

R·I·T·I·N·N

CONFERENCE CENTER

Presents:

Your Perfect Wedding Day



All Packages Include:

Illuminated Back Drop with Twinkle Lights Behind the Head Table



Tulle Swag with Lights Above the Dance Floor



Illuminated Cake/Pastry Table



Champagne Toast



Three Votive Candles with Glass Pond Centerpiece Beautifully Displayed on a Round Mirror

This establishment charges a 22% administration fee to offset costs associated with the administration of your event. This fee is not a gratuity and is not distributed to the employees servicing your event.

All prices listed are charged per person unless otherwise noted. Prices may be subject to change.

Contact us at 585-359-1800 or www.ritinn.com

2019

R·I·T·I·N·N
 C O N F E R E N C E C E N T E R

Classic Reception

Cocktail Hour

(to include One Hour Open Bar)

Imported & Domestic Cheeses and Vegetable Crudit 

Or

Two Hand Passed Hors d' Oeuvres from Tier One

Dinner

Champagne or Sparkling Grape Juice Toast

Warm Rolls and Butter

Choice of One Starter Course

Home Made Soup

Classic Caesar Salad

Field Greens with Market Vegetables and House Vinaigrette

Main Course

Choice of Three Entrees from Tier One

Chef Selected Starch and Vegetable

Freshly Brewed Coffee, Decaffeinated Coffee, and Herbal Teas

Additional Two Hour Open Bar

Premium Spirits and Wine

Choice of Three Premium Beer Selections

And a Personalized Signature Drink

Wedding Cake or Assorted Pastries

\$70 per person

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2019



Premier Reception

Cocktail Hour

(to include One Hour Open Bar)

Imported & Domestic Cheeses and Vegetable Crudité

Or

Three Hand Passed Hors d' Oeuvres from Tier One **or** Two

Dinner

Champagne or Sparkling Grape Juice Toast

Warm Rolls and Butter

Choice of One Starter Course

Home Made Soup

Seasonal Fruit

Choice of One Second Course

Classic Caesar Salad

Field Greens with Market Vegetables and House Vinaigrette

Main Course

Choice of Three Entrees from Tier One **or** Two

Chef Selected Starch and Vegetable

Freshly Brewed Coffee, Decaffeinated Coffee, and Herbal Teas

Additional Two Hour Open Bar

Premium Spirits and Wine

Choice of Three Premium Beer Selections

And a Personalized Signature Drink

Wedding Cake or Assorted Pastries

\$80 per person

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Exquisite Reception

Cocktail Hour

(to include One Hour Open Bar)

Imported & Domestic Cheeses and Vegetable Crudité
Two Hand Passed Hors d' Oeuvres from Tier One, Two, **or** Three

Or

Four Hand Passed Hors d' Oeuvres from Tier One, Two, **or** Three

Dinner

Champagne or Sparkling Grape Juice Toast with a Raspberry Garnish

Warm Rolls and Butter

Choice of One Starter Course

Home Made Soup

Seasonal Fruit

Pasta **or** Risotto Appetizer

Choice of One Second Course

Classic Caesar Salad

Caprese Salad

Field Greens with Market Vegetables and House Vinaigrette

Main Course with Wine Service

Choice of Three Entrees from Tier One, Two, **or** Three

Chef Selected Starch and Vegetable

Freshly Brewed Coffee, Decaffeinated Coffee, and Herbal Teas

Additional Three Hour Open Bar

Premium Spirits and Wine, Choice of Three Premium Beer Selections

And a Personalized Signature Drink

*Wedding Cake or Assorted Pastries
White or Ivory Chair Covers & Sashes*

\$95 per person

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2019



Buffet Reception

Cocktail Hour

(to include One Hour Open Bar)

Imported & Domestic Cheeses and Vegetable Crudit 

Or

Two Hand Passed Hors d' Oeuvres from Tier One **or** Two

Dinner

Champagne or Sparkling Grape Juice Toast

Warm Rolls and Butter

Starter Course

Served Field Greens with Market Vegetables and House Vinaigrette

Buffet

Choice of Two Entrees from Tier One

Or

Ask your Sales Manager about a Carving Station Upgrade!

In Season Vegetable Medley

Red Bliss **or** Yukon Gold Potatoes

Cheese Tortellini with Marinara **or** Alfredo Sauce

Freshly Brewed Coffee, Decaffeinated Coffee, and Herbal Teas

Additional Two Hour Open Bar

Premium Spirits and Wine

Choice of Three Premium Beer Selections

And a Personalized Signature Drink

Wedding Cake or Assorted Pastries

\$72 per person

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Tier One Entrees

Chicken Marsala

Sauteed Chicken Breast topped with Wild Mushrooms and Rosemary & Marsala Demi Glaze served over Three Cheese Risotto

Chicken French

Sauteed Chicken Breast with Lemon Sherry Butter Sauce & Artichoke French

Chicken Basil

Grilled Chicken Breast topped with Roasted Red Peppers, Baby Bella Mushrooms and a Basil Asiago Cheese Sauce

Chicken Panzas

Parmesan Breaded Chicken Breast stuffed with Spinach & Garlic Cream Cheese served over Three Cheese Risotto

Chicken Piccata

Sauteed Chicken Breast topped with White Wine, Capers & Lemon Butter Sauce

Chicken Parmesan

Breaded Chicken Breast served over Pasta with Mozzarella & Asiago Cheeses, topped with Chef Paul's Marinara

Tilapia Florentine

Spinach & Cream Cheese stuffed Tilapia served with a Classic Beurre Blanc

Tuscan Penne Pasta

Penne tossed with Kalamata Olives, Artichokes, Roasted Red Peppers & Fresh Basil in a White Wine & Asiago Sauce

Lemon Pepper Tilapia

Baked Tilapia coated with Lemon Pepper seasoning in a White Wine Sauce

Pasta Marinara

Your choice of Pasta tossed in Chef Paul's Signature Marinara Sauce

Asiago & Parmesan

Crusted Cod

Cod Filet topped with Asiago & Parmesan Butter Bread Crumbs

Pasta Primavera

Alfredo

Your choice of Pasta tossed with Fresh Seasonal Vegetables & Alfredo Sauce

Pork Medallions

Rosemary & Garlic Rubbed and slow roasted Pork Loin with a Rosemary Infused Demi Glaze

Baked Ziti

Ziti tossed in Chef Paul's Signature Marinara Sauce topped with Mozzarella

Grilled Napoleon

Grilled Portobello Mushroom Cap layered with Marinated Vegetables and topped with a Roasted Tomato Coulis Sauce

Wild Mushroom Ravioli

Mushroom stuffed Raviolis topped with Wild Mushrooms & Sherry Cream Sauce

London Broil

Grilled Flank Steak Marinated in Chef Paul's own Captain Black's Marinade topped with a Mushroom & Rosemary Infused Demi Glaze

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Tier Two Entrees

Slow Roasted Prime Rib

A Generous 10 ounce Prime Rib is slowly roasted & served with Au Jus

New York Strip Steak

10 ounces of Choice Beef, Grilled and topped with Caramelized Onions and our own Rosemary Infused Demi Glaze

Maltese Salmon

Crispy seared Salmon topped with a Valencia Orange Hollandaise

Steak au Poivre

Twin Petite Filet grilled & served with Brandy, Rosemary & Mustard Reduced Demi Glaze

Premium Frenched

Pork Chop

Prime Pork rubbed with Rosemary & Garlic, grilled to perfection and served with an Apple Cider Reduced Demi Glaze

Tier Three Entrees

Classic Medley

Slow Roasted Tenderloin of Beef topped with Caramelized Onions and a Rosemary Infused Demi Glaze coupled with our Signature Chicken Panzas

Medley di Mare

Slow Roasted Tenderloin of Beef topped with our Famous Rosemary Infused Demi Glaze coupled with a Fresh Crab Cake

Broiled Sea Scallops

Large Sea Scallops broiled in a traditional Sherry Lemon Butter Sauce

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Hors d'oeuvres

Tier One

Bruschetta Crostinis
 Artichoke French
 Pork Pot Stickers
 Pakora
 Garlic Risotto Balls
 Meatballs (Italian, Asian, or Swedish)
 Andouille Sausage Stuffed Artichoke
 Hearts
 Sausage or Casino Mushroom Caps
 Roasted Red Pepper Cream in Phyllo

Tier Two

Caprese Brochettes
 Chicken Fritters
 Beef Empanada
 Spinach & Cheese Blossoms
 Assorted Cold Canapes
 Brie & Raspberry Phyllo
 Southwest Chicken Quesadillas
 Thai Chicken Spring Roll
 Buffalo Chicken Wontons

Tier Three

Jumbo Shrimp Cocktail
 Asparagus in Phyllo
 Miniature Reubens
 Crab Mushroom Caps
 Scallops Wrapped in Bacon
 Tenderloin Crostinis with Horseradish
 Cream
 Crab Cakes with Tangy Remoulade
 Goat Cheese & Wild Mushroom Purses
 Miniature Beef Wellingtons

Displayed Hors d'oeuvres

Imported & Domestic

Cheese Display \$5

Artistically arranged on a Platter &
 served with Assorted Crackers

Vegetable Crudité \$5

Artistically arranged Vegetables with
 Assorted Dips

Spreads & Dips \$7

Crostinis, Pita Triangles & Tortilla Chips

Choice of Two Dips:

Roasted Red Pepper Hummus
 French Onion Dip
 Guacamole
 Bruschetta

Baked Brie Wheel \$8

Brie served in Puff Pastry with Orange
 Marmalade & Assorted Crackers

Fresh Fruit Display \$5

Artistically cut & arranged Fruits
 garnished with a variety of Berries

Hors d'oeuvres Packages

Simple Elegance \$7

Choice of Three Hors d'Oeuvres
 from Tier One

The Elite \$11

Choice of Three Hors d'Oeuvres
 from Tier One or Two

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Late Night Packages

~Minimum of 35 Guests~

~Late Night Packages available after 9pm in addition to Dinner Service~

Pizza Stop \$8

Cheese & Pepperoni Pizza
Buffalo Chicken Bites
Celery Sticks & Bleu Cheese

Spinach & Artichoke

Dip \$6

Warm House Made Spinach and
Artichoke Dip
Served with an Assortment of Garlic
Crostinis and Pita Triangles

Goodnight Snack \$6

Assorted Favor Bags including:
Bottled Water
Colossal Cookie
Potato Chips
Mints
Advil

Taco' Clock \$16

Hard & Soft Taco Shells

Tortilla Chips

Ground Taco Meat

Seasoned Pulled Chicken

Cilantro Lime Rice

Shredded Cheddar Cheese

Salsa, Sour Cream, Lettuce,

Diced Tomato, Diced Onion & Diced

Bell Peppers

Add Guacamole: \$1.50 per Person

Add House Made Pico de Gallo: \$1.50
per Person

Add Vegetarian Refried Beans: \$1.00
per Person

Tiger Plate Station \$14

Macaroni Salad

Baked Beans

Home Fries

Hamburgers & Cheeseburgers

Miniature Hot Dogs

House Made Meat Sauce

Diced Onions

Sliced Italian Bread

Assorted Condiments

Slider Station \$10

Miniature Burger & Chicken Sliders
Assorted Condiments

Buffalo Chicken

Mac n' Cheese \$10

Cavatappi Pasta tossed in Three Cheese
Cream Sauce layered with Diced Buffalo
Chicken Breast topped with Buttered
Crumbs

Brownie Sundae Bar

\$10

Vanilla & Chocolate Ice Cream

Fudge Brownies

Chocolate & Caramel Sauces

Mixed Nuts, and M&Ms®

Maraschino Cherries & Whipped Cream

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Sweets Stations

~All Sweet Stations include Gourmet Coffee Station~

Regular, Decaffeinated & Flavored Coffees
 Herbal Teas & Hot Cocoa
 Chocolate Shavings, Caramel Bits & Lemon Wedges
 Assorted Flavored Syrups
 Whipped Cream & Assorted Creamers

Patisserie \$10

Assorted Variety of House Baked Pastries
 Chocolate Covered Strawberries

Sundae Bar \$9

Vanilla & Chocolate Ice Cream
 Hot Fudge, Caramel & Strawberry Sauces
 Mixed Nuts, Sprinkles and M&M's®
 Maraschino Cherries & Whipped Cream

Petit Four Delight \$10

An Assortment of Small
 Chocolate Covered Mini Cakes

Cannoli Creation \$11

Mini Cheese Filled Cannoli's
 Hot Caramel & Chocolate Dipping Sauces
 Sprinkles, Chocolate Shavings, M&M's® & Whipped Cream

Sweet Delight \$10

Chocolate Covered Pretzels & House Made Caramel Crunch
 Mini Peanut Butter & Jelly Sandwiches
 Chocolate Chip Cookies, Pretzels & Oreos®
 Assorted Fruits
 Rice Krispie Treats®
 Jumbo Marshmallows

Simply Dipped \$14

Pound Cake, Marshmallows, Pretzels, Graham Crackers,
 Strawberries, Cantaloupe, Honeydew Melon & Pineapple
 All Half Dipped in Milk Chocolate

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"Saying Goodbye" Brunch

~Minimum of 20 Guests~

Beverage Station

Assorted Juices
Gourmet Coffee Station

Buffet

Assortment of Bagels, Breakfast Breads & Pastries
Sliced Fresh Fruit
Scrambled Eggs
Breakfast Potatoes
Country Sausage or Bacon
Fresh Garden Salad
Warm Rolls & Butter
Rice Pilaf
Oven Roasted Vegetable Medley

Choice of Two Entrees

Vegetable Lasagna
Classic Beef Lasagna
Chicken French
Chicken Basil
Chicken Piccata
Chicken Parmesan
Slow Roasted Honey Ham
Pina Colada Ham
Asiago & Parmesan Encrusted Cod

\$22 per person

with Wedding Package

~Children 10 and Under \$11~

Enhancements

Mimosa Service \$4

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R·I·T·I·N·N

CONFERENCE CENTER

Classic Rehearsal

~Minimum of 15 Guests~

Upon Arrival

One Hour Premium Beer, Wine & Soda Bar

Taco' Clock \$25

Hard & Soft Taco Shells
Tortilla Chips
Ground Taco Meat
Seasoned Pulled Chicken
Cilantro Lime Rice
Shredded Cheddar Cheese
Salsa, Sour Cream, Lettuce,
Diced Tomato, Diced Onion & Diced Bell
Peppers

Add Guacamole: \$1.50 per Person

Add House made Pico de Gallo: \$1.50 per
Person

Add Vegetarian Refried Beans: \$1.00 per
Person

Tiger Plate Station \$31

Macaroni Salad
Baked Beans
Home Fries
Hamburgers & Cheeseburgers
Miniature Hot Dogs
House Made Meat Sauce
Diced Onions
Sliced Italian Bread
Assorted Condiments

Southern Crossing \$32

Field Greens Salad with Selection of Dressings
Corn Bread Muffins
Cavatappi & Three Cheese Casserole
Southwestern Corn

Choice of Two Entrées

BBQ Grilled Chicken

Bone in Chicken Grilled to perfection and
slathered in BBQ Sauce

Southwest Grilled Chicken

Tender Grilled Chicken coupled with Fire
Roasted Corn and Black Bean Salsa

Southern Fried Chicken

Juicy Chicken Breast is Battered and Fried
to perfection in the Classic Style

BBQ Pulled Pork

Pork Shoulder Braised in BBQ to the
perfect tenderness

Tailgate Party \$25

Fresh Garden Salad with Selection of
Dressings

Two Topping Pizza

Choice of One: Red , White or BBQ Sauce

Choice of One: Mozzarella, Parmesan or
Cheddar Cheese

Choice of Two Toppings:

Pepperoni, Ham, Sausage, Bacon,
Chicken Fingers, or Meatballs
Peppers, Onions, Mushrooms, Jalapenos,
Banana Peppers, Spinach, Diced Tomato, Broccoli
& Pineapple

Additional Toppings: \$1.50 each

Choose one of the following:

Assorted Submarine Sandwiches
Buffalo Chicken Bites
Buffalo Chicken Mac & Cheese

BBQ Beef Brisket

Beef Brisket Braised to Perfect Tenderness
and smothered in BBQ Sauce (add \$3pp)

Kansas City Ribs

Baby Back Ribs Slow Roasted in Chef Mike's
Signature BBQ (add \$3 pp)

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Elegant Rehearsal

~Minimum of 15 Guests~

Upon Arrival

One Hour Premium Beer, Wine & Soda Bar
Choice of One Hand Passed Hors D'Oeuvre from Tier One

Buffet

Garlic Bread
Classic Caesar Salad
Oven Roasted Vegetable Medley
Penne Pasta with House Made Marinara

Choice of One Entree

Classic Beef Lasagna
White Vegetarian Lasagna
Chicken French
Chicken Piccata
Chicken Parmesan
Eggplant Parmesan
Pork Medallions
Pina Colada Ham
Asiago & Parmesan Encrusted Cod

Dessert

Cannolis & Pizzelles
Freshly Brewed Coffee, Decaffeinated Coffee & Herbal Teas

\$35 per person

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Signature "Station" Rehearsal

~Minimum of 25 Guests~

Upon Arrival

One Hour Premium Beer, Wine & Soda Bar
Choice of One Hand Passed Hors D'Oeuvre from Tier One

Salad Station

Artisan Breads with Butter
Romaine & Field Greens
Cucumbers, Carrots, Grape Tomatoes, Diced Bell Peppers
Red Onions, Black Olives, Pepperoncini, Croutons
Asiago & Cheddar Cheeses
Selection of Salad Dressings

Carving Station

Warm Rolls with Butter
Rosemary Flank Steak
Oven Roasted Turkey Breast

Pasta Station

Garlic Bread
Marinara, Alfredo & Pesto Cream Sauces
Choice of Two Pastas
Orecchiette, Cavatappi, Cheese Tortellini or Mushroom Ravioli
Toppings: Diced Tomato, Diced Onion, Spinach, Mushrooms,
Asiago & Parmesan Cheeses & Crushed Red Pepper

\$35 per person

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Open Bar

	Premium	Top Shelf
Additional Hour Added to Package	\$4.00	\$6.00

Cash Bar

(Guests Pay for Their Own Beverages)

Host Bar

(Host Pays for Beverages Consumed)

	Cash Bar		Host Bar	
	Premium	Top Shelf	Premium	Top Shelf
Manhattans and Martinis	\$8.00	\$9.00	\$7.50	\$8.50
Cocktails	\$7.00	\$8.00	\$6.50	\$7.50
Beer	\$5.00	\$6.00	\$4.75	\$5.75
Wine	\$7.00	\$8.00	\$6.50	\$7.50
Sodas, Juices and Bottled Water	\$2.00	\$2.00	\$2.00	\$2.00

For all Cash and Host Bars, there will be a \$30.00 per hour charge for each bartender, until a minimum of \$100.00 in sales per hour, per bartender is reached.

Beer, Wine & Soda Bar

(Unlimited Consumption—Minimum 30 Guests)

	Premium	Top Shelf
One Hour	\$11.00	\$14.00
Two Hours	\$14.00	\$17.00
Three Hours	\$17.00	\$22.00
Four Hours	\$20.00	\$27.00

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Bar Features

Selection	Premium	Top Shelf
VODKA	Smirnoff	Grey Goose
GIN	Seagram's Dry	Bombay Sapphire
RUM	Bacardi	Bacardi
	Bacardi Oakheart	Captain Morgan
SCOTCH	Dewar's	Johnnie Walker Red
WHISKEY	Seagram's 7	Crown Royal
		Jack Daniel's
BOURBON	Jim Beam	Maker's Mark
COFFEE	Kahlua	Kahlua
AMARETTO	DeKuyper	Disaronno
SCHNAPPS	DeKuyper Peach	DeKuyper Peach
VERMOUTH	Martini & Rossi Sweet & Dry	Martini & Rossi Sweet & Dry
BEER	Labatt Blue, Labatt Blue Light, Budweiser, Bud Light, Michelob Ultra, Miller Light, Coors Light and Molson	Premium Options Plus Heineken, Corona, Sam Adams, Blue Moon and Saranac Pale Ale
NON ALCOHOLIC	O'Douls	O'Douls
RED WINE	Canyon Road Merlot, C.K. Mondavi	Red Rock Merlot, William Hill
	Cabernet Sauvignon	Cabernet Sauvignon
BLUSH WINE	Woodbridge White Zinfandel	Barefoot Pink Moscato
WHITE WINE	Canyon Road Chardonnay, Blüfeld Riesling	Salmon Run Chardonnay, Chateau St. Michelle Riesling, Mirassou Pinot Grigio

It would be our pleasure to create a specialty drink menu to be featured during your event. Special requests also welcome, just ask your Sales Manager.

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Punch

Sangria	\$65.00
Fruit Punch	\$45.00
(Per 3 Gallons)	

Soda Bar

One Hour	\$4.00
Two Hours	\$6.00
Three Hours	\$8.00
Four Hours	\$10.00

Wine by the Bottle

White	
Edna Valley Sauvignon Blanc. (California)	\$38.00
Fox Run Chardonnay (New York)	\$26.00
Canyon Road Chardonnay (California)	\$22.00
William Hill Chardonnay (California)	\$32.00
Mirassou Pinot Grigio (Italy)	\$28.00
Blüfeld Riesling (Germany)	\$26.00
Bully Hill Riesling (New York)	\$32.00
Blush	
Woodbridge White Zinfandel (California)	\$22.00
Barefoot Pink Moscato (California)	\$22.00

Red	
Red Rock Merlot (California)	\$32.00
Canyon Road Merlot (California)	\$22.00
William Hill Cabernet Sauvignon (California)	\$32.00
Mirassou Pinot Noir (Italy)	\$28.00
Alamos Malbec (Argentina)	\$28.00
Wyndham Bin 555 Shiraz (Australia)	\$30.00
C.K. Mondavi Cabernet Sauvignon (California)	\$32.00
Sparkling	
House Champagne (France)	\$18.00
Mionetto Prosecco Brut (Italy)	\$28.00
Martini and Rossi Asti Spumante (Italy)	\$35.00
Moet and Chandon White Star (California)	\$75.00

Additional Options Available Upon Request

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Children's Menu
(10 Years and Under)

Served Dinner
Sparkling Grape Juice Toast

Starter Course

Sliced Fresh Fruit Cup

Choice of One Entrée

Chicken Fingers served with French Fries
Grilled Cheese served with French Fries
Pasta Marinara with Meatballs
Macaroni & Cheese
Personal Cheese Pizza

Includes Milk, Soda or Juice

Pricing Varies Depending on Package Selection

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Wedding Enhancements

Floor Length Table Cloths

\$15/Table

Overlays

\$10/Table

Up Lights (4)

\$150

Chair Covers with Sashes

\$7/Chair

Chiavari Chairs

\$10/Chair

Ghost Chairs

\$15/Chair

Mimosa Bar

\$4/Person

S'more's Bar

\$5/Person

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Outside Catering Package

*Complimentary Suite for Bride and Groom
With Chocolate Dipped Strawberries in room*

Table Linens

Chair Covers and Sashes

Staging for Head Table

Dance Floor

Tulle Swag and Twinkle Lights Above Dance Floor

Complimentary House Centerpieces

Four-Hour Open Bar

Premium Spirits and Wine, Choice of Three Beer Selections

And a Personalized Signature Drink

Champagne or Sparkling Grape Juice Toast

Coffee Station

Regular, Decaffeinated Coffee and Herbal Teas

Wedding Cake

(And Cake Cutting)

\$65 Per Person

All Outside Caterers are Subject to Hotel Food & Beverage Guidelines

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Thank you for considering the RIT Inn & Conference Center for your upcoming Wedding Reception. Our Hotel offers you comfortable, elegant surroundings and a staff with the sincere desire to provide you with an enjoyable and successful visit. As is the case with most successful businesses, we find that certain guidelines and procedures help us ensure that you will be totally satisfied with your function. The following is included for your information.

Payment Policy

We require a \$1,000.00 non-refundable deposit in order to confirm your date. A second deposit of \$3,000.00 will be due nine(9) months prior to your function. The next deposit, equal to three-fourth's (3/4) of the estimated cost, is due three (3) months prior to the function. **Payment in full is due three (3) days prior to the function.** All advance deposits will be applied toward your final bill at full value. In the event that your scheduled event is cancelled, your deposits shall become the property of the hotel. Payments are accepted in the form of cash, check, or major credit card. A valid credit card number will also be needed on file. This credit card will be used for any unpaid charges at the conclusion of your reception. In the event that you over-pay the hotel, we will promptly refund the difference.

Guarantees

We must be informed as to your guaranteed attendance at least ten (10) business days prior to your gathering. This will be considered your minimum guarantee, which is not subject to reduction. We will be prepared to serve 5% over your guaranteed number.

Menus

Menu prices are subject to an increase on an annual basis. The enclosed menus are offered as a guideline. Please note that our Event Managers and Executive Chef will be more than glad to work with you in designing a menu tailored to your specific needs.

Security

The Hotel will not assume responsibility for items such as gifts, money boxes, gift envelopes, cake tops, etc. Special arrangements can be made with your Event Manager.

Beverage Service

We offer a complete selection of beverages to compliment your event. Please note that alcoholic beverages sales and services are regulated by the State of New York. The Hotel, as a licensee, is responsible for administration of these regulations. Therefore, it is a policy, that no liquor, beer or wine may be brought into the Hotel from outside sources. Note that all servers are direct to refrain from serving any guest avoiding moderation.

Baked Goods

No food may be brought into or taken out of the hotel. However, baked goods may be brought in for your reception if it is from a Monroe County Health Department approved bakery. A copy of the Health Department certificate and also certificate of insurance will be required from the chosen bakery. Any other source such as home baked products, are in violation of the New York Sanitary Code.

This establishment charges a 22% administration fee to offset costs associated with the administration of your event. This fee is not a gratuity and is not distributed to the employees servicing your event.

All prices listed are charged per person unless otherwise noted. Prices may be subject to change.

Contact us at 585-359-1800 or www.ritinn.com

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Smoking

The RIT Inn & Conference Center is a smoke free environment. This includes all guestrooms, meeting rooms, public areas, pools, bars and restaurants.

Administrative Fee and Sales Tax

THIS ESTABLISHMENT CHARGES A 22% ADMINISTRATIVE FEE TO OFFSET COSTS ASSOCIATED WITH THE ADMINISTRATION OF YOUR EVENT. THIS ADMINISTRATIVE FEE IS NOT A GRATUITY AND IS NOT DISTRIBUTED TO THE EMPLOYEES WHO SERVICE YOUR EVENT. Any additional gratuity is at the sole discretion of our guests and is not required or expected. All food, beverage, administrative charges and sundry items are subject to an 8% State and Local Sales taxes unless documented proof of exception is provided.

Insurance

The RIT Inn and Conference Center is owned by a third party and managed by Gunther & Associates, LLC. In this agency relationship Gunther & Associates, LLC carries general liability insurance for the purpose of protecting itself, the ownership and legal entity from claims made against such for many actions. It does not cover any acts, omissions, etc. from third parties; therefore we require All third party vendors, purveyors or the like to provide the insurance exactly as scripted in the following paragraph.

Supplier shall, at its own expense, maintain insurance as outlined below with minimum limits as referenced. "Gunther & Associates, LLC" and "The 5257 West Henrietta Road, LLC" and "Rochester Institute of Technology" (for Suppliers working on or using the RIT Inn & Conference Center) shall be named as an additional insured on policies providing coverage for #1 and #3 below.

1. Commercial General Liability (1986 ISO form or later) with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate written on an occurrence basis.
2. Auto Liability (included owned, hired and non-owned autos): \$1,000,000 combined single limit (each accident).
3. Excess Liability: \$3,000,000 minimum limits in excess of underlying limits. The umbrella shall be no more restrictive than underlying coverage.
4. Worker's Compensation and Employer's Liability: Statutory New York State limits. Additionally, if applicable:
5. Professional Liability: Minimum limits of \$1,000,000. Coverage shall be maintained for at least four years subsequent to the termination date of this contract; during such four year period, Supplier shall assure that there is no change to the retroactive date of coverage. These coverage's and limits are to be considered minimum requirements under this Agreement/Purchase Order and in no way limit the liability of the Supplier.

This insurance shall be written by a company licensed to do business in New York State with a minimum A. M. Best rating of A- VII. Each policy shall provide for notification to Gunther & Associates, LLC (30) days prior to termination, material change, or restrictive amendments. The insurance companies issuing the policies shall have no recourse against Gunther & Associates, LLC for payment of any premiums or for any assessments under any form of policy. Gunther & Associates, LLC reserves the right to request copies of insurance policies. The insurance policies referred to above shall be primary insurance ahead of any insurance carried by Gunther & Associates, LLC with respect to the Purchase Order.

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