

Breakfast Options

All food will be removed after 1½ hours

All prices are pre-person, unless noted, and are subject to a 23% taxable administrative fee and applicable taxes

The Executive Continental

(Minimum of 10 people)

A Variety of Muffins & Breakfast Pastries

Served with Butter & Assorted Preserves

Seasonal Fresh Fruit Medley

Toasted Bagels with Cream Cheese

Assorted Chilled Fruit Juices

Freshly Brewed Coffee, Decaffeinated Coffee & Assorted Teas

\$14.00 per person

Breakfast Buffet

(Minimum of 25 people)

Fluffy Scrambled Eggs

Crispy Bacon and Sausages

Breakfast Potatoes

A Variety of Muffins & Breakfast Pastries

Served with Butter & Assorted Preserves

Seasonal Fresh Fruit Medley

Assorted Chilled Fruit Juices

Freshly Brewed Coffee, Decaffeinated Coffee & Assorted Teas

\$18.00 per person

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Brunch Option

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Merrimack Valley Brunch Buffet

(Minimum of 25 people)

Fluffy Scrambled Eggs

Crispy Bacon and Sausages

Breakfast Potatoes

A Variety of Muffins & Breakfast Pastries

Served with Butter & Assorted Preserves

Seasonal Fresh Fruit Medley

Tossed Salad with Choice of Dressing

Chef's Pasta Salad

Chef's Selection of Fresh Vegetables

Chef's Selection of Dessert

Assorted Chilled Fruit Juices

Freshly Brewed Coffee, Decaffeinated Coffee & Assorted Teas

Choice of One Entree: *\$23.00 per person*

Choice of Two Entrees: *\$26.00 per person*

Choice of Three Entrees: *\$29.00 per person*

Baked Boston Scrod

Thinly Sliced London Broil

Lemmon Chicken Piccata

Baked Ham

Poached Eggs Benedict

Pasta Primavera with Baby Shrimp

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The Holiday Inn Tewksbury/ Andover

4 Highwood Drive • Tewksbury, MA 01876 • 978.640.9000

HolidayInn.com/Andover-Tewks

A La Carte Menu & Enhancements

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A La Carte

Beverages

Regular Coffee	<i>\$13.00 per container</i>
Decaffeinated Coffee	<i>\$13.00 per container</i>
Assorted Teas	<i>\$13.00 per container</i>
Assorted Fruit Juices	<i>\$3.00 per person</i>
Bottled Water	<i>\$3.00 upon consumption</i>
Assorted Sodas	<i>\$3.00 upon consumption</i>

Snacks

Assorted Muffins or Danish	<i>\$4.00 per person</i>
Toasted Bagels & Cream Cheese	<i>\$4.00 per person</i>
Fudge Brownies	<i>\$4.00 per person</i>
Jumbo Cookies	<i>\$4.00 per person</i>
Assorted Granola Bars	<i>\$4.00 per person</i>

Buffet/ Brunch Enhancements

Hot Oatmeal	<i>\$4.00 per person</i>
Buttermilk Pancakes	<i>\$4.00 per person</i>
Texas French Toast	<i>\$4.00 per person</i>
Variety of Fruit Blended Yogurt	<i>\$4.00 per person</i>
Poached Eggs Benedict	<i>\$6.00 per person</i>

Stations

\$6.00 per person and \$75.00 Chef Fee

Omelet Station

Our Chef attended Omelet Station is the perfect touch to your breakfast or brunch buffet. Your guest will love choosing from fresh garden vegetables and tasty protein and cheese fillings to create their own omelets.

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Luncheon Buffets

Only served from 11:00am – 3:00pm

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Wrap Buffet

(Minimum of 15 people required)

Tossed Salad with Choice of Dressings, Chef's Choice of Pasta or Potato Salad
Pre-made Wrap Buffet, (Roast Beef, Turkey, Ham, & Veggie)
Sliced American & Swiss Cheese, Tomatoes, Lettuce, and Onions
Assorted Bags of Chips, Selection of Desserts

\$22.00 per person

Picnic Deli Buffet

(Minimum of 15 people required)

Tossed Salad, Chef's Choice of Pasta or Potato Salad
Sliced Roast Beef, Turkey and Ham, Sliced American & Swiss Cheese
Tomatoes, Lettuce, and Onions, Assortment of Fresh Rolls & Breads
Variety of Desserts

\$23.00 per person

Italian Buffet

(Minimum of 25 people required)

Creamy Caesar Salad, Chicken Marsala, Lasagna with Meat and Cheese Filling
Chef's Selection of Pasta, Chef's Selection of Vegetable, and Garlic Bread Sticks
Cannoli's with Sweeten Ricotta Cheese

\$24.00 per person

Add \$5.00 per person for Shrimp Scampi

All American Buffet

(Minimum of 25 people required)

Tossed Salad with Choice of Dressings
Your Choice of Two Entrees:

Marinated Beef Tips • Roasted Stuffed Pork • Chicken Piccata • Chicken Dijon • Chicken Marsala •
Chicken Parmesan • Lemon Herb Grilled Chicken • Penne Pasta Primavera (no meat) • Baked Scrod
Chef's Selection of Vegetable, Chef's Selection of Starch, and Variety of Desserts

\$25.00 per person

Add \$4.00 per person for additional entree

All Lunch Buffets include Assorted Soda, Freshly Brewed Coffee, Decaffeinated Coffee and Teas

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Themed Breaks

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The Sweet Side

Freshly baked assorted cookies and warm fudge brownies
Complimented by seasonal fruits and berries
Milk, coffee, tea and decaffeinated coffee

\$9.00 per person

The Pretzel Wagon

A variety of chocolate covered pretzels, warm soft pretzels with assorted mustards
Coffee, tea and decaffeinated coffee

\$10.00 per person

The Crunch Connection

Individual bags of popcorn, potato chips and other salted treats
Coffee, tea and decaffeinated coffee

\$9.00 per person

The Cool Down

Make your own sundae, chocolate and vanilla ice cream
Strawberry and chocolate sauce, crushed Oreos, chocolate chips, jimmies, nuts
Whipped cream & cherries
Coffee, tea and decaffeinated coffee

\$11.00 per person

Create Your Own Cupcake

Freshly baked chocolate and vanilla cupcakes
Assorted icings, sauces and toppings
Coffee, tea and decaffeinated coffee

\$10.00 per person

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Break Enhancements

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Choose up to 4 additional items to add to your Themed Break to enhance choices
\$5.00 per person

Bottle Water

Assorted Soda

Bottle Juices

Assorted Muffins

Pastries

Miniature Candy Bars

Jumbo Pretzel with Mustard

Freshly Baked Cookies

Warm Chocolate Fudge Brownies

Assorted Chips (bags)

Cracker Jacks

Toasted Pita Chips & Hummus

Granola Bars

Fruit Skewers

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Dinner Buffets

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Little Italy Buffet

(Minimum of 25 people required)

Creamy Caesar Salad

Garlic Bread Sticks

Chicken Marsala

Lasagna with Meat & Cheese Filling

Chef's Selection of Pasta

Chef's Selection of Fresh Vegetables

Cannoli's with Sweetened Ricotta Cheese

\$31.00 per person

Add \$5.00 per person for Shrimp Scampi

All American Buffet

(Minimum of 25 people required)

Tossed Salad with Choice of Dressing

Your Choice of Two Entrees:

Marinated Beef Tips • Roasted Stuffed Pork • Chicken Piccata • Chicken Dijon • Chicken Marsala •
Chicken Parmesan • Lemon Herb Grilled Chicken • Penne Pasta Primavera (no meat) • Baked Scrod

Chef's Selection of Vegetables

Chef's Selection of Starch

Variety of Desserts

\$32.00 per person

Add an additional entree for \$4.00 per person

All Dinner Buffets include Assorted Soda, Freshly Brewed Coffee, Decaffeinated Coffee and Teas

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Customized Your Own Dinner Buffets

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Deluxe Dinner Buffet (Minimum of 50 people required)

Salads

(Please Select One)

Tossed Salad with Choice of Dressing

Creamy Caesar Salad

Entrees

(Please Select Three)

Chicken Oscar

Sautéed and Topped with Crab & Asparagus
and Hollandaise Sauce

Roast Turkey with Gravy

Slow cooked, Stuffed with a Homemade Herb
Stuffing

Roast Prime Rib of Beef

Slow cooked with an accompanying Burgundy
Mushroom Sauce

Marinated Beef Tips

Cooked and served with Sautéed Peppers,
Onions & Mushrooms

Penne Pasta Primavera (no meat)

Cooked in a Rich and Creamy Alfredo Sauce

Baked Haddock

Served in a Sherry Cream Sauce

Accompaniments

(Please Select One Vegetable *and* One Starch)

Vegetables

Medley of Fresh Seasonal Vegetables
Glazed Baby Carrots
Steamed Broccoli
Green Beans Almandine

Starch

Oven Roasted Bliss Potatoes
Whipped Potato
Baked Potato
Rice Pilaf

Dessert

(Please Select One – Served Plated)

Chocolate Cake
Cheesecake with Strawberry Topping

Chocolate Mousse
Apple Pie

\$41.00 per guest

All Dinner Buffets include warm Rolls with Butter Assorted Soda, Freshly Brewed Coffee, Decaffeinated Coffee and Teas

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Reception Options Stationary Items

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Displays

Signature Cheese Display

Assorted domestic cheeses garnished with fresh seasonal fruit. Served with assorted crackers
\$5.00 per person

Vegetable Crudité Display

Fresh Vegetables served with chef's selection of dips garnished with fresh seasonal fruit.
\$5.00 per person

Mediterranean Display

Toasted pita chips, roasted red peppers, assorted olives, marinated mushroom caps and traditional hummus
\$7.00 per person

Bruschetta Bar

Toasted bread served with sliced tomatoes, fresh mozzarella, balsamic glaze, fresh basil
\$7.00 per person

Antipasto Display

Assorted Italian meats & cheese, assorted olives & pepperoncini's roasted red peppers, marinated artichokes
\$5.00 per person

Chef Attended Stations

\$75.00 chef fee applies to attended stations

Pasta Station

Choice of cheese tortellini or penne pasta, choice of vegetable: broccoli, onions, cherry tomatoes, fresh garlic, peppers and spinach. Sautéed to order with choice of cause (marinara, alfredo, pesto or garlic oil)
\$10.00 per person

Carving Stations

(Serves 20-25 people)

Sliced by our skilled chef. Served with mini buns and various condiments

Slow Roasted Beef Tenderloin - *\$300.00*

Traditional Slow Roasted Turkey - *\$250.00*

Honey Glazed Ham - *\$250.00*

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Reception Options

Passed Hors D'oeuvres/ Food Bars

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If served prior to dinner, we recommend 4-6 pieces per guest. If served in lieu of dinner, we recommend 10-12 pieces per guest for the first 2 hours, then 4-6 pieces per guest each additional hour after.

Passed Hors D'oeuvres

All prices are for 1 order of 50 pieces (minimum to be order)

Cold

Caprese Skewers	\$150.00 per order
Prosciutto Wrapped Melon	\$200.00 per order
Bruschetta	\$150.00 per order
Chilled Shrimp Cocktail	Market Price
Lobster Salad Sliders	Market Price

Hot

Italian or Swedish Meatballs	\$150.00 per order
Mini Beef Wellington	\$200.00 per order
Beef Teriyaki Satay	\$200.00 per order
Seared Beef Tenderloin Crostini served with horseradish aioli	\$225.00 per order
Chicken Satay Skewer	\$200.00 per order
Chicken & Cilantro Quesadilla	\$150.00 per order
Chicken or Vegetable Samosa	\$175.00 per order
Vegetable Spring Roll with Sweet & Sour Sauce	\$150.00 per order
Spanakopita	\$150.00 per order
Stuffed Mushroom Caps	\$150.00 per order
Fried Ravioli with Marinara	\$150.00 per order
Crab Rangoon	\$175.00 per order
Coconut Crusted Shrimp	\$200.00 per order
Scallops Wrapped in Bacon	\$225.00 per order

Food Bars

Mashes Potato Bar

Mashed potatoes with choice of toppings including: sour cream, shredded cheese, chives, crumbled bacon, dice chicken and caramelized onions

\$8.00 per person

Mac & Cheese Marini Bar

Choice of white or cheddar Mac & Cheese served in stemware glass. Choice of 3 toppings including: diced buffalo chicken, shredded BBQ Pork, broccoli florets, crumbled bacon, chives, diced ham or shredded cheese

\$9.00 per person

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General Information

FOOD SERVICE

All food items must be supplied and prepared by the hotel. Food is not permitted to be brought into the hotel's function space from outside, except for a cake, which cannot be homemade. If the hotel is to cut the cake there is a \$2.25 per person cake cutting fee subject to the 23% taxable administration fee and applicable taxes. Hotel policy prevents packaging and taking home any food left over from a meal or snack. The number of guaranteed guest attending gauges the preparation and planning of each meal, which offers attendee an abundance of choices. A 90 minutes maximum service time applies to all catering service. Consuming raw or undercooked meats, seafood's, shellfish or poultry may increase your risk of food borne illness, especially if you or your guest have certain medical conditions. Prices quoted are subject to change without notice and are guaranteed 90 prior to event. All room rental, audio visual, food and beverage are subject to a 23% taxable administrative fee and applicable sales tax. Luncheon menus are available for service from 11:00am – 3:00pm only, if the luncheon menu is requested after 3:00pm then there will be a \$5.00 per person++ service charge.

MENU SELECTIONS

Final menu selections need to be submitted at least 30 days prior to event. In case of short term bookings of less than 30 days, final menu selections need to be made at the time of booking.

GUARANTEES

There is a requirement that the hotel be notified of the exact number of attendees by noon, five (5) business days prior to event. The minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend the function. Any increase of guarantee number will be accepted up to 24 hour before the function, 48 hours for weekend functions, we cannot reduce the count after the guarantee is given. The hotel will be prepared to serve up to 5% increase attendees above guarantee count.

BEVERAGE SERVICE

It is our policy, and state law, that all liquor, wine, and beer be supplied by the hotel. It is our responsibility to enforce the legal drinking age laws of the Commonwealth of Massachusetts, (currently 21). If alcoholic beverages are to be served on hotel premises or under the hotel's alcoholic beverage license, the hotel will be required that beverages be dispensed only by the hotel servers and bartenders. The hotel alcoholic beverage license requires to (1) request proper identification of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage to any person who, in the hotel's judgement, appears to be intoxicated. If a group does not exceed \$350.00 in liquor revenue, a \$100.00 bartender fee will be imposed.

ROOM RENTAL

Function rooms are assigned according to the anticipated number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to reassign banquet rooms accordingly. A room rentals fee will be charged where applicable and is subject to a 23 % taxable administrative fee and applicable tax.

HIGH SPEED INTERNET SERVICE

Wireless high speed internet access is available in the lobby, guest rooms and meeting rooms on a complimentary basis. Equipment rental is required for wired high speed is requested. A complete list of audio visual equipment is available upon request. All audio visual prices are subject to a 23 % taxable administrative fee and applicable tax.

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ENGINEERING AND AUDIO VISUAL EQUIPMENT

Special engineering and/ or electrical requirements must be specified to our Catering Department at least two (2) weeks prior to function. Please check with your Catering Manager for additional charges. A complete list of audio visual equipment is available upon request. All audio visual prices are subject to 23% taxable administrative and applicable tax.

PHOTOCOPY

Copy service is available at the Front Desk. The first 10 pages are complimentary, then there will be a charge of \$0.15 per copy. Fax service is available for your convenience.

LOST AND FOUND

The hotel cannot be held responsible for damage or loss of articles merchandise left in the hotel prior to or following your banquet or meeting. Security arrangements should be made for all items set-up prior to the planned event or left unattended at any time.

SIGN, BANNERS & DECORATIONS

Please consult the Catering Department for assistance in displaying all materials. The hotel reserves the right to approve all signage in the banquet, meeting rooms, and public spaces. No signs are allowed on the guest floors, elevators, or exterior of the building. All signs and banners must be professionally printed. Signs must be displayed on an easel. The hotel will not permit affixing anything to the walls, floor or ceilings with nails, staples, push pins, carpet tape or other adhesives. Banners may be hung in pre-approved locations for a fee of \$75.00 each and must be arranged in advance. The hotel reserves the rights to charge a fee to cover damage walls if any unapproved banners or display materials are hung. Confetti, Glitter, Rice and/or Bubbles are strictly prohibited. If any of these products are used there will be a \$250.00 clean-up fee assessed. Labor fee are subject to applicable tax.

BILLING AND DEPOSIT

Billing arrangements for all events must be made in advance in accordance with hotel policies. All request for Direct Bill (Corporate Events only) must be complete a Direct Bill Request at least 45 days prior to event, unless Direct Bill privileges have been established prior and the company is in good standings. A non-refundable/ non-transferrable deposit of \$250.00 is due at the time of signing. The remainder of the payment will be established and noted on your contract. All monies are due 10 business days prior to the event if paying by check, if paying by credit card the card will be charged 3 business days prior.

CANCELLATION POLICY

Cancellation will result in a cancellation fee for each meeting day cancelled to cover lost revenue. If an event is cancelled please see contract for monies owed. If there is inclement weather, the Catering Manager will be in contact with you several days prior to the event to see if the date needs to be changed. The date the event needs to be changed by will be communicated through the Catering Manager.

SHIPPING AND RECEIVING

If it is necessary for you to ship materials to the hotel, it is imperative that you should observe the following instructions to ensure proper handling of your meeting materials. Each item should be clearly marked with the following information:

- Organization name and name of the meeting planner
- Date of the Event

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Catering Menus



- Name of the Catering department contact

Boxes, packages and display material will be accepted no earlier than 48 hours prior to your scheduled event. Please advise your hotel contact of any special arrangements or requirements concerning your materials. In addition, a labor charge will be assessed if the hotel is assistance is required for unloading vehicles and/ or moving items to storage. The hotel must be advised of any items over 100lbs that will be displayed in any function room.

LABOR FEE

All meeting/ banquet rooms will be set according to the banquet event order (BEO's). Should a meeting or banquet room set-up be requested to change after the set-up is already executed, a set-up fee of \$250.00 will be applicable. A \$100.00 labor fee will be applied for disposal of items left by the client at the hotels discretion. Labor fees are subject to applicable tax.

SERVICE CHARGE VS. GRATUITY

The hotel charges a taxable 23% service charge on all food, beverage, room rental and Audio Visual items. This is a service charge versus a gratuity. The Holiday Inn Tewksbury/ Andover pays a higher wage and does *not* pay out gratuity on functions.

SECURITY

If, in the sole judgement of the hotel, security and/or police detail, is required to maintain order due to the size and/or nature of the event, the hotel may require you to provide such service at your expense. All provisions for security personal must be arranged through the hotel. The hotel shall have final approval on all security personnel to be utilized during the function.

LIABILITY

The Holiday Inn Tewksbury/ Andover reserves the right to inspect and control all private functions. Liability for damage on the premises will be charged accordingly. The hotel cannot and will not assume responsibility for personal property and/or equipment brought onto the premises. Security arrangements should be made for all merchandise set-up prior to the planned event or will be left unattended at any time. The hotel is not responsible for watching items left in the function rooms or public space.

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