

EST.  1926

INN ON BOLTWOOD

AMHERST, MA

Wedding Menus 2020

30 Boltwood Avenue | Amherst, Ma 01002
413-256-8200
innonboltwood.com

PREMIUM WEDDING PACKAGE

Four and a half hours of open call bar during cocktail hour and reception
artisanal display of assorted imported and domestic cheeses
fresh seasonal vegetable crudités with dipping sauces
choice of **six** butler passed hors d'oeuvres
prosecco toast to the newlywed couple
plated three course meal to include choice of appetizer, salad, and entrée
your wedding cake from our preferred cake vendor
includes fresh artisanal bread as well as local coffee & hot tea service

**To make your wedding day a truly memorable experience,
we also offer the following included in our packages:**

complimentary wedding suite for the newlywed couple on their wedding night
breakfast for the newlywed couple in our signature restaurant, 30Boltwood, the morning after your reception
champagne and Chef's choice of sweets delivered to your wedding suite
personal venue coordinator
banquet captain and wait staff for day of
personalized server to attend to the special needs of the bridal party
1 bartender per every 75 guests
tables, chairs, glassware, silverware, china
16' x 16' portable dance floor in Dickinson Ballroom, 16' x 24' portable dance floor in Garden Tent
white or ivory linen tablecloths and selection of 20 linen napkin colors
preferred vendor list
complimentary tasting for the engaged couple and customizable menu planning
discounts on additional guests' overnight rooms
hospitality room for private cocktail hour and wedding party photos
unlimited access to the grounds, providing unique photo opportunities throughout all seasons

Friday: \$99 per person, *plus tax and gratuity*
Saturday & Holiday Weekends: \$110 per person, *plus tax and gratuity*
Thursday & Sunday: \$95 per person, *plus tax and gratuity*

upgrade to premium hosted bar \$6.00 per person
upgrade to super-premium hosted bar \$14.00 per person

final counts to be provided 72 hr. in advance of scheduled event

All prices, fees, and room rentals, unless otherwise noted, are subject to an 17% percent service charge and a 5% administrative fee. The 5% administrative fee does not represent a tip or service charge for wait staff employees, service employees, or service bartenders. All prices, fees, service charges and room rentals are subject to 7% sales tax. Prices are subject to change without notice. Menus are fully customizable. Menu items are subject to seasonality & market availability.

A LA CARTE WEDDING PACKAGE

cash bar during cocktail hour and reception
artisanal display of assorted imported and domestic cheeses
fresh seasonal vegetable crudités with dipping sauces
choice of **four** butler passed hors d'oeuvres
prosecco toast to the newlywed couple
plated two course meal to include choice of appetizer or salad, and entrée
your wedding cake from our preferred cake vendor
includes fresh artisanal bread as well as local coffee & hot tea service

To make your wedding day a truly memorable experience, we also offer the following included in our packages:

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16' x 16' portable dance floor in Dickinson Ballroom, 16' x 24' portable dance floor in Garden Tent
white or ivory linen tablecloths and selection of 20 linen napkin colors
preferred vendor list
complimentary tasting for the engaged couple and customizable menu planning
discounts on additional guests' overnight rooms
hospitality room for private cocktail hour and wedding party photos
unlimited access to the grounds, providing unique photo opportunities throughout all seasons

Friday or Sunday: \$59 per person, *plus tax and gratuity*
Saturday Night & Holiday Weekends: \$69 per person, *plus tax and gratuity*

Additional menu selections and hosted bar offerings are available for add on

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MENU SELECTIONS

cold hors d'oeuvres

spicy tuna tartar on cucumber chip
 miniature new england lobster salad in filo cup
 poached salmon rilletes, bagel chip, herb cream cheese
 chicken liver mousse, quince jam on crostini
 deviled egg topped with cilantro and pickled shallot
 asparagus wrapped in prosciutto
 pork belly blt
 endive with goat cheese, fig, and walnut
 caprese skewers with mozzarella, tomato, and basil
 olive tapenade on cucumber chip
 orange, goat cheese, chive, dried cranberries, on crostini
 wild mushroom and goat cheese on a garlic crostini
 grilled tomato and basil bruschetta on crostini

hot hors d'oeuvres

teriyaki chicken skewers with grilled pineapple
 country fried chicken skewers, assorted dipping sauces
 smoked chicken croquettes with roast corn & piquillo aioli
 duck spring roll, orange dipping sauce
 duck confit fritter, orange aioli
 tenderloin, blue cheese sauce, crumbled bacon on crostini
 mini crab cake, chili aioli
 grilled curried shrimp skewer, lemon aioli drizzle
 scallop wrapped in bacon
 polenta **OR** sausage stuffed cremini mushroom
 moroccan spiced meatballs with mango chutney glaze
 pork & chive dumpling in wonton wrapper,
soy ginger dipping sauce
 chorizo stuffed dates, wrapped in prosciutto
 grilled baby lamb chops, mustard rosemary glaze**
 (**\$1pp supplement for baby lamb chop)
 mascarpone and fig in beggar's purse
 zucchini fritters with zaatar yogurt sauce
 gruyere puffs with white bean, fennel mousse, & truffle oil
 mushroom arancini, fontina cheese

appetizer/soup

choose one

butternut squash ravioli with baby leeks & parmesan
 duck confit risotto
 wild mushroom risotto
 grilled marinated half quail, creamy polenta
 chilled tomato gazpacho, citrus grilled shrimp
 truffled potato and leek soup with crispy shallots
 new england clam chowder with oyster crackers
 classic lobster bisque, crème fraiche (\$2pp supplement)

salad

choose one

organic baby field greens with dried cranberries, feta cheese,
 pistachios, balsamic vinaigrette
 classic caesar salad with house-made garlic croutons
 arugula, radicchio, & endive salad with sliced grapes,
 candied walnuts, blue cheese crumbles, lemon vinaigrette
 market salad with local greens, cucumber, tomato,
 pickled shallots, sherry vinaigrette

choice of entrée

choose three

sliced slow roasted prime rib, au jus
upgrade to 8 oz. filet mignon for \$5pp supplement
 red wine braised short ribs
 roasted sirloin, horseradish cream
 roasted pork loin, cranberry apple compote
 roasted leg of lamb, dijon vinaigrette, green olives
 roasted chicken breast, lemon basil pistou
 oven roasted atlantic salmon, honey ginger glaze, asian pear slaw
 grilled tuna, caponata
 grilled swordfish with capers, lemon, parsley
 blackened mahi mahi, pineapple salsa
 penne & shrimp, with tomatoes, peas, cream, basil & pecorino-romano
 shrimp scampi with linguine with oregano & sun-dried tomatoes
 jerk spiced shrimp & 6 oz. petit filet mignon, chimichurri (\$5pp supplement)

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VEGAN & VEGETARIAN OPTIONS

please contact your sales manager with any specific dietary requests you may have.

V: vegan

VEG: vegetarian

GF: gluten free

soups

miso carrot ginger (GF/V)

roast vegetable bisque (GF/VEG)

white bean & tuscan kale (GF/V)

creamy cauliflower (GF/VEG)

tomato-coriander (GF/VEG)

entrées

paquet de legumes, brown rice, lentils, & spiced roasted root vegetables (V)

fennel, mushroom, barley risotto (VEG)

moroccan couscous, currants, almonds, seasonal vegetables (V)

orecchiette pasta, roasted tomatoes, peas, basil, parmesan (VEG- can be made vegan upon request)

stuffed roasted pepper, quinoa, mushrooms, kale, arugula pistou (V/GF)

vegetable wellington, stuffed with goat cheese garlic, basil pomodoro sauce (VEG)

butternut squash ravioli, baby leeks, parmesan (VEG)

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SEASONAL ACCOMPANIMENT SUGGESTIONS

spring

vegetable accompaniment

roasted asparagus spears
haricot verts
english peas
swiss chard

starch accompaniments

asparagus & mushroom risotto
wild rice pilaf, baby kale, slivered almonds

summer

vegetable accompaniment

summer squash
ratatouille
roasted corn succotash
eggplant & red pepper tart

starch accompaniments

roasted corn risotto with charred poblano peppers
butter & parsley braised new potatoes

fall

vegetable accompaniment

maple glazed carrots
butternut squash
broccolini
brussel sprouts
cauliflower

starch accompaniments

roasted root vegetables such as; beets, celery root,
parsnips, turnips, red bliss potatoes, rutabaga
sweet potato puree with brown sugar, allspice,
clove, maple

winter

vegetable accompaniments

whipped sweet potatoes
brussel sprouts
turnips & kale
garlic roasted broccoli

starch accompaniments

garlic & parmesan mashed potatoes
herb roasted fingerlings
seasonal long grain wild rice

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MENU ENHANCEMENTS AND LATE NIGHT SNACKS

pre-ceremony beverage station

\$3pp

yellow lemonade, fresh brewed iced tea, flavored water
apple cider and hot chocolate available during winter months

oyster raw bar

market
price

Selection of east or west coast oysters on the half shell
served with classic cocktail sauce, old & new world mignonettes &
lemon wedges

grilled and marinated vegetable display

\$6pp

served with bread sticks and sliced baguette bread
herbed artichoke hearts, sweet & sour mushrooms,
mixed olives, cippolini onions, green onions, fire roasted chili
peppers, eggplant, zucchini, and sweet peppers

baked brie en croute

\$6pp

freshly baked and served warm in a puff pastry
with freshly baked French baguettes and local jam

bruschetta display

\$6pp

artichoke spread, tomato-basil salad, tuscan white bean puree and
chopped olive medley, grilled rustic country breads

charcuterie display

\$12pp

assortment of cured meats and artisan cheeses
seasonally inspired pickled, marinated, & roasted vegetables
served with artisan breads and gourmet crackers
\$5 pp upgrade to add to artisanal cheese display

smoked salmon

\$10.50pp

served with capers, sliced red onions, citrus gremolata,
garnished with chopped eggs, tomatoes, scallions, and toast points

gourmet popcorn station

\$3pp

assorted freshly popped warm popcorn
butter & herb, caramel, cheddar & white cheddar

slider station

\$8pp

served with house made french fries
barbeque pork with coleslaw
braised short rib with caramelized onions
grilled chicken with avocado & chipotle mayo

grilled cheese bar

\$7pp

served with house made french fries
green apple and brie
sliced tomato and gruyere
applewood smoked bacon and sharp cheddar

quesadilla station

\$6pp

assorted pork, grilled chicken and vegetable quesadillas,
served with salsa, guacamole, & sour cream

pizza bar

\$6pp

assorted pepperoni, hamburger and vegetable mini pizzas
served with parmesan cheese & cracked red pepper

gourmet mac & cheese bar

\$6pp

fusilli pasta with creamy cheddar cheese
served with chopped bacon and roasted tomatoes
add truffled mac & cheese for an additional \$3pp
add lobster for an additional \$5pp

ballpark station

\$8pp

choose three
tortilla chips with nacho cheese
mini hotdogs with relish, ketchup and mustard
warm buttered popcorn
cracker jacks with peanuts
warm pretzels with spicy brown mustard
peanut brittle
chocolate dipped pretzels
additional selections are \$4pp

chip & dip displays

warm spinach and artichoke dip, sliced baguette & focaccia **\$3pp**

baba ganoush & hummus with toasted pita **\$3pp**

four onion sour cream dip with potato chips **\$3pp**

charred tomato salsa & guacamole, with corn tortilla chips **\$5pp**

baked maryland crab & corn dip, with toasted pita **\$5pp**

cake accompaniments

house made ice cream or sorbet, your choice of flavor **\$3pp**

assorted homemade cookies & brownies **\$4pp**

seasonal fresh fruit & berry bowl with whipped cream **\$6pp**

two chocolate dipped strawberries **\$3pp**

vanilla panna cotta with fresh berries **\$3pp**

assorted macarons **\$3pp**

ice cream sundae bar

\$10pp

chocolate, vanilla and strawberry ice cream

served with bowls and waffle cones toppings to include

peanut butter, chocolate, strawberry and caramel sauces,

shredded coconut, candied peanuts, crushed oreos,

chopped heath bars, M&Ms, maraschino cherries, sprinkles, and

whipped cream

wine service with dinner

inquire

Trinity Oaks 2010 Chardonnay

Trinity Oaks 2010 Cabernet Sauvignon

Trinity Oaks 2010 Pinot Grigio

Trinity Oaks 2010 Pinot Noir

sweet & salty station

\$6pp

choose three

assorted mini chocolate candy bars

cracker jacks with peanuts

warm buttered popcorn

kettle cooked potato chips

chocolate dipped pretzels

chocolate covered oreos

chocolate chip cookies

additional selections are \$2pp

viennese table

\$10pp

chocolate éclairs, chocolate dipped strawberries,

petit fours, mini cannoli

candy station

\$8pp

M&M's, skittles, gummy bears,

and assorted chocolate bars

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A LA CARTE BAR PACKAGES

call bar

trinity oaks cabernet sauvignon, pinot noir, chardonnay and pinot grigio, la marca prosecco
heineken, corona, budweiser, bud light, truly seltzers, sam adams, kaliber
titos, smirnoff, spring 44, bacardi silver, malibu, cuervo gold, j&b, cutty sark, seagram's 7
jim beam, brandy, triple sec, amaretto, bailey's, kahlua, sambuca, assorted liquors & mixers

4.5 hour open call bar: \$43pp

premium bar

edna valley vineyards cabernet sauvignon, pinot noir, riesling, chardonnay and sauvignon blanc, la marca prosecco,
heineken, corona, budweiser, bud light, truly seltzers, sam adams, kaliber
two local craft beers
ketel one, titos, belvedere, boodles, tanqueray, captain morgan's, goslings black seal,
corralejo blanco, milargo reposado, johnny walker red, seagram's VO, glenmorangie 10 yr.
dewars, jameson, makers mark, hennessey VS, triple sec, grand marnier, cointreau, frangelico,
chambord, tia maria, assorted liquors & mixers

4.5 hour open premium bar: \$50pp

super-premium bar

edna valley vineyards cabernet sauvignon, pinot noir, riesling, chardonnay and sauvignon blanc, la marca prosecco
heineken, corona, budweiser, bud light, truly seltzers, sam adams, kaliber,
two local craft beers
titos, chopin, hangar one, grey goose, hendricks, bombay sapphire, captain morgan's, myers,
avion silver, don julio anejo, johnny walker black, crown royal, glenfiddich 12 yr., bushmills 10 yr.
1972 ridgemont reserve, remy martin vsop, grand marnier, cointreau, frangelico,
chambord, tia maria, assorted liquors & mixers

4.5 hour open super-premium bar: \$61pp

upgraded beverage selections

edna valley vineyards cabernet sauvignon, pinot noir, riesling, chardonnay and sauvignon blanc
choice of 5 local crafted beers

upgraded wine available at an additional \$2 per person

upgraded beers available at an additional \$3 per person

(charge applicable to full bar packages and/or tiered packages)

in lieu of all night open bar packages above, tiered packages are also available

	Hosted Beer, Wine & Soda Bar	Upgraded Hosted Beer, Wine & Soda Bar	Hosted Call Bar	Hosted Premium Bar	Hosted Super- Premium Bar
First Hour	\$11pp	\$14 pp	\$14pp	\$16pp	\$20pp
Second Hour	\$9pp	\$12 pp	\$12pp	\$14pp	\$17pp
Third Hour	\$7pp	\$10 pp	\$8pp	\$10pp	\$12pp
Fourth Hour	\$5pp	\$7 pp	\$6pp	\$7pp	\$8pp
Last 30 Minutes	\$2.50pp	\$3.50pp	\$3pp	\$3.50pp	\$4pp

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GUIDELINES, TERMS, AND CONDITIONS

Inn on Boltwood

The Inn on Boltwood is a classic New England country inn located in the heart of Amherst Town Center. The Inn can accommodate social events ranging in size from 5 to 150 people within our indoor function areas and 100 to 180 people in our elegant, tented garden. Tent prices range based on size of the event, and is available for events occurring May through October. Our facilities provide you and your guests a charming, intimate atmosphere situated in a traditional New England setting.

Our Executive Chef, along with his entire culinary team, has created an extensive variety of menus from which you may choose. Each menu item has been created and tested in our kitchen and is founded upon the use of the freshest, local ingredients available to us. Each plate is given the greatest attention to detail and we are confident that our final presentation will exceed your expectations. Our menu concepts are inspired by the local and seasonal farm produce that Western Massachusetts and its agricultural communities are famous for.

The Executive Chef can customize any menu of your choice upon request. To ensure availability of specific food items, we ask that final menus be selected with your catering manager at least four months prior to your function date. The Inn on Boltwood reserves the right to increase pricing of specific menu items based on the market value at the time of purchase if needed.

Event Times: Receptions are 5.5 hours in length

- **Dickinson Ballroom**
Friday and Saturdays: 10:30am – 4:00pm OR 6:30pm – 12:00am
Sundays: Event times are negotiable
- **Garden Tent**
Friday and Saturdays: 11:00am – 4:30pm OR 5:30pm – 11:00pm
Sundays: Event times are negotiable
- **Webster Ballroom** – Event times are negotiable
- Extra ½ hour given at beginning of time slot if Ceremony is on site

“Peak” vs. “Off-Peak”: Saturday nights are considered to be “Peak” time for Events. All other time is considered to be “Off-Peak”, with the exception of certain holidays and holiday weekends which include: Memorial Day, 4th of July, Labor Day, Columbus Day, Thanksgiving, Christmas and New Year’s Eve.

Rental Fees:

- **Dickinson Ballroom**
April through October: \$1000 on Saturday; \$500 Friday; \$250 Sunday
November through March: \$500 Saturday; \$250 Friday; waived fees for Sunday Weddings
- **Garden Tent** (*Available May through October Only*)
(A 100 guest minimum applies to the Garden Tent)
Tent Liner \$700
Peak Nights: \$24.75 per person
Off-Peak: \$21.75 per person (Friday or Sunday)
- **Rooftop Terrace** (*Available May through October Only*)
\$500 for wedding reception and/or private cocktail hour.
Roof Top Terrace is available for photos pre/post ceremony at no additional charge, based on availability.
Rental fee applies for exclusive use of Roof Top Terrace. Rental of the Roof Top Terrace does not include use of the 30 Boltwood outdoor dining tables on the western side of the terrace.
- **Webster Ballroom**
April through October: \$300 on Peak Nights; \$200 Off-Peak
November through March: \$200 on Peak Nights; \$150 Off-Peak
- **Greenhouse Room**
\$300
- **On-Site Ceremony**
Indoors: \$300
Outdoors: \$300 *plus the cost of white garden chairs & delivery*

Room and Ceremony Set Up: Room rental fees include tables, gold banquet chairs, china, glassware, silverware, votives, dance floor, and linen. You have the choice of white or ivory linen tablecloths and we offer over 20 color linen napkin options to choose from. Ceremony fees include the use of the Inn's wireless microphone and speakers and our white linen backdrop for the Pergola. Room rental fees do not include the use of any audio visual equipment for your reception. You can rent the following equipment from the Inn, availability permitting, at the rates listed below:

- LCD Projector: \$75
- Projection Screen: \$25
- iPod Adaptor and Speakers : \$50

Administrative Fee and Taxes: All prices, fees, and room rentals, unless otherwise noted, are subject to a 17% percent service charge and a 5% administrative fee. The 5% administrative fee does not represent a tip or service charge for wait staff employees, service employees, or service bartenders. Both the administrative fee and service charge are subject to 7% sales tax.

Deposits and Final Payment: All weddings and social events at the Inn, upon confirmation, will be required to pay a deposit of 25% of your estimated amount upon booking. For events hosted in in the tented garden, upon confirmation of your date, a \$500 additional deposit is required to hold your space. For all weddings and social events, a second deposit of 50% of the estimated amount will be due six months prior to your scheduled date. All deposits need to be in the form of check or cash. **Credit cards can NOT be used for deposits or for the final payment.** All advance deposits are non-refundable. Deposits will be applied toward your final balance, which is required 72 hours prior to your scheduled event date. All final payments must be in the form of bank check or cash, with a credit card on file for any unplanned incidentals you purchase the day of.

Food and Beverage Minimums:

- | | |
|--|---|
| <ul style="list-style-type: none">• Dickinson Ballroom
Peak Nights: \$6,500
Off-Peak: \$4,400• Garden Tent
Peak Nights: \$7,500
Off-Peak: \$5,500 | <ul style="list-style-type: none">• Rooftop Terrace:
Peak Nights: \$3,000
Off-Peak: \$2,500• Webster Ballroom:
Peak Nights: \$2,400
Off-Peak: \$1,500• Greenhouse Room:
Peak Nights: \$1,500
Off-Peak: \$750 |
|--|---|

Minimum Catering Revenue: In place of Guest Minimums for function rooms, the Inn on Boltwood designates Food and Beverage Minimums. These minimums are listed above and include food and hosted alcohol charges. Your Food and Beverage Minimum does not include cash bar charges, room service, restaurant and bar usage not sponsored as part of your event, meeting room rental fees, taxes, service charges, or any other miscellaneous charges or fees incurred. Should your final attendance drop below your original estimated number of guests, the Inn will be happy to advise you on additional alternatives in food and beverage which will satisfy the minimum agreed upon revenue of your event. In the event the minimum set forth above is not realized, you will owe the Inn the difference between the amount actually spent (exclusive of appropriate taxes, gratuities and fees) and the minimum set forth.

Menu Pricing: Menus are subject to seasonality and market availability. Prices are subject to change without notice. Menus are fully customizable. To ensure availability of specific food items, we ask that final menus be selected with your catering manager at least four months prior to your function date. Inn on Boltwood reserves the right to increase pricing of specific menu items based on the market value and at the time of purchase if needed.

Favors: Favors that include alcohol of any kind are not permitted.

Menu Tasting: Contact your Events Coordinator six months prior to your wedding date to schedule a menu tasting. The Inn on Boltwood hosts menu tasting in a group setting. The wedding couple is complimentary; each additional guest, up to four more guests, are \$50.00 each plus tax and gratuity. If you cannot make the group tasting, you may schedule a private tasting based on the availability of the Inn. Private menu tastings are available Tuesday – Friday, 11 am – 4 pm only. Cancellations less than 72 hours in advance of scheduled will result in a \$50.00 per person charge, including the wedding couple.

Wedding Cake Vendors: The Inn on Boltwood's preferred wedding cake vendors are Atkins Farms Bakery, located in Amherst, MA (413-253-9528 www.atkinsfarms.com), Gregory's Pastry Shop, located in Hadley, MA (413-586-9900), and The Bean Counter Bakery*, located in Shrewsbury, MA (508-754-0505 www.beancounterbakery.com). Your wedding cake package includes: delivery to The Inn on Boltwood, buttercream icing, and a selection of at least eight cake flavors and five fillings to choose from (different options from each vendor). Samples from all cake vendors will be present at the group menu tastings with their most popular flavors for you to sample. Please set up an appointment with your preferred vendor three to six months prior to your wedding date to detail your wedding cake. When you meet with your cake decorator they will assist you in the pricing of rolled fondant wedding cakes, basket weaves, pearls, fresh flowers and/or cake topper if you are interested. Gregory's Pastry Shop and Bean Counter Bakery will provide cake samples by appointment only. Atkins Farm allows you to call and request a six pack of flavors. Please allow them 48 hours for requests. ****Please note there is an upcharge and delivery fee from all cakes ordered from Bean Counter Bakery.***

Guarantees: To help us make your event a truly memorable experience, we ask your cooperation in confirming all your details and menu choices in addition to the total number of guests anticipated, 45 days prior to your scheduled event. Your expected guarantee is due 72 hours prior. In addition to your final guest count, we require events offering more than one entrée to submit exact numbers of each selection. This number is your guarantee and may not be lowered. If a confirmation number is not received by the scheduled due date, the expected attendance will become the number of guests guaranteed. Final charges will be based on your guarantee or the actual attendance, whichever is greater.

Dining for Children: For guests under the age of twelve, the Inn on Boltwood offers a separate children's menu at a fee of \$35 per child. Special children's menu includes a beverage, starter course, entrée, and dessert.

Dining for Hired Professionals: Should you wish to provide food and non-alcoholic beverages for professionals hired for your event, you are welcome to do so. The Inn on Boltwood will offer your selected menu items to your wedding professionals, at a fee to you of \$50 per vendor.

Alcoholic Beverage Policy: The Inn on Boltwood, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with Massachusetts Alcoholic Beverage Control's policies, procedures and statutes. The Inn will strictly enforce all Massachusetts beverage laws. The management of the Inn on Boltwood and its beverage employees reserve the right to refuse service of alcohol to any guest who appears or exhibits characteristics of being intoxicated. In addition, any disturbances, underage drinking or consumption on non-Inn purchased alcohol can result in immediate event termination. The Inn on Boltwood is the only licensed authority to sell and distribute alcohol on the premises. Alcohol is not permitted to be brought on property and alcohol purchased from The Inn on Boltwood may not be removed from the premises. Favors with alcohol are not permitted.

Bartender Fee: All wedding packages include 1 bartender per every 75 guests. Should you request additional bartenders beyond the standard "1 per 75", a \$75 *per bartender* fee applies. If you opt to have cocktail hour in a separate location that we required a secondary bar to be set up, a \$75 per bartender fee will apply.

Parking: Guests who have reserved rooms at the Inn will be provided complimentary parking in designated Inn spaces. Weekend event guests may park in the Amherst College Alumni Lot, located directly behind the Inn's designated parking spaces. If you require detailed driving and/or parking instructions, please contact your Events Coordinator when detailing your event. Valet parking is available for an additional fee.

Consumer Advisory: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions. Regarding the safety of any of these items, written information is available upon request. **Before placing your final order, please inform your Catering Manager or Event Planner if a person in your party has a food allergy. Any food prepared by the Inn on Boltwood may not be taken off the premises due to insurance and health code regulations.**

Coat Check: Coat racks are provided complimentary to you and your guests. A coat room attendant is available for an additional fee.

Displays / Decorations: We politely ask that there be no confetti, rice, bird seed, or any similar materials thrown at the Inn. The Inn asks that nothing be affixed to walls, doors, light fixtures, ceilings or any furniture within any of the function spaces or tent, without prior approval. We also ask that candles be enclosed in glass. No open flames are permitted. The Inn on Boltwood reserves the right to

bill for any repairs made resulting from damage incurred during your event. The Inn asks that you remove all of your equipment, decorations, etc. at the close of the event. The Inn on Boltwood is not responsible for breakage, missing items or any items left behind. Should your decorations exceed the included parameters of included basic set up, you will want to make additional arrangements with your florist and/or wedding vendor for assistance. Any changes to your planned set up need to be made at least 72 hours in advance. The Inn on Boltwood will try to honor any last minute requests, however if any major set up changes (beyond moving 1-2 tables) the day of the wedding, an additional \$150 per hour set up fee may be incurred. The Inn does not assume responsibility for the set up pergola décor, lighting, and any other services outside of basic set up. Basic set up includes: placement of pre-assembled centerpieces, favors, escort cards, gift table, and other basic table décor.

Sleeping Rooms: Wedding packages include one (1) complimentary room for use on the evening of the wedding in a designated Suite. There is no minimum number of sleeping rooms required. Upon booking your wedding with us, you will have the option of setting up block of rooms for the wedding weekend (based on availability) which will be held for your group until 45 days prior to your wedding date. There is a two night minimum requirement for accommodations on most weekends. A discount off our prevailing rates may be offered and is subject to availability.

Ceremony Rehearsal: You may schedule a ceremony rehearsal prior to your onsite ceremony based on availability of the Inn. Rehearsals can only be scheduled one month prior to your wedding date, and the specific location will be confirmed three days prior. We require your officiant to be present at your rehearsal. Should you require the assistance of our team, you can request a banquet captain at the rate of \$100.00 per hour. Please adhere to your scheduled time, as there may be groups or events scheduled before or after you.

Pre Reception Accommodations: Hair & make-up prep space is available for use prior to the ceremony and/or reception at the rate of \$100 per day based on availability. A hospitality room is included in your contract for use up to one hour prior to ceremony and/or reception through one hour after cocktail hour at no additional charge.

Contact: **Catherine Jindela**
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