARIETIES OF OYSTERS
SHRIMP COCKTAIL

PUB CRAB CLAWS
ALL THE FIXIN'S



MIMOSA BAR | 4.00 per person

CHAMPAGNE WITH AN ARRAY OF SEASONAL JUICES AND FRUIT FOR YOU TO MIX AND MATCH AS YOU DESIRE!
*2 PER PERSON

INCLUDES

CHAMPAGNE

SEASONAL JUICES

SEASONAL FRUITS



DESSERT BAR | 4.00 per person

A WIDE ASSORTMENT OF DESSERTS OF YOUR CHOICE ON DISPLAY.
*MUST PURCHASE DINNER BUFFET

CHOOSE FOUR

CUPCAKES
CAKE POPS
CAKES

PIES
BROWNIES

BARS
MACARONS

ICE CREAM BAR | 2.00 per person

EVERYTHING YOU NEED TO TAKE YOUR ICE CREAM TO THE NEXT LEVEL!
*MUST PURCHASE DINNER BUFFET

INCLUDES

ICE CREAM

VARIOUS TOPPINGS

SHEET CAKES | ¼ (10-15 slices) 55.00 | ½ (25-30 slices) 65.00 | Full (55-60 slices) 95.00

WE OFFER DECORATED CAKES FOR ALL YOUR SPECIAL OCCASIONS!

CHOOSE ONE

CHOCOLATE CAKE

YELLOW CAKE

HALF & HALF CAKE

CARROT CAKE AND RED VELVET CAKE AVAILABLE FOR ADDITIONAL CHARGE

CHOOSE ONE

BUTTERCREAM FROSTING

PEANUT BUTTER FROSTING

LIGHT WHIPPED CREAM FROSTING

CREAM CHEESE FROSTING

CHOCOLATE FROSTING



POLICIES & CONTRACT

In order to ensure and maintain quality control, no food, beverage, or alcohol are permitted to be brought in from any other source.

Our Catering Menu has been put together to help you with your decisions.

- We will cater to your needs and accommodate almost any menu request. We feel our accommodations far exceed any in our area, and we strive to make our service and food the best you will find.
- Our Banquet Room accommodates up to 150 people and is used for private functions of 35 or more guests. Duke's Lounge accommodates up to 40 guests and has seasonal availability. You will find the Banquet Room preferable for any catered event.
- Both rooms are on the second floor with elevator access and have a spectacular view of the Susquehanna River.
- We reserve the right to attach an additional \$50 per hour for additional usage after the first three hours.
- The Banquet Room and Duke's Lounge are part of The Dukes Bar and Grille Restaurant. All P.L.C.B rules for alcohol consumption apply. It is unlawful to serve anyone who appears to be intoxicated. This is strictly enforced and party planners or group leaders are asked to help in this matter. Designated drivers are encouraged, but this does not allow other guests to be over-served.

We observe the following policies:

- A \$100 deposit is required within 7 days from the date the reservation is arranged. Reservations are tentative until the \$100 deposit has been received. The deposit may be paid with cash, check, or credit card. Any cancellations must be made more than 30 days prior to the event or the deposit is forfeited. The balance due must be paid with credit card, cash or certified check. No personal checks accepted.
- You must order from our Catering Menu which we can customize to suit your needs when using the banquet room. Menu arrangements must be made 7 to 10 days prior to the functions.
- Parties between Thanksgiving and January 15th require a 50% non-refundable deposit 90 days prior to the event.
- An automatic 20% gratuity is added to all catered events.
- The minimum number of guests you will be charged for the Banquet Room and Duke's Lounge is 35. Should the number of guests in attendance be higher than the final headcount given, you will be billed for the number in attendance. Should the number of guests be lower than the final headcount given, you will be charged the final headcount. Your final headcount may be changed up to 48 hours prior to the reservation.
- All balances are due on the date of the function.
- Prices are subject to change and will be confirmed at the time the menu is determined.
- Alcoholic beverages are served from the Banquet Bar or Duke's Lounge Bar and are available by the glass. Beer is available by the glass or bottle. All alcoholic beverages are priced per consumption. **Happy Hour prices do not apply.**
- Duke's Lounge may be used for events coinciding with events booked for the Banquet Room.
- For larger parties, 100 or more, Duke's Lounge Bar and the Banquet Bar are made available.
- **Function Rooms are assigned according to the anticipated number of guests. We reserve the right to reassign rooms according to the size of the party.**
- In order to ensure and maintain quality control, no food, beverage, or alcohol are permitted to be brought in from any source. If you must bring your own cake, a plate-charge per person will be added for serving and cleanup. The cake must be purchased from a commercial bakery.
- **Buffet items are not for take-out and may not be removed.**
- Tables are to be moved by staff members only.
- Table linens are offered for an additional charge. All tables are solid oak.
- Decorating may be done within two hours of the event. Please, no adhesives on the walls or ceiling, no confetti or glitter!
- Any band, disc jockey or other entertainment must be approved by management prior to the function. Once approved, they must provide their own equipment including tables.
- All minors under the age of 21 must have proper supervision.
- For smaller parties in Duke's Lounge, a pre-arranged limited menu is strongly suggested for parties of 20-25.
- All parties are semi-private unless discussed with management.
- Due to the newly created Lounge Area, the arrangement of tables is limited. Please express your preferences when booking and every effort will be made to accommodate.
- **Client Clean Up Responsibilities:** The client is responsible for making sure the facility is in the same condition as when you entered. If the client fails to meet the responsibilities an additional cleaning and damage fee will be charged to the credit card on file.

Have fun, enjoy your party, and our facilities!

I have read and fully understand all of the policies set forth in the Duke's Riverside Bar and Grille Catering Menu. I accept the catering contract and agree to pay all balances due on the date of the function unless other arrangements have been agreed upon.

Signature: _____

Date: _____

Date of Event: _____