



Special Events 2018/2019

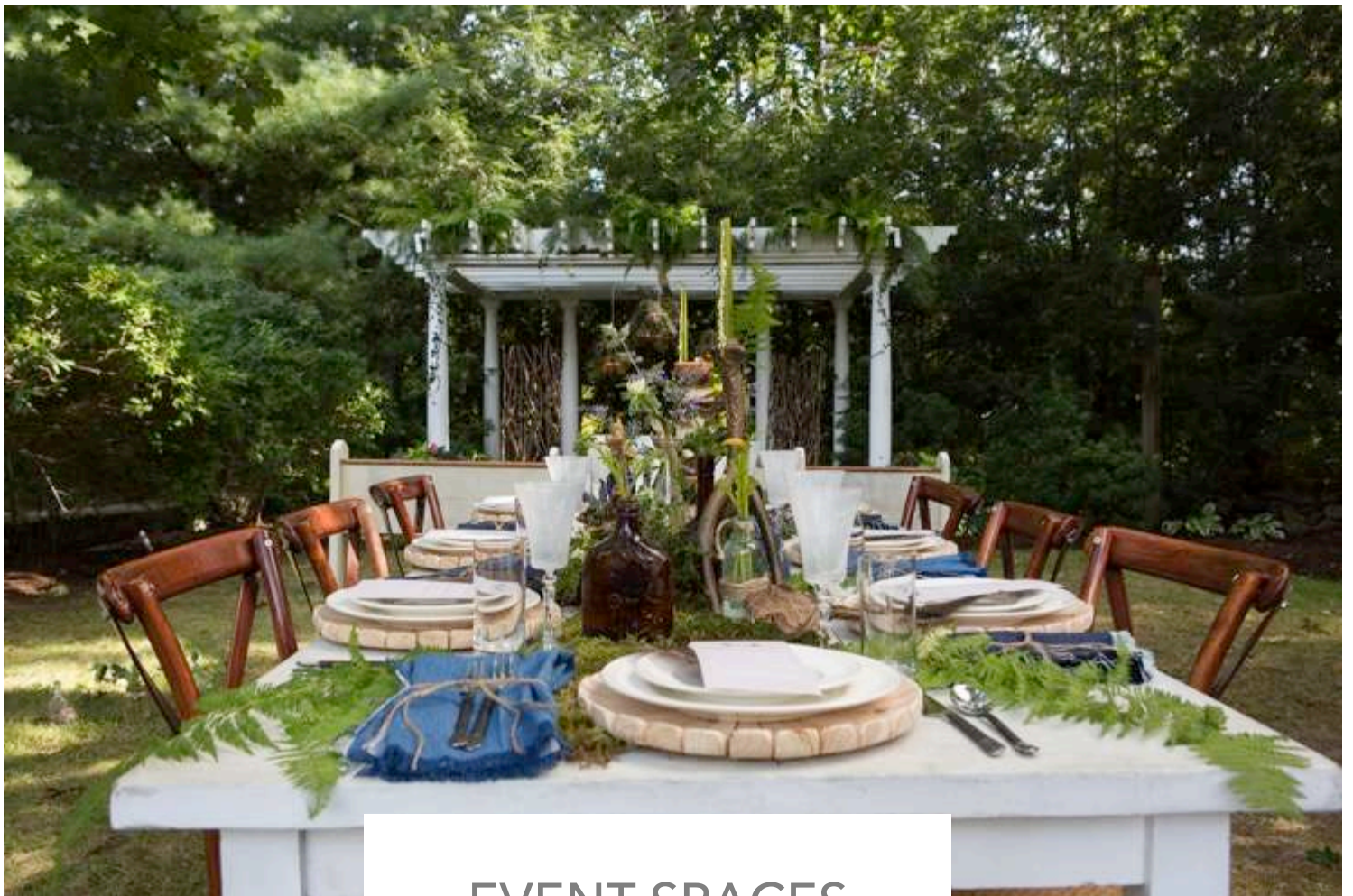


WELCOME TO THE MEADOW BROOK INN

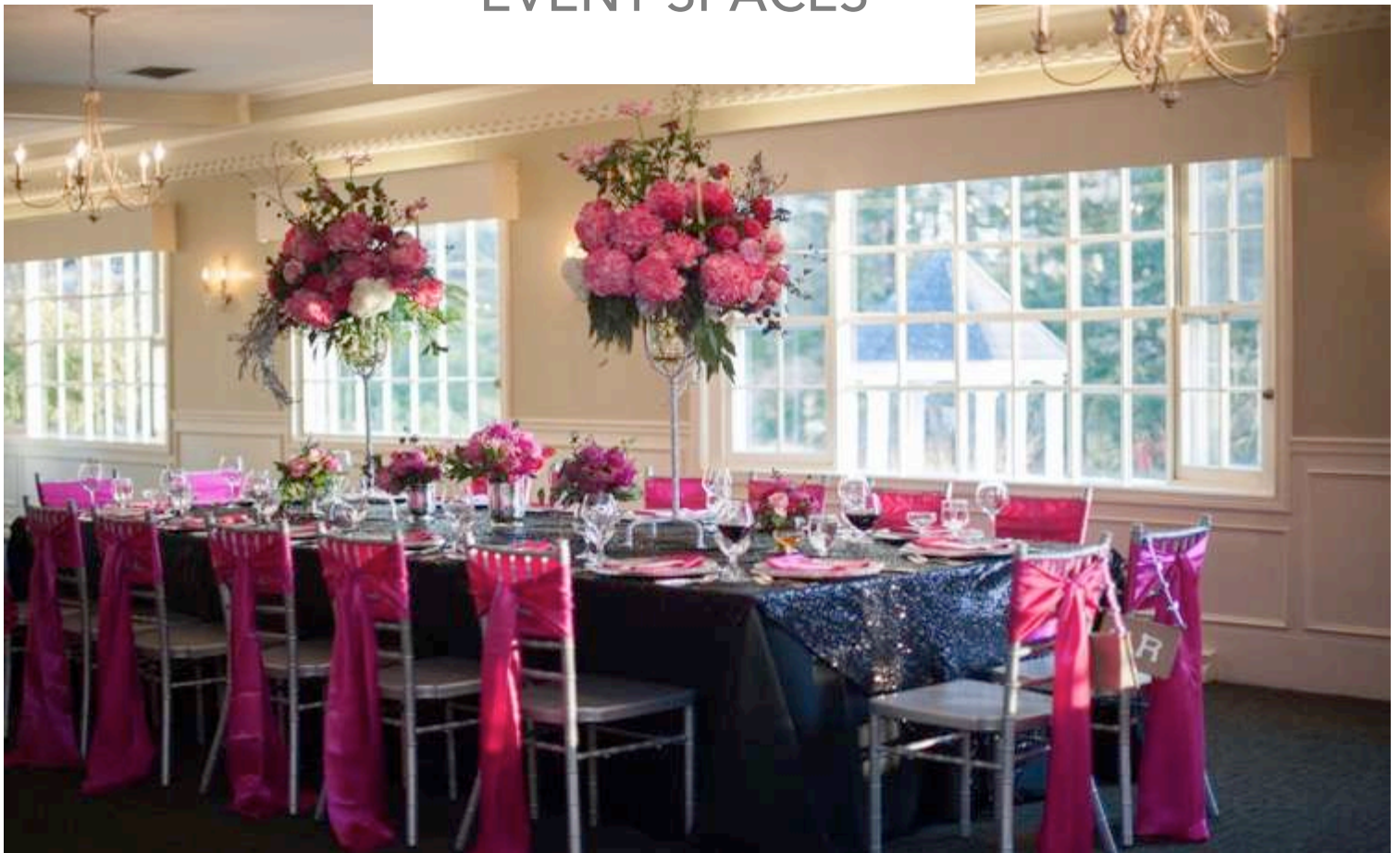
The Meadow Brook Inn is South County's premier boutique special events venue nestled in the woodlands of Charlestown, Rhode Island. The venue and grounds embody charm and simple elegance while offering a private country setting for your event. Whether planning an intimate gathering or gala affair, a fundraiser, high school reunion, baby shower or banquet, MBI offers the perfect setting.

We invite you to be our guest and experience the charm of Charlestown!

"OUR FUNDRAISER AT MEADOW BROOK WAS A HUGE SUCCESS. THANK YOU FOR WORKING WITH US." JESS AND JEREMY-BEYOND THE BATTLE



EVENT SPACES





COCKTAIL HOUR

"The Lawn" is the perfect place for cocktails, hors d'oeuvres and merriment in the Spring, Sumer and Fall. Guests will enjoy wandering the gardens, playing lawn games and listening to music while mingling. An al fresco farm to table dinner in the gardens is a smashing hit for intimate gatherings on a warm summer night.

"OUR GUESTS HAD SO MUCH FUN PLAYING CORN HOLE AND GIANT JENGA AT COCKTAIL HOUR...THEY ARE STILL TALKING ABOUT THE APPETIZERS AND HOMEMADE LEMONADE." COURTNEY



50
YEAR
REUNION

BALLROOM

The Meadow Brook Inn's elegant ballroom can host up to 200 guests and features a crisp neutral canvas, dental molding and chandeliers and crystal sconces that accentuate the natural light from the bay windows. It's the perfect venue for any event.



CELEBRATION

Dance the night away at the Meadow Brook Inn!

The dance floor (25' x 26') offers ample space for everybody, including a band or DJ. It's also a great space to display auction items for fundraisers.

Thank you for all of your help with planning our high school reunion. The food was delicious, the room was large enough for our group and your staff was so friendly.

Lynne F.



THE LOUNGE

The Lounge is perfect for smaller gatherings of 50 guests or less. Business luncheons, rehearsal dinners, showers and intimate weddings enjoy the simple beauty and comfort of the lounge. Buffets and plated meals work perfectly in this space.

The lounge is festively decorated during the holidays, creating a cozy atmosphere for small company parties.



HOLIDAY PARTIES

Experience the charm of the Meadow Brook Inn during the holidays. Decorated in full holiday splendor in December, complete with fresh poinsettia centerpieces, MBI is perfect for company parties, family gatherings and winter weddings...all you have to do is show up!

What are you waiting for? Schedule your tour today!



MENUS AND DETAILS

All of the Meadow Brook Inn's menus have the flexibility of being customized to fit the needs of your event. Our Executive Chef prepares all menu items from a "scratch" kitchen. Whether it's a cocktail party, a formal plated event or a buffet, our staff will partner with you in creating an unforgettable occasion!



Cocktail Party Reception

Hors D'oeuvres

Cheese Display
Assorted Bruschetta
Stuffed Mushroom Caps
Mini Beef Wellingtons
Buffalo Chicken Tenders
Pot Stickers with Asian Dipping Sauce

Pasta Station

Penne Pasta with choice of Two Sauces:
Vodka Sauce
Primavera
Alfredo
Pesto (contains nuts)

Salad Station

Mixed Greens Salad
with assorted toppings
and dressings

Coffee/Tea Station

\$28 per person

Deluxe Cocktail Party Reception

Hors D'oeuvres

Cheese Display
Fresh Fruit Display
Assorted Bruschetta
Stuffed Mushroom Caps
Mini Beef Wellingtons
Buffalo Chicken Tenders
Pot Stickers with Asian Dipping Sauce
Sliced Beef on Garlic Crostini
Risotto Cakes

Carving Station

Select 2:
Turkey, Roast Pork Loin,
Top Round of Beef, Ham
au jus, horseradish & country
style mustards

Pasta Station

Penne Pasta with choice of
Two Sauces:
Vodka Sauce
Alfredo
Primavera
Pesto (contains nuts)

Salad Station

Mixed Greens Salad
with assorted toppings
and dressings

Dessert and Coffee & Tea Station

Assorted Pastry Displays

\$40 per person



Hors D'oeuvres a la carte

Stationary Service

-Priced Per One Hundred People-

Antipasto Platter	\$450
Cheese Display- Assorted Domestic and Imported Cheeses	\$250
Fresh Fruit Display	\$200
Vegetable Crudite with house dip	\$200
Baked Brie Encroute	\$185
Avocado Hummus with Seasoned Pita Chips	\$200
Spanish Salsa with Seasoned Pita Chips	\$200
Traditional Hummus with Pita Chips	\$175
Grilled Vegetable Display	\$250
Tomato & Mozzarella Napoleons with Rosemary Skewer	\$350

Passed Service

-Priced Per One Hundred Pieces-

Fresh Baby Mozzarella, Grape Tomato & Kalamata Olive Kabobs w/Basil Oil	\$225
Fruit and Cheese Kabobs	\$175
Chicken or Veggie Quesadillas	\$225
Beef Empanadas	\$300
Cold Asian Noodles in Chinese to go box with Chop Sticks	\$325
Mini Vegetable Crudite with Tzatziki Sauce	\$275
Mushroom Bruschetta	\$200
Tomato & Basil Bruschetta	\$200
Tomato & Mozzarella Bruschetta with Balsamic Reduction	\$225
Brie Cheese and Caramelized Red Onion Marmalade Bruschetta	\$225
Ratatouille Bruschetta	\$200
Asparagus and Prosciutto Wraps	\$225
Pulled Pork Egg Rolls	\$225
Stuffed Mushroom Caps - sausage stuffing	\$195
Stuffed Mushroom Caps - bread stuffing	\$185



Hors D'oeuvres a la carte

-continued-

Passed Service

-Priced Per One Hundred Pieces-

Mini Beef Wellingtons	\$250
Sliced Beef on Garlic Crostini	\$225
Mini Potato Croquets	\$200
Pot Stickers with Asian Dipping Sauce	\$200
Chicken Sate with Peanut Sauce	\$200
Risotto Cakes	\$225
Asian Sesame Chicken Tenders	\$185
Asian Beef Skewer	\$200
Buffalo Boneless Chicken	\$185
Grilled Chicken & Tzatziki Sauce Shooters	\$250
Mini Individual Veggie Crudite with Tzatziki Sauce	\$225
Shrimp & Tropical Salsa Shooters	\$300
Shrimp Salad in Mini Croissants	\$300
Mini Shrimp & Guacamole Tacos	\$350
Scallops Wrapped in Bacon	\$300
Mini Crab Cake topped with a Roasted Red Pepper Aioli	\$275
Grilled Shrimp on a Rosemary Skewer	\$325
Jumbo Shrimp Cocktail	\$300



Plated Dinner Menu

Entrée Selections

Poultry

Chicken Francese - <i>Breast of chicken served in a lemon butter sauce</i>	\$27
Chicken Marsala - <i>Breast of chicken served in a mushroom and marsala wine sauce</i>	\$28
Herbed Grilled Chicken breast served over vegetable couscous	\$27
Chicken Forrestiere – <i>Sautéed boneless breast of chicken with a mushroom cream sauce</i>	\$28
Chicken Saltimbocca - <i>Breast of chicken topped with prosciutto, mozzarella cheese and Madeira sauce</i>	\$28
Boneless Breast of Chicken - <i>Served with an asparagus, sun dried tomato & garlic cream sauce</i>	\$28
Boneless Breast of Chicken - <i>Stuffed with traditional bread stuffing and topped with velute</i>	\$27
Boneless Breast of Chicken - <i>Stuffed with mushrooms & spinach and topped with a red wine shallot sauce</i>	\$28
Herbed Grilled Chicken Breast topped with a Tropical Salsa	\$28
Chicken & Shrimp - <i>Choice of Chicken Francese, Marsala or Piccata served with two baked stuffed shrimp</i>	\$34

Seafood

Salmon - <i>Fresh broiled filet served with choice of basil cream, dill cream or mustard sauce</i>	\$30
Yellow Fin Tuna - <i>Fresh grilled tuna steak served with tomato, caper & olive salsa or Oriental ginger sauce</i>	Market
Tilapia – <i>sautéed filet topped with choice of sauce (scampi, saffron, citron)</i>	\$29
Swordfish with tropical salsa	
Baked Stuffed Filet of Sole - <i>topped with lemon butter</i>	\$28
Baked Stuffed Shrimp - <i>Four jumbo shrimp with traditional stuffing</i>	\$30
Sole Francese atop a bed of Sautéed Spinach	\$30

Beef

Roast Prime Rib - <i>Served au jus</i>	\$34
Filet Mignon - <i>Grilled and served with choice of mushroom, peppercorn or red wine sauce</i>	\$40
Grilled Sirloin Steak - <i>Served with a peppercorn sauce and topped with crispy onions</i>	\$32
Grilled Rib Eye Steak with two grilled jumbo shrimp (choice of sauce)	\$37
Surf & Turf - <i>Grilled filet mignon served with two baked stuffed shrimp</i>	\$46



Plated Dinner Menu
-continued-

Entrée Selections

Pork

Pork Scallopini with porcini mushroom dust and cognac cream sauce	\$30
Roast Pork Loin - <i>Sliced and served with an apple demi-glace</i>	\$27
Roast Pork Loin - <i>Stuffed with spinach, roasted red peppers and provolone cheese</i>	\$30
Pork Chop- <i>slow roasted and stuffed with spinach, peas & prosciutto</i>	\$30

Specialty Cuts

Grilled Veal Chop - <i>served with a wild mushroom sauce</i>	Market
Veal Osso Bucco - <i>Served au jus</i>	\$32
Bread Crumb Crusted Lamb Chops - <i>Served with a rosemary demi-glace</i>	\$38

Alternatives

Pasta Primavera (Vegetarian)	\$24
Grilled Vegetable Display Over Cous Cous	\$26
Children's Chicken Fingers with French Fries or Starch and Vegetable Chosen for Entrée	\$14

All Entrees Served with Fresh Baked Rolls, Coffee & Tea Station and Choice of Accompaniments.



Plated Menu Accompaniments

First Course

-Select One-

Seasonal Fresh Fruit Cup

Cup of Soup

Spring Mix Greens with Meadow Brook Inn House Dressing

Vegetable

Chef's Choice of Seasonal Sautéed Fresh Vegetables

Potatoes/Grains

-Select One-

Herb Roasted Red Bliss Potatoes

Mashed Red Skin Potatoes

Rice Pilaf



Buffet Menu

Soup OR Salad – select one

Served Tableside

- Chicken Escarole Soup
- Minestrone Soup
- Cream of Three-Onion Soup
- Garden Salad with House Dressing

Entrées

- Chicken Francese - *Breast of chicken served in a lemon butter sauce*
- Chicken Marsala - *Breast of chicken served in a mushroom and marsala wine sauce*
- Chicken Piccata - *Breast of chicken served in a caper, white wine and lemon sauce*
- Chicken Rollatini – *Chicken breast pinwheels stuffed with ham and provolone cheese and served with white wine sauce*
- Chicken Cocovan- *Boneless chicken braised with mushrooms, carrots, fresh herbs and red wine*
- Boneless Breast of Chicken - *Served in a white wine mushroom sauce*
- Baked Stuffed Filet of Sole topped with lemon butter
- Sole Florentine – *Sautéed filet of sole served atop a bed of seasoned, wilted spinach*
- Baked Scrod - *Seasoned with breadcrumbs and baked in a lemon and white wine sauce*
- Sliced Top Round of Beef - *served in a brown mushroom sauce*
- Pepper Steak – *Sliced beef sautéed with peppers and onions and served in a Teriyaki sauce*
- Steak Pizzaiola – *Sliced beef sautéed with onions, peppers and potatoes and served in a Marsala sauce*
- Beef Bourguignon - *Braised beef cubes simmered in a seasoned red wine sauce*
- Veal and Peppers
- Pork Cancun – *served in a green chili Sauce*
- Roast Pork Loin -*Sliced and served with a demi-glance or an apple Madeira sauce*
- Eggplant Parmigiana
- Sausage and Peppers
- Meatballs

Accompaniments - *Choose Three*

- Penne Pasta with Marinara Sauce • Seasonal Sautéed Vegetables • Herb Roasted Red Bliss Potatoes • Mashed Red Skin Potatoes • Rice Pilaf

All Reception Dinner Buffets are complete with fresh baked rolls, butter and coffee & tea station

Two Entrée Buffet - \$28 per person

Three Entrée Buffet - \$32 per person

* Carving Station substitution available - price will vary.



Stations Menu

(Served to a maximum of 150 guests)

Please keep in mind that when planning a "stations" menu you will need a substantial base menu...may we recommend Carving, Pasta, Salad & Accompaniments. You may then enhance your event by adding other stations. More station options are available...just inquire with the Chef!

Carving Station

(Price Per Person)

Roast Top Round of Beef- au jus	\$10
Steamship Round - au jus (minimum of 100 guests)	\$9
Roast Turkey - turkey gravy	\$8
Baked Virginia Ham - assorted mustards	\$8
Roast Pork Loin - demi-glace	\$8
Roast Prime Rib of Beef - au jus	Market
Roast Tenderloin of Beef - wild mushroom demi-glace	Market
Roast Leg of Lamb - rosemary demi-glace	\$8

-Includes Assorted Rolls, Breads and Condiments-

-Apply \$75 Chef's Fee-

Pasta Station

\$9 per person

(Choice of 2 pastas and sauces)

Pasta

Penne
Linguini
Farfalle
Tortellini

Sauce

Marinara
Pink Vodka
Alfredo
Vegetable Primavera

Shrimp Station

\$12 per person

Shrimp Scampi - Jumbo shrimp sautéed in a garlic butter wine sauce

or

Shrimp Fra Diabolo - Jumbo shrimp sautéed in a spicy red marinara sauce



Stations Menu

-continued-

Salad Station

\$6 per person

(Choice of one)

Caesar Salad • Tossed Green Salad (with assorted toppings)

Accompaniments

(Choice of 2)

\$7 per person

Roasted Red Bliss Potatoes • Mashed Red Skin Potatoes • Traditional Stuffing • Rice Pilaf •
Chef's Choice of Seasonal Sautéed Fresh Vegetables

Please inquire with the Chef for other station options: Asian Station, Mac & Cheese Station, Seafood Station....the options are endless!



Dessert Menu

A bountiful assortment of gourmet desserts will create an unforgettable & interactive finale for your event!

Pastry Display

Selections May Vary

Homemade Assorted Cookies

Brownies

Assorted Cakes

Assorted Pies

\$8 per person

Viennese Table

Selections May Vary

Chocolate Mousse

Homemade Cannoli

Cheese Cake

Assorted Cakes (Chocolate, Carrot, Lemon Chiffon)

Assorted Pies (Apple, Blueberry)

Assorted Tarts

Chocolate Dipped Strawberries

Fresh Berries with Whipped Cream (seasonal)

\$10 per person

Sundae Bar

Chocolate and Vanilla Ice Cream (pre-scooped)

Assorted Toppings (selection may vary):

Hot Fudge Sauce

Hot Caramel Sauce

Oreo Cookie Crumbs

Candy Bar Pieces

Chopped Nuts

M&Ms

\$6 per person



Traditional Turkey Dinner

A Meadow Brook Inn Tradition and Favorite!

Spring Mix Greens Salad with Meadow Brook Inn House Dressing (Served Tableside)

Whole Roasted Turkey Served and Carved Tableside (each table receives a whole turkey!)

The following items are served family style:

Traditional Bread Stuffing

Mashed Potatoes

Seasonal Sautéed Vegetables

Turkey Gravy

Rolls

Coffee & Tea Station

Dessert

\$36 per person



Brunch Buffet Menu Showers

Garden Brunch

Assorted Danish • Croissants • Homemade Muffins • Fresh Fruit Salad • Assorted Quiche **OR** Frittatas
• Scrambled Eggs • Sausage • Bacon • Home Fried Potatoes • Assorted Bagels • Stuffed French
Toast

Coffee and Tea Station

Omelet and Waffle Stations available-please inquire
\$18 per person

Deluxe Brunch

Assorted Danish • Croissants • Homemade Muffins • Fresh Fruit Salad • Assorted Quiche • Scrambled
Eggs • Bacon • Sausage • Home Fried Potatoes • Mixed Greens Garden Salad

Select Two Entrees

Chicken Francese • Chicken Marsala • Chicken Piccata • Baked Scrod • Baked Stuffed Filet of Sole •
Beef Bourguignon • Sliced Top Round of Beef with mushroom demi-glace • Sliced Roast Pork Loin
with apple demi-glace • Veal and Peppers • Sausage and Peppers

Select One

Herb Roasted Red Bliss Potatoes • Rice Pilaf • Seasonal Sautéed Vegetables • Penne Pasta with
Marinara, Vodka Sauce **OR** Primavera

Coffee and Tea Station

Omelet and Waffle Stations available-please inquire
\$28 per person



Sweet 16 & Graduation Parties

TACO BAR

marinated & grilled chicken • seasoned ground beef • flour tortillas • shredded lettuce • diced tomatoes • shredded cheese • sour cream & pico de gallo • tortilla chips

1 meat: \$20 per person
2 meats: \$22 per person

BBQ

pulled pork • sliced or chopped brisket • BBQ chicken pieces • baked beans • potato salad (olive oil base) • corn bread

1 meat: \$20 per person
2 meats: \$22 per person

ASIAN STATION

char siu – Asian BBQ sliced pork (in chaffing dish) • cold Asian sesame noodles with vegetables in “to-go” boxes with chop sticks • vegetable stir fry (in chaffing dish) • fried rice

\$20 per person

CASUAL ITALIAN

sausage & peppers • meatballs in marinara • penne pasta in marinara, vodka sauce, pesto sauce (contains nuts) OR primavera • garden salad • garlic bread

\$21 per person

Inquire with Chef for more themed menu options

- Please add 20% Service Fee and RI State Sales Tax • Prices Subject to Change -



Meadow Brook Inn Terms and Conditions

Agreement

Meadow Brook Inn and the above named Client, in consideration of the payment made and to be made by the Client and the promises undertaken by Meadow Brook Inn, do hereby agree that Meadow Brook Inn will provide to the Client its services and a portion of its premises for the purpose of enabling Client to host the function described on cover page of the Agreement.

Function Selection

Client shall complete all menu and other selections no later than sixty (60) days prior to the function date. Client will work with Meadow Brook Inn's Special Events Manager to complete the Function Selection Sheet which is incorporated in and deemed part of this Agreement. Once executed by Client, the Function Sheet shall be deemed to reflect the final choices of Client, upon which Meadow Brook Inn shall rely on in preparing for the function. Changes in the function selection may be made at any time after the Client's execution of the Function Selection Sheet, but no later than fifteen (14) days prior to the function date. Thereafter, changes may be made only with the approval of Meadow Brook Inn's Special Events Manager and the total function cost will be amended accordingly.

Special Menus

Any food allergies or dietary restrictions must be communicated to Meadow Brook Inn ten at least (14) days prior to the event.

Guest Guarantee

A final guaranteed guest count shall be furnished 14 days prior to the event and cannot be reduced after this time. This represents the number of dinners for which you will be billed. If your attendance exceeds the guarantee, billing will be for the actual number of guests in attendance. Meadow Brook Inn will be prepared to serve 3% over your guaranteed figure. Increases in attendance are accepted up to 3 days prior to your event.

Function Cost

Total function cost will be determined when Client makes all final selections and provides final head count. Menu prices are published periodically and are subject to change. A 20% taxable service charge, 7% State Sales Tax and 1% Meal and Beverage Tax will be added to the Client's bill. Sales Tax will not be applied if an organization is considered non-profit and is able to provide Meadow Brook Inn with a tax exemption certificate issued by the State of Rhode Island for the said organization. Prices are subject to change.



Deposit and Payment

All reservations are tentative until a contract is executed and a deposit is paid. A deposit of \$500.00 is required at the time of booking. Deposits are non-refundable and non-transferable. Payment of remaining balance is due 7 days in advance of the function and is based on the final guarantee. All payments may be made in the form of certified check, money order or cash. All deposits are applied towards Client's final bill. Any additional charges incurred during the event that are not covered by the estimate will be due and payable on the day of the function.

Site Fee

Site fee is \$300 for exclusive use of the property.

Overtime

Function duration is 5 hours.

\$500.00 per hour fee is applied after the contracted 5-hour duration.

Food and Beverage

Due to insurance and health code regulations, all food and beverage must be provided by Meadow Brook Inn (with the exception of cake and wrapped cookies) and is not allowed to be removed from the premises. In accordance with Rhode Island State Law, alcoholic beverages may not be brought in or removed from the premises. Meadow Brook Inn reserves the right to refuse alcohol service to anyone at any time. We reserve the right to discontinue bar service for any reason. Bar service ends one half hour before contracted end time of event. Cash or open bar options are available. Open bar option is calculated on a consumption basis. All guests require proper identification. Bartender fee is \$75.00 per bartender.

Function Termination

In the event that the client cancels this agreement, the client agrees that Meadow Brook Inn shall be entitled to retain the entire deposit(s) as partial compensation for the loss of business sustained by Meadow Brook Inn. Cancellation requests must be made in writing.

Meadow Brook Inn is not liable for the failure to complete this contract due to strikes, accidents, and interruption in utilities, adverse weather or other causes beyond its control. Meadow Brook Inn reserves the right to cancel engagements due to these circumstances. Meadow Brook Inn also reserves the right to terminate this agreement prior to the function date if Clients fails to make payments when due or if Client fails to meet deadlines imposed by this Agreement. If Meadow Brook Inn terminates the function, the termination and compensation provisions previously set forth shall apply.



Vendors

We will be happy to recommend vendors for your floral, décor and entertainment needs. Meadow Brook Inn reserves the right to approve all vendors prior to the event. A list of vendors should be submitted to Meadow Brook Inn for review and approval prior to the date of the event. **All outside entertainment services (DJ, Band, Photographer, Videographer, Florist etc.) must submit a certificate of insurance to Meadow Brook Inn one month prior to the function date.** We reserve the right to limit the volume of musical entertainment. Entertainment enhancing machinery must be approved prior to the event. **Pyrotechnics of any kind are strictly prohibited.** Any third party vendors hired or otherwise utilized by the Client shall be deemed agents of the Client and not Meadow Brook Inn. Meadow Brook Inn will not be liable for any claims of any nature made by such agents, and Client shall indemnify and hold Meadow Brook Inn harmless from the claims of any such agents. Client shall instruct all agents that access to Meadow Brook Inn shall be through service entrances.

Decorations

You may provide your own decorations or florals. All decorations must comply with local fire laws. Please do not affix decorations or signs to the walls, doors, fixtures or ceilings with materials other than those approved by Meadow Brook Inn. The use of confetti is prohibited; **if confetti is used in any capacity, a \$150 clean up fee must be paid prior to the completion of the function.**

Miscellaneous Fees

Outdoor Cocktail Hour set up fee is \$250.00.

Theft or Damage

Client shall be liable to Meadow Brook Inn for theft or damage to Meadow Brook Inn property caused by any guests or agents of Client.

Meadow Brook Inn shall not be liable to Client for the theft or damage to any personal property of Client or Client's guests, except as may be directly attributable to the negligence of Meadow Brook Inn.

Indemnification by Client

Client agrees to indemnify Meadow Brook Inn and to hold Meadow Brook Inn harmless from and against any claims, demands, liabilities or damages made or suffered by any guest or agents of Client or any employees of Meadow Brook Inn, if the same are caused by any action or omission of Client or any guest or agent of client.



BAR SERVICE

There are many options for bar service at the Meadow Brook Inn. You can host a cash bar, an open bar (full open bar or beer & wine), or a combination of both.

Open bar is calculated on a consumption basis so you are only charged for what is consumed. Two bartenders are required for events with 100 + guests.

Cheers!