



Starters

~ Plated Hors d' Oeuvres ~

\$7

Macadamia Shrimp, Lobster Vanilla Sauce
Baked Brie, Strawberry Reduction
Sautéed Wild Mushroom & Escargot, Herb Crouton, White Wine Butter Sauce
Beef Carpaccio, Shaved Parmesan, Tomato Confit, Garlic Toast
Maryland Crab Cake, Chive Mustard Sauce

~ Soup ~

\$4

New England Clam Chowder
Cream of Broccoli Cheddar
Black Bean
Roasted Garlic Potato
Chicken & Wild Rice
Tomato Basil

~ Premium Soup ~

\$5

Shrimp Bisque
Wild Mushroom
Lobster Bisque
Crab & Corn Chowder
Baked French Onion

~ Salads ~

\$5

Mesclun Greens, Belgian Endive, Tomato, Red Onion, Kalamata Olives,
Buttermilk Dressing

Traditional Caesar, Garlic Herb Crouton, Freshly Grated Parmesan Cheese,
Caesar Dressing

Grilled Apple & Pear Salad, Amish Blue Cheese, Toasted Walnuts, Dried Figs,
Balsamic Vinaigrette

Mixed Greens with Herb Crouton, Green Apples, Toasted Walnuts, Red Onion,
Raspberry Vinaigrette

Spinach Salad, Red Onion, Chopped Egg, Shredded Carrots,
Warm Bacon Vinaigrette on the Side

Bibb Lettuce, Grilled Asparagus, Red Onion, Orange Segments,
Honey Jalapeno Dressing

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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Dinner Selections

*Maximum of four entrées can be offered.
All entrées include Chef's choice of starch,
vegetable, rolls, butter, coffee, decaf and tea.*

~ Classic Combinations ~

Grilled Beef Tenderloin, Bordelaise & Grilled Salmon, Lemon Dill Beurre Blanc - \$36
Grilled Beef Tenderloin, Red Wine Sauce & Shrimp Scampi - \$38
Herb Crusted Chicken, Tarragon Sauce & Grilled Salmon, Lemon Dill Beurre Blanc - \$31
Filet Mignon, Bordelaise & Lobster Tail with Drawn Butter - \$70

~ Meats ~

Grilled Beef Tenderloin, Spinach, Mushroom Melange, Bordelaise Sauce - \$32
New York Strip, Bordelaise Sauce - \$32
Grilled Rib Eye, Horseradish Butter - \$28
Beef Wellington, Mushroom Duxelle, Puff Pastry, Cabernet Veal Reduction - \$32
Stuffed Pork Chop, Spinach, Portobello, Roast Garlic, Goat Cheese,
Chipotle Demi-Glace - \$27

~ Poultry ~

Herb Crusted Chicken Breast, Tarragon Sauce - \$22
Honey Mustard Chicken Breast, Red Wine Demi-Glace - \$22
Grilled Chicken Breast, Rosemary Sauce - \$22

~ Seafood ~

Grilled Salmon, Lemon Dill Beurre Blanc - \$27
Sautéed Tilapia, Madeira Beurre Blanc - \$27
Grilled Tuna Steak, Artichoke Hearts, Kalamata Olives, Basil, Balsamic Reduction - \$29

~ Vegetarian ~

Grilled Portobello Mushroom, Potato Au Gratin, Vegetables - \$21
Vegetarian Risotto, Asparagus, Mushroom, Spinach, Artichoke Hearts, Tomato Sauce - \$21

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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Dinner Buffets

~ Marion Street Buffet ~

Soup of the Day
Grilled Apple & Pear Salad, Balsamic Vinaigrette, Spicy Walnuts & Blue Cheese
Rolls & Butter

Lemon & Dill Crusted Salmon, White Wine Reduction
Sliced Roast Beef, Mushroom & Onion Demi Glace
Grilled Chicken Breast, Tomato Olive Sauce

Carrot Garlic Mash Potatoes
Seasonal Vegetable

Chef's Choice of Assorted Plated Desserts

Hand Roasted Artisan Coffee, Decaf & Tea & Assorted Soda

\$38 Per Person

~ Pleasant Street Buffet ~

Lobster Vanilla Bisque
Caesar Salad
Grilled Asparagus Salad
Rolls & Butter

Sautéed Tilapia, Balsamic Cream Sauce
Chicken Marsala
Sliced Beef Tenderloin, Roast Garlic Bordelaise

Roasted Red Potato
Fresh Seasonal Vegetable

Chef's Choice of Plated Desserts

Hand Roasted Artisan Coffee, Decaf & Tea & Assorted Soda

\$44 Per Person

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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The Carving Board

*All Carving Boards include appropriate dinner rolls.
\$85 per Carving Attendant will be applied to all Carving Boards.*

Roast Tenderloin of Beef,
Red Wine Demi-Glace & Béarnaise
Serves 15-20
\$300

Roasted Turkey Breast, Cranberry Sauce,
Turkey Gravy
Serves 20-25
\$200

Roast Prime Rib of Beef Au Jus, Horseradish
Sauce
Serves 20-25
\$350

Maple Glazed Roasted Pork Loin,
Dijon Mustard Sauce
Serves 30-35
\$185

Roasted Inside Round of Beef,
Horseradish Sauce & Béarnaise
Serves 25-30
\$250

Honey Pineapple Glazed Bone-In Ham,
Dijon Mustard Sauce
Serves 50
\$225

Lemon & Dill Crusted Baked Salmon,
Chardonnay Sauce
10-12
\$100

Rosemary & Dijon Crusted Leg of Lamb,
Mint Pesto, Rosemary Demi Glace
Serves 10-15
\$125

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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Sweet Endings & Libations

~ Desserts ~

Milk Chocolate Flourless Cake

Tiramisu

Carrot Cake

Crème Brûlée

Cheesecake

\$7

Gelato

Key Lime Pie

\$5

Sweet Table

Includes Hand Roasted Artisan Coffee Bar, Cookies, Chocolate Blondies, Cheese cakes, Chocolate Dipped Strawberries, Fresh Seasonal Fruit, Lemon Bars, Petits Fours

\$12 Per Person

~ Wine & Champagne ~

The Carleton's Standard Wine is Vintage Dated

Salmon Creek Chardonnay, Cabernet Sauvignon, Merlot, Pinot Grigio and White Zinfandel

\$26 Per Bottle or \$6 Per Person (wine service with meal)

All Wines, Champagne, Liquors, and Liqueurs on our Barclay's Menu are available for private parties.

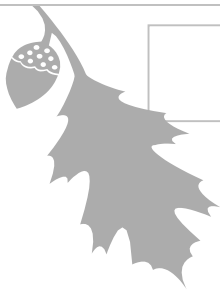
The Carleton's Standard Champagne

Charles de Fère, France, N.V

\$32 Per Bottle or \$3 Per Person (single toast)

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Beverage Packages

~ Platinum Bar ~

Unlimited cocktails using Platinum Brands

\$34 per person for four hours

\$9 per person for each additional hour

~ Standard Bar ~

Unlimited cocktails using
Standard Brands

\$26 per person for four hours

\$6 per person for each additional hour

~ Prestige Bar ~

Unlimited cocktails using
Prestige Brands

\$30 per person for four hours

\$8 per person for each additional hour

~ Hosted Bar ~

Unlimited cocktails using selected
Standard or Prestige Brands.

*Billed on a per drink basis using
Barclay's bar prices*

~ Cash Bar ~

Guests pay for cocktails served using
Standard or Prestige brands, based on
Barclay's bar prices.

Cocktail prices include tax & gratuity.

\$50 for portable bar setup

\$100 bartender fee for cash bar

Standard Brands

Barton Vodka
Barton Gin
Kentucky Gentleman
5 Star Brandy
House of Stuart Scotch
Calypso Rum
Montezuma Tequila
Standard Wines

Prestige Brands

Absolut
Tanqueray
Bacardi
Jack Daniels
Captain Morgan
Dewar's
José Cuervo
Christian Brothers
Bailey's
Kahlua
Amaretto Di Sarrona
Standard Wines

Platinum Brands

Ketel One
Bombay Sapphire
Mount Gay
Makers Mark
Johnny Walker Black
José Cuervo 1800
Courvoisier VS
Drambuie
Grand Marnier
Bailey's
Kahlua
Amaretto Di Sarrona
Platinum Wine

All bars include Bottled Beers

Miller Lite, Miller Genuine Draft, Heineken, Samuel Adams, Amstel Light and O'Doul's

The Catering Manager will select platinum Wines.

Other brands can be provided upon request, subject to availability and price adjustment.

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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Hors d' Oeuvres

~ Classic ~

\$2.00 per piece

Garlic & Herb Crostini
Mozzarella, Tomatoes,
Balsamic Vinaigrette

Smoked Salmon
Rye Toast, Dill Crème Fraiche

Grilled Chicken Quesadilla
Roasted Red Pepper, Cheese

Grilled Portabello Bruschetta

Sesame Chicken Satay
Thai Peanut Pesto

Teriyaki Beef Skewer

Petite Beef Wellington

Pepper Crusted Beef Tenderloin
Carpaccio, Garlic Crouton,
Horseradish, Sour Cream

Eggplant Caviar
Toasted Pita Chip,
Black Olive Tapanade, Goat Cheese

Stuffed Mushroom Cap
Spinach, Mushroom Duxelle, Asiago

Baked Artichoke Paté
Toast Points

~ Deluxe ~

\$2.50 per piece

Spiced Rubbed Pork Tenderloin
Wild Rice Pancake, Black Bean Salsa

Artichoke Bottom, Asiago Cheese,
Artichoke Mousse

Ham & Swiss Feuillette, Mushroom,
Dijon Mustard

Quattro Fromaggio Baked en Croute

Maryland Crab Cake, Chive Mustard Sauce

Crab Quesadilla, Pico di gallo

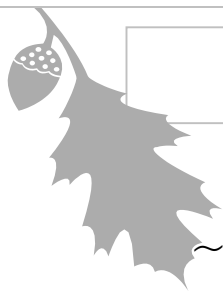
Asparagus, Brie Cheese, Ham,
in Puff Pastry

Petite Quiche Lorraine

Spanakopita

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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Reception Enhancements

~ Seasonal Vegetable Crudité's, Homemade Dips ~

Service for 25 - \$75

Service for 75 - \$225

~ Gourmet Cheese & Fruit Platter ~

Service for 30 - \$100

Service for 90 - \$300

~ Baked Brie en Croute ~

\$65 Per Wheel

~ Oyster 1/2 Shell & Peel and eat Shrimp Raw Bar ~

Oysters on the Half Shell, Shrimp with Cocktail Sauce,
Dijonaise, Horseradish, Water Crackers

\$8 Per Person

25 Person Minimum

~ Punch Bowls ~

Champagne Cranberry - \$60 per gallon

Mimosa - \$60 per gallon

Sea Breeze - \$60 per gallon

Fruit Punch (non-alcoholic) - \$30 per gallon

~ Sample Two Hour Hors d' Oeuvre Party ~

Items are sold Per Piece

Minimum of 20 people

Hors d' Oeuvres (One of each per person)

Grilled Chicken Quesadilla

Maryland Crab Cakes

Petite Beef Wellington

Tomato Bruschetta with Mozzarella

Sesame Chicken Satay, Thai Peanut Pesto

Artichoke Bottom, Asiago Cheese

Carving Board (see Carving Board page)

Roasted Inside Round of Beef,
Horseradish Sauce & Béarnaise

~

Maple Glazed Roasted Pork Loin,
Dijon Mustard Sauce

~

Roasted Turkey Breast,
Cranberry Sauce, Turkey Gravy

Gourmet Fruit & Cheese Platter with Crackers

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Continental Breakfast & Breaks

20 Person Minimum

~ Deluxe Continental ~

Hand Roasted Artisan Coffee, Tea, Decaf
Juices (Orange, Cranberry, Apple)
Soda, Bottled Water
Danish, Muffins, Deluxe Pastries
Sliced Fresh Fruit
\$11.00 Per Person

~ Full Continental ~

Hand Roasted Artisan Coffee, Tea, Decaf
Juices (Orange, Cranberry, Apple)
Assorted Danish & Muffins
Sliced Fresh Fruit
\$10.00 Per Person

~ Mini Continental ~

Hand Roasted Artisan Coffee, Tea, Decaf
Juices (Orange, Cranberry, Apple)
Assorted Danish, Muffins
\$9.00 Per Person

~ Break Enhancements ~

Sausage, Egg & Cheese on Bagel- *\$3.50 Per Person*
Cinnamon Rolls - *\$2 Per Person*
Cookies & Brownies - *\$2 Per Person*
Tortilla Chips & Salsa - *\$2 Per Person*
Chips & Dip - *\$2 Per Person*
Whole Fruit - *\$2 Per Person*
Sliced Fruit - *\$2 Per Person*
Assorted Soda - *\$2 Per Person*
Hand Roasted Artisan Coffee, Decaf, Tea, Soda - *\$4.50 Per Person*

~ Coffee Service ~

\$40 Per Gallon

**Continental Breakfast Selections
are designed to provide 2 hours of service.**

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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Breakfast Buffet & Enhancements

25 Person Minimum

~ Breakfast Buffet ~

Fresh Scrambled Eggs
Crisp Bacon
French Toast Sticks
Whipped Butter, Syrup
Home Fries
Sliced Fresh Fruit Platter
Danish & Muffins
Juices (Orange, Cranberry, V8)
Coffee, Decaf, and Assorted Teas
\$18 Per Person

~ Omelet Station ~

Chef to Prepare Fresh Egg Omelets to Order

Mushrooms, Onions, Bell Peppers,
Tomato, Ham, Bacon
Cheddar & Swiss Cheese
Egg Whites Available When Requested Ahead of Function
\$4 Per Person in Addition to Breakfast Buffet
\$85 Attendant Fee

~ Smoked Salmon Station ~

Nova Scotia Smoked Salmon
Chopped Bermuda Onions
Sliced Roma Tomatoes
Capers
Bagels & Cream Cheese
\$7 Per Person in Addition to Breakfast Buffet

~ Brunch Station ~

Chicken Marsala
Sliced Roast Beef
Vegetable, Demi-Glace
Roasted Carrots & Potatoes
\$10 Per Person in Addition to Breakfast Buffet

~ Waffle Station ~

Butter, Syrup, Strawberry Sauce, Whipped Cream

\$3 Per Person in Addition to Breakfast Buffet

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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Lunch Menu

~ Sandwich Buffet ~

*\$13 Per Person
20 Person Minimum*

All sandwiches include Pickle, Potato Chips, Cookie, Whole Fruit & Beverage

~ Sandwiches ~

Ham & Swiss Cheese
Lettuce, Tomato, Mustard
Whole Wheat Bread

Turkey & Muenster Cheese
Basil Mayonnaise, Lettuce, Tomato
White Bread

Roast Beef & Cheddar Cheese
Red Pepper Mayonnaise, Lettuce, Tomato
Kaiser Roll

Grilled Vegetable & Gruyere Cheese
Olive Oil & Vinegar
Focaccia Bread

~ Lunch Entrées ~

Maximum of two entrées can be offered.

Petite Sautéed Chicken, Roasted Potatoes, House Vegetable - \$15

Petite Honey Mustard Chicken Breast, Carrot-Garlic Mashed Potatoes,
House Vegetables - \$15

Asparagus & Mushroom Risotto - \$15

Broiled Salmon, Wild Rice, House Vegetables, Dill Cream Sauce - \$16

Petite New York Strip, House Vegetables, Carrot-Garlic Mashed Potatoes - \$17

Grilled New York Strip Sandwich, French Fries, Au Jus- \$17

Grilled Half Turkey Sandwich, Mayonnaise, Tomato, Cheese & Bacon,
Potato Chips, Soup Du Jour - \$13

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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Deli Buffet

~ Choice of Three Cold Salads ~

Tossed Greens
Potato Salad
Marinated Vegetable Salad
Traditional Caesar
Red Cabbage Coleslaw
Strawberry & Orange
Waldorf Salad
Greek Salad

~ Choice of Three Cold Cuts ~

Ham, Salami, Turkey, Pastrami or Roast Beef

~ Choice of Two Cheeses ~

Provolone, Swiss, Sharp Cheddar, American, Mozzarella

~ Choice of Two Breads ~

Onion Roll, Pumpernickel, Wheat,
Kaiser, Whole Grain, White

Sliced Tomato, Onion, Lettuce, Mustard & Mayonnaise
Soft Drinks, Hand Roasted Artisan Coffee, Tea, Decaf
Cookies & Brownies

*\$18 Per Person
20 Person Minimum*

~ Buffet Enhancements ~

Baked Potato Bar

Cheddar Cheese, Butter, Sour Cream,
Chives, Diced Tomato,
Sliced Mushroom, Bacon Bits
\$3 Per Person in Addition to Deli Buffet

Chili Bar

Cheddar Cheese, Sour Cream,
Onion, Diced Tomato
\$5 Per Person in Addition to Deli Buffet

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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Lunch Buffets

~ Plaza Buffet ~

Soup of the Day

or

Baby Field Greens Salad
with Balsamic Vinaigrette
Rolls & Butter

Grilled Chicken & Cheese Tortellini
Spinach, Mushroom, Roast Red Peppers, Roast Garlic Alfredo
Roast Pork Loin
Granny Smith Apple Glaze
Roasted Red Potato
Fresh Seasonal Vegetable
Chef's Choice of Plated Desserts
Hand Roasted Artisan Coffee, Decaf & Tea & Assorted Soda

\$28 Per Person

~ Carleton Buffet ~

Soup of the Day

or

Spinach Salad Tossed
with Oranges, Strawberries, Almonds, Raspberry Vinaigrette
Rolls & Butter

Roasted Lemon & Garlic Chicken Breast
Grilled Vegetable Pasta with Tomato Sauce
Shrimp & Vegetable Stir Fry
Wild Rice
Fresh Seasonal Vegetable
Chef's Choice of Plated Desserts
Hand Roasted Artisan Coffee, Decaf, & Tea & Assorted Soda

\$30 Per Person

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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High Tea/ Shower Menu

~Salads~

Spinach Salad Tossed with Oranges, Strawberries, Sliced Almonds, Wonton Chips, Goat Cheese & Sesame-Ginger Vinaigrette

Grilled Apple and Pear Salad, Mixed Greens, Amish Blue Cheese, Spicy Walnuts, Dried Figs & Balsamic Vinaigrette

~Assorted Finger Sandwiches~

Turkey and Bacon
Ham & Cheese
Chicken Salad and Tomato
Smoked Salmon and Cucumber
Marinated Vegetable

~Sweets~

Chocolate Dipped Strawberries
Petits Fours
Chocolate Chip Cookies
Decadent Double Chocolate Brownies

~Beverages~

Hot Water with Assorted Tazo Teas
Voss Sparkling & Still Water
Hand Roasted Artisan Coffee and Decaf
Non-Alcoholic Punch

\$16 per person without sweet table

\$20 per person with sweet table

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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Referral List

Florist

Westgate Flowers & Plants	708-386-0072
Tulipia Floral Design	708-209-1323
Carriage Flower Shop	708-383-4862

Wedding Cakes

Reuters	773-889-1414
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Fine Invitations

Fitzgerald's Stationery	708-445-8077
Paper Source	708-445-7700

Beauty Salon

Salon 212 & Day Spa	708-386-2221
A Matter of Style	708-524-5151

Equipment Rentals

Classic Party Rentals	800-322-5868
First Class Photo Booths	312-612-2202

Photography

Stephen Green	708-383-0162
Ebert	708-386-6222

Ice Carving

Nadeau's	708-366-3333
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DJ's

DJ Chicago	773-472-5100
Toast & Jam	773-687-8833

Linen

Elite Chair Covers & Linen Rental	708-828-3380
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20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added



Banquet Guidelines, Policies & Information

Booking, Deposit and Payment Requirements

Booking a private function requires signing of this information page plus a deposit as follows:

For parties estimated at less than 50 persons, a \$500 deposit is required.

For parties estimated at more than 50 persons, a \$750 deposit is required.

Deposit will be applied to the final balance. Five days prior to the function, it is required that the estimated balance be paid in full. Any and all incidental charges incurred during the function shall be paid at the conclusion of the function. Deposit is non-refundable at six months prior to function date.

Guarantee

Guest number confirmation is due five days prior to the function. Final billing is based on the guaranteed count and is not subject to reduction. If attendance exceeds the guarantee, the balance will be due at the conclusion of the function.

Service Charge & Taxes

A 20% service charge (gratuity), 10.00 % banquet room rental & food tax and 13.00% liquor tax will be added to all prices. The Hotel reserves the right to charge a service fee for setup of rooms with extraordinary requirements.

Cancellation

Customer will be charged in full if cancellation occurs within seven working days of function date.

Room Rental Fee's

Days:	Barclay \$150	Columbian \$250	Foxboro \$300	Ballroom \$400
Evenings:	Barclay \$50	Columbian \$100	Foxboro \$100	Ballroom \$300 (with Bar an additional \$200)

\$125 Per Hour Rental Fee for Room After 6 Hours

\$500 Ceremony Setup Fee

Minimum Saturday Evening Food & Beverage Requirements

Foxboro: \$1,000

Ballroom: \$6,000

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

No food or beverage may be brought into the Carleton Hotel without prior approval from Catering Manager. Any leftover food or beverages remain the property of the Carleton Hotel.

Event Scheduling

Afternoon functions are requested to conclude no later than 4:00 p.m. Evening functions may begin at 5:30 p.m.

Sunday through Thursday, bands and DJ's end at 11:00 p.m
Friday and Saturday, bands and DJ's end at 11:30 p.m

Parking

Valet is available with doorman at standard rates. Valet is recommended for parties of 50 or more people at a charge of \$250.00.

Miscellaneous

The Carleton Hotel is a smoke-free property. Host agrees to abide by all city, state and federal rules and regulations related to smoking on Hotel property, to apprise its members, guests and attendees of such laws, and to fully comply with said regulations and requirements.

No decorations may be attached to any of the walls, doors or ceilings of the function rooms without prior approval from the Catering Manager. The use of confetti in any of the functions rooms, hotel common area or exterior is strictly prohibited.

Other Amenities

The Hotel will provide at no charge, tables, chairs, linen (ivory), table numbers, votive candles, china, glass, and silverware. In addition, the Hotel will provide a 9' x 9' dance floor for the Foxboro Room, and an 18' x 18' dance floor for the Ballroom. The Barclay and Columbian Rooms do not accommodate dance floors. The Hotel's dance floors cannot be expanded. Customers may rent a larger dance floor at their own cost.

Our Catering Department will be happy to assist in choosing a florist, entertainment, ice carvings, specialty chair covers, linens, customized printed menus and other elegant enhancements. Additional charges will apply.

Prices are subject to change without notice.

I hereby agree to the terms and conditions of this general guideline and policy.

Host's Signature

Date

20% service charge, 10.00% banquet room rental/food & beverage tax and 13.00% liquor tax will be added

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