

TABLE OF CONTENTS

Welcome Letter	3
Policies and Procedure	4
Theme Dinner Buffets and Cook Outs	6
Theme Stations	7
Plated Entrees	8
Platter Displays	10
Hors D' ouevres	11
Assorted Snacks	12
Bar Service	13
Rental and Set Up Fees	14
Directions	15

WELCOME

Dear Special Guest,

Thank you for considering Colonial Heritage Club to celebrate your special event! When planning such a special occasion, you need a special place with the utmost service and attention to detail! Colonial Heritage Club is that place.

Our professional staff is on site to help you make all your special event dreams come true. We are here to assist with all the details, no matter how big or small. We look forward to working with you to exceed all of your expectations! We will assist you through all the planning stages, and you will have someone on site during your event to make sure all your details are as you planned.

We invite you and your guests to experience Colonial Heritage Club where you will receive the finest cuisine and service in a sophisticated, yet relaxed, atmosphere. The charm of Historic Williamsburg coupled with the pristine craftsmanship of the 25,000 square-foot Clubhouse creates an ideal setting for celebrating your special day. The Colonial Heritage Club Grand Ballroom offers an inviting atmosphere for hosting up to 350 of your family and friends, and the expansive lawn provides an ideal setting for an outdoor celebration surrounded by the lushly landscaped championship golf course. Our Clubhouse also has a variety of meeting and banquet rooms that are suited for smaller, more intimate settings.

Our professional culinary and service staff will work together to ensure that your event will truly be memorable. Just tell us about your vision, or ask for advice, and we will take care of the rest!

Time of day, number of guests, and style are each important factors in selecting your event menu. There are many options to choose from in how you would like your guests to be served, whether it is an array of hot and cold hors d'oeuvres, a casual buffet style dinner, or a more formal seated dinner. All options are perfectly augmented with outstanding food and service at Colonial Heritage Club. Schedule your event at the club by contacting Stacy Krick at 757.645.2011 or email at skrick@ colonialheritageclub.com.

WE LOOK FORWARD TO SERVING YOU EXCELLENCE!

BANQUET POLICIES

Seating

Our standard banquet seating is at round tables of 8 for the Grand Ballroom. Seating of square/rectangle tables of 6 or 8 for additional banquet rooms. Other seating arrangements are available where equipment and space permit.

Guarantees

The Catering Department should be notified (7) business days prior to your function of the number of guests attending each event. If the Catering Department is not notified within this time, the expected number of guests on the most recent Banquet Event Order will become the guarantee number and you will be charged accordingly. Our Catering Department will be prepared to serve 5% more than your guarantee.

Function Rooms

Colonial Heritage reserves the right to move an event to another banquet/meeting room(s) other than appearing on the Banquet Event Order should there be a significant fluctuation in the number of attendees. The club also reserves the right to charge an additional fee for set-up of meeting rooms with extraordinary requirements, i.e., advance set-up and late tear down. A room set-up fee will be charged where applicable.

Outdoor Functions

The Colonial Heritage Club reserves the right to make the final decision regarding outdoor functions. The decision to move a function to an indoor location will be made no earlier than 48 hours based on the prevailing weather conditions and local forecast. If we set up for an outside event and use seating other than the existing tables in the function room, there may be an additional set up fee.

Exhibits

Should the Colonial Heritage Club offer exhibit space for your conference, our standard fee per booth is \$50.00, which includes one (1) draped six-foot table, two (2) chairs and one (1) 110V line.

Parcel, Mailing, Shipping

A \$2.50 handling charge per delivered box or item will be charged. Any materials required for upcoming events may be sent three days prior to the event for holding. All items and boxes are to be addressed as follows:

Organization or Party Name c/o Colonial Heritage Club 6500 Arthur Hills Drive Williamsburg, VA 23188

Attention: (your service manager) Hold for: (date of event)

Property Damage

As a patron, you are responsible for any damage to any part of the Colonial Heritage Club during the period of time you, attendees, employees, independent contractors or other agents under your control or under the control of any independent contractor hired by you are in the Colonial Heritage Club. The affixing of anything to walls, floors or ceilings or rooms without prior approval will not be permitted.

Liability

The Colonial Heritage Club does not assume any responsibility for any items left in banquet rooms while the rooms are not occupied or after they have been vacated.

Food and Beverage

The Colonial Heritage Club is responsible for the quality and freshness of the food served to our guests. Due to current Health Regulations, all food served at the Colonial Heritage Club must be prepared by our culinary staff. Food may not be taken off the premises after it has been prepared and served. Please note that sales and service of alcoholic beverages are regulated by the State. Due to regulations by the State, all alcoholic beverages must be purchased on property and consumed on property.

Service Charge and Tax

A 20% service charge and state sales tax will be added to all food, beverage and other services. If you are a tax-exempt organization, please provide your tax-exempt number and certificate before finalizing your arrangements with the Director of Sales

Bartender Fee

There is a service charge of \$50.00 per bartender per hour. One (1) bartender is required for every 75 persons. Fee may be waived if bar sales exceed \$500.00 in hosted sales per bar.

Requests for Multiple Entrees

If multiple entrees are requested, the following stipulations will apply:

- If there is a price different between the entrees chosen, the higher price will prevail for all entrees.
- · Normal guarantee procedure is required with indication of each entrée.
- Some form of entrée indication is required at the guest table, e.g., colored ticket, coded nametags, etc. This will enable better service by our staff during the meal.

Buffets

There is a minimum of 35 guests for all breakfast, lunch or dinner buffets. A \$5.00 per person additional surcharge will be applied if under minimum number of guests.

Deposits & Cancellations

Colonial Heritage Club requires a deposit in the amount of 20% of the anticipated charges for the event not to exceed \$1,500.00. The deposit is due upon booking your event with a signed contract. This amount will be credited towards your final event balance. All deposits are non-refundable and non-transferable. 50% of the anticipated charges is due ninety (90) says prior to the event. Payment in full of all balances must be made at least seven (7) days prior to the date of the event with all final event order details. We request that a credit card be on file if a patron fails to make payment in full of all balances on the day of the event or if there are outstanding charges pending such as a consumption bar or damage deposit.

The operator or Customer may cancel this contract without cause at any time prior to the event by paying the other party based on the following:

Contract Date: One hundred eighty (180) days or more from arrival date- 20%

Ninety (90) days or less from arrival date - 50%

Seven (7) days prior to event date – 100%

Resident Rates & Discounts

We are happy to offer Colonial Heritage Residents discounted rates. Please contact our Sales Department for more details.

THEME DINNER BUFFETS & COOKOUTS

THE SOUTHERN STYLE BUFFET | \$25.95 Per Person

Mixed Greens Salad with Tomato, Cucumber, Carrots, Onions & Croutons
Ranch Dressing or Chef's Vinaigrette
Fried Catfish with a Remoulade Sauce
BBQ Pork Ribs

Buttermilk Fried Chicken

Fresh Green Beans

Corn on the Cob

Baked Beans

Southern Potato Salad & Cole Slaw

Watermelon

Baked Corn Bread with Honey Butter Assorted Buns & Rolls

Apple & Peach Pie

THE ITALIAN BUFFET | \$28.95 Per Person

Caesar Salad Display with Hearts of Romaine, Parmesan Cheese, & Croutons

Creamy Caesar Dressing

Italian Green Bean Salad

Caprese Salad Display

Sliced Melons & Proscuitto

Pan Seared Chicken Breast Marsala

Stuffed Shells with Ricotta & Marinara

Herb Roasted Pork Loin with Balsamic & Caper Butter

Braised Vegetable Ratatouille

Herb Risotto

Fresh Baked Garlic Bread

Tiramisu & Strawberries & Cannoli Dip

THEMED STATIONS READY TO SERVE YOU

Prices are per person with a 35-person minimum.

Below price is in addition to any buffet menu

For any chef attended stations a \$50 chef attendant fee will apply

CHEF'S CARVING STATION

(Carving Stations to include Fresh Snowflake Rolls & Sweet Potato Biscuits)

Bourbon-Maple Glazed Ham with Honey Mustard Glaze | \$7.00 per person
Herb Crusted Pork Loin w/Dijon Mustard Sauce | \$8.00 per person
Sage Roast Turkey w/Cranberry Relish & Fresh Herb Mayo | \$8.00 per person
Beef Brisket with Pan Jus & Honey BBQ Sauce | \$12.00 per person
Prime Rib w/Rosemary Au Jus and Horseradish Cream | \$14.00 per person
Beef Tenderloin w/Demi Cabernet Reduction | \$16.00 per person

MASHED POTATO BAR | \$6.00 per person (self-serve station)

Garlic Mashed Potatoes & Sweet Whipped Potatoes
Bacon, Chives, Sour Cream, Butter, Cheddar & Monterey Jack Cheese,
Brown Sugar, Honey, & Marshmallows

PASTA STATION | \$8.00 per person

(one attendant for every 50 guests is required)

Tri- Color Cheese Tortellini and Fusilli Pastas

Mixture of Chicken, Sausage & Shrimp

Mushrooms, Spinach, Broccoli, Peppers, Grilled Zucchini, Fresh Garlic, Fresh Herbs

Asiago Cheese - Marinara, Alfredo, Pesto Sauces



PLATED THREE-COURSE DINNERS

(A service charge of \$50.00 will be added for parties of less than 25.)

Three-Course Dinners include Salad, Freshly Baked Rolls with Butter, Vegetable and Starch Selections.

Served with Freshly Brewed Coffee, Decaffeinated Coffee, and Iced Tea.

INCLUSIVE SALAD

Mixed Seasonal Greens with Choice of Two Dressings
Caesar Salad with Parmesan, Croutons and Tomatoes & Creamy Caesar Dressing
Baby Spinach with Gorgonzola and a Citrus Dressing

SPECIALTY SALAD | \$3

Frisse Salad with Brie Crostini, Poached Egg, Asparagus & Warm Bacon Dressing Tomato & Fresh Mozzarella Salad with Sweet Basil Vinaigrette Fall Autumn Greens with Poached Pear, Candied Pecans, Gorgonzola, Cranberries & Honey Raspberry Vinaigrette

CHICKEN ENTRÉES

Sautéed Breast of Chicken Hunters Style | \$22 served with a tomato, mushroom and tarragon sauce

Stuffed Breast | \$22

served with proscuitto, sundried tomatoes, spinach, and mozzarella with a tomato butter sauce

Airline Chicken Breast | \$22 served with asparagus & mustard cream sauce

BEEF ENTRÉES

Grilled Flat Iron Steak | \$24 served with shallots, blue cheese & red peppercorn demi-glace Grilled 12 oz Choice New York Strip | \$28 served with grilled onions & garlic herb butter

 $\label{eq:Grilled Filet Mignon | 39} served with forest mushroom \& rosemary demi-glace$

PORK ENTRÉES

Porterhouse 10 oz Pork Chop | \$23 served with apple & cranberry compote

SHELLFISH ENTRÉES

Jumbo Shrimp and Scallops with Garlic Butter | \$26 Pan Seared Jumbo Crab Cakes with Roulade Sauce | \$31

FISH ENTRÉES

Salmon with Dill Mustard Crust | \$24 served with a chardonnay cream sauce

Cod Loin | \$28

served with artichokes, tomatoes, black olives, capers & fresh herbs

Stuffed Flounder | \$22

served with lemon, capers, and a spinach & crab parsley butter

VEGETARIAN ENTRÉES

Grilled Vegetable Stack | \$20 with portobello mushrooms, asparagus, squash and tomatoes

Wild Mushroom Ravioli | \$18 with asparagus, artichokes, sundried tomatoes & pesto sauce

Eggplant Parmesan | \$18 with angel hair pasta & marinara

Stuffed Pepper | \$18 with corn, black beans, pico de gallo & chipotle sauce

Roasted Cauliflower Steak | \$18 red peppers, asparagus & chimichurri sauce

PASTA

Choose selections from the themed pasta station Angel Hair Pasta with Garlic Butter, Fusilli Pasta, Linguini Pasta

VEGETABLE OPTIONS

Baby French Green Beans Almondine

Roasted Vegetable Medley

Ratatouille

Baby Peas and Mushrooms

Dill Carrots

Vegetable Medley

Broccoli Florets

Asparagus & Corn

STARCH OPTIONS

Wild Rice Pilaf

Au Gratin Potatoes

Creamy Polenta

Jasmine Rice

Garlic Mashed Yukon Gold Potatoes

Mashed Sweet Potato

Roasted Red Potatoes with Rosemary

Herb Risotto

DESSERTS | \$7.50

Ultimate Chocolate Cake

Lemon Italian Cream Cake

Bourbon Pecan Pie with Caramel Sauce

Flourless Chocolate Cake topped with Vanilla Sauce & Chocolate Ganache (Gluten Free)

Cream Cheese Frosted Carrot Cake with Walnuts

Cheesecakes (Chocolate, Strawberry or Plain)

Key Lime Pie

PLATTER DISPLAY HORS D'OEUVRES

INTERNATIONAL CHEESE DISPLAY | \$6 per person

Cubes and wedges of fine imported & domestic specialties such as: mild cheddar, pepper jack, swiss, spiced havarti, baby brie & gouda fresh strawberries, grapes & assorted distinctive heritage crackers

FRESH SEASONAL FRUIT | \$5 per person

Fresh seasonal fruit in a colorful display

CRUDITES | \$2.50 per person

Batonettes of celery, carrots, grape tomatoes, broccoli, cucumbers with buttermilk ranch dipping sauce

BRIE EN CROUTE PLATTER | \$70 (Serves 25 people)

Double cream domestic brie wrapped in puff pastry with honey & almonds with heritage crackers & fresh baguette (offered in caramelized onion & bacon or sundried tomato & olive)

ANTI-PASTO DISPLAY | \$6.50 per person

Artichoke, marinated sweet red bell pepper, olives, tomato, grilled squash, zucchini, pepperoncini, proscuitto ham, salami, provolone cheese presented with baguette bread sticks

SMOKED SALMON | \$7 per person

Thinly sliced smoked salmon, hard boiled egg, red onion, caper, parsley, cream cheese & mini bagel

BUILD YOUR OWN LETTUCE CUP DISPLAY | \$5.95 per person

Thai chicken or turkey asian meatballs, lettuce cups, green onions, shredded carrots cilantro, crispy noodles, peanuts and hoisin dipping sauce

PASSED OR PLATTERED HORS D'OEUVRES

Prices are per piece \$20 fee per server per hour for butlered service

Beef Wellingtons | \$3.60 Beef Empanada | \$3.00 Smoked Turkey, Brie and Honey Mustard Pinwheel | \$2.25 Pork Wontons with Sesame Dip | \$2.25

Chicken Sate with Peanut Sauce | \$2.75 Coconut Chicken with Thai Sweet Chili Sauce | \$2.50 Chicken Cornucopia Quesadilla | \$2.75 Chicken Pot Stickers | \$2.50

Smoked Salmon on Pita Chips with Cucumber and Boursin Cheese | 3.50
Bacon Wrapped Scallions Dusted | \$3.50
Coconut Shrimp Hand Breaded with Sweet Thai Chili Sauce | \$3.50
Mini Crabcakes & Remoulade Sauce | \$3.50
Shrimp Cocktail | \$3.00

Oven Dried Tomato Basil and Fresh Mozzarella Crostini | \$3.25

Italian Antipasto Skewer | \$3.50

Hummus with Black Tapenade Olive on a Pita Chip | \$2.50

Thin & Crispy Vegetable Spring Roll with Soy Dip | \$2.50

Mini Assorted Quiches | \$2.50

Vegetable Pot Stickers | \$1.25

Breaded Ravioli with Marinara | \$1.25

Spanakopita Filled with Spinach, Onions, Garlic, Cream & Feta Cheese | \$2.75

Recommendations:

2 pcs per person for hors d'oeuvres prior to dinner or 9-10 pcs per person for hors d'oeuvres only event.

ASSORTED BEVERAGES AND SNACKS

Coffee, Decaffeinated Coffee, and Herbal Hot Tea \$35.00 per gallon

Soft Drinks \$2.00 each

Bottled Water \$2.00 each

Mineral Water \$3.50 each

Bottles Juices of Orange, Cranberry, Grapefruit, or Apple \$2.50 each

Orange, Tomato, Grapefruit, Apple and Pineapple Juice \$25.00 per carafe

Buffalo Chicken Wings with Blue Cheese & Celery \$24.00 per dozen

Spinach & Artichoke Dip with Breadsticks \$28.00 per dozen

Hummus with Pita Chips, Celery, Carrots, Broccoli, Cucumbers & Grape Tomatoes \$4.50 per person

> Fresh Whole Fruit Bananas, Apples, Oranges or Pears \$2.50 per piece

Single Greek Low-Fat Fruit Yogurts \$2.75 each

Cubed Cheese Display with Grapes & Crackers \$3.95 per person

> Mini Italian Sub Sandwiches Ham, capicola, salami, provolone lettuce, tomato & onions \$28.00 per dozen

Loaded Tots Bacon, green onion, diced tomato, jalapenos cheddar, sour cream & salsa \$4.50 per person

Turkey Corn Dogs with Honey Mustard \$1.75 each

Fresh Bagels & Cream Cheese "Martini" \$28.00 per dozen

Jumbo Colonial Heritage Chocolate Chip Cookies \$26.00 per dozen

> Chocolate Fudge Nut Brownies \$30.00 per dozen

DRY SNACKS AND DIPS

Peanuts | \$12.95 per pound

Spicy Bar Mix | \$9.95 per pound

Potato Chips, Pretzels, Popcorn or Nacho Corn Chips | \$7.95 per pound

Caramelized Onion | \$14.95 quart

Gorgonzola Cheese | \$16.00 quart

Back at the Ranch | \$15.00 quart

Salsa | \$14.95 quart

Guacamole | \$21.00 quart

Jalapeno Cheese (Served Hot) | \$15.00 quart

Prices listed do not include tax or service charge

BAR PACKAGES

Package Bar (3 Hour Minimum)

Premium Liquors | \$10.00 Call Liquors | \$9.00 Beer & Wine | \$6.00 (Domestic Only) Domestic & Imported | \$7.00

Prices listed are per person, per hour and do not include tax or service charge

Cash/Credit Bar (inclusive of tax & serve charge)

Premium Liquors | \$11

Domestic Beer | \$6

Call Liquors | \$9

Imported Beer | \$7

Soft Drinks, Juices | \$3

Heritage Wines | \$8

Additional Fees

Bartender Fees: \$50.00 per bartender, per hour One (1) Bartender per 75 guests is recommended

Bartender fees are waived if bar sales exceed \$500.00 per bartender

BAR PACKAGES

PREMIUM LIQUORS

Jack Daniels, Maker's Mark, Bombay Sapphire, Belvedere, Johnnie Walker Red, Myers Platinum Rum & 1800 Tequila

CALL LIQUORS

Jim Beam, Bombay, Absolut, Dewars, Bacardi Superior, Jose Cuervo, Boodles & Captain Morgan

HERITAGE WINE

Canyon Road includes Chardonnay, Pinot Grigio, White Zinfandel, Cabernet Sauvignon & Merlot

DOMESTIC BEER

Coors Light, Yuengling & Miller Light

IMPORTED BEER

Heineken, Corona or Non-Alcoholic by request

Specialty Beverages Available Upon Request and May Incur An Added Fee

FOOD & BEVERAGE MINIMUM & ROOM RENTAL

GRAND BALLROOM

\$5,000 Minimum on Saturdays \$2,000 Minimum on Friday & Sundays \$1,200 Room Rental

HERITAGE ROOM

\$2,500 Minimum \$250 Room Rental Fee

KINGS & QUEENS / HEARTS & DIAMONDS ROOM

\$300 Minimum

\$250 Room Rental Fee

If the minimum is not met for any reason, you will be charged the difference as a room rental fee.

BILLIARDS ROOM

\$500 Room Rental Fee \$500 Refundable Deposit After Complete Pre/Post Inspections

SET-UP FEES

Includes Set-Up, Breakdown & Cleaning of Room

GRAND BALLROOM

Seating up to 350 guests | \$500

HERITAGE ROOM

Seating up to 75 guests | \$200

KINGS & QUEENS ROOM

Seating up to 40 guests | \$200

HEARTS & DIAMONDS ROOM

Seating up to 25 guests | \$200

All Set-Up Fees are subject to 6% sales tax.

RENTAL EQUIPMENT CHARGES

Outdoor White Padded Chairs	
LCD Projector & Screen	\$200
Light Board for Stage with Attendant	\$400
Microphone & Podium	\$50
Easels	\$3/easel
Cocktail Tables with Basic Linen	\$25/table
Colored Napkins (30-day notice)	\$2/napkin
*Specialty Colored Napkins available upon request for additional charge.	
Additional Staff Attendants	\$20/hour

All rental equipment is subject to 6% sales tax. Prices are subject to change without notice.

DIRECTIONS

FROM WASHINGTON, DC:

Travel I-95 South to I-295 South/East (exit #84A).

Continue on I-295 for approximately 15 miles and exit onto I-64 East (exit #28B).

Travel on I-64 to Rt. 607 (exit #231A) approximately 31 miles, turn Right onto Rt. 607.

Continue on Rt. 607 to Rt. 60 (2nd traffic light) and turn Left.

After approximately 2 miles, the entrance to Colonial Heritage Club will be on the Right.

FROM RICHMOND, VA:

Travel I-64 East/South to Rt. 607 (exit #231A), turn Right onto Rt. 607.

Continue on Rt. 607 to Rt. 60 (2nd traffic light), turn Left.

After approximately 2 miles, the entrance to Colonial Heritage Club will be on the Right.

FROM VIRGINIA BEACH/NORFOLK:

Travel I-64 West/North to Rt. 199 Exit #234A toward Lightfoot.

Travel on Rt.199 for approximately a quarter of a mile to Rt. 60 Lightfoot (3rd exit off of Rt. 199)

Turn Left onto Richmond Rd./US 60 West

After approximately 1 mile, the Colonial Heritage Club entrance will be on the Left.

