

## CATERING GUIDELINES

## PRICING:

Pricing is subject to change and will be confirmed three months prior to your event. All catering quotes are based on per person pricing unless otherwise noted.
DEPOSIT/ATTENDANCE GUARANTEE:
All catered functions require an initial deposit of $\$ 1500$. In addition, a $50 \%$ food and beverage payment on the estimated number of people attending will be required 30 days prior to your event. The remaining balance is required three (3) business days prior to the day of the event.
In order for us to provide you with the highest quality service, we require a final attendance guarantee no less than three (3) business days prior to your event. Should your expected number of guests exceed 750 , your guarantee will be required (5) business days prior to your event. Your event will be billed based on this final attendance guarantee or the actual number of guests served, whichever is greater. Consumption and remaining expenses are to be paid immediately upon the conclusion of your event.
MEETING ROOM DINING POLICY:
The room must initially be set with round tables of 10 . All attendees must vacate the room and allow our staff to re-set for the meal function (please anticipate a turnaround time of at least 90 minutes to reset any of Centers meeting space. The amount of time required will be determined solely by the Catering Department, based on the level of service needed for each event). Following the meal, our staff must have ample time to clean the room prior the meeting's commencement.
Modifying the above guidelines will result in additional labor charges as determined by the Catering Department.
The Center's pricing and service levels are based on rounds of 10 .
TAX AND SERVICE CHARGES:
All catered functions will have a $22 \%$ service charge and $6.35 \%$ sales tax added to the total bill.

## TAX EXEMPTION:

Per the State of Connecticut, all qualifying organizations are required to provide valid tax exemption certificates/documents to the Connecticut Convention Center. Please refer to the Connecticut Department of Revenue website for further information on tax exemption eligibility and requirements: www.ctgov/drs.

## MENU GUIDELINES

As part of our commitment to your event and its success, we have designed the following menu guidelines to assist you in the event planning process. Our Catering Professionals will be glad to assist you in selecting the appropriate menu items and arrangements to ensure a successful function. Banquet menus, room arrangements, floor plans (which must be approved by the Catering Department) and other details pertaining to your event should be submitted to the Catering Department a minimum of 30 days prior to your arrival date.
GUARANTEED MINIMUMS:
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 in attendance.

## CATERING FEES:

To ensure food quality, Breaks, Stations and Buffet pricing is based on 90 minutes or less and Host or Open Bars are based on 5 hours or less. Additional charges may be incurred for extending hours of service.
SPLIT MENU FOR PLATED LUNCHEON OR DINNER:
All plated meals have a minimum requirement of 50 guests. A split option of two Entrées is available for groups with a minimum of 50 guests and a maximum of 750 guests (anything over 500 subject to additional service fee). A split option of three Entrées is available for groups with 100-500 guests, and is subject to an additional per person charge.

## SUPPLEMENTAL STAFFING:

Breakfast and Lunch service are based on 4-5 hours: 2-hour set up, 1.5-hour service period and 1-hour clean up. Dinner service is based on 5-hours inclusive of 2-hour service period. Reception service is based on 4-hours inclusive of 2-hour service period. Unless indicated otherwise, charges for the staffing of your function are included in our menu prices. For plated Breakfast, Lunch and Dinners this allocation is based upon 1 to 25 staff to guest ratio on tables of 10 guests. For buffets, allocated staffing levels are based upon 1 to 35 staff to guest ratio.
A bartender is required on all host and cash bars. As a general rule, we recommend one bartender per 100 guests. There is a 4 -hour minimum for each bartender at a cost of $\$ 75$ per bartender. Bartender fees are waived upon sales of $\$ 500$ per bar or per bartender. Additional wait staff is available at $\$ 27.00$ per hour with a 4 -hour minimum.

## MEAL TICKETS:

Meal tickets are required for all Buffets and menus serving 2 or 3 Entrée options. Meal tickets are exclusively provided by the Center.
Notice: Thoroughly cooking Meats, Poultry, Shelfish, or Eggs reduces the risk of foodborne illness, especially if one bas certain medical conditions.



## BREAKS

| all day breaks

minimum 25 guests

## connecticut daily 28/*29.00

## morning

chilled orange and cranberry juices
sliced fresh seasonal fruit and berries
assorted muffin tops and fruit filled strudel
breakfast breads and croissants
butter and preserves
freshly brewed coffee, decaffeinated coffee and fine quality teas
mid-morning
freshly brewed coffee, decaffeinated coffee and fine quality teas

## afternoon

sliced fresh seasonal fruits and berries
assorted jumbo cookies, fudge brownies \& blondies
freshly brewed coffee, decaffeinated coffee and fine quality teas,




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## LUNCHEON

## | luncheon buffet

minimum 50 guests
Lunch buffet to include fresh baked assorted rolls and butter, chef's selection of seasonal vegetable and appropriate starch, and freshly brewed coffee, decaffeinated coffee and fine quality teas.

Gluten free bread available by request, additional fees applied
Price includes choice of two entrées
Additional per person charge applicable for three entrée choices

## rising star buffet 3

new england clam chowder or chicken gumbo
cucumber dill salad gf
carrot \& raisin salad gf
spiced chickpeas with roasted pepper and olives gf
farfalle pasta salad

## entrées

oven roasted north atlantic salmon gf
with citrus butter sauce and shaved fennel and balsamic drizzle
chicken longwood
egg battered boneless breast of chicken with shiitake mushroom basil cream sauce
blackened block island swordfish gf
with vanilla bean bourbon sauce and sweet pepper confetti
traditional pot roast
with mushroom gravy
penne pasta
with grilled chicken, spinach, roasted peppers, virgin olive oil, basil and toasted garlic
herb broiled nantucket cod
with fire roasted pepper cream sauce and balsamic drizzle
grilled french chicken breast gf
with tomato artichoke ragout
oven roasted basa filet gf with sautéed kale and tomato olive relish

## dessert

pastry chef's selection of assorted cakes and tortes



## RECEPTION

## | displays

Pricing based on 100 servings per display
antipasto display 660
assortment of italian salamis, cured meats and cheeses, marinated mozzarella cheese, grilled vegetables, olives, artichokes, sliced italian and flavored foccacia bread
bruschetta display 500
imported plum tomatoes with garlic, virgin olive oil and basil
creamy spinach artichoke dip
eggplant caponata, olive tapenad
garlic rubbed crostini and pita chip
mediterranean sampler 650
garlic hummus,
white bean, rosemary and olive oil dip
tabbouleh with spiced eggplant puree
toasted pita chips, flatbread and baby carrots
sushi display 1200
spicy tuna maki, salmon maki, california rolls and assorted sashimi
soy sauce and pickled ginger
asian noodle display 750
soba noodles with crispy duck and hoisin
rice noodles with crisp vegetables and spicy orange sauce ginger seared ahi tuna with lo mien noodles and scallions
seasonal vegetable display 300
with honey dijon, gorgonzola and onion dips
grilled vegetable display 425
selection of balsamic marinated grilled vegetables
international cheese display 500
a selection of imported and domestic cheeses with gourmet cracker assortment and sliced french bread
fruit display 450
seasonal sliced fresh fruits and berries with strawberry dip
build your own raw bar display
Seafood displays are presented on ice with lemon, zesty cocktail sauce and a cilantro remoulade. All chilled seafood prices are based on 100 pieces
local blue point oysters on the $1 / 2$ shell 400
littleneck clams on the $1 / 2$ shell 400
chilled jumbo gulf shrimp 600 chilled alaskan snow crab claws



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## PLATED DINNER

## | appetizers \& soups

minimum 50 guests
Three course plated dinner to include one salad selection per person, one entrée selection complemented with chef's choice, seasonal vegetable and starch, and one dessert selection per person. Dinner service includes bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas. To select additional courses, please inquire with your catering professional.

Choice of two entrées minimum of 50/ maximum of 750 Choice of three entrées with minimum of 100 / maximum 500 Additional fess applied for multiple entrées

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## appetizers

shrimp cocktail 15
(additional charge applicable
jumbo gulf shrimp with jicama lime salad. zesty cocktail sauce and lemon
jumbo lump crab cake 15
(additional charge applicable)
fresh jumbo lump crabmeat seasoned with sweet peppers and chive celeriac salad and saffron cream
sauce
fresh mozzarella \& beefsteak tomatoes caprese 10
fresh basil, extra virgin olive oil \& balsamic reduction
prosciutto di parma and melon 14 seasonal melon wrapped with prosciutto di parma
eggplant rollatine 10
sliced eggplant wrapped around herbed ricotta, mozzarella \& parmesan cheeses baked and served with imported plum tomato sauce

## soups

(maximum 200 guests
lobster bisque 7
(additional charge applicable)
new england clam chowder 5
cream of wild mushroom 5
minestrone 5




## PLATED DINNER

## entrées

minimum 50 guests
Three course plated dinner to include choice of one a salad selection per person, one entrée selection complemented with chefs choice, seasonal vegetable and starch, and one dessert selection per person. Dinner service includes bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas. To select additional courses, please inquire with your catering professional.

Choice of two entrées minimum of $50 /$ maximum of 750 Choice of three entrées with minimum of 100 / maximum 500 Additional fess applied for multiple entrées
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## entrées

chicken scarborough 39 gf
bone-in chicken breast roasted with garlic, served with an artichoke, prosciutto, rosemary, sage and thyme ragout
stuffed chicken breast 40 gf
slow roasted with eggplant, prosciutto and muenster cheese with a madeira demi glace
prime rib of pork 45 gf
garlic \& rosemary scented roasted rib chop served with a pork au jus
filet \& shrimp 58 gf
10 oz . grilled filet with jumbo gulf shrimp simmered in white wine with lemon, garlic and capers
filet mignon 54 gf
10 oz. grilled angus tenderloin with oven roasted tomato \& mozzarella caponata,roasted shallot and cabernet demi-glace
new york sirloin 54 gf
broiled angus 12 oz . sirloin steak with a brandy peppercorn sauce
boneless breast of chicken 40 gf
baked with fresh mozzarella, basil and stuffed with roasted tomatoes with garlic lemon butter sauce
basa filet 40
mild white fish stuffed with asparagus and lobster and fnished with a lobster sherry sauce
parmesan crusted chicken breast 40
with white wine butter sauce
spinach, mushroom and feta stuffed chicken 40 gf
with herb cream sauce
roasted prime rib of beef 50 gf
slow roasted montreal seasoned certified angus prime rib with natural beef au jus
chilean sea bass market price
oven roasted with soy sauce and ginger lime butter
stuffed shrimp 42
jumbo gulf shrimp, stuffed with maryland lump crab and lemon herb butter sauce
chicken piccata 39
egg battered boneless chicken breast simmered in pinot grigio wine with garlic, basil, capers and fresh lemon
north atlantic salmon 39 gf
broiled fillet with aged balsamic onion marmalade and citrus butter sauce
nantucket cod 39
butter crumb and pesto encrusted cod fillet with sun dried tomato aioli


## desserts

individual marble chocolate cheesecake
individual raspberry swirl cheesecake
espresso brulee tart
red berry oprea gf
chocolate dome gf
rich chocolate saboyon filled with raspberry coulis

## PLATED DINNER

## | desserts

## minimum 50 guests

Three course plated dinner to include choice of one salad selection per person, one entrée selection complemented with chef's choice, seasonal vegetable and starch, and one dessert selection per person Dinner service includes bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas. To select additional courses, please inquire with your catering professional.

Choice of two entrées minimum of 50 / maximum of 750 Choice of three entrées with minimum of 100 / maximum 500
Additional fess applied for multiple entrées



## DINNER

## dinner buffet

## minimum 100 guests

Dinner buffet to include fresh baked assorted rolls and butter, chef's selection of seasonal vegetable and appropriate starch, and freshly brewed coffee, decaffeinated coffee and fine quality teas.

Gluten free bread available by request, additional fees applied.
Price includes choice of three entrées
Additional per person charge applicable for four entrée choices.
the waterford 60

## salads

mixed garden greens with carrots, onion, and apple cider vinaigrette, and parmesan peppercorn dressing
beef steak tomatoes and bermuda onion salad
asparagus and steak salad
cucumber and dill salad

## hot entrees

dijonnaise chicken
boneless chicken breast sauteed with dijon mustard and toasted garlic spinach
orecchetti pasta
baked with ricotta, marinara, mozzarella and asiago cheese
honey glazed north atlantic salmon champagne lemon butter and spaghetti vegetables
pan seared red snapper
with saffron tomato broth, shaved fennel and caramelized vidalia onions
oven roasted, tomato encrusted new england cod with sautéed broccoli rapini
egg battered breast of chicken with a shiitake mushroom and basil cream sauce
spinach topped chicken breast
with tomato concasse, red onions, parmesan cheese and garlic butter
desserts
extravagant display of our pastry chef 's specialties including miniature italian pastries, petite fours, assorted cakes, and truffles
petite filet mignon
with gorgonzola cheese and roasted peppers in a barolo wine sauce
cheese tortellini
with bacon, peas, and black pepper in a creamy parmesan alfredo sauce
penne pasta
with sweet italian sausage broccoli rabe, fire roasted peppers with garlic and virgin olive oil
spinach and ricotta ravioli
with oven roasted grape tomatoes and pecorino cheese in tomato cream sauce
boneless roasted pork loin
with caramelized shallots and rosemary served with whipped ginger sweet potatoes. chef 's selection of seasonal vegetable and appropriate starch, display of assorted artisan breads and rolls


## DINNER

## | dinner buffet

## minimum 100 guests

Dinner buffet to include fresh baked assorted dinner rolls and butter and freshly brewed coffee, decaffeinated coffee and fine quality teas.

Gluten free bread available by request, additional fees applied.
Price includes choice of four entrées
Additional per person charge applicable for five entrée choices.
traditional new england clambake market price
new england clam chowder
mixed field greens
with carrot, onion and tomato. choice of ranch, italian or russian dressing

## specialty salads

cucumber and dill salad
plum tomato and basil salad
orechetti pasta and shrimp salad

## entrées

broiled lobster tails with garlic, butter \& herbs
steamed clams with white wine garlic \& butter broth
steamed crab claws with drawn butter
barbecued chicken
barbecued st. louis pork ribs
prince edward island mussels with garlic white wine and tomato broth
starch and vegetable
corn on the cob
baked potato with sour cream \& bacon bits

## dessert

strawberry shortcake
seasonal fruit medley


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## DINNER

## | buffet enhancements

The specialty selections listed can accompany any of our dinner buffets. Please inquire with your catering professional for detailed assistance.

* Selections require uniformed chef attendant

Additional fee applied
*mashed potato bar 16
whipped yukon gold potatoes with toppings of smoked bacon, shredded cheddar cheese, broccoli, caramelized onions sautéed mushrooms, sour cream, chives and gravy
$*_{\text {mac }}$ and cheese station 20
traditional creamy three-cheese with elbow macaroni, rontini tossed with pepper jack and penne with vermont sharp white cheddar. toppings to include smoked bacon, sautéed shrimp, broccoli florets, roasted peppers and chives
fajita station 12
grilled chicken and marinated skirt steak, caramelized sweet bell peppers and vidalia onions, warmed tortillas, shredded lettuce, pepper jack cheese, guacamole, sour cream and pico de gallo
*steak flambe 20
beef filet mignon, fresh cracked peppercorn, cremini mushrooms, dijon mustard and brandy cream
*pasta station 16
penne, cheese tortellini, orecchetti and mini ravioli pastas, pomodoro, alfredo and bolognese sauces, broccoli rabe, mushrooms, sundried tomatoes and chopped clams, grated pecorino parmesan and crushed red pepper, sliced italian and flavored foccacia
champagne fountain 7
sparkling champagne or fruit punch with sliced citrus fruit garnishes
sundae bar 14
vanilla, chocolate and strawberry ice creams, caramel, butterscotch and chocolate sauces, strawberries and crushed pineapple toppings, m\&m's, crushed oreos, rainbow sprinkles and whipped cream
*bananas foster 12
sliced bananas with banana liqueur, brandy caramel sauce, cherries jubilee flambéed and served with vanilla bean ice cream
viennese station 14
pastry chef's selection of miniature italian and french pastries, mousses, assorted cakes \& tortes, chocolate dipped strawberries, cheesecakes, gourmet blondies and brownies
chocolate fountain 12
flowing tiered fountain with imported warmed milk chocolate convection with fresh seasonal fruits and berries, pretzel rods, marshmallow pound cake, and oreo cookies

The food and beverage department is solely responsible for determining the number of attendants required.
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## BEVERAGE SERVICE

Super Brands
Grey Goose Vodka, Tanqueray Gin, Johnnie Walker Scotch,
Bacardi Rum, Marker's Mark Bourbon, Crown Royal Whisky, Patron Tequila

Premium Brands
Skyy Vodka, Beefeater Gin, Dewar’s Scotch, Bacardi Rum, Jack
Daniels Whisky, Canadian Club Whisky
Cuervo Gold Tequila

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## open bar

host pays for each guest on a per hour basis
super brands
first hour -17 per person / each additional hour -8 per person
premium brands
first hour -15 per person / each additional hour -6 per person
beer \& wine only
first hour -12 per person / each additional hour -5 per person

## cash bar

guests pays for own beverages
super brand cocktails 10
premium brand cocktails 8.5
selection of canyon road house wines 7
selection of 2 nd tier wines 8
imported beer 6
domestic beer 5
cordials 9.5
martini up charge 3
soft drinks, bottled spring or sparkling waters 3
assorted bottled juices 3.5
hosted consumption bar

## host pays for each beverage consumed

super brand cocktails 9
premium brand cocktails 8
selection of canyon road house wines 6.5
selection of 2 nd tier wines 7.5
imported beer 5
domestic beer 4.5
cordials 9.5
martini up charge 3
soft drinks, bottled spring or sparkling waters 2.75 assorted bottled juices 3.25

## bartender fees

bartender fee is based on 4 hour minimum - 75 dollars / per bartende
one complimentary bartender for every 500 dollars in net beverage revenue consumed
the food \& beverage department is solely responsible for determining the number of bars required
ask your catering professional for a list of our house wines
connecticut wines and micro-brews are also available at additional cost

