



# EVENT PLANNING

RAMADA

## RAMADA HOTEL & CONFERENCE CENTER

490 PLEASANT ST LEWISTON MAINE 04240

SALES OFFICE: 207 330-3770

Thank you for considering the Ramada Conference Center, Lewiston for your event needs! We present the most convenient setting for all your event, catering and business needs. Our Sales & Event Manager will work exclusively with you on your vision. We are able to customize menus, and have the Audio / Video equipment you require for successful events.

Let's not forget, Ramada can also provide a courtesy discount on room blocks for your overnight guests, whether it be employees or family.

- Business Meetings
- Executive Meetings
- Business Trainings
- Staff Education/Trainings
- Client Meetings
- Employee Appreciation
- Conventions
- Vendor Fairs
- Sports Banquets
- Showers: Bridal/Baby
- Bereavement Luncheons
- Life Celebrations
- Wedding Ceremonies
- Wedding Reception
- Anniversaries
- Birthdays
- Concerts
- Pageants
- Fashion Shows
- Engagement party
- Sports banquet
- Bridal shower
- Graduation party
- Rehearsal dinner
- Retirement party
- Honeymoon
- Family reunion
- And so much more.....

## SERVICES

Our professional Sales Staff welcomes the opportunity to assist you with every little detail of your meeting or banquet. We'll set meeting rooms with tables, pads of paper, pens, water stations or pitchers of water as requested. We can provide your group with the necessary signage, meeting packets and audio visual equipment. Need decoration assistance for your banquet or reception, we can do that too. You are free to use our Business Center for fax and photocopying services-everything you'll need to make your meeting a success.

## VENUE SPACES AVAILABLE\*

\*Capacity changes w/ set up options- please contact our sales office for more details.

### **Grand Ballroom**

7296 sq feet, Capacity 580

### **Ballroom\***

48x75, 3600 sq. feet, Capacity 350

### **Ritz Room\***

36x56, 2016 sq feet, Capacity 200

### **Stage Door Room\***

30x56, 1680 sq feet, Capacity 150

### **Board Room**

23x24, 552 sq feet, Capacity 10

### **Executive Boardroom**

23x28, 644 sq feet, Capacity 18

### **Conference Room**

18x38, 684 sq feet,  
Capacity 30

### **Classroom**

20x60, 1200 sq feet,  
Capacity 60 Classroom Style

### **Theater Room**

25x48, 1200 sq feet,  
Stationary seating Capacity 117 + stage riser

### **Upper Room**

Elegant – typically used for our  
bridal parties or as VIP space

### **Staff Room**

Private dining/meeting space in Fusion

### **Fishbowl**

Dining/meeting space in Fusion.  
Complimentary when dining.  
Min 8-12 guests.

### **In our Courtyard-**

Gazebo &  
Tented Dining Space

- Rooms may be combined for additional space
- Capacity limits may change w/ set up options.
- See Business Meeting and Dining Floor layouts in Venue Space Options, page 4



**\*ROOMS MAY BE COMBINED  
FOR ADD'L SPACE**

Indoors/Outdoors Spaces Available. Visit  
our website for more information & photos

<http://www.ramadame.com>

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## SPECIAL DIETS

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*Menu items may contain or come into contact with wheat, eggs, fish, shellfish, soy, peanuts, tree nuts, and milk.*

Additional charges apply for any special dietary requirements.....

Please discuss your requirements during meal planning appointment.

RAMADA

# Bar Services

**CASH BAR\*** - Guests pay for their own drinks

**HOST BAR\*** - Host pays for all drinks at the bar

**DRINK TICKETS** - Host offers to purchase drinks provided by the tickets. You may hand out the number you desire. Remaining bar purchases are the responsibility of your guests

**PORTABLE SPIRITS BAR\*** - Select Call or Premium spirits, wine and bottled beer. Your catering coordinator will request your limited selections.

**PORTABLE BEER & WINE BAR SERVICES** - This can be set up for smaller parties, including outdoors. See your catering coordinator on minimum sales options.

If you request more Bartenders than scheduled, additional fees apply



There is a \$100 fee for 4 hours of Private Bar Services. Each additional hour incurs a charge of 20.00 per bartender. \$100 Bar Fee waived if sale are greater than \$400.00

Food & Beverage items incur 20% in service charges, 8% tax and are subject to change at any time. Prices guaranteed 30 days prior to event date. For more information on our banquet spaces, or to view photos, visit us at <http://www.ramadame.com>

Follow us on Facebook, Twitter, Instagram and Google Business

# BOTTLED WINE SELECTION

Always available, just ask your server or pre-arrange w/ our Events Coordinator.  
Open bottles may not leave the premise unless guest is a registered lodging  
guest.

Chardonnay

Pinot Grigio

Cabernet Sauvignon

Merlot

Moscato

White Zinfandel

Riesling

Champagne

**SUBJECT TO CHANGE**



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# Extras

- 4' x 8' Staging **Full Size/ 10 pieces** 20' x 16' 400.00
- 4' x 8' Staging – per section 40.00
- 4' x 6' Staging **Full Size / 7 pieces** 250.00
- 4' x 6' Staging – per section 35.00
- Staging is skirted and can be arranged in a multitude of shapes
- Pipe & Drape w/ gray draping 20.00 per section
- Wedding Ceremony Set up 250.00- includes basic decoration and Aisle Runner
- Wedding Ceremony Tear Down Fee (Charged ONLY if using same room immediately for reception) 100.00
- Wedding Canopy/Lighted 250.00
- Wedding Ceremony Arches 15.00-30.00 (included in ceremony package)
- Additional Aisle Runner – Delicate White 30.00\*
- Wedding Drapery w/ uplighting 250.00
- White Chair Covers 2.00
- Chair Ribbon 1.00
- Vendor Fair Table Rentals 10.00 no linen Table Rental 12.00 w/ linen
- Vendor Fair Table Rental 15.00 w/ Electricity no linen. 17.00 w/ linen
- Vendor Fair - Chair Rental 1 ea
- String Lights per strand 5.00
- Event Staffing (Non-Catered Events) 4 hour minimum
- Room Divider(s) used as decorative backdrops 5.00
- Up-lighting – Numerous colors, color combinations or settings for motion- price determined w/ number and programming required
- **In some cases, your use of our Venue space rental requires additional staffing**
- **Ramada Inn & Conference Center reserves the right to charge for:**
  - DIY Event Staffing – fee TBD per hour
  - Professional Security Officer 35.00/hr



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# Wedding Receptions

*~Your story starts here.....*

Congratulations on your forthcoming wedding and thank you for considering Ramada Hotel & Conference Center Lewiston for your special day! We present the most elegant and convenient setting for all your wedding needs, with impeccable service to create an occasion to remember.

The enclosed is a mere sampling of what we have to offer. Your Catering Coordinator can design a personalized menu exclusively for you!

- ❑ Complimentary Ballroom for your reception for dinner parties greater than 100
- ❑ Complimentary overnight Bridal Suite the night of your wedding.
- ❑ A private “ready room” for the bridal party before and after the ceremony
- ❑ Complimentary Champagne & a small cheese & cracker platter
- ❑ A complimentary breakfast for two the morning after your stay.

Ramada can also provide a courtesy discount on a block of overnight guest rooms at the Ramada Conference Center Lewiston, Maine to keep your family and friends close.

And remember, your story starts here.....

You do your thing-let us do the rest!!



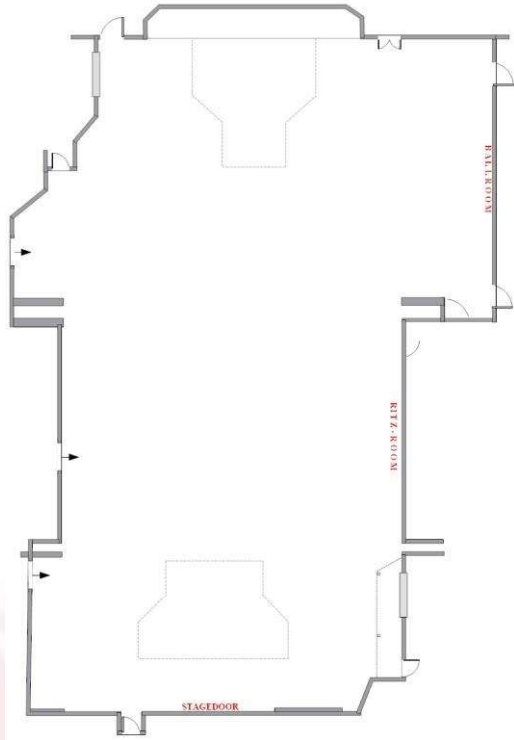
**Ask us about our Wedding Reception packages ~  
Inclusive packages are intended for a minimum of 100 guests.**

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# Reception Spaces



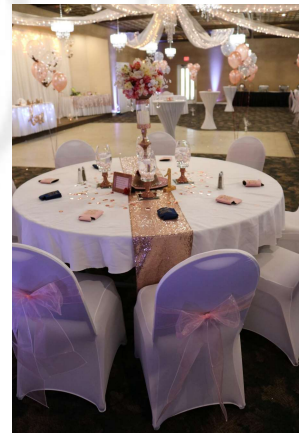
**Grand Ballroom**  
7296 sq feet  
Capacity 580

**Ballroom\***  
48x75, 3600 sq. feet  
Capacity 350

**Ritz Room\***  
36x56, 2016 sq feet,  
Capacity 200

**Stage Door Room\***  
30x56, 1680 sq feet  
Capacity 100

**Courtyard**-Ceremonies can also be hosted outdoors in our courtyard.



*\*Rooms may be combined for additional space*

*\*Capacity limits change w/ Banquet seating and custom setup options*

Small intimate wedding receptions also available for any budget!

Contact our Sales Office for a site tour at (207) 330-3770

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# Your Ceremony



**Wedding Ceremony Set up 250.00-** *includes basic decoration , 120 chairs, and Aisle Runner\**

**Wedding Ceremony Tear Down\*\* 125.00**

Charged only when you require immediate use of the venue space to extend your reception space following your ceremony.

*There is no additional charge otherwise*

*\*WE provide the basic decorations for your ceremony - you may enhance with flowers, pillars, and more.....*

**Glitter, Sand, rice, bird seed, table confetti, and confetti prohibited** - You will be charged an a minimum of 100.00 if you use any of the above indoors.

**Add our lighted Wedding Canopy or String lights to your ceremony or reception- see extras**

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# Bridal Holding Room



A WEDDING PARTY HOLDING ROOM

Complimentary w/ any of our Wedding Dinner Packages

Living Room, TV, Fireplace, Air-conditioning, Bathroom, Large Mirror, Dining Set.

Complimentary Champagne w/ a Cheese & Cracker Display w/ most packages

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# Silver Wedding Dinner Package



23.95+ 2020

**Starters select one:** *Mixed Green Salad with choice of dressing, or Traditional Caesar Salad(add \$1)*

**Side items select one:** *Brown or Wild Rice, Rice Pilaf, Herb Roasted Potatoes\*, Garlic Mash Potatoes, or Traditional Mash Potatoes*

**Vegetable select one:** *Mixed Vegetable Medley, fresh steamed Green Beans, Honey Glazed Baby Carrots, Broccoli & Cauliflower*

**Entree select two:**

- Grilled New York Sirloin seasoned with a light garlic butter sauce*
- Charbroiled Beef Tips marinated and served in a Teriyaki sauce*
- Traditional Baked Haddock with crumb topping*
- Honey Mustard Chicken with light crispy breading, finished with a whole grain honey mustard sauce*
- Herb Roasted Pork Loin , served with a light Demi -glaze*
- Penne Pasta Primavera in a light creamy pesto sauce*



*Package includes a Champagne toast for all your guests  
and cake cutting services*

*Roasted Reds/Baked Potato not always available  
w/ parties of 100 or more*

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# Gold Wedding Dinner Package



26.00+<sub>2020</sub>

## Starters select one:

*Mixed Green salad with choice of dressing or Traditional Caesar salad*

**or**

*Soup select one: Italian Wedding Soup, Vegetable Minestrone Soup, Tomato Bisque*

## Side Item select one:

*Brown or Wild Rice, Rice Pilaf, Herb Roasted Potatoes, Garlic Mashed Potato, Traditional Mashed Potatoes. Herb roasted Winter Root Vegetables*

## Vegetable select one

*Steamed Fresh Cauliflower & Broccoli, Fresh Steamed Green Beans, Green Beans Almondine, Honey Glazed Baby Carrots, Fresh Grilled Asparagus*

## Entree select two:

- Grilled New York Sirloin seasoned with a light garlic butter sauce*
- Charbroiled Beef Tips marinated and served in a Teriyaki sauce*
- Traditional Baked Haddock with crumb topping*
- Herb Roasted Pork Loin with light demi-glaze*
- Lemon Pepper Chicken with panko breading finished with citrus butter sauce*
- Four Cheese Tortellini Primavera in a light creamy pesto Sauce*
- Beef or Vegetable Lasagna layers of vegetables and cheese or beef and cheese baked in a traditional red sauce.*
- Stuffed Sole w/ Lobster Sauce*

*\* One hour Hors D' Oeuvres reception with our international domestic cheese and cracker display*

*\* Package includes a Champagne Toast for all your guests & Cake cutting services*



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# DIAMOND DINNER WEDDING PACKAGE



28.95+ 2020

**Starters select one:** *Mixed Green salad with choice of dressing or*

*Traditional Caesar salad (add \$1) or choose*

**Soup select one:** *Italian Wedding Soup, Vegetable Minestrone Soup, Tomato Bisque*

**Side Item select one:** *Brown or Wild Rice, Rice Pilaf, Herb Roasted Potatoes\*, Garlic Mash Potatoes or Traditional Mash Potatoes. Herb roasted Winter Root Vegetables\**

**Vegetable select one:** *Steamed Fresh Cauliflower & Broccoli, Fresh Steamed Green Beans, Green Beans Almondine, Honey Glazed Baby Carrots, Fresh Grilled Asparagus*

## **Entree select three:**

*-Grilled New York Sirloin seasoned with a light garlic butter sauce*

*-Charbroiled Beef Tips marinated and served in a Teriyaki sauce*

*-Traditional Baked Haddock with crumb topping*

*-Herb Roasted Pork Loin with light demi-glaze*

*-Lemon Pepper Chicken with panko breading finished with citrus butter sauce*

*-Four Cheese Tortellini Primavera in a light creamy pesto Sauce*

*-Beef or Vegetable Lasagna layers of vegetables and cheese or beef and cheese baked in a Traditional red sauce.*

*-Eggplant Parmesan Roasted & topped with Marinara and baked with Mozzarella cheese*

*-Crabmeat stuffed Filet of Sole*

**~One hour Hors D' Oeuvres reception with our**

**international domestic cheese and cracker display**

**~Package includes a Champagne Toast for all your guests & Cake cutting services**



**\*May not be available on parties of 75 or more-discuss w/ sales staff**

Menu pricing subject to 20% in service charges, 8% tax and are subject to change at any time.

For more information on our banquet spaces, or to view photos, visit us at <http://www.ramadame.com> or follow our FB pages.

Search @RamadaLewiston and @Ramada Buffet

# Platinum Wedding Dinner Package



## Starters select one:

Mixed Green salad with choice of dressing or Traditional Caesar salad **OR**

## Soup select one:

Italian Wedding Soup, Vegetable Minestrone Soup, Tomato Bisque

## Side Item select one:

Brown Rice, Wild Rice, Rice Pilaf, Garlic Mashed Potato, Traditional Mashed Potato, Herb roasted Winter Root Vegetables

## Vegetable select one:

Steamed Fresh Cauliflower & Broccoli, Fresh Steamed Green Beans, Green Beans Almondine, Honey Glazed Baby Carrots, Fresh Grilled Asparagus

## Entree select three:

- -Grilled New York Sirloin seasoned with a light garlic butter sauce
- -Beef Tips Burgundy with mushrooms & onion served with a side of rice
- -Traditional Baked Haddock with crumb topping
- -Herb Roasted Pork Loin with light demi-glaze
- -Lemon Pepper Chicken with panko breading finished with citrus butter sauce
- -Four Cheese Tortellini Primavera in a light creamy pesto Sauce
- -Beef or Vegetable Lasagna layers of vegetables and cheese or beef and cheese baked in a traditional red sauce.
- -Eggplant Parmesan Roasted & topped with Marinara and baked with Mozzarella cheese

## Meal includes:

- One hour Hors D' Oeuvres reception with our international domestic cheese and cracker display
- Two hot passed Hors D'Oeuvres (see choices next page)
- Champagne Toast for all your guests
- Cake cutting services



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# Appetizer Packages & Displays

**Vegetable Crudité:** Assorted Vegetable Display served with dipping sauce

*Small Feeds up to 25 people: 75  
Medium Feeds up to 50 people: 125  
Large Feeds up to 100 people: 175*

**Cheese & Cracker Display:** Assorted International and Domestic Cheeses

*served with Assorted Crackers and garnished*

*Small Feeds up to 25 people: 75  
Medium Feeds up to 50 people: 125  
Large Feeds up to 100 people: 225*



**Sliced Seasonal Fruit Display**

*Small Feeds up to 25 people: 100  
Medium Feeds up to 50 people: 175  
Large Feeds up to 100 people: 275*



## **Cocktail Snacks**

*Assorted Domestic & Imported Cheeses served with Crackers,  
Assorted Fresh Vegetables with dipping Sauce of choice, Assorted Slice Fresh  
Seasonal Fruits*

*7 pp*

## **Pre-Dinner Hors D'oeuvres**

*Chicken Teriyaki Bites, Swedish or Italian,  
Assorted Domestic & Imported Cheeses served with Crackers, Assorted Fresh  
Vegetables with dipping Sauce of choice, Deluxe Assortment of Slice Fresh  
Seasonal Fruits*

*11 pp*

## **Social Hors D'oeuvres:**

*Assorted Domestic & Imported Cheeses served with  
Crackers, Assorted Fresh Vegetables with dipping Sauce, Deluxe Assorted  
Slice Fresh Seasonal Fruits & Berries, Chicken Teriyaki Bites, Fried Shrimp  
with Cocktail sauce, Italian Meatballs, Crab Dip served with Banquettes,  
Ham, Chicken & Eggs Salad Finger Sandwiches*

*18 pp*

*Or Let us create a package just for you - see our Sales & Event Specialists*

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# Appetizers

*Priced per serving unless otherwise specified*

- Swedish Meatballs 1.20
- Italian Meatballs 1.20
- BBQ Meatballs 1.20
- Sweet & Sour Meatballs 1.20
- Sweet Chili Meatballs 1.20
- Spanakopita 1.20
- Shrimp Cocktail ~Market
- Sausage Stuffed Mushrooms 1.40
- Vegetarian Stuffed Mushrooms 1.20
- Mini Spring Rolls 1.35
- Chicken Teriyaki 1.30
- Beef Teriyaki 1.40
- Vegetarian Stuffed Mushroom 1.60
- Bacon Wrapped Scallops 1.60
- Mini Franks wrapped in Puff Pastry 1.20
- Assorted Mini Quiche 1.20
- Battered Cheese Sticks 1.60
- Beef Wellington 1.60
- Deviled Eggs 1.20
- Fruit Kabobs 1.50
- Finger rolls 1.50 ea
- Crab Dip served with  
Baguettes~market



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# Passed Hors D'oeuvres

*PRICES ARE BASED ON 50 PEOPLE and are passed, Butler Style*



*Let our catering staff serve hot appetizers directly to your guests as they socialize during cocktail hour.....*

- Meatballs~Choice of flavor 120*
- Spanakopita 120*
- Shrimp Cocktail ~Market Pricing applied*
- Sausage Stuffed Mushrooms 140*
- Vegetarian Stuffed Mushrooms 120*
- Mini Spring Rolls 135*
- Beef Teriyaki 140*
- Pork & Shrimp Spring Rolls 160*
- Vegetarian Spring Rolls 120*
- Bacon Wrapped Scallops ~Market Pricing Applied*
- Mini Franks wrapped in Puff Pastry 120*
- Assorted Mini Quiche 120*
- Battered Cheese Sticks 160*

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# Ramada Inn & Conference Center Policies & Procedures

## PROFESSIONAL SERVICES

Our professional Sales Staff welcomes the opportunity to assist you with every little detail of your meeting or banquet. We set all meeting room tables with pads of paper, pens, pitchers of water, and glasses. We can provide your group with the necessary signage, meeting packets, audio visual equipment, decoration, fax and photocopying services-everything you'll need to make your meeting a success.

## MENU SELECTION GUARANTEES

Your final menu selection must be finalized 7-14 days\* in advance of your event. All food items must be supplied and prepared by Ramada Inn & Conference Center. Exceptions may include cultural celebrations, Wedding, Birthday, Anniversary and shower cakes and / or favors. Food prepared by Ramada Inn & Conference Center, for your catered event, must not be taken off the premises. This is a violation of health codes and our insurance policy.

## CATERING GUARANTEES

In order to ensure the freshness of food and the preparation of both your meal and venue space, a guaranteed number of attending guests is required. A final guarantee of the exact number of guests for all functions is required 7-14 days\* prior to the function. If not available, Ramada Inn & Conference Center will use last noted guest number and the bill will reflect this amount. A reduction in the amount of guests after the 7-14 day\* requirement day has passed will not reduce the amount or your final bill.

*\*<14 days notice requires pre-arrangements with Sales Manager.*

## SERVICE CHARGES & TAXES

All food prices are subject to service charges of 20% and Tax of 8%. (If tax exempt you must provide your valid non-tax ID number for our records.

## PRICES

All prices are subject to change annually and without notice, however you may inquire about pricing and have it confirmed 30 days prior to your event.

## DEPOSITS & PAYMENTS

25% Deposits are required at the time of booking, along with your signed contract. All deposits are non-refundable and will be applied to the final bill. Full payment is due one day prior to your event, unless other arrangements are made. Payments will include all taxes and gratuities, unless direct billing has been authorized. To arrange billing, a credit application must be submitted to the Ramada Inn & conference Center at time of booking your scheduled event. If payment has been made, and your event exceeds catering guarantees, we reserve the right to bill for additional guests not previously counted.

- Exceptions may be made for scheduling issues, after funeral events, and at the discretion of venue.*
- \*\*Please know that we do not allow Confetti, Rice or bubbles to be used in our spaces- THANK YOU*