

Sapphire Package

Minimum required of 25 guests

Hors d' Oeuvre Service: International Cheese Display with Fruit Garnish and a selection of Gourmet Crackers

“Illuminated Elegance” Staircase Design

Private Photo Room with Complimentary Cheese & Cracker Tray, Champagne,

Soft Drinks & Hors d'oeuvres Service for the Bridal Party

Personalized Service of a Wedding Hostess to cater to your every need

Complimentary votive candles for dining tables and head table

Floor length table linens in White and Ivory, choice of colored Linen Napkins

Champagne Toast

Four Course Dinner Selection or Dinner Buffet

Custom Wedding Cake with Chocolate Dipped Strawberries

Reduced Overnight Room Rates for Family & Friends

Five Hours of Event Time

Complimentary Suite for the Bride & Groom with Champagne, cheese and cracker tray on
your Wedding Night

Gratuity, Tax, Service charge Fee is Included

Ruby Package

Minimum required of 50 guests

Hors d' Oeuvre Service: Please select 3 Hors d'oeuvre from the Master List

Fresh Floral Arrangements for the Head Table and Each Guest Table

“Illuminated Elegance” Staircase Design

Private Photo Room with Complimentary Cheese & Cracker Tray, Champagne,

Soft Drinks & Hors d'oeuvres Service for the Bridal Party

Personalized Service of a Wedding Hostess to cater to your every need

Complimentary votive candles for dining tables and head table

Floor length table linens in White and Ivory, choice of colored Linen Napkins

Champagne Toast

Four Course Dinner Selection or Dinner Buffet

Custom Wedding Cake with Chocolate Dipped Strawberries

Reduced Overnight Room Rates for Family & Friends

Five Hours of Event Time

Complimentary Suite for the Bride & Groom with Champagne, cheese and cracker tray on

your Wedding Night

Gratuity, Tax, Service Charge Fee is Included

Emerald Package

Minimum required of 100 guests

Pianist for Cocktail Reception

Please select 4 Hors d'oeuvres from the Master List

Fresh Floral Arrangements for Your Head Table and Each guest Table

“Illuminated Elegance” Staircase Design

Private Photo Room with Complimentary Cheese & Cracker Tray, Champagne,

Soft Drinks & Hors d'oeuvres Service for the Bridal Party

Personalized Service of a Wedding Hostess to cater to your every need

Complimentary votive candles for dining tables and head table

Floor length table linens in White and Ivory, choice of colored Linen Napkins

Champagne Toast

Four Course Dinner Selection or Dinner Buffet

Custom Wedding Cake with Chocolate Dipped Strawberries

Two Bottles of Wine butler poured for your guest at each table

Reduced Overnight Room Rates for Family & Friends

A supply of Hotel Reservation/Direction Cards

Five Hours of Event Time

Complimentary Suite for the Bride & Groom with Champagne, cheese and cracker tray on
your Wedding Night

Gratuity, Tax, Service Charge Fee is included

Diamond Package

Minimum required of 100 guests

Includes all of the above in the Emerald Package and the following

Chair covers

One Hour House Brand Open Bar Service

Gratuity, Tax, Service Charge Fee is included

“Illuminated Elegance” Staircase Design

Private Photo Room with Complimentary Cheese & Cracker Tray, Champagne, Soft Drinks & Hors
d’oeuvres Service for the Bridal Party

Personalized Service of a Wedding Hostess to cater to your every need

Complimentary votive candles for dining tables and head table

Floor length table linens in White and Ivory, choice of colored Linen Napkins

Champagne Toast

Four Course Dinner Selection or Dinner Buffet

Reduced Overnight Room Rates for Family & Friends

A supply of Hotel Reservation/Direction Cards

Chocolate Dipped Strawberries to Accompany your Wedding Cake for Dessert

Five Hours of Event Time

Complimentary Suite for the Bride & Groom with Champagne, cheese and cracker tray on your
Wedding Night

Four Course Dinner

Select one item from each course

First Course

New England clam chowder

Minestrone Soup

Italian Wedding Soup

Fruit Medley

Second Course

Classic Caesar Salad with Croutons

Mixed Greens Salad

Optional Course:

Sorbet Intermezzo - \$3.00 per guest

Lemon

Champagne

Raspberry

Pasta - \$4.00 per guest

Penne Pasta

Tortellini

~ Vegetables and Starch ~

Herb Roasted Red Bliss Potatoes

Garlic Mashed Potatoes

Baked Potato with Sour Cream

Rice Pilaf

Summer Squash, Zucchini, Red Peppers

Broccoli, Cauliflower and Red Peppers

Green Beans and Carrots

Glazed Carrots

Asparagus (2.00 additional)

~ Package Pricing ~

	Diamond	Emerald	Ruby	Sapphire
Harvest Chicken corn bread stuffing, apples and cranberries	110.00	85.00	75.00	65.00
Chicken Cordon Bleu With ham and swiss cheese	115.00	89.00	79.00	69.00
Roasted Chicken fabulous juicy and full of flavor	110.00	80.00	70.00	60.00
Roast Sirloin of Beef served with peppercorn sauce	120.00	95.00	85.00	65.00
Prime Rib of Beef au jus with creamy horseradish sauce	125.00	95.00	85.00	70.00
Filet Mignon with béarnaise sauce	125.00	97.00	87.00	75.00
Baked Haddock with white wine & lemon herb butter crumbs	120.00	90.00	80.00	70.00
Honey Baked Atlantic Salmon with a dill cream sauce	120.00	95.00	85.00	75.00
Roast Turkey with sage dressing and cranberry	112.00	80.00	70.00	60.00
Roast Pork Loin herb encrusted with apple cider dressing	110.00	80.00	70.00	60.00
Dinner Buffet (see separate menu card) offered as an option to a full course dinner	130.00	100.00	90.00	80.00

The Above Package Prices are Inclusive of 12% Service Charge, 8 % Administrative Fee and 7% Sales Tax.

~ Additional Info ~

You may offer up to two or three choices of entrees package price will be at the higher priced entree.

Dinner Selections include the following courses:

Appetizer, Salad, Entrée with Fresh Rolls and Butter, Starch and Vegetable Selection

Wedding Cake for Dessert with Chocolate Dipped Strawberries, Freshly Brewed Coffee, Decaf & Specialty Teas

~ Hors d'Oeuvres ~

(Minimum of 100 pieces per item)

~ Vegetarian ~

Artichoke Beignets 2.49
Butternut Squash Tartlet 2.39
Miniature Spring Rolls 2.19
Spinach Artichoke Tortilla Crisps 2.29
Wild Mushroom Crisps \$2.00

~ Beef ~

Coney Island Franks in Pastry 2.00
Steak and Cheese Spring Rolls 2.59
Marinara Meatballs 2.00
Miniature Sheppard Pies 2.00
Teriyaki Beef Skewers 2.49

~ Chicken ~

Buffalo Chicken Crisps 2.49
Sesame Chicken 2.19
Sweet Potato Coconut Chicken 2.29
Tandoori Chicken 2.19

~ Seafood ~

Coconut Shrimp 3.20
Maryland Crab Cakes 2.89
Crab Rangoon 2.00
Scallops Wrapped in Bacon 2.89
Jumbo Cocktail Shrimp 4.00

~ Cocktail Reception Displays ~

~ Imported Cheese and Cracker Display 4.75 ~

Havarti Dill, White Cheddar, Boursin, Pepper Jack, Gouda and Yellow Sharp Cheese

~ Seasonal Fruit Display 4.25 ~

Accompanied by a sweet honey lime dressing

~ Fresh Vegetable Crudités 4.00 Served with Assorted Dips ~

~ Antipasto Platter 9.00 ~

Salami, Prosciutto, Buffalo Mozzarella, Provolone, Marinated Button Mushrooms, Black Olives, Red Onion,
Roasted Red Peppers, Marinated Artichoke Hearts, on a bed of Mesculine Greens, with Crostini

~ Warm Wheel of Brie 179.00 (serves up to 50) ~

Served with Crackers, Cocktail Breads and French Baguettes

~ Decorated Side of Smoked Salmon 225.00 (serves up to 50) ~

Served with Cocktail Breads, Capers, Cream Cheese, Chopped Onion, Chopped Egg and Sour Cream

A 12% Service Charge, a Taxable 8% Administrative Fee and 7% Sales Tax will be added to all prices.
Radisson Hotel & Suites, 10 Independence Drive, Chelmsford, Massachusetts 01824

Dinner Buffet Menu

~ Soups and Salads ~

(Please select two items from the Appetizer/Salad list, Fresh Rolls and Butter included with the Buffet Menu)

New England Clam Chowder
Minestrone Soup
Italian Wedding Soup
Fruit Medley
Mixed Greens Salad
Classic Caesar Salad with Croutons

~ Entrees ~

(Please select two)

Tortellini Primavera with Pesto Cream Sauce & Julienne Vegetables
Harvest Chicken
Roast Turkey Breast with Gravy
Roast Pork Loin
Roast Sirloin of Beef with Demi Mushroom Sauce
Baked Haddock
Marinated Sirloin Tips

Carved Prime Rib – Carving Station
(7.95 additional per person plus Chef Fee of 75.00)

~ Starch Selection ~

Rice Pilaf
Herb Roasted Red Bliss Potatoes
Garlic Whipped Potatoes

~ Fresh Vegetables ~

Green Beans and Carrots
Broccoli, Cauliflower and Red Peppers
Summer Squash, Zucchini, Red Peppers

~ Dessert ~

Custom Designed Wedding Cake with Chocolate Dipped Strawberries
Freshly Brewed Coffee, Decaf and Specialty Teas

Pricing for the Buffet Menu is on the Pricing List Page.



~ **BEVERAGES** ~

Bartender Fee \$100.00

Minimum of 30 guests – One Bartender per 75 guests

Cocktail Waitress at an additional fee

Cash Bars

House Brands 7.00

House Wine 7.00

Premium Brands 9.00

Top Shelf 10.00-12.00

Mimosa Punch 60.00 per gallon

Bloody Mary 60.00 per gallon

Soda 2.00, Juice 2.00, Bottled Water 2.00

Pitchers of Soda 7.00

Domestic Beer 4.00 (Bud, Bud Light)

Premium Beer 5.00

(Sam Adams, Heineken)

Non-Alcoholic Beer 4.00 (O'Doul)

Champagne Punch 60.00 per gallon

Non-Alcoholic FruitPunch30.00/gallon

Host Bars

House Brands 6.75

Call Brands 7.75

Premium Brands 8.75

Top Shelf 9.50-11.75

House Wine 6.75

Domestic Beer 3.75 (Bud, Bud Light)

Imported Beers 4.75 (Heineken)

Premium Beer 4.75 (Sam Adams)

Non-Alcoholic Beer 3.75 (O'Doul)

Cash Bars provide a full range of liquors, beers, wines and non-alcoholic beverage for which the guests pay cash at the time the drink is served. The price of the drinks includes tax.

Hosted Bars provide the same complete beverage service for your guests and the check is prepared for all the drinks according to consumption. Tax, gratuity and administration fees will be added to the total consumed.

Package Bars allow you to provide hosted drinks for your guests at a guarantee price. A set price is charged per guests/per hour. The Package Bar does not include tax, gratuity or administration fee.

Host Bars by the Hour

House Brands \$19.95 per person per hour

Additional Selections may be added on a Consumption Basis



The Wine Cellar

House Wines

Copperidge

White Zinfandel, Chardonnay, Pinot Grigio, 24.00
Merlot, Cabernet Sauvignon 24.00

Barefoot Cellars

Pinot Grigio, 24.00

White Wines

Ecco Domani, Pinot Grigio 25.00
Kendall Jackson, Chardonnay 28.00
Starsborough Sauvignon Blanc 28.00
Ecco Domani, Pinot Grigio 29.00
Polka Dot, Riesling 29.00

Red Wines

Ecco Domani, Merlot 25.00
Louis Martini, Cabernet Sauvignon 30.00
McWilliams, Shiraz 30.00
Mirrousou Pinot Noir 25.00

Champagne & Sparkling Wine

William Wycliff, California 23.00
Asti Spumante, Martini 7 Rossi, Italy 30.00
Moet & Chandon "White Star", France 58.00
Dom Perignon, France 175.00

Butlered Champagne 3.75

Champagne Toast 3.75

A 12% Service Charge, a Taxable 8% Administrative Fee and 7% Sales Tax will be added to all prices.

Radisson Hotel & Suites, 10 Independence Drive, Chelmsford, Massachusetts 01824

Enhancements ~

~ Your Wedding Cake will be Served with the Chef's Hand Dipped Chocolate Strawberries! ~

Dessert Table 6.00

Mini Pastries, Assorted Cookies, Chocolate Dipped Strawberries, coffee

Petit Fours 4.00

Small cakes alternating layers of sponge cake and butter cream filling topped with piped icing.

Welcome Service

White Gloved Servers with trays of Champagne, White Wine and Water greet each guest when they enter reception. Price based on items chosen

Ice Cream Sundae Bar 11.25

Vanilla and Chocolate Ice Cream
Sprinkles, Nuts, Crushed Oreos M & M's
Strawberry and Chocolate Sauce
Whipped Cream and Cherries

Ice Sculptures

One and Two Block Pieces 350.00 to 495.00

Custom Pieces or available upon request

Chair Covers 7.50

White, Ivory, Black Chair Covers with a Rainbow of Colors & Fabrics for Sashes

Chiavari's Chairs – aluminum with pad 10.00

Coffee Stations (Not to be used for dinner service)

Regular Coffee, Decaffeinated Coffee and Specialty Teas 3.00

Wedding Ceremony Arrangements on Site including Trellis, Columns, Setup, Chairs

Fees vary based on function space selected.

A 12% service charge, a 8% taxable administrative fee & a 7% sales tax will be added to all food and beverage items.

Grand Finale



Sweet Note

Our sweet display of mini assorted desserts, cheesecake pops, petit fours
\$6.00 per person

Our New England Submarine

Long crust roll, filled with cold cuts, topped with lettuce, tomatoes, peppers, onions, oil, vinegar, Italian herbs and spices, salt, and pepper, cut into individual size pieces,
served with our house made potato chips
\$6.00 per person

Late Night Snack Bar

America's pastime has always been the main event
ball park pretzels/our house made chips/cracker jacks
\$5.00 per person

Radisson Hotel & Suites Preferred Wedding Services

The Radisson Hotel & Suites is pleased to recommend the following services.

~ Florists, Balloons & Decorations ~

A Belvidere Florist	Joe Culbert	978-937-1313	www.abelvidereflorist.com
A Floral Moment	Judy Burke	978-256-2444	fmjubuds@gmail.com

~ Photography & Videography ~

Cook Productions	AVR Photography	A Thousand Moments Photography
Tim Cook	Paul	Erik Waddell
978-409-1373	978-250-8117	617-894-4042
www.cookproductions.com	www.avrphotography.com	www.athousandmoments.com

~ Limousine ~

Grace Limousine	Heather McKay	800-328-4544	www.gracelimo.com
------------------------	---------------	--------------	--

~ Entertainment ~

Mansfield Entertainment Agency	Jon Mansfield	978-256-1899	www.mansfieldentertainment.com
Main Event Disc Jockey Service	Joey Dion	1-888-833-8293	www.AMAINEVENT.com

Invitations ~

Yours Truly

978-664-6622

www.shopyourstruly.com

~ Justices of the Peace ~

William & Dorothy Flanagan

978-459-7325

williamflanagan67@comcast.net

~ Invitations ~

Soiree Andover

978-474-6400

www.soireeandover.com

Stoddard H. Melhado, BA, MS, MED

Stoddard@jpstoddardmelhado.com

The Radisson Hotel & Suites is not responsible for the services offered by independent providers

These services are recommendations only and are not intended to be a guarantee of services provided.

The final decision in service providers is solely the customer's.

The Radisson Hotel & Suites is not responsible for the services offered by independent providers.

Radisson Hotel & Suites Chelmsford

Proudly Presents our

WEDDING PACKAGE VENDORS

IF YOU ARE SELECTING A WEDDING PACKAGE, PLEASE CONTACT THE

VENDORS LISTED BELOW **AS SOON AS POSSIBLE**

TO RESERVE YOUR WEDDING DATE.

FLORIST	A BELVIDERE FLORIST & GIFTS www.abelvidereflorist.com	(978) 937-1313
WEDDING CAKE	JACQUES PASTRY www.jacquespastries.com	(603) 485-4035
PIANIST	MANSFIELD ENTERTAINMENT www.jonmansfieldentertainment.com	(978) 256-1899

Please feel free to contact our Wedding Director

at 978-256-0800 if you need any assistance!

A 12% service charge, a 8% administrative fee and a 7% Massachusetts State Tax will be added to all food and beverage items served by the Banquet Department with the exception of the Classic, Premiere and Grande Package menus as listed

Payment Policy

GENERAL INFORMATION

Liquor Policy

The Radisson Hotel & Suites holds a license granted by the Massachusetts State Liquor Commission and is held responsible for complying with its regulations. Therefore, neither patrons, nor any patron's guests shall be allowed to bring alcoholic beverages, nor alcoholic favors, into the hotel. No person under the age of 21 will be allowed to consume or purchase alcoholic beverages. The hotel reserves the right to request proper photo identification of any person and to refuse alcoholic beverage service to anyone without proper ID or to any person who, in the hotel's judgment appears intoxicated. Bar service is available between the hours of 11:00am and 12:30am Monday through Friday, 11:30am and 12:30am on Saturdays, and 12:00pm and 12:30am on Sundays. Cash bar service is limited to a maximum of 5 hours in duration. Host bars are limited to a maximum of 4 hours. In the event you choose not to offer a bar for your event, a service charge of \$5.00 per person will be imposed.

Guarantees

The exact number of persons to be in attendance for all banquet functions must be made 5 business days prior to the date of the event. There is a minimum guarantee requirement for each room, please refer to your contract for that minimum. In the event that your attendance falls below that number, please be advised that you are responsible for full payment of your minimum guarantee or actual attendance, whichever is greater. This guarantee number is not subject to decrease. In the event that we are unable to reach you for your guarantee, the highest number of your estimated count will serve as your guarantee.

Service Charge and Taxes

In the event of a cancellation, any and all deposits will be retained as liquidated damages. Three months after booking, another deposit is due. Six months before the wedding, an additional deposit is due to equal 50% of your estimated total charges. Final Payment is due 5 business days prior to the scheduled function date. Final Payment may be made in the form of cash, bank check, credit card or personal check with bank approval. A signed credit card authorization is required to be on file for all weddings.

Displays, Decorations, and Personal Property

All displays and/or decorations proposed by patrons shall be subject to the approval of the hotel in each instance. The hotel will not permit the affixing of any items to the walls, floors, ceilings or staircase unless prior approval is given. Any property of the patron's guests brought on the premises of the hotel and left thereon, shall be at the sole risk of the patron; the hotel will not be liable for any loss or damage to any such property for any reason. You will be liable for damages, other than the normal wear and tear, caused by employees, delegates and/or decorators and suppliers hired directly by your organization. Damages to the premises will be charged accordingly. All function rooms and complimentary mini suites for the Bride and Groom are non smoking. **The specific use of bubbles, confetti or wine bottle favors is prohibited.**

There will be an additional charge of \$300.00 for extensive labor, lengthy set-up or clean-up by the Radisson Hotel & Suites Staff as determined by the Wedding Director.

Labor and Engineering Charges

Specifications for room set-ups are required at least 5 business days prior to the scheduled start of a function. Function rooms will be set according to those specifications. Any changes to that set-up will be subject to a \$100.00 labor charge. There will be an additional charge for any excessive set up, engineering and electrical requirements.

Food and Beverage Service

Substitutions / additions / deletions may be made within all Wedding Packages when mutually agreed upon by all parties. The Classic, Premiere and Grande Package Prices are based on a 10 person table. If you wish to decrease the number of settings per table, a \$15.00 surcharge per table will be assessed for the additional cost of centerpieces unless they were excluded from the package. If you decided to select to provide your own wedding cake, the cake must come from a vendor who is able to provide the hotel with a copy of their liability insurance to equal a minimum of one million dollars. If you request to extend your time in the function room it will be at the discretion of the banquet manager on duty and will be at a cost of \$200.00 per additional hour. We can not extend bar service.