



BOSTON DOWNTOWN

EVENT MENU

225 Albany Street
Boston, MA 02118
Phone: 617.848.9063 ext 770

WELCOME TO AC HOTEL BOSTON DOWNTOWN

It's time to enjoy your event. Our talented event team is ready to serve you the best creative eats and drinks inspired by the area. AC Hotel Boston Downtown is proud to offer our event menus. You bring the guests, and we'll focus on the rest to ensure that your event is a success.

Keys to Success:

- Modern and sophisticated venue; guest rooms designed with style
- Flexible event space to accommodate intimate entertainment for up to 140
- AC Lounge, the hub of social buzz by night for the after party
- Re-defined beverage and food selections; fresh, seasonal and locally crafted
- State of the art audiovisual equipment and technology
- Local expertise with resources to support your vision

Get a taste of events infused with local flavor.



BOSTON DOWNTOWN



BREAKFAST



BOSTON DOWNTOWN

Start Your Day

Continental Breakfast

Fresh Whole Fruit

Assorted Greek Yogurts
with House-Made Granola with Dried Fruits

Freshly Baked Butter and Apricot Croissants

Sweet Butter and Jams

Hard Boiled Eggs

Choice of: Home Made Muesli or Chia Seed
Puddings

Assorted Selection of Fresh Juices

Regular and DeCaf Coffee and Tazo Herbal Teas

\$22 per person

European Continental

Fresh Seasonal Fruits and Berries

Assorted Greek Yogurts
with House-Made Granola with Dried Fruits

Sliced Cured Meats and Farm Cheeses

Bakery Fresh Quiches

Freshly Baked Butter and Apricot Croissants

Sweet Butter and Jams

Assorted Selections of Fresh Juices

Regular and DeCaf Coffee and Tazo Herbal Teas

\$25 per person

American Breakfast

Freshly Baked Butter Croissants, Assorted Breads and
Pastries.

Assorted Greek Yogurts
with House-Made Granola with Dried Fruits

Scrambled Eggs with Fresh Herbs

Crisp Farmhouse Bacon or Andouille Sausage

Country Potatoes

Fresh Seasonal Fruit & Berries

Assorted Selection of Fresh Juices

Regular and DeCaf Coffee and Tazo Herbal Teas

\$33 per person



BOSTON DOWNTOWN

Savory & Sweet extras

SIGNATURE ENHANCEMENTS:

Cranberry Raisin or Cinnamon Brioche French Toast with Maple Syrup \$7

Steel Cut Oatmeal with Sun Dried Fruits and Turbinado Sugar \$5

Assorted Dry Cereal with Whole and Skim Milk \$4

Bagels, Plain and Flavored Cream Cheese \$4

Traditional English Muffin \$3

Warm Naan Bread \$3

Smoked Salmon Display with Traditional Accompaniments \$10

Gulf Shrimp and Creamy Cheddar Grits \$12

Maine Lobster Eggs Benedict, English Muffin, Tarragon Hollandaise \$15*

Fresh baked Quiche with Bacon, Swiss and Spinach \$7

Classic Eggs Benedict, Canadian Bacon on English muffin, Tarragon Hollandaise \$11*

Maine Triple Smoked (Corn Cobb, Hickory & Cherry Wood) Thick Cut Bacon \$3

Turkey Sausage Patty \$2

Chicken Sweet Apple Sausage \$3



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BRUNCH



BOSTON DOWNTOWN

Brunch It Up

Bakery Basket, Croissants, Muffins, Breakfast Pastries
Farm Fresh Eggs with Fresh Snipped Herbs
Applewood Smoked Bacon or Country Breakfast Sausage
Fresh Sliced Seasonal Fruits & Wild Berries
Tomato and Mozzarella Salad, Basil, Balsamic Reduction, Extra Virgin Olive Oil
Traditional Caesar Salad, Garlic Croutons, Hearts of Romaine, Caesar Dressing, Shaved Parmesan

Select Two (2) Entrees:

- Four Cheese Ravioli, Roasted Tomato Cream Sauce, Asparagus Tips, Pearl Onions
- Rosemary and Dijon Glazed Pork Loin, Sundried Fruit Chutney
- Baked New England Cod with Herb Breadcrumbs, Lemon-Chive Butter Sauce
- Pan Seared Chicken Breast with Puttanesca (Capers, Artichokes, San Marzano Tomatoes and Olives)
- Braised Boneless Short ribs, Brown Ale Jus, Roasted Crimini Mushrooms
- Chicken Saltimbocca , Prosciutto, Aged Provolone, Sage, Marsala Jus
- Penne Pasta, Roasted Broccoli Florets, Chili Pepper Flake, Roasted Garlic Puree, Fresh Mozzarella
- Roasted Northern Harvest Salmon, Spiced Carrots, Caper Brown Butter Vinaigrette

Chef's Country Roasted Potatoes and Seasonal Vegetables
Display of Assorted Petite Desserts
Regular and DeCaf Coffee and Tazo Herbal Teas

\$42 per person
ADD entrée +\$7

CARVING ENHANCEMENTS* (Chef Fee)

BEEF TENDERLOIN | \$22

Rioja Au Jus, Local Horseradish Crème, Sourdough Rolls

TOASTED PEPPERCORN & DIJON CRUSTED PRIME RIB | \$20

Rosemary Biscuit, Red Wine Au Jus, Garlic Aioli

MISTY KNOLLS TURKEY BREAST | \$16

Herb Natural Gravy, Massachusetts Cranberry Relish, Multi Grain Rolls

HARPOON AND ROSEMARY BRINED PORK LOIN | \$20

Carlson's Orchard Roasted Apple Compote; Buttermilk Biscuits

OMELET STATION* (Chef Fee)

Farm Fresh Cage Free Eggs , Egg Whites, Applewood Smoked Bacon, Honey Ham, Country Sausage, Baby Spinach, Vine Ripe Tomato, Bell Pepper, Red Onion, Exotic Mushrooms, Vermont Cheddar, Swiss, Salsa Fresca | \$7 per person



BOSTON DOWNTOWN



LUNCH



BOSTON DOWNTOWN

Lets Do Lunch

Blackstone Square

Chef's Soup of the Day

Orzo and Feta Salad with Peppercorn- Balsamic Vinaigrette

Mesclun Mixed Greens with Roasted Tomato and Asparagus, with Goat Cheese

Choose three sandwiches:

- The Italian - Salami, Mortadella, Capicola, Provolone, Lettuce on a Ciabatta.
- Tomato Roasted Chicken - Sharp Cheddar, Arugula, with Balsamic Caramelized Onions on Brioche.
- Onion Jam Shaved Prosciutto - Fresh Mozzarella Ciabatta with Pesto and Spinach on Ciabatta
- Slow Roasted Turkey - Tomato Tapenade, Baby Spinach and Provolone on Focaccia.
- Seasonal Grilled Vegetable Wrap with Mixed Greens, Tomato, and Hummus Spread.

Individual Bags of Kettle Chips

Fresh Ricotta Cannoli & Chocolate Brownies

Coffee, Tazo Herbal Teas and Assorted Sodas

\$36 per person

Old Dover Deli

Chef's Soup of the Day

Mixed Greens, Roasted Tomatoes & Parmesan Salad

Fresh Cut Seasonal Fruit

Vegetable Couscous Salad

Sliced Roast Beef, Smoked Turkey Breast, Smoked Ham and Salami, Sliced Swiss, Vermont Cheddar, and Provolone Cheeses

Assorted Fresh Breads

Individual Bags of Kettle Chips

Assorted Mini Whoopie Pies and Chocolate Chip Cookies

Coffee, Tazo Herbal Teas and Assorted Sodas

\$32 per person

Eight Streets Garden

Chef's Soup of the Day

Herb Roasted Sliced Chicken

Garlic Herb Grilled Shrimp

Romaine and Arcadia Mixed Greens

Toppings of chopped bacon, garlic croutons, cucumbers, red onion, tomatoes, carrots, hard-boiled egg, cheddar cheese, walnuts, olives, chick peas, blue cheese, dried cranberries

Freshly baked rolls

Assorted salad dressings

Fresh Ricotta Cannoli & Chocolate Brownies

Coffee, Tazo Herbal Teas and Assorted Sodas

\$38 per person

OPTIONAL ADD ON:

Skirt Steak \$7

Portobello Mushrooms \$3



Cathedral Boxed Lunch

All boxed lunches include:

Kettle style potato chips Chocolate chip cookies, Chefs Choice Salad, Red Delicious Apple and Soft drink or Bottled Water.

Select (3) three sandwich options:

Grilled Chicken Caesar wrap
with fresh romaine, asiago cheese and Cesar dressing

Greek Marinated Chicken Salad
with lettuce & feta. Served on a fresh ciabatta

Ham and Cheese
thinly sliced black forest ham, brie cheese spinach, roasted peppers with whole grain mustard, Served on fresh focaccia

Sliced Rosemary Premium Roast Beef
with manchego, arugula, fresh grated horseradish aioli and roasted tomatoes Served on a fresh ciabatta

Grilled Marinated Vegetable wrap
roasted vegetables wrapped in a tortilla with garlic hummus and mixed greens

Herb Roasted Breast of Turkey
with field greens, cheddar, pesto mayo, roasted tomatoes. Served on a fresh ciabatta roll.

\$44 per person

Union Park Lunch Buffet

STARTERS: Select three (3)

Chef's Soup of the Day
Baby Greens, Candied Pecans, Dried Tart Cranberries and Balsamic Vinaigrette Dressing
Roasted Tomato Salad, Arugula, Cold Preserve Olive Oil and Goat Cheese
Fresh Mozzarella and Tomato Caprese, Fresh Basil and Balsamic Glaze
Roasted Corn and Black Bean Salad
Orzo and Feta Salad with peppercorn balsamic vinaigrette
Seasonal Fruit Salad
Caesar Salad with Garlic Croutons
Greek Pasta Salad
Red Bliss Potato Salad

ENTREES: Select two (2)

Pan Seared Herb Chicken with San Marzano Tomatoes, Olives and Oven Roasted Potatoes
Classic New England Baked Cod with Crumb Toppings, Lemon Butter Sauce and Saffron Rice
Slow Roasted Pork Carnitas, Fresh Salsa, Chimichurri Sauce with Crispy Sea Salt Potatoes
Spinach Ricotta Ravioli with Roasted Tomatoes and Fresh Parmesan Cream
Pan seared Salmon with herb roasted Tomatoes, Spinach and Cannellini Beans
Prosciutto Stuffed Chicken with roasted Mushrooms and Basil Cream

DESSERTS: Select two (2)

Assorted Fresh Baked Cookie Display
Assorted Traditional Macaroons
Cannoli—Fresh Ricotta and Chocolate
Chocolate Brownies

BEVERAGES: Coffee and Tazo Herbal Teas, Assorted Sodas and Water

\$48 per person



BOSTON DOWNTOWN



COFFEE BREAKS



BOSTON DOWNTOWN

Take a Break

Mid-Morning Boost *\$15/per person*

Assorted Traditional Scones
Seasonal Fresh Fruit
Individual Assorted Greek Yogurts
Coffee and Tazo Herbal Teas

Healthy Living *\$15/per person*

Vegetable crudité with ranch dressing
Pita chips with hummus
Coffee and Tazo Herbal Teas

BYO Trail Mix *\$12/per person*

Assorted Nuts and Dried Fruits
Chocolate Candies and Pretzels
Coffee and Tazo Herbal Teas

Afternoon Energizer *\$16/per person*

Freshly Baked Chocolate Chip Cookies
Yogurt Covered Pretzels
Butter and Kettle Corn Popcorn
Coffee and Tazo Herbal Teas

Gluten Free *\$18/per person*

Gluten Free Chocolate Chip Cookies
Gluten Free Chocolate Fudge Brownies
Mix Berry and Greek Yogurt Parfaits

Beverages

Freshly Brewed Coffee and Tazo Herbal Teas \$4/per person
Freshly Brewed Coffee (Regular/ DeCaf) \$60 / per gallon (Serves 16)
Seasonal: Hot Cocoa / Hot Cider \$3 per person or \$60 per gallon
Individual Soft Drinks \$4 per
Energy Drinks: Red Bull (8 oz) Regular or Sugar Free \$6
Individual Bottled Waters / Panna Still & Pellegrino Sparkling (250ml) \$6 ea
Fruit Juice Pitchers \$18 per
Ice Tea Pitchers (Sweetened, Un-Sweetened) \$8
Individual Milks (Skim, Whole & Soy) \$4ea
Fresh Mixed Berry Smoothies \$5

From The Bakery

Freshly Baked All Butter Croissants \$3ea
Freshly Baked Chocolate Chunk Cookies \$5ea
Chocolate Fudge Brownies \$5ea
Warm Soft Pretzels with Assorted Mustards \$5ea
Mini Assorted Eclair - Chocolate, Mango, Raspberry, Vanilla, Pistachio \$28 per dozen

Snacks

Assorted "KIND" Bars \$4ea
Rice and Marshmallow Treats \$4ea
Fruit and Yorgurt Parfait \$5ea
Tropical Dried Fruit & Nut Mix \$3/per person
Classic Hummus and Pita Chips \$5/per person



BOSTON DOWNTOWN



DINNER



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CHILLED HORS D'OURVES

Classic Bruschetta served on a Crostini

Shrimp Cocktail

Fresh Crab Meat Shooter with Pico de Gallo & Chimichurri

Grilled Chicken & Hummus with Roasted Tomato Chutney on a Crostini

Prosciutto wrapped Asparagus or/ Pear

AC Avocado Bruschetta on a Crostini

Chilled Gazpacho

Roasted Mushroom Bruschetta, Shaved Manchego, Olive Oil

Mediterranean Skewers: Marinated Vegetables with Fresh Mozzarella

\$5 each

Roasted Pepper Deviled Egg, Crispy Prosciutto \$6 each

MINIMUM 25 PIECES REQUIRED

HOT HORS D'OURVES

Brie and Raspberry Spring Roll

Spinach and Feta Spanakopita

Chicken Satay with Thai Peanut Sauce or Tzatziki Sauce

Chicken and Lemongrass Dumpling with Ponzu Sauce

Vegetable Mini Quiche Assortment: Vegetable Cobbler, Mascarpone and Caramelized Red Onion Tart, Goat Cheese, and Roasted Red Pepper Tart and Wild Mushroom Tart

Slow Pulled Pork stuffed in Buttermilk Biscuit Dough

Chorizo Stuffed Date wrapped in Bacon

Beef & Arugula Meatball: stuffed with port wine braised Portobello mushrooms, fontina and red peppers

Traditional New England Crab Cake with spicy remoulade

Day Boat Scallops wrapped in Applewood Smoked Bacon

Sage Infused Turkey Tenderloin wrapped in Applewood Smoked Bacon

\$5 each

BBQ Pulled Pork Slider - \$6 each

Mini New England Lobster Roll- \$7 each

Mini Herb Lamb Burger with Mint-Cucumber Aioli - \$8 each

MINIMUM 25 PIECES REQUIRED



BOSTON DOWNTOWN

Display & Station



STATIONARY DISPLAY

Farmhouse Vegetable Display - \$14

Assorted Seasonal Vegetables Market Style Presented with Locally Sourced Dips

Charcuterie Display - \$20

Butcher Block Displayed Selection of Cheese, Cured Meats, Relishes and Condiments With Herbal Ciabatta Crostini, Assorted Crackers

Cheese Fondue Station- \$18

Warm petite pretzels, pita chips, garden vegetables, andouille sausage

Creamy Valrhona Chocolate Fondue \$18

Fresh Strawberries, Pound Cake, Pretzels, Marshmallows, Biscotti

Stone Baked Flat Bread Station - \$16

Four Cheese, Oversized Pepperoni, Roasted Vegetable & Artichoke. (8 pieces per flat bread)

Mediterranean Display \$13

Roasted Garlic Hummus, Roasted Vegetables, Cucumber-Feta Dip, Quinoa Tabbouleh, Pickled Garden Vegetables, Pita Crisps, Crackers, Olive Tapenade

AC Sustainable Cheese Display - \$13

Cabot Cheddar with Lavender Honey, Great Hill Blue with Fig Puree, Brie with Fruit Compote

Poached Shrimp Cocktail Display- \$15

Jumbo Shrimp, Cocktail Sauce, Chimichurri, Fresh Lemons and Limes

ACTION STATIONS

Cilantro Garlic Pork Loin- \$22

Coconut Jasmine Rice with Cranberry Orange Chutney

Herb Roasted Salmon - \$24

Roasted Red Bliss Potatoes and Spiced Vermont Maple Glaze

Shrimp and Herb Risotto- \$24

Olive Tapenade, Chimichurri

Slow Roast Herb Tenderloin of Beef - \$26

Yukon Smashed Potatoes, Cipollini Onions, Port Demi-Glace

Pasta Station- \$25

Spinach Ricotta Ravioli with White Wine Cream

Fresh Rigatoni with Prosciutto, Spinach and Garlic Olive Oil

Cavatappi with Roasted Vegetables and San Marzano Tomatoes

Shredded Parmesan Cheese and Garlic Bread

Lobster Ravioli with Asparagus and Sherry Cream

South of the Border \$25

Pulled Adobo Pork and Cilantro Lime Chicken Breast, Soft Flour Tortillas, Sour Cream, Pico De Gallo, Napa Slaw, Guacamole, , Hot Sauce, Fresh Snipped Cilantro

Dinner Buffet

THE HARRISON BUFFET

STARTER – Choose Three

New England Clam Chowder
Shrimp and Sausage Gumbo
Roasted Corn Chowder
Baby Spinach with Gorgonzola, Shaved Red Onions and Dried Apricots
Grilled Asparagus with Goat Cheese
Roasted Potatoes and Arugula
Fresh Mozzarella and Tomato Caprese, Fresh Basil and Balsamic Glaze
Caesar Salad with Garlic Croutons

ENTREE – Choose Two

Herb Crusted Breast of Chicken, Tomato, Olives
Local Caught Cod with Lemon Butter Sauce
Oven Roasted Salmon, Roasted Tomato Veloute and Fennel
Sirloin of Beef with Rosemary Glace
Roast Pork Loin with Bacon Apple Chutney
Shrimp Ravioli with Roasted Tomatoes and Fresh Parmesan Cream
Spinach and Ricotta Ravioli with Nicoise Olives and San Marzano Tomatoes
Seared Seabass with Chorizo and wilted Garlic Greens

SIDES-Choose Two

Garlic Mashed Potatoes
Saffron Jasmine Rice
Roasted Herb Seasonal Vegetables
Asiago-Herb Yukon Gold Potatoes
White Bean –Tomato Cassoulet
Cavatappi with Parmesan
Garlic Roasted Root Vegetables

DESSERTS – Choose (1) one

Assorted Mini Eclairs
Macarons
Mini Assorted Cheesecakes
Crème Brulee
Chocolate Covered Strawberries
Triple Fudge Cake
Assorted Mini Whoopie Pies

BEVERAGES

Regular and Decaffeinated Coffee
Herbal Teas Assorted Sodas and Juices

\$66 per person

- ADDITIONAL ENTRÉE \$7 PER PERSON
- ADDITIONAL DESSERT \$2 PER PERSON



BOSTON DOWNTOWN



BEVERAGES



MARRIOTT®
BOSTON DOWNTOWN

HOSTED BAR ON CONSUMPTION

ONE BARTENDER REQUIRED FOR EVERY 75 GUESTS; BARTENDER FEE, \$125 PER BARTENDER
IF YOU WOULD LIKE ADDITIONAL BARS/BARTENDERS, \$125 EACH
ALL PRICING AND BRANDS ARE SUBJECT TO CHANGE

CALL BRANDS		PREMIUM BRANDS	
MARTINI	\$12.00	MARTINI	\$15.00
HOUSE WINE	\$10.00	WINE	\$14.00
MIXED DRINK	\$9.00	MIXED DRINKS	\$12.00
DOMESTIC BEER	\$6.00		
IMPORTED BEER	\$8.00		

CALL SPIRITS

Titos Vodka, Bacardi Silver, Sauza Tequila, Sailor Jerrys Spiced Rum, Beefeater Gin, Dewars White Label, Bulleit Bourbon, , Jack Daniels Tennessee Whiskey, Tullamore Dew Irish Whiskey, Aperol, Kahlua Coffee Liqueur and Baileys Cream Liqueur.

CALL WINES

House Chardonnay, House Cabernet, House Merlot, House Pinot Grigio, House Rose' and sparkling wine.

PREMIUM SPIRITS

Grey Goose, Bacardi B Rum, Bombay Sapphire, Macallan 12 yr. old Scotch , Bulleit Bourbon, Crown Royal Whiskey, Patron Silver Tequila, Cointreau Liqueur, Gran Marnier.

PREMIUM WINES

Premium Selection of Red (Pinot Noir, Red Blend, Merlot and Cabernet Sauvignon), Rose and White Wines (Pinot Gris, Oak Free Chardonnay, Albarino)

BEER SELECTION

Bud Light, Modelo Ultra, Harpoon IPA, Stella Artois, and a locally crafted beer. (Various local craft beer on tap).



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PACKAGE HOURLY RATE

ALL PRICES ARE PER PERSON & CHARGED BASED ON THE GUARANTEED GUEST COUNT OF GUESTS OVER THE AGE OF 21
ONE BARTENDER REQUIRED FOR EVERY 75 GUESTS; BARTENDER FEE, \$125 PER BARTENDER
IF YOU WOULD LIKE ADDITIONAL BARS/BARTENDERS, \$125 EACH
ALL PRICING AND BRANDS ARE SUBJECT TO CHANGE

CALL BRANDS	BEER & WINE	BEER, WINE & SPIRITS
One Hour	\$14.00	\$19.00
Two Hours	\$21.00	\$29.00
Three Hours	\$26.00	\$36.00
Four Hours	\$29.00	\$40.00

PREMIUM BRANDS	BEER & WINE	BEER, WINE & SPIRITS
One Hour	\$18.00	\$24.00
Two Hours	\$25.00	\$34.00
Three Hours	\$31.00	\$41.00
Four Hours	\$34.00	\$45.00



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AUDIOVISUAL



MARRIOTT®
BOSTON DOWNTOWN

DATA PROJECTOR PACKAGE

Includes LCD projector, projector stand, tripod screen ,
cabling and labor to interface your computer with our projector
\$300

BASIC SUPPORT PACKAGE

Client provides their own data projector. We will provide a screen, projector
stand, proper cabling and set-up assistance to interface your laptop and
projector

Tripod Screen	\$150
Fast Fold Screen w/ Dress Kit	\$220

LIGHTING

LED Up-Light	\$55
Leko Source Four Lights	\$50
Lighting Control Board	\$105

MICROPHONES

Wireless Hand held or Lavalier Microphone	\$120
Executive Slimline Podium Microphone	\$50
Tabletop Microphone w/Stand	\$45
4 Channel Stereo Mixer*	\$60
10" Powered Speaker with Stand	\$85

**Mixer required for events using two or more microphones and/or audio sources.
Operator required for extensive set-ups.*

FLIP CHARTS

Flipchart Easel w/Post-It Paper, Pad & Markers	\$45
Flipchart Easel w/Paper, Pad & Markers	\$45
Whiteboard with Markers	\$40

LABOR

Setup / Breakdown	\$100
Operator Labor (4hr minimum)	\$70/hr.



BOSTON DOWNTOWN

Audio Visual provided by third party vendor. Pricing to subject to change and will be confirmed with proposal and contracts. A taxable AV set up fee of 20% will apply to all standard AV set-ups as well as 6.25% MA State Sales Tax and a taxable 5% admin charge. Orders canceled within less than 24 hours' notice are subject to a 100% cancellation fee.

GENERAL INFORMATION



SERVICE CHARGES , FEES AND TAXES

A customary 17% service charge, 5% taxable administrative fee and 7% Massachusetts sales tax will be added to Food and Beverage prices. A 20% set up fee, 7% taxable administrative fee and 6.25% Massachusetts state tax will be added to audio visual prices. The administrative fee, or any portion thereof, does not represent a tip, gratuity, or service charge for wait staff employees, service bartenders, or other service employees engaged in the event. Bartender and/or chef fees do not represent a tip, gratuity, or service charge.

BANQUET MENUS

To ensure the safety of all our guests, and to comply with local health regulations, neither patrons nor their guests shall be allowed to bring food or beverages into the hotel. We are at your service to custom design a menu and to accommodate your special requests, which will ensure the success of your event. The final details of your event are to be submitted to your event manager at least 3 weeks prior to your event so that our entire staff may prepare to accommodate the event.

PRICING

Our culinary staff uses only the finest ingredients in preparing your meals. Due to market conditions, menu prices may change without notice, unless confirmed by a signed banquet event order or contract. All menu items and pricing are subject to change.

GUARANTEES

To best serve you and your guests, a final confirmation of attendance (Guarantee) is required by 12:00 pm 72 business hours prior to the event. This count may not be reduced within this time period, however we will prepare to serve more than the final guarantee, upon request. If no guarantee is received, the hotel will charge for the expected number of guests, as indicated on the banquet order.

BEVERAGE SERVICE

All beverage functions are arranged through our Sales and Events Department. We have a complete selection of beverages to compliment your functions. As a Licensee, the hotel is responsible to abide by the regulations enforced by the Massachusetts Beverage Commission. Therefore, it is the hotel's policy that liquor and/or wine cannot be brought into the hotel from outside sources. If alcoholic beverages are to be served on hotel premises (or elsewhere under the Alcoholic Beverage, License), the hotel will require that the beverages be dispensed by hotel servers and bartenders. The hotel requires proper identification (photo ID) form all guests ordering an alcoholic beverage, and may refuse alcoholic beverage service if the person is either under age, or if identification cannot be produced. We also reserve the right to refuse service of alcohol to anyone who, in the hotel's judgment appears intoxicated.

GENERAL INFORMATION



FUNCTION ROOMS

Much of the success of your event depends on the atmosphere of your surroundings at the Hotel. We understand this importance, and we will work with you to achieve the overall experience you desire. We offer multiple function rooms to accommodate a wide range of events. The attendance you anticipate, and the set up of your event requires, are the primary factors in your event's room assignment. Revisions in these requirements may necessitate a change to a more suitable room. Likewise, our schedule of room rental fees is based on your groups program. Revisions in factors such as guest count, times, dates, meal functions or set up may necessitate a revision of the rental fee.

CANCELLATION

If you should find it necessary to cancel your event, you will be held responsible for expenses incurred by the hotel in the preparation for your event. Your sales Agreement further explains cancellation.

COAT CHECK

The hotel can arrange for coat check service. A \$100.00 attendant fee will be assessed for all coat check services. The hotel recommends one (1) attendant for every 100 guests.

SPECIAL SERVICES

Our staff is delighted to assist you with any floral arrangements, and we will gladly recommend photographers, entertainment and décor to enhance your event. Please consult with us, as all signs, displays and/or decorations, and their set up are subject to prior approval of the hotel in accordance with Local Fire Codes, and to prevent damage to the Hotel. Signs may not be displayed in any public space of our hotel under any circumstances.

DIAGRAMS

Your event manager will be happy to provide you with diagrams of room arrangements upon request. We ask that they be returned with specific requirements two (2) weeks prior to your event.

SPECIAL DECORATIONS

Your event manager will be delighted to discuss any enhancements for your event, such as ice sculptures, centerpieces, thematic decorations, menu and invitation printing with you. These and other related services will be provided at a prearranged fee.

GIFT BASKETS

For your convenience, there is no fee if you choose to have the front desk hand out a welcome amenity during check-in, or a delivery fee of \$3 per bag will apply for delivery of these bags to your guest's rooms after your guest has arrived. Please keep in mind check in time is 3:00