

events by Marriott



breakfast



breaks



lunch



dinner



beverage



healthy

technology

info

crafted for you

COURTYARD MARRIOTT GRAPPONE CONFERENCE CENTER

70 Constitution Avenue | Concord | NH 03301

www.grapponeconferencecenter.com

www.courtyardconcord.com

COURTYARD MARRIOTT GRAPPONE CONFERENCE CENTER

70 Constitution Avenue | Concord | NH 03301

603-225-0303 | www.grapponeconferencecenter.com

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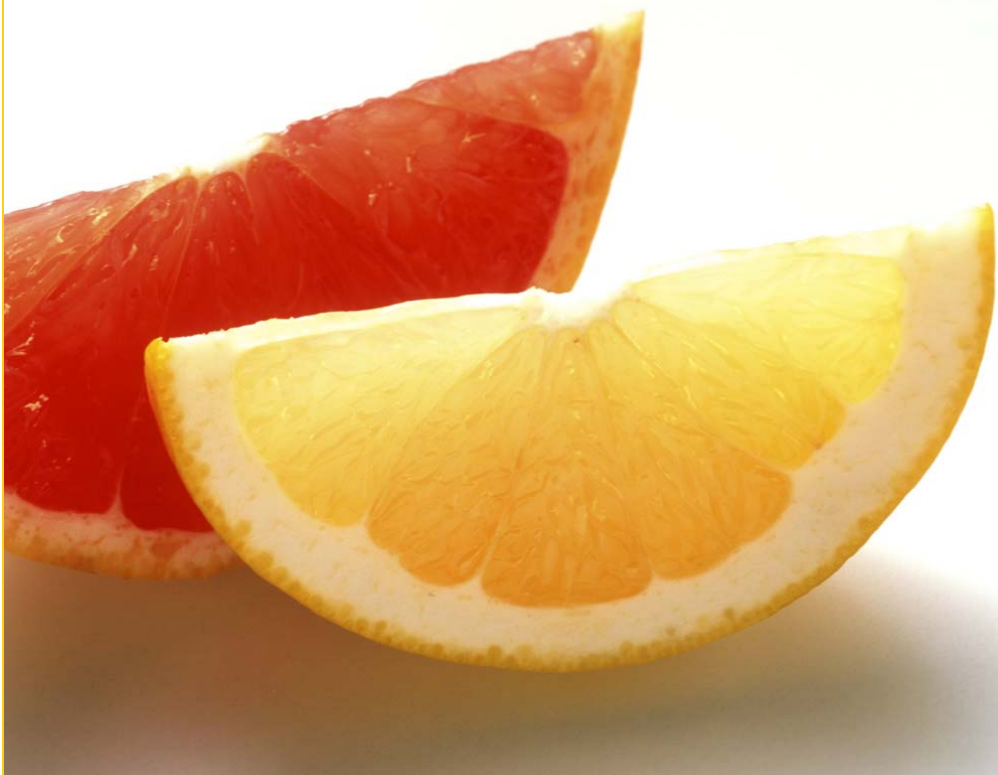
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Plated Breakfasts

Eggs Are It

plated | \$10.50

Scrambled Eggs

Home Fried Potatoes

Muffins and Danish

Choice of House Seasoned
Bacon or Sausage Patty

Fresh Fruit Garnish

Sunrise Blintz

plated | \$12.00

Cheese Blintz with Cherry
Topping

Scrambled Eggs

Choice of House Seasoned
Bacon or Sausage Patty

Fresh Fruit Garnish

Healthy Choice Breakfast

plated | \$11.00

Multi-Grain French Toast dipped in Egg
Beaters

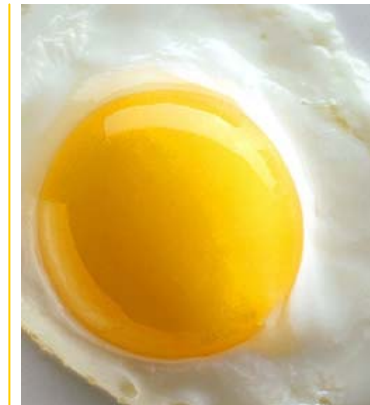
Sugar-Free Pancake Syrup

Low-Fat Muffins

Choice of Turkey Bacon or Sausage

Fresh Fruit Garnish

*All plated breakfasts include Freshly Brewed
Coffee, Decaffeinated Coffee, Assorted
Herbal Teas and Chilled Orange Juice*



Ask us about our Organic offerings

Breakfast Buffets

Morning Glory

Buffet | \$13.00

Hand Crafted Danish, Fruit Bread, and Coffee Cake

Artisan Toasting Bread

Scrambled Eggs

Home Fried Potatoes

House Seasoned Bacon

Hot Oatmeal

Fresh Sliced Fruit and Berries



Healthy Choice

Buffet | \$14.00

Hand Crafted Low-Fat Muffins and Fruit Breads

Egg Beater Vegetable Quiche

Multi-Grain French Toast

NH Maple Syrup

Turkey Bacon or Sausage

Fresh Sliced Fruit and Berries

Stonyfield Farm Low-Fat Organic Yogurt

Bev's Buffet

Buffet | \$13.50

Hand Crafted Danish, Fruit Bread, and Coffee Cake

Artisan Toasting Bread

Cheesy Egg Bake

Sliced Kielbasa and Italian Sausage

Home Fries with Pepper and Onion

Fresh Sliced Fruit and Berries

All breakfast buffets include Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas, Chilled Orange Juice

All Buffets have a service time of 90 minutes

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Capital Executive

break | \$9.50

- Warm Raspberry Cream Croissant
- Warm Biscuits with Honey
- Yogurt Granola Parfait
- Fresh Sliced Fruit and Berries

Capital Classic

break | \$8.50

- Hand Crafted Danish, Fruit Breads, and Coffee Cake
- Artisan Toasting Bread
- Bowl of Fresh Diced Fruit

Capital Health Break

break | \$10.00

- Handcrafted Low-Fat Muffins and Fruit Breads
- Stonyfield Farm Low-Fat Organic Yogurt
- Fresh Sliced Fruit and Berries

Capital Advantage

break | \$14.50

- Getting Started*
- Hand Crafted Danish, Fruit Breads and Coffee Cake
- Artisan Toasting Bread

Mid-Morning Refresh

- Bowl of Fresh Diced Fruit

Afternoon Stretch

- Freshly Baked Cookies to include Chocolate Chip, Triple Chocolate, Oatmeal Raisin and Heathbar Crunch
- Coca-Cola Soft Drinks and Dasani Water

All morning breaks include Freshly Brewed Coffee, Decaffeinated Coffee, Assorted Herbal Teas and Chilled Orange Juice



All breaks have a service time of 90 minutes

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Breakfast Enhancements

- Sliced Cinnamon Roll French Toasted with Syrup \$2.75
- Mini Bagel Sandwich \$2.75
- Bagel with Cream Cheese \$2.75
- Hand Crafted Danish, Fruit Breads and Coffee Cake \$4.75
- Assorted Cereals with Seasonal Berries \$3.75
- Individual Stonyfield Yogurts \$2.75
- Nutrigrain Breakfast Bars \$1.75
- Warm Biscuits with Honey \$2.00
- Warm Filled Croissants \$3.00

Break Enhancements

- Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas \$2.25
- Flavored Coffee \$2.75
- Bottled Fruit Juices \$2.50
- Perrier Sparkling Water \$2.75
- Iced Tea or Lemonade Pitcher \$7.00
- Freshly Baked Cookies \$1.75
- Brownies and Lemon Squares \$2.75
- International and Domestic Cheese Display \$2.75
- Chips and Pretzels \$1.75
- Fresh Whole Fruit \$1.75



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Afternoon Snacks

break | \$7.50

Freshly Baked Cookies

Brownies and Lemon Squares

Freshly Brewed Coffee, Decaffeinated Coffee
and Assorted Herbal Teas

Coca-Cola Soft Drinks and Dasani Bottled
Waters

Small Bites

break | \$9.25

Assorted Mini Pinwheel
Sandwiches to include
Turkey, Ham and Cheese,
Grilled Vegetables

Gherkin Pickles

Black and Green Olives

Fresh Whole Seasonal Fruit

Freshly Brewed Coffee,
Decaffeinated Coffee and
Assorted Herbal Teas

Coca-Cola Soft Drinks and
Dasani Bottled Waters

British Tea Time

break | \$9.00

Cucumber Dill Tea Sandwiches

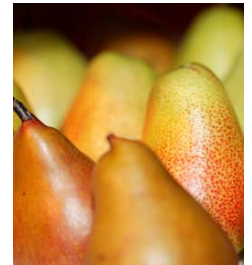
Scottish Shortbread

Raspberry Filled Cookies

Fresh Berries with Cream

Pitchers of Lemonade

Freshly Brewed Coffee, Decaffeinated
Coffee and Assorted Herbal Teas



Fitness Boost

break | \$9.50

Vegetable Crudite Display

Baked Pita Chips

Hummus and Ranch Dip

Fruit and Nut Trail Mix

Veryfine Bottled Juice and
Dasani Bottled Water

Freshly Brewed Coffee,
Decaffeinated Coffee and
Assorted Herbal Teas

Ice Cream Extreme

break | \$8.50

A Variety of Gourmet Ice Creams with Maraschino
Cherries, Crushed Walnuts, Warmed Caramel, Hot
Fudge, Whipped Cream, Reese's Pieces, M&M's,
Nestle's Crunch and Butterfinger Pieces

Coca-Cola Soft Drinks and Dasani Bottled Waters

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ESSENCE

salads

fish

beef

pasta

desserts

beverages

sandwiches

Plated Luncheons



All Plated Luncheons include a choice of Soup du Jour or Salad, Chef's selection of Starch and Fresh Vegetables, Fresh Baked Rolls with Butter, Dessert, Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas

Stuffed Chicken Cacciatore | \$16.00

Stuffed with Onion, Bell Pepper, Ground Italian Sausage, Crumbs and Fresh Herbs, topped with Tomato Sauce

Grilled Chicken Tuscan Style | \$16.50

With Whole Wheat Penne Rigate, Fresh Tuscan Vegetables and Sundried Tomato Pesto Sauce

Braised Chicken with Mushrooms | \$15.50

Slow cooked and tender with a Mushroom Poultry Cream Sauce

Roast Sirloin of Beef | \$16.50

With Wild Mushroom Demi Glace

Baked Haddock Norway | \$16.50

Topped with Smoked Salmon, Horseradish and Ritz Crumbs, finished with Baby Spinach and Cream

Grilled Vegetable Napolean | \$16.50

Layers of Vegetables, Fresh Mozzarella, Ricotta and Tomato Sauce

Whole Wheat Penne Rigate Verdi | \$15.50

Penne Pasta tossed with Fresh Spinach, Parsley, Basil and Extra Virgin Olive Oil

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Plated Luncheons

All Plated Sandwiches are accompanied by a choice of Potato Salad or Cucumber and Onion Salad

BBQ Chicken Cheddar Wrap | \$13.00

With Lettuce and Tomato in a Tomato Basil Wrap

Turkey Stacker | \$13.50

Bacon, Lettuce, Tomato, Layers of Turkey on a Multi-Grain Roll

Chicken Caesar Wrap | \$13.00

Grilled Chicken, Romaine, Parmesan and Caesar Dressing in an Herb Garlic Wrap

Roast Beef Foccacia | \$14.00

With Ricotta Cheese, Roasted Red Pepper and Caramelized Onion on a Romano Foccacia Roll

Grilled Vegetable Wrap | \$13.00

Marinated and Grilled Vegetables with Hummus, Lettuce and Tomato

All Plated Luncheons include Freshly Brewed Coffee, Decaffeinated Coffee, Assorted Herbal Teas and Dessert

A Split Entrée Fee of \$1.50 per person will be applied for more than 2 selections



Chopped Cobb Salad | \$13.50

Mixed Greens topped with Chopped Bacon, Diced Hard Cooked Egg, Chopped Tomato and Cucumber, Crumbled Bleu Cheese and Diced Grilled Chicken

Chicken Florencia Salad | \$13.50

Mixed Greens topped with Slices of Chicken filled with Spinach, Pesto and Cheese, Diced Apple, Roma Tomato, Artichoke and Celery tossed in Herb Lemon Vinaigrette

Caesar Salad with Grilled Chicken | \$13.00

Traditional Caesar Salad with Romaine Lettuce, Garlic Croutons, Parmesan Cheese, Caesar Dressing and Grilled Chicken

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Lunch Buffets

Concord's Favorite

Buffet | \$17.00

Mixed Green Salad, Seasonal Soup du Jour, Rolls and Butter, Chef's Choice Starch and Fresh Vegetables, Hand Crafted Dessert Display

Select 2 Entrees:

Braised Chicken with Mushrooms

Sauteed Chicken Mornay

Sliced Roast Prime Rib

Sliced London Broil

Cranapple Stuffed Pork Loin

Blackened Salmon Fillet

Ravioli Bolognese

Spinach and Tomato Quiche

Add a Third Entrée \$3

Italia

Buffet | \$17.00

Caprese Tomato Salad, Wilted Spinach Salad

Garlic Bread

Chicken Marsala and Meat Lasagna

Risi Bisi, Ratatouille Vegetables

Italian Dessert Display



Yankee Pride

Buffet | \$17.00

Chicken with Orzo Soup, Mixed Green Salad, Rolls and Butter

Roast Turkey with Stuffing and Cranberry Sauce

Baked Haddock with Ritz Cracker Topping

Chef's Choice of Starch and Fresh Vegetables

Hand Crafted New England Desserts

All Lunch Buffets include Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas

Add Assorted Coca-Cola Soft Drinks and Dasani Bottled Waters \$2.25

Buffets have a service time of 90 minutes

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We purchase from local farmers as much as possible

Sandwich Board

Buffet | \$16.50

Seasonal Soup du Jour

Mixed Green Salad

Whole Wheat Pasta Salad

Assorted Potato Chips

Hand Crafted Dessert Display

Select 3 Sandwiches:

Turkey, Dill Havarti, Lettuce, Tomato and Mayonnaise

Roast Beef, Roasted Pepper, Red Onion, Lettuce, Salsa Mayonnaise

Virginia Ham, Swiss Cheese, Lettuce, Dijon Mustard Sauce

Chicken Salad, Crisp Seasoned Bacon, Lettuce

Grilled Vegetables, Hummus, Tomato

Main Street Deli

Buffet | \$16.00

Seasonal Soup du Jour

Mixed Green Salad

Potato Salad

Whole Wheat Pasta Salad

Roast Beef, Turkey, Virginia Ham, Genoa Salami, Chicken Salad

Pepper jack, Swiss, Provolone, Muenster Cheeses

Relish Tray

Assorted Breads

Potato Chips

Hand Crafted Dessert Display

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lunch | dessert

included in menu price

Double Chocolate Torte

Chocolate Cookie Crust with Chocolate Cake and Chocolate Mousse, topped with Chocolate Ganache

New York Style Cheesecake

Graham Cracker Crust and Cream Cheese Filling topped with Sweet Strawberries and Syrup

Black and White Parfait

Layers of Rich and Airy Chocolate and Smooth Vanilla Pudding topped with Buttercrunch Candy

Tollhouse Cookie Pie

Brown Sugar, Vanilla and Chocolate Chips

Oreo Ice Cream Pie

Ice Cream in a Chocolate Cookie Crust

Tropical Fruit Medley

Mixed Melon, Pineapple and Berries tossed in a Coconut Strawberry Syrup



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ESSENCE

hummus

shrimp

wraps

bruschetta

tenderloin

cheese

artichoke

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>hors d'oeuvre > station > themed

Passed hors d'Oeuvres



reception | hot

- Scallops wrapped in Bacon \$90
- Italian Style Meatballs \$60
- Sweet and Sour Meatballs \$60
- Vegetable Dome \$90
- Roasted Tomato Bruschetta \$90
- Spinach and Artichoke Crisp \$85
- Bacon wrapped Casino Shrimp \$95
- Chicken Marsala Pot Pie \$80

All prices are per 50 pieces

Inquire about a Custom Ice Sculpture to compliment your event

reception | cold

- Cucumber Cup filled with Shrimp and Boursin Cheese \$80
- Deviled Eggs \$60
- Chilled Shrimp Cocktail \$125
- Curried Chicken with Apple Phyllo \$85
- Grilled Asparagus wrapped in Prosciutto \$75
- Sundried Tomato, Mozzarella and Basil on a Pita Chip \$70
- Hummus, Red Pepper and Olive Bagel Chip \$70
- Smoked Salmon Moscow \$85
- Assorted Mini Pinwheel Sandwiches \$85

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Displayed hors d'Oeuvres

Domestic and Imported Cheese

reception | displayed

\$120 (Serves 50) \$215 (Serves 100)

Seasonal Sliced Fruit

reception | displayed

\$105 (Serves 50) \$190 (Serves 100)

Vegetable Crudite with Dip

reception | displayed

\$90 (Serves 50) \$140 (Serves 100)

Tuscan Breads and Spreads

reception | displayed

\$135 (Serves 50) \$250 (Serves 100)



Seasoned and Toasted Assorted Nuts with Fresh Fruits

reception | displayed

\$175 (Serves 50) \$300 (Serves 100)

Artisan Bagel, Pita and Tortilla Chips with Assorted Dips

reception | displayed

\$95 (Serves 50) \$160 (Serves 100)

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Chef Stations

Build Your Own Pasta

reception | \$8.25

Whole Wheat Penne, Spinach and Garlic Tortellini and Tri-Colored Bow-Tie Pasta with Alfredo, Marinara and Pesto Sauces, Extra Virgin Olive Oil, Shiitake Mushrooms, Diced Tomato, Garlic, Parmesan cheese, Fresh Basil and Garlic Bread (Includes Attendant)

Martini Salad Station

reception | \$8.25

Made-to-Order Salads with a variety of Greens and Salad Toppings including Grape Tomatoes, Diced Cucumbers, Shredded Carrots, Toasted Pistachios and Dried Cranberries. Choice of Red Wine, Tequila Honey Lime or Sour Apple Vinaigrettes (Includes Attendant)

Build Your Own Quesadilla

reception | \$8

Flour Tortillas grilled to order with your choice of fillings and toppings: Cheddar Cheese, Pepper jack Cheese, Tomato, Scallion, Salsa, Sour Cream, Guacamole, Spicy Red Bell Peppers, Spicy Onions, Grilled and Diced Chicken (Includes Attendant)



Skillet Roasted Shrimp Station

reception | \$150 per 50 ppl

Jumbo Shrimp sauteed with Fresh Herbs, Lemon, Capers, Tomato and Sherry (Includes Attendant)

Cordial Potato Bar

reception | \$8

Red Bliss Mashed Potatoes with Assorted Toppings including Brandy Onion Gravy, Crisp Bacon, Sour Cream, Toasted Leeks, Sliced Scallions and Cheddar Cheese (Includes Attendant)

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Carving Stations

Slow-Roasted Turkey Breast

reception | \$7

Served with Gravy, Cranberry Sauce and Petite Croissants (serves 25/ Includes Carver)

Steamship Round of Beef

reception | \$5.75

With Demi Glace and Petite Croissants (serves 150/ Includes Carver)

Roast Tenderloin of Beef

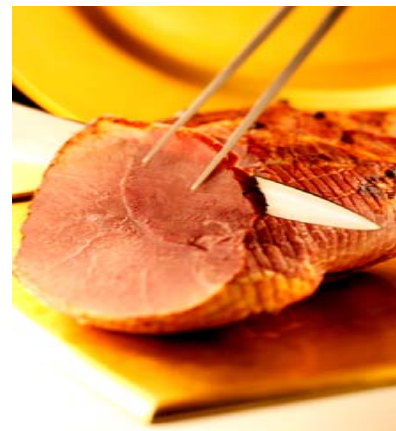
reception | \$10.25

With Bearnaise Sauce and Petite Croissants (serves 20/ Includes Carver)

Crown Roast of Pork

reception | \$8

With Apple and Cranberry Stuffing, Cider Sauce and Petite Croissants (serves 30/ Includes Carver)



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plated dinners

Appetizers (choice of one)

Trio of Melon with Fresh Berries and Lime

Whole Wheat Penne Rigate with Bolognese Sauce

Chicken Rice Soup

French Onion Soup

Cream of Mushroom

Chilled Jumbo Shrimp Cocktail \$1.50 per person

Salads (choice of one)

Mixed Field Greens with Garden Vegetables

Traditional Caesar Salad with Garlic Croutons

Baby Mixed Greens with Toasted Pecans, Dried Apricot and Grape Tomato tossed with Honey Balsamic Vinaigrette

Iceberg Wedge with Crisp Bacon, Roma Tomato and Bleu Cheese or Ranch Dressing

Wilted baby Spinach with Crisp Bacon, Shredded Carrot and Grape Tomato tossed in Zinfandel Vinaigrette

All Plated Dinners include Appetizer, Salad, Chef's Selection of Starch and Fresh Seasonal Vegetables, Rolls and Butter, Dessert, Coffee and Tea



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Dinner Entrees

Select up to two entrees. For more than 2 entrees, an additional \$1.50 per person split entrée fee will apply

NY Sirloin | \$34

12 Ounces of Choice Sirloin served with Hollandaise Sauce

Roast Prime Rib Au Jus | \$28

Choice Rib-Eye seasoned and slow roasted

Grilled Filet Mignon | \$34

8 Ounces of Tenderloin seasoned, grilled and topped with Demi Glace

Petite Filet and Jumbo Shrimp | \$35.50

6 Ounces of Tenderloin with 2 Seafood stuffed Shrimp

Grilled Salmon | \$26.50

With Tarragon Pear Salsa

Haddock Fillet | \$26.50

Baked and topped with Ritz Crumbs

Seared Statler Chicken Brittany Style | \$25

Coated with Herbs and Marinade and seared. Served in a pool of Forest Mushrooms, Leeks and Poultry Cream

Chicken Androlini | \$24

Sauteed Chicken with Fresh Basil, Parmesan and topped with Garlic, Chardonnay and Pesto Veloute

Chicken Saltimbocca | \$24

Sauteed Chicken Breast topped with Gruyere Swiss, Proscuitto, Sage, Golden Sherry and Sweet Mustard Sauce

Stuffed Chicken Oscar | \$24

8 Ounce Boneless Chicken stuffed with Asparagus and Blue Crab served with Hollandaise Sauce

Pistachio Pilaf | \$22.50

With braised Fresh Spinach and Chick Peas

Vegetables Julienne | \$22.00

With Red Pepper Coulis

Mushroom Wellington | \$23.50

Grilled Portabella with Mushroom Duxelle wrapped in a Puff Pastry



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Dinner | Dessert

included in menu price /Choose one

Chocolate Caramel Mousse Cake

Belgian Chocolate Mousse Cake blended with Caramel

Mango Mousse Cake

Rich Vanilla cake blended with Mango Mousse

Chocolate Trilogy

Chocolate Genoise, White, Milk and Dark Chocolate with Chocolate Shavings and Powdered Sugar

Cappuccino Hazelnut Ice Cream Torte

Layers of Cappuccino Ice Cream and Hazelnut Ice Cream topped with Chocolate Ganache

Lemon Berry Cream Cake

Layers of Vanilla Cake, Berries and Lemon Mascapone Cream

Chocolate Baby Bundt Cake

Rich Chocolate Cake covered with Chocolate Ganache

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All American

dinner | \$26.50

Chicken Orzo Soup, Mixed Green Salad, Broccoli Salad with Red Peppers, Capers and Olives, Rolls and Butter, Chef's Choice of Starch and Fresh Vegetables, Chef's Dessert Display, Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas

Select 2 Entrees:

- Sauteed Chicken with Hunter Sauce
- Chicken Brittany
- Sliced Sirloin of Beef
- London Broil
- Baked Haddock
- Grilled Salmon
- Penne Verde
- Stuffed Shells

Add a Third Entrée \$3

Buffets have a service time of 90 minutes



New Englander

dinner | \$27.00

New England Clam Chowder, Mixed Green Salad, Salad with Beets, Apples, Cress and Pistachio, Rolls and Butter, Chef's Selection of Starch and Fresh Vegetables, Array of New England Desserts, Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas

Select 2 Entrees:

- Roast Stuffed Pork Loin
- Roast Turkey with Stuffing
- Baked Haddock
- Beef Stroganoff

Italiano

dinner | \$27.00

- Tossed Antipasto Salad, Caesar Salad and Garlic Bread
- Chicken Picatta
- Tenderloin Roast with Sauce Italienne
- Chef's Selection of Starch and Fresh Vegetables
- Display of Mini Pastries
- Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas

COURTYARD MARRIOTT GRAPPONE CONFERENCE CENTER

70 Constitution Avenue | Concord | NH 03301
603-225-0303 | www.grapponeconferencecenter.com

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> plated > buffet > a la carte



Backyard BBQ*

dinner | \$27.00

Mixed Green Salad, Southern Pea with Cheddar Salad, Warm Biscuits with Honey

Apricot Glazed Chicken, Petite Sirloin Strip, BBQ St. Louis Ribs

Potato and Sweet Onion Packets, Corn on the Cob, Watermelon Basket, Assorted House Baked Pies, Freshly Brewed Iced Tea and Lemonade



East Coast Clam Bake*

dinner | \$65.00

New England Clam Chowder, Mixed Green Salad, Cole Slaw, Boston Baked Beans

Steamed Little Neck Clams, Steamed Lobster, BBQ Chicken

Corn on the cob, Parsley Boiled Potatoes, Rolls and Butter, Cut Lemons, Hot Broth, Drawn Butter

Boston Cream Pie and Strawberry Shortcake

Freshly Brewed Iced Tea and Lemonade

Buffets have a service time of 90 minutes

**Enhance these buffets with a Chef Attended Barbecue Grill on our outdoor Patio, a Chef Attendant Fee of \$50 will apply per station (reservations required)*

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FLAWLESS

lights
camera
action

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Projection Screens

- 6' x 6' Tripod Screen \$35
- 8' x 8' Tripod Screen \$45
- 10' x 10' Cradle Screen \$80
- 7'6" x 10' Fast Fold Screen \$150

Fast Fold Screen includes Dress Kit

All Screens include AV Table with Power

Projector Package

- (Video Projection)
- LCD Projector (2000 Lumens)
- DVD/ VHS Player
- In-House Sound System
- Up to 10' Screen

Projectors

- LCD Projector (2000 Lumens) \$200
- Overhead Projector \$45
- Slide Projector \$60
- Wireless Remote for Slide Projector \$20

Slide Projector includes wired remote and one carousel

The information listed above is a basic list of equipment.

If there is something you need that is not listed, please inquire.

Prices are subject to change without notice. Prices are listed as daily rates.

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Audio Equipment

Podium with Microphone \$25

Table Microphone \$25

Floor Microphone \$25

Wireless Lavalier Microphone \$110

Wireless Handheld Microphone \$110

Mixer- 4 Channel \$40

Mixer- 8 Channel \$65

Mixer 16 Channel \$95

Computer Speakers \$25

AV Interface Box (House Sound) \$40

Please note that more than one microphone requires a mixer

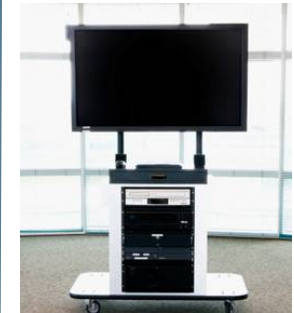
Video Equipment

DVD/ VHS Player \$75

27" Video Monitor \$100

DVD/ VHS Player with 27" Monitor \$150

Package includes Skirted Rolling Cart



Labor Rates

(Dedicated AV Technician)

Mon-Fri, 7am-5pm \$65/ hr

Mon-Fri, 5pm-12am \$85/ hr

Weekends \$85/ hr

Holidays (all) \$85/ hr



The information listed is a basic list of equipment. If there is something you need that is not listed, please inquire.

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Meeting Accessories

Flip Chart with Easel, Pad and Markers \$25

Additional Standard Pad \$15

Post-It Pad Upgrade \$40

Display Easel \$15

Whiteboard with Markers \$25

AV Table with Power Strip \$5

Conference Phone \$100

Phone Line \$30*

**Subject to 7% Communications Tax*

Laptop Computer \$250

Pipe and Drape (8x10 section) \$25

Staging (4x8 section) \$30

American Flag \$15

State Flag \$15

Exhibit/ Display Tables \$25

First 5 Exhibit Tables @ no charge/ See Exhibitor Checklist for additional Exhibit Pricing



The information listed is a basic list of equipment.

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Function Room

- All public rooms are assigned a room rental value. Prices are available from the Sales Office.
- If the function room originally reserved cannot be made available to the customer, or there are any fluctuations in attendance, the Hotel/ Conference Center reserves the right to substitute a comparable room or one more suited to the size of the group. Room rental will apply as reflected on original contract.
- If a change from the original room setup is requested on the day of the function, a labor charge will be added to the Master Bill
- The customer is responsible for all arrangements, storage and expenses of shipping materials to and from the Hotel/ Conference Center. A storage fee may apply.
- Should there be a need for exhibit tables, please let the Event Coordinator know. Fees will be applied to the Master Bill (see Exhibitor Checklist for pricing).
- The Hotel/ Conference Center reserves the right to inspect and control all events.

Function Room (cont'd)

- The Conference Center will hang up to 2 banners one time at no charge for the group holding the event. For each additional banner there will be a \$15.00 fee.
- The Hotel/ Conference Center reserves the right to approve all signage, props and décor and will not allow anything to be nailed, stapled, taped or otherwise affixed to the walls, doors and floor coverings. Confetti and Smoke/ Fog Machines are not permitted. Liability for any cleanup or damage to the premises will be charged accordingly to the Master Bill.
- For the use of a secured coat room an attendant fee may apply.

Banquet

- All final arrangements, including menu selection, room set-up and agenda are required 3 weeks prior to the scheduled event
- The Hotel/ Conference Center will be prepared to serve and seat 5% over the guaranteed number up to 200 people and 3% for more than 200 people.

Banquet (cont'd)

- Final guaranteed attendance for all food and beverage functions must be specified no later than 12 noon, 5 business days prior and cannot be reduced thereafter. If notification of a final guarantee is not received by this deadline, the charge will be for the highest number of people noted on the Banquet Event Order. There may be a need to meet a food minimum per your contract. Should the original guarantee increase by more than 15% less than 24 hours prior to the function, a service fee of \$5.00 per person will be applied.
- All food and beverage functions will be subject to the current 9% NH State Rooms and Meals Tax and 20% Gratuity (6% of which is taxable). There is a minimum gratuity of \$25 required for all meal functions.
- All Food and Beverage must be provided by the hotel/ conference center. If food or beverage not supplied by the hotel/ conference center is discovered, a charge of \$10 per person will be added to the Master Bill.

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Banquet (cont'd)

- If more than one entrée is being served, meal tickets are required and must be provided by the hotel/ conference center. A split fee of \$1.50 per person will be applied for more than two entrées.
- Please refer to menus for service times on all meal periods. We will gladly refresh any service beyond these times at the a la carte prices which are available from your Event Manager.
- Concession Stands require a minimum of \$300 in sales per a three-hour shift. If \$300 is not achieved, the balance will be applied to the Master Bill.
- Prices are subject to change without notice. Food and Beverage prices will be guaranteed no sooner than three months prior to the event.
- All banquet bars will be subject to a \$75.00 setup fee if beverages sales do not exceed \$300.00 per bar. One bar per 125 guests. For groups with less than 50ppl, a cocktail server will be available for a \$25.00 fee for three hours. After 3 hours, additional fees will apply.

Banquet (cont'd)

- The Hotel and Conference Center have two separate liquor licenses, therefore alcoholic beverages must be consumed in the area purchased. Beverages purchased in the conference center cannot be brought outside or to a guest room. Each license requires that only employees of the hotel/ conference center serve beverages. Alcoholic beverage service will be denied to guests who appear intoxicated or are underage. The decision of the Manager on Duty will be upheld.

Audio Visual

- Should there be a need for Audio/ Visual equipment, please let your Event Manager know. Audio/ Visual fees will be applied to the Master Bill.
- Patching into our house sound system is prohibited.
- To ensure the comfort of all guests of the hotel/ conference center, management reserves the right to control the sound level of your event.
- Special engineering requirements, e.g. electrical must be specified at least two weeks prior. The conference center has standard 100 watt/ 20 amp outlets.

Liability

- The hotel/ conference center will not be held responsible for damage to any merchandise or loss of personal articles brought onto the premises prior to, during or following an event.
- If, in the sole judgment of the hotel/ conference center, security is required to maintain order due to the size and nature of your event, the hotel/ conference center may require you to provide security personnel at your expense. Any and all provisions of security personnel must be approved by the Sales Office.

Billing

- Terms of payment will be established and stated in the contract
- A completed credit application must be received 60 days prior to be considered for direct billing.
- A non-refundable deposit is required for all functions.
- The person in charge or a designated representative must sign all banquet invoices at the completion of each function.

ACCEPTANCE