



**CROWNE PLAZA®**

HOTEL & CONFERENCE CENTER

DANBURY, CT

# *Weddings*



*Every Bride Deserves A  
Crowne*

18 Old Ridgebury Rd.

Danbury, CT 06810

P: 203.830.5165 - F: 203-798-7735

[www.ctweddings.love](http://www.ctweddings.love)

*Celebrate your Western Connecticut wedding in style.*

*Crowne Plaza Danbury is pleased to offer several beautifully appointed spaces that are appropriate for any number of celebrations, large or small.*

Located at the gateway between Western Connecticut, Putnam and Westchester Counties, our newly renovated, upscale hotel is the perfect romantic setting for the wedding of your dreams. Whether it's a small gathering of your closest family and friends or a lavish affair with invitees from every part of your life, Crowne Plaza Danbury has a venue that will fit your wedding wishes. Our ballrooms and function space are flexible as well as beautiful.

Crowne Plaza Danbury is committed to making all your dreams come true on your special day. Our wedding services provide for the trendy to the traditional, the extravagant to the tastefully modest. So whatever your tastes, we'll be there to make this exciting day everything you imagined it would be. With a variety of Packages to choose from, allow our trained professionals to customize your menu and create an exceptional meal that meets your highest expectations.

# *Ceremony Package*

*To Include:*

Private Ceremony Room ~ Ceremony Rehearsal Space

(Day before wedding. Time and Space based on availability)

Fruit Infused Water Station Available to Guests Before Ceremony

Ceremony Package Pricing

*\$995.00*

(Ceremonies over 175 guests may be charged an additional fee)



## *Crowne Wedding Packages*

**The Crowne Plaza Danbury is pleased to offer the following with all Wedding Packages:**

Private Menu Tasting for the Bride & Groom and up to (2) additional guests

Choice of two (2) Hors D'oeuvre Display for Cocktail Reception

Choice of one (1) Butler Passed Hors D'oeuvres for Cocktail Reception

8 Point White Table Linens & White Linen Napkins

Votive Candles

Hardwood Dance Floor

Bridal Dressing Room (for use until Ceremony)

Complimentary King Suite with Breakfast Buffet for Bride & Groom  
(valid on Wedding Night)

Special Guest Room Rates (with Minimum of 10 Rooms Blocked)

10% Discount on Rehearsal Dinner or Post Wedding Brunch

(75 Guest Minimum for All Packages. Groups smaller than 75 may require additional fees)

### *Sapphire Package*

Selection of One Salad  
Choice of Two Entrees  
Selection of Two Accompaniments  
Water, Coffee & Tea Service  
*\$65 per person*

### *Ruby Package*

Four Hour Call Brands Open Bar  
Selection of One Salad  
Choice of Two Entrees  
Selection of Two Accompaniments  
Champagne Toast  
Water, Coffee & Tea Services  
*\$85 per person*

### *Pearl Package*

Four Hour Premium Brands Open Bar  
1 Additional Butler Passed Hors D'oeuvre  
Selection of Two Salads  
Choice of Two Entrees  
Selection of Two Accompaniments  
Champagne Toast  
Water, Coffee & Tea Services  
*\$99 per person*

## Available Buffet Entrées

### **CHICKEN**

#### **Chicken Saltimbocca**

Boneless Chicken Breast with Prosciutto, Spinach, and Parmigiano Reggiano

#### **Chicken Picatta**

Boneless Chicken Breast with Lemon Butter Sauce and Capers

#### **Chicken Florentine**

Boneless Chicken Breast with Spinach, Tomato, and Mornay Sauce

#### **Chicken Carciofi**

Boneless Chicken Breast with Artichoke & Tomato Relish in a White Wine Sauce

#### **Southwestern Grilled Chicken**

Boneless Chicken Breast with Chipotle Mango Relish

#### **Thai Chicken**

Boneless Chicken Breast with Thai Green Curry

### **BEEF**

#### **Beef Sirloin Medallions**

Classic Bordelaise Sauce

#### **Braised Beef Short Rib**

Red Wine Jus

#### **Grilled Sirloin**

Red Wine Mushroom Sauce

#### **Grilled Flat Iron Steak**

Jalapeno & Herb Chimichurri Sauce

### **FISH**

#### **Roasted Salmon Fillet**

Dill Cream, Capers

#### **Fillet of Sole**

Spinach & Pine Nut Stuffing, White Wine Sauce

#### **Roasted Cod**

Miso Glaze

#### **Grilled Mahi Mahi**

Citrus Salsa

#### **Alaskan Halibut (\$8 supplemental charge)**

Red Pepper & Olive Relish

#### **Stipe Bass (\$7 supplemental charge)**

Tomato, Lemon & Herbs

### **SALADS**

#### **Field Green Salad**

Cucumber, Tomato, Carrots, Radish, Olive, Balsamic Vinaigrette

#### **Caesar Salad**

Romaine, Croutons, Parmesan Cheese, Caesar Dressing

#### **Iceberg Salad**

Carrot, Cashews, Orange, Sesame Ginger Dressing

#### **Spinach Salad**

Sun Dried Tomato, White Beans, Olives, Red Wine Vinaigrette

#### **Kale Salad**

Dry Cranberries, Goat Cheese, Candied Pecans, Citrus Honey Vinaigrette

#### **Jicama Salad**

Field Greens, Radish, Carrot, Jalapeno Orange Vinaigrette

### **ACCOMPANIMENTS**

Penne Primavera

Fresh Seasonal Vegetable Medley

Roasted Baby Vegetables

Grilled Zucchini with Tomatoes

Roasted Cauliflower & Broccoli

Citrus & Orange Glazed Carrots

Grilled Asparagus

Mushroom Rice Pilaf

Roasted Fingerling Potatoes

Jasmine Rice

Red Chile Spiced Rice

Garlic Whipped Potatoes

Potato & Gruyere Cheese Gratin

Penne a la Vodka

## *Hors D'oeuvre Displays*

*\*Select two*

### **Foreign and Domestic Cheeses**

with Fruit, Nuts, Chocolate, Assorted Garnishes, Crackers, Bread Sticks and Grilled Bread

### **Garden Vegetable Crudit **

with assorted Dips, Hummus, and Toasted Pita

### **Charcuterie**

Sausages, Salumi, and Pates with Garnishes, Pickles and Grilled Bread

### **Fresh Fruit**

Sliced Fresh Fruit and Berries

### **Antipasti**

Pickled & Marinated Vegetables, Olives, Peppers, Mush-rooms, Sausage and Salumi, Cheeses and more

## *Butler Passed Hors D'oeuvres*

*\*Select one*

### **Beef & Pork**

Cocktail Franks in Puff Pastry  
Beef Empanada, Chipotle Sour Cream  
Sausage & Ricotta Stuffed Mushrooms  
Cocktail Meatballs, Spicy Marinara  
Grilled Steak Skewer, Chimichurri  
Pulled Pork Slider  
Beef & Mushroom Duxelle in Puff Pastry

### **Poultry**

Chicken Satay, Spicy Peanut Sauce  
Chicken & Pesto Phyllo Blossom  
Chicken Spiedini, Italian Salsa Verde  
Duck Spring Roll, Hoisin BBQ Sauce  
Chicken Cordon Bleu Fritters  
Thai Chicken Spring Roll  
Chicken & Chorizo Croquetas

### **Seafood**

Crab Rangoon, Curried Coconut Sauce  
Bacon Wrapped Scallop  
Shrimp Pot Sticker, Sesame Soy Dip  
Crab Cake, Cajun Remoulade  
Coconut Shrimp, Mango Glaze  
Crab & Avocado Toast  
Potato Pancake, Smoked Salmon, Cr me Fraiche  
Smoked Shrimp Cocktail  
Seafood Stuffed Mushroom Caps

### **Vegetarian**

Truffled Mac & Cheese Spoons  
Battered Mac & Cheese Wedges  
Thai Vegetable Pot Sticker  
Vegetable Spring Roll  
Mini Quiche Assortment  
Asparagus & Asiago in Phyllo  
Arancini, Marinara Sauce  
Spinach & Cheese Spanakopita  
Brie & Raspberry Phyllo

# *Plated Wedding Packages*

## *Emerald Package*

Four-Hour Open Bar Serving Premium Brand Liquors

Dinner

Champagne Toast

Three Course Plated Dinner

*(with choice of two preselected entrées)*

Wine Service Throughout Dinner

Coffee & Tea Service

*\$110 per person*

## *Diamond Package*

1 Additional Butler Passed Hors D'oeuvre

Choice of 1 Action Station and 1 Carving Station

Four-Hour Open Bar Serving Premium Brand Liquors

Dinner

Champagne Toast

Three Course Plated Dinner

*(with choice of two preselected entrées)*

Wine Service Throughout Dinner

Coffee & Tea Service

*\$125 per person*



# Plated Wedding Options

## *Spring & Summer*

### **First Course**

Field Greens, Carrot, Tomato, Olive,  
Cucumber, Balsamic Vinaigrette

Caprese Salad, Fresh Mozzarella, Tomato,  
Arugula Pesto Roasted Beet Carpaccio, Goat  
Cheese, Pistachio Vinaigrette Classic Caesar  
Salad

### **Second Course**

Chilled Pea Soup, Lump Crab, Mint Cucumber  
Gazpacho, Jalapeno Pesto

Grilled Asparagus, Bacon, Herbs, Mustard  
Vinaigrette

### **Entrée Course**

Seared Sea Bass Fillet

Crispy Sunchokes, Herb Gremolata,  
Asparagus

Roast Chicken Breast, Leg Confit,  
Charred Lemon, English Peas, Artichoke  
Barigoule, Barley

Grilled NY Strip Steak, Italian Salsa Verde,  
Roasted Mushrooms, Rosti Potatoes  
Smoked & Seared Duck Breast, English Pea  
Puree, Pea Shoots, Farro

## *Fall & Winter*

### **First Course**

Frisee, Goat Cheese, Hazelnuts, Orange,  
Sherry Vinaigrette

Roasted Beet Carpaccio, Pistachio Vinaigrette

Baby Iceberg Wedge, Bacon, Tomato, Blue  
Cheese Dressing Classic Caesar Salad

### **Second Course**

Corn Soup, Shrimp, Roasted Pepper Relish  
Roasted Squash Soup, Maple Cream

Goat Cheese & Caramelized Onion Tart,  
Bacon Jam

### **Entrée Course**

Roasted Salmon Fillet, Cauliflower Puree,  
Herb Chimichurri, Crispy Sunchokes

Roast Chicken Breast, White Wine &  
Mushroom Ragout Grilled Pork Rib Eye,  
Grape & Bacon Relish, Sweet Potato & Pecan  
Hash

Red Wine Braised Short Rib, Natural Jus,  
Roasted Fingerling Potatoes, Braised Kale  
Beef Sirloin au Poivre, Brandy Cream Sauce,  
Whipped Potatoes, Roasted Mushrooms

## *Hors D'oeuvre Displays*

*\*Select two*

### **Foreign and Domestic Cheeses**

with Fruit, Nuts, Chocolate, Assorted Garnishes, Crackers, Bread Sticks and Grilled Bread

### **Garden Vegetable Crudit **

with assorted Dips, Hummus, and Toasted Pita

### **Charcuterie**

Sausages, Salumi, and Pates with Garnishes, Pickles and Grilled Bread

### **Fresh Fruit**

Sliced Fresh Fruit and Berries

### **Antipasti**

Pickled & Marinated Vegetables, Olives, Peppers, Mushrooms, Sausage and Salumi, Cheeses and more

## *Butler Passed Hors D'oeuvres*

*\*Select one*

### **Beef & Pork**

Cocktail Franks in Puff Pastry  
Beef Empanada, Chipotle Sour Cream  
Sausage & Ricotta Stuffed Mushrooms  
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Grilled Steak Skewer, Chimichurri  
Pulled Pork Slider  
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### **Poultry**

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Bacon Wrapped Scallop  
Shrimp Pot Sticker, Sesame Soy Dip  
Crab Cake, Cajun Remoulade  
Coconut Shrimp, Mango Glaze  
Crab & Avocado Toast  
Potato Pancake, Smoked Salmon, Cr me Fraiche  
Smoked Shrimp Cocktail  
Seafood Stuffed Mushroom Caps

### **Vegetarian**

Truffled Mac & Cheese Spoons  
Battered Mac & Cheese Wedges  
Thai Vegetable Pot Sticker  
Vegetable Spring Roll  
Mini Quiche Assortment  
Asparagus & Asiago in Phyllo  
Arancini, Marinara Sauce  
Spinach & Cheese Spanakopita  
Brie & Raspberry Phyllo

## *Diamond Package Stations*

### **Pasta Station**

Penne, Tortellini, and Gemelli Pasta, Marinara, Alfredo, Vodka Sauce, Tomato, Spinach, Mushroom, Olives Sausage, Shrimp, Chicken

*Ingredients can be tailored to preference*

### **Oriental Stir Fry Station**

Chicken, Beef and Shrimp Stir-Fried to order, Selection of Oriental Vegetables and Lo Mein Noodles or Rice All served with Teriyaki Sauces, Sweet and Sour Hoisin or General Tso's Sauce

*\$10 per person*

### **Carving Stations**

*includes Warm Rolls*

#### **Prime Rib of Beef**

Thyme au Jus, Horseradish Cream

#### **Tenderloin of Beef**

Mushroom Demi Glace

#### **Pork Loin Porchetta**

Italian Salsa Verde, Smoked Tomato Relish

#### **Turkey Breast**

Traditional Pan Gravy

#### **Spiral Sliced Ham**

Ginger Pineapple Chutney

## *Reception Enhancements*

### **Action Stations**

*Enhancement Pricing is only available when accompanied by a Plated Dinner, Dinner Buffet or Reception Package and is based on One (1) Hour of Service. Minimum of 25 Guests required for Meal Option.*

#### **Pasta Station**

Fettuccini, Penne and Tri Color Tortellini Pastas  
served with Fresh Vegetables, Sliced Mushrooms, Diced Peppers, Italian Sausage and Grilled Chicken with your  
Choice of Marinara, A la Vodka or Alfredo Sauce  
*\$9 per person*

#### **Oriental Stir Fry Station**

Chicken, Beef and Shrimp Stir-Fried to order, Selection of Oriental Vegetables and Lo Mein Noodles or Rice All  
served with Teriyaki Sauces, Sweet and Sour Hoisin or General Tso's Sauce  
*\$10 per person*

### **Carving Stations**

#### **Slow Roasted Prime Rib of Beef**

(30 Person Minimum)  
Assorted Mini Rolls, Au Jus and Creamy Horseradish Sauce  
*\$12 per person*

#### **Roasted Breast of Turkey**

(25 Person Minimum)  
Assorted Mini Rolls, Mayonnaise and Cranberry Relish  
*\$7 per person*

#### **Honey Glazed Baked Ham**

(50 Person Minimum)  
Mini Rolls, Mayonnaise and Condiments  
*\$7 per person*

*\*\$50 Attendant Fee Required for all Stations  
One (1) Attendant per 75 Guests Required*

### **Specialty Meals**

#### **Children's Meal**

One (1) Entrée Choice for all Children ages 10 and under  
Macaroni and Cheese Fried Chicken Tenders Two Cheeseburger Sliders  
*\$28 per person*  
*Lemonade, French Fries and Fruit Cup are included with Children's Meal*

#### **Vendor Meals**

One Entrée Choice from your selected Wedding Package  
*\$30 per person*

## Bar Ideas

### Open Bar Options

Call Brand Liquors House Wines and Domestic & Imported Beers Soft Drinks, Juices, Bottled Water

*\$19 per guest for the first hour*

*\$9 per guest for each additional hour*

Premium and Call Brand Liquors Select Wines and Craft Beers  
Soft Drinks, Juices, Bottled Water

*\$24 per guest for the first hour*

*\$12 per guest for each additional hour*

### Beer & Wine

House Wines and Domestic & Imported Beers Soft Drinks, Juices, Bottled Water

*\$15 per guest for the first hour*

*\$7 per guest for each additional hour*

### Cash & Host Bar

Premium Liquors, Wine, and Beer

Premium Liquors \$8 House Wines \$7

Imported and Domestic Beers \$6 Soft Drinks & Juices \$2

Bottled Water \$2

### By Request

Craft Beers \$7

Select Wines \$10/glass

**Champagne Toast** \$4 per guest

*Highlight your celebration with a festive toast.*

**Wine Service Throughout Dinner** \$14 per guest

*Highlight your celebration with a festive toast.*

### Create a Signature Cocktail

*The Perfect Manhattan? Pomegranate Cosmopolitan?*

*We can mix the specialty cocktail of your choice at no additional charge.*

**Call Liquor Brands:** Stoli Vodka – Bombay Gin – Jose Cuervo Tequila – Jack Daniels Bourbon – Dewars Scotch – Bacardi Rum

**Premium Liquor Brands:** Ketel One Vodka – Tanqueray Gin – Milagro Silver Tequila – Johnny Walker Red Label Scotch – Appleton Rum

**House Wine Varietals:** Cabernet Sauvignon – Merlot – Pinot Noir Chardonnay – Pinot Grigio – White Zinfandel – Champagne

**Select Wine Varietal Examples:** Red Zinfandel – Syrah – Red Blends Sauvignon Blank – Riesling – and many more

**Domestic & Imported Beers:** Budweiser – Bud Light – Coors Light – Corona – Amstel Light – Sam Adams Boston Lager – Peroni

**Local Craft Beers:** Wide variety of local and regional craft brews available seasonally.



*Shaken or stirred, we can mix the perfect cocktail bar  
for your occasion.*

*All prices are subject to 22% Service Charge,  
\$100 per bartender fee and 6.35% Sales Tax.*

## *Fun & Fine Bar Ideas*

### **Wine Tasting**

Discover Varietals, Regions, or Themes with a Customized Selection of Upscale Wines.

Includes a presentation of paired cheeses, fruits, nuts, and chocolate with breads and crackers

*\$26 per guest for the first hour*

*\$13 per guest for each additional hour*

### **Margarita Bar**

Selection of Premium Tequilas, and Unique Margarita Combinations

Includes a tortilla chip station, with salsas and guacamole

*\$20 per guest for the first hour*

*\$10 per guest for each additional hour*

### **Local Brasserie**

The Best in Northeastern Craft Beers in Bottles and on Draft.

Includes a display of cheeses, charcuterie, spreads, and pickles with breads and crackers

*\$18 per guest for the first hour*

*\$9 per guest for each additional hour*

### **Martini Bar**

Selection of Premium Vodkas and Gins, Inventive Mixers and Garnishes

Includes an antipasti display of cheeses, cured meats & vegetables, breads and crackers

*\$20 per guest for the first hour*

*\$10 per guest for each additional hour*

### **DIY Bloody Mary Bar**

A Variety of Bloody Mary Mixes and Vodkas

Includes a garnishes bar of celery, olives, cucumber, cheeses, bacon, peppers, shrimp, fried chicken, mini sliders, and more

*\$22 per guest for the first hour*

*\$11 per guest for each additional hour*

### **Mimosa Bar**

Selection of Sparkling Wines, Champagne, and Cava.

Includes fresh berries, fruits, and fruit juices.

*\$9 per guest for the first hour*

*\$5 per guest for each additional hour*

## *Final Hour...*

### **Savory**

#### **Chips & Salsa** - \$12 per guest

Crispy Tortilla Chips, Queso Sauce,  
Charred Tomato Salsa, Tomatillo Salsa, Black Bean Salsa, Guacamole

#### **Slider Bar** - \$15 per person

Beef Burgers  
Cheddar Cheese, Pickle, Ketchup, Mustard, Slider Bun  
-OR-  
Chicken Sliders  
Pepper Jack Cheese, Pickle, Lettuce, Chipotle Mayonnaise, Slider Bun  
*\*Includes French Fries*

#### **Taco Station** - \$15 per person

Marinated Chicken, Beef in Herbs and Spices, Shredded Lettuce, Monterey Jack and Cheddar Cheeses, Guacamole,  
Sour Cream, Diced Tomatoes, Diced Jalapenos and Salsa

#### **French Fry Bar** - \$12 per guest

Including Cheese Sauce, Chili, Herbs, Truffle Salt  
Bacon, Assorted Ketchups and Dips

#### **Ball Game Bites** - \$8 per person

Salted Soft Pretzels Mini Corn Dogs  
Served with Mustard and Cheese Sauce

#### **Popcorn** - \$8 per guest

Plain, Flavored and Kettle Style Popcorn  
with Assorted Seasonings and Toppings including Melted Butter, Cajun Spice, Truffle Salt, Candy

### **Sweet**

#### **Milk & Cookies** - \$9 per guest

Variety of Fresh Baked Cookies, Whole and Reduced Fat Milk and Chocolate Milk

#### **Sweet Rewards** - \$9 per guest

Variety of Dessert Bars and Brownies

#### **Cupcakes** - \$9 per guest

Variety of Cupcakes including Chocolate, Vanilla, Peanut Butter, Lemon Meringue, Jelly Roll, and more

#### **Sundae Bar** - \$12 per guest

Vanilla, Chocolate and Strawberry Ice Cream with toppings including Apple Pie Crumble, Candies, Sprinkles, Fruit,  
Chocolate Sauce, Whipped Cream and more



## *Décor & Vendors*

### **Linens**

Poly Poplin Chair Cover (White or Black)	\$2.95/chair
Poly Sash (Color of Your Choice)	\$1.15/sash
Charger (Silver or Gold)	\$1.75/each
Specialty Linens	Varies
<i>*Setup of chair covers and sashes is an additional fee of \$200</i>	

### **Audio and Visual**

25' White Pipe & Drape & (4) Up Lights (ideal for ceremonies)*	\$450.00
*Additional (6) Up Lights with purchase of above	\$300.00
(10) LED Up Lighting	\$400.00
Custom GOBO	\$100.00
LCD Projector & Projection Screen	\$450.00

### **Outside Vendors**

When you select the Crowne Plaza Danbury as your venue for your special day you get more than just a beautiful location and memorable experience. You will also reap the benefits of the vendor relationships that we cherish. Refer to our preferred vendor list for a complete list of vendors that we recommend.

## *Outside Vendor List*

### **FLORISTS**

Rita's Floral Touch.....	203-748-8900
<a href="http://www.ritasfloratouch.com">www.ritasfloratouch.com</a>	
Judds Flowers.....	203-744-1831
<a href="http://www.juddsflowers.com">www.juddsflowers.com</a>	
Driscoll's Florist .....	203-790-1881
<a href="http://www.alicesflowershop.com">www.alicesflowershop.com</a>	

### **ENTERTAINMENT**

Genesis Events.....	516-233-2337
<a href="http://www.genesisevents.com">www.genesisevents.com</a>	
Spin Doctor Entertainment (DJ, Lighting, Photo Booth) .....	203-743-9944
<a href="http://www.spindoctorentertainment.com">www.spindoctorentertainment.com</a>	
Sound Investment DJ Service & Lighting .....	203-770-2595
<a href="http://www.soundinvestment.com">www.soundinvestment.com</a>	
CnT Entertainment (DJ, Lighting, Photo Booth) .....	917-337-2740
<a href="http://www.tonytorchestra.com">www.tonytorchestra.com</a>	
Tony T. Entertainment / City Express Band (DJ, Band, Lighting, Photo Booth).....	203-942-5049
<a href="http://www.spindoctorentertainment.com">www.spindoctorentertainment.com</a>	
Musically Yours (DJ, Lighting, Photo Booth) .....	203-653-2877
<a href="http://www.spindoctorentertainment.com">www.spindoctorentertainment.com</a>	

### **WEDDING LIMO**

Green Light Limousine .....	866-304-7336
<a href="http://www.greenlightlimos.com">www.greenlightlimos.com</a>	
Anna's Transportation .....	800-794-4544
<a href="http://www.annaslimo.com">www.annaslimo.com</a>	
Settembre Limousines Inc .....	914-788-9198
<a href="http://www.settembrelimo.com">www.settembrelimo.com</a>	

### **WEDDING PHOTOGRAPHER**

Antony Velez Photography.....	203-702-0038
<a href="http://www.velezphotography.com">www.velezphotography.com</a>	
CT Photo Group.....	203-702-0170
<a href="http://www.ctphotogroup.com">www.ctphotogroup.com</a>	

Picture This Photography .....203-797-9743  
[www.picturethisofct.com](http://www.picturethisofct.com)

Autumn Studios .....203-794-0016  
[www.autumnstudios.com](http://www.autumnstudios.com)

H & H Photographers ..... 914-591-4200  
[www.handhphotographers.com](http://www.handhphotographers.com)

Derek Photographers .....203-661-9400  
[www.derekphotographers.com](http://www.derekphotographers.com)

#### **BAKERIES**

Anna's Cakery .....203-820-2408  
[www.annascakery.com](http://www.annascakery.com)

Sweet Rewards .....203-775-9898  
[www.kellysweetrewards.com](http://www.kellysweetrewards.com)

Chloe Madison Creations .....914-539-5643  
[www.chloemadison.com](http://www.chloemadison.com)

#### **HAIR AND MAKE-UP**

Wedding Enourage.....860-884-7030  
[www.wedding-entourage.com](http://www.wedding-entourage.com)

Elegant Beauty Studios.....203-470-6522  
[www.elegantbeautystudios.com](http://www.elegantbeautystudios.com)

#### **JUSTICE OF THE PEACE**

Dr. Jim Sullivan.....203-241-0613  
Judge Diane Yamin .....203-731-1359  
Rabbi Mordecai Genn PH.D (interfaith) .....914-668-8987  
Monsignor Robert Weiss.....203-426-1014

#### **CIGAR ROLLERS**

Connecticut Cigar Company .....203-425-9668  
[www.ctcigarco.com](http://www.ctcigarco.com)

#### **LINEN RENTAL**

The hotel offers white linen, we can rent most any color

Rounds \$20.00++/each

Napkins \$5.00++/each

## POLICIES & GENERAL INFORMATION

### Menu Pricing and Availability

Menu Prices are subject to increase on an annual basis. The hotel guarantees prices 6 months prior to your event. Specific per person prices and menus may be outlined in your contract to avoid market increases. Our food and beverage team is happy to accommodate special dietary needs, as well as invent creative menu selections to meet the needs and suit the preferences of your guests. Children's Menus are available for guests aged 10 and under, as well as meal options for your preferred vendors.

### Minimums

Food and Beverage Minimums are required for all functions. If food and beverage purchases equal or exceed the set minimum, no room rental will be charged. If less is purchased, the difference between the minimum and the actual purchase will be assessed as a room rental fee. Your food and beverage minimum does not include service charge or sales tax.

### Service Charge and Sales Tax

A 22% service charge and 6.35% sales tax applies to all charges. Tax and service charge are subject to change without notice. The service charge is taxable in the state of Connecticut.

### Guarantees

We must be informed of your guaranteed attendance at least five business days prior to your event. This will be considered your minimum guarantee, which is not subject to reduction. Moreover, it is agreed that if we do not receive a guaranteed number five days in advance, we will use the contracted number of guests as your guaranteed number, for which you will be billed. Should your actual attendance exceed your guaranteed or expected number, we are prepared to serve (3%) over your guarantee or the actual attendance, whichever is greater. Your final bill will be billed as such. All items ordered must serve the minimum guaranteed number of guests in order to protect the service and quality of your event. We do not accept orders for items that serve less than your total guaranteed minimum.

### IHG Rewards

You will earn 3 IHG Reward Club Points for every pre-tax dollar you spend on your event and guest rooms. Use the points you earn for free stays, airline points and gift cards and certificates from countless retailers. Visit [www.ihg.com/rewardsclub](http://www.ihg.com/rewardsclub) for more information and sign up for your free membership today!

### Cancellation Policy

Based on Individual agreements, if the event is cancelled after the set cancellation date, client will be responsible for payment of the negotiated food and beverage minimum and room rental. Cancellation must be received in writing.

### Deposits

We require a non-refundable deposit of 25% of the estimated food and beverage revenue for all social events. This deposit will be applied to your final balance at full value. In the event that you cancel your scheduled function, your deposit shall become the property of the hotel.

### Payment Terms

50% of the estimated Food and Beverage Revenue is due 90 days prior to the event. Payment in full is required 14 days prior to the event with the option of a credit card, cashier's check or cash. A valid credit card is also required to be on file for charge for all events for purpose of potential damages or incidentals. A \$500 fee will be assessed for any returned checks or declined credit card payments.

## **POLICIES & GENERAL INFORMATION**

### **Decorations**

You are allowed to decorate the room for your event. Additional charges may be incurred based on time, room and availability. Tacks and nails are not permitted when applying any decorations to the walls, doors or ceilings. Open Flames are not permitted. All candles or other open flames must be enclosed in glass.

### **Contracted Vendors**

The Hotel does not maintain insurance covering vendor's property. Any vendors who are contracted for your event must provide the Hotel with proof of insurance, and are subject to the approval of the hotel. All Vendors must contact the Catering Department to arrange set up needs and available set up times for the day of your event.

### **Liability and Damage to Property**

The Hotel reserves the right to inspect and control all private functions. The client shall indemnify, defend and hold the Hotel harmless from and against all claims, damages, liability and expense to persons or property that may occur as a result of the clients use of the Hotel's facilities, provided that such claims, actions, damages, liability and expense arise out of or result from the actions, in-actions, omissions of negligence of the client or its agents, representatives or guests. The client will be held responsible for any damages or loss to the building, equipment, decorations, or fixtures belonging to the Hotel lost or damaged during the affair due to activities of its guests. Any Damages or loss incurred will be billed to the client at replacement costs.

### **Food Policies**

The State of Connecticut Health Code states that no food or beverage items, which remain uneaten after an event, may be removed by the customer or its attendees. Food and Beverage items will not be allowed to be taken off property or used elsewhere in the hotel. Serving any food or beverage on hotel premises that is not purchased from the hotel is prohibited. Wedding Cakes are allowed when purchased through a licensed vendor.

### **Buffet Guidelines**

Buffet Dinners are prepared based on Final Guarantee of attendees. Buffet Items will be replenished until all guests have proceeded through the buffet line. Once attendees have been served, one buffet line will remain open for an additional 30 minutes to accommodate any late arrivals or second helpings. Buffet items will not be replenished during this time.

### **Event Time**

Daytime Event hours are 11:00am-4:00pm. Evening Event hours are 6:00pm-11:00pm. Ceremonies may begin up to one hour prior to event time. Banquet Function space will be contracted no later than 12:00am. Please contact the Catering Department to make arrangements if later service is required. Overtime charges will be incurred for service past contracted end time or past 12:00am. Should your event run over the contracted conclusion time, a charge of \$400 will be incurred for each 1/2 hour.

### **Alcohol Policy**

The Hotel is the only licensed authority to sell and serve liquor for consumption on the premises. Connecticut law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. The Hotel reserves the right to refuse alcohol service to anyone. Should the age of a guest come into question, proper identification will be required.

### **Security**

Arrangements can be made for security of exhibits, merchandise, or articles set up for display prior to the planned event at an additional charge. This must be arranged through your Social Catering Manager. The hotel shall have final approval on any and all security personnel to be utilized during your event. If, in the sole judgment of the Hotel, security is required to maintain order due to the size and nature of your event, the hotel may require you to provide at your expense, uniformed or non-uniformed security personnel. All off site security service must be bonded and licensed in the state of Florida.