



Congratulations on your engagement and thank you for your interest in
The Inn at Woodstock Hill.

2021

The Inn at Woodstock Hill creates a timeless background for any wedding no matter the time of year. Spring and Summer brings breathtaking flowers of every color in our gardens, while the Autumn ushers in an awe-inspiring shift of hues that people from all over travel to see. Even Winter will leave you gasping at its beauty with its sparkling white hills and glistening landscape. The romantic elegance, tranquility, and luxurious comfort of the Inn at Woodstock Hill will leave you with an unforgettable memory of your special day.

Please review the enclosed information. Feel free to call us with any questions you may have. We are available to set up appointments to tour the Inn and discuss options and details. We look forward to assisting you in making your wedding reception a memorable occasion.

Sincerely,

The Staff at The Inn at Woodstock Hill

Wedding Ceremonies and Receptions

Wedding Package

- Capacity limits are subject to social distancing compliance
- All setup and cleanup. Includes placement of place cards and favors
- Tables, chairs, china, silverware, and glassware
- White or ivory table linens and white, ivory or burgundy napkins
- Oil candles and/or hurricane globes for each table
- Use of front rooms and patio, for your Cocktail & Hors D'oeuvres Social
- Use of function space for dinner and dancing
- Professional wait staff and bartending services
- Non-smoking environment/No sparklers, fireworks or open flame items

Reception Service Fees

For the use of these facilities and amenities are

10 ≤ 50 guests	\$750.00
51 ≤ 120 guests	\$1,800.00
121 ≥ guests	\$2,200.00

Initials: _____

Ceremonies

Ceremony Service Fees

10 ≤ 50 guests \$200.00

51 ≤ 119 guests \$350.00

120 ≥ guests \$500.00

Wedding Time

Wedding ceremonies and receptions are booked in five and ½ hour intervals. If available, wedding times may be extended for an additional fee of \$250.00 per hour.

- Last call is made ½ hour before the end of your reception
- Music must end 15 minutes before the end of your reception.
- For extended evening receptions, music must end no later than 11 :00 PM

Initials: _____

Food and Beverage Service

All our wedding menus include:

- Chef's Selection of Hors d'oeuvres
- Champagne toast
- Served Meals

Children 10 and under eating from the wedding menu – 50% off the menu price

Children's meals - Chicken Fingers and Tater Tots or Pasta - \$15.00 per plate

Vendors eating from the wedding menu – Regular menu price

Vendor meals selected by our Chef on the day of your wedding - \$20.00 per plate

- Wedding cake

The Inn offers cake selections from which you may choose or you may bring in a picture of the cake you prefer.

Additional charges may apply for specialty items or intricate details.

Initials: _____

Guest Count

At the time of booking your wedding you will be required to provide us with an expected guest count, 85% of this original expected guest count will be the minimum number of guests for which you will be charged. If your guest count exceeds this number, you will be charged accordingly. _____

Final guest and entrée counts, including vendor and children's meals, are required two-weeks prior to your wedding date. Weddings that are serving a sit-down meal must provide their seating chart and a guest list with entrée selections by table one week prior to your wedding date. Place cards and/or a seating arrangement map are to be provided by the Couple.

Overnight Accommodations

The Inn offers twenty-one beautiful overnight guest rooms with many amenities. Please notify our Events Manager if you are interested in reserving a block of eight or more rooms.

Deposits, Confirmations and Final Payment

A non-refundable \$1,000.00 deposit is required no later than one week from the date of booking. If the Inn does not receive this deposit within the one week, the date will be released. The deposit confirms and holds the wedding date and is credited towards your final bill.

A meeting will be scheduled 3 months prior to your wedding date. At the time of this meeting, you will be required to pay an additional payment of 50% of the estimated total of your wedding. This payment is non-refundable.

An invoice will be sent to you once the final count is given and the balance due must be paid the week prior to your wedding.

Final accounting will be done on your wedding day. If there is a balance, it must be paid immediately following your reception.

Cancellation Policy

Should cancellation become necessary, the Inn will retain any deposits and payments made toward your wedding.

If there is a need to change your function date, your deposit and payments may be applied towards the new date. All cancellations and date changes must be done in writing.

Taxes and Gratuity

All food and beverage costs are subject to 7.35% CT Sales Tax and 20% Gratuity.

Any additional fees are subject to 7.35% CT Sales Tax.

All overnight guest rooms are subject to 15% CT Occupancy Tax.

Wedding Date and Time

Signature of Bride/Groom

Date

Signature of Bride/Groom

Date

Initials: _____

Menus

All menus can be prepared gluten free upon request.

Wedding Menu 1

Hors d'oeuvres served during the Cocktail hour

Scallops & Bacon, Shrimp Cocktail, Flat Iron Steak Skewer, assorted mini Quiche, Spanakopita, stuffed mushrooms, Tomato-Cilantro Chicken Skewer, Cheeseburger Bites, Rare Tuna with Wasabi, smoked Salmon with Cream Cheese and Capers, Celery stalk stuffed with blue cheese and Walnut

Wedding Dinner

Sparkling California Champagne Toast

Salad

Rustic Rolls and Bread, Butter

Tomato and Fresh Mozzarella with cracked Pepper Olive Oil

Entrées

Prime Rib of Beef

Drizzled with a Merlot Au Jus and served with Dijon-Roasted Red Potatoes
Vegetable Medley

Honey Mustard Dill Crusted Salmon Filet

Served with Wild Rice Pilaf, Fresh Lemon and Vegetable Medley

Chicken Francaise

Chicken Breast lightly coated with Corn Meal and Basil,
Served over Linguini and tossed in a light Lemon and Caper Sauce

Your Choice of a Classic Wedding Cake

Price Per Person \$80.00

(All Food and Beverages are subject to 7.35% Sales Tax and 20% Gratuity)

Wedding Menu 2

Hors d'oeuvres served during the Cocktail hour

Scallops & Bacon, Shrimp Cocktail, Flat Iron Steak Skewer, assorted mini Quiche, Spanakopita, stuffed mushrooms, Tomato-Cilantro Chicken Skewer, Cheeseburger Bites, Rare Tuna with Wasabi, smoked Salmon with Cream Cheese and Capers, Celery stalk stuffed with blue cheese and Walnut

Wedding Dinner

Sparkling California Champagne Toast

Salad

Rustic Rolls and Bread, Butter

Baby Spinach and Goat Cheese with Honey-Balsamic Vinaigrette

Entrées

Roast Carved Beef Tenderloin, Béarnaise Sauce
Baked Stuffed Potato and Vegetable Medley

Pecan Encrusted Red Snapper Filet

Topped with a Mango Salsa and served with Lemon Couscous, Vegetable Medley

Chicken Julia

Boneless Chicken Breast Filled with Cranberry Stuffing, drizzled Gravy and served with Scalloped Potatoes and Vegetable Medley

Your Choice of a Classic Wedding Cake

Price Per Person \$80.00

(All Food and Beverages are subject to 7.35% Sales Tax and 20% Gratuity)

Vegetarian and Vegan Entrées

Vegetarian

Eggplant Piccata

Sautéed with Japanese Breadcrumbs and served with Roasted Red Pepper Coulis, Duchesse Potatoes and Vegetable Medley

Wild Mushroom Ravioli

Topped with Sun-dried Tomato Sauce, Peppers and Black Olives and served with Vegetable Medley

Spinach Timbale

Served with Roasted Pepper Coulis Duchesse Potatoes and Vegetable Medley

Angel Hair Pasta with Wild Mushrooms

Tossed with Garlic and Herb Olive Oil and served with roasted Vegetable Potpourri

Vegan

Baked Acorn Squash (seasonal availability)

Stuffed with Wild Rice Ratatouille and served with Vegetable Medley

Baked Portobello Mushroom

Stuffed with Sun-dried Tomatoes, Spinach, Black Olives, and served with Grilled Polenta and Vegetable Medley

Thai Stir-Fried Vegetables

Tossed with a Spicy Peanut Sauce and served over Jasmine Rice



Beverage Service:

Open Bar Service

5 Hours (During Dinner Wine & Soft drinks only)

Liquor, Beer & House Selection of Wines \$45.00 per person over 21 years of age.

For Cash Bar, the following beverage prices apply, as well as a Setup Fee of \$250.00

House Spirits	\$11.00 per drink
Premium Branded Spirits	\$11.00 - \$20.00 per drink
House Wines	\$8.00 - \$12.00 per glass
Domestic Beer	\$6.00 per beer
Imported Beer	\$7.00 - \$9.00 per beer
Soft Drinks	\$4.00 per drink

We offer a variety of festive punches, served in crystal punch bowls.

The following options are available:

1. Non-Alcoholic Fruit Punch:

A delightfully refreshing beverage, prepared with a mix of seasonal fruits, ginger ale, and sherbet.

\$50.00 per punch bowl

2. Sparkling Wine Punch:

A perfect combination of seasonal fruits, white wine, and champagne, topped with slices of lemons and limes.

\$80.00 per punch bowl

3. Hot Mulled Cider:

Perfect for a chilly day and prepared with fresh apple cider, cloves, cinnamon, and orange peel.

\$60.00 per cider bowl

Beverage Policies and Procedures

- 1) All beverages are subject to 7.35% CT Sales Tax and 20% Gratuity
- 2) All beverages consumed on the first floor of the Inn must be dispensed by the Inn.
Any beverages not dispensed by the Inn are subject to confiscation.
- 3) Last call is announced thirty (30) minutes before the end of the reception
- 4) We do not serve shots at anytime as part of our bar service
- 5) The Inn reserves the right to limit and control the number of alcoholic beverages consumed
by guests on our premises.
The Inn will not serve alcohol to anyone under the age of 21.
- 6) Specialty beverages can be provided with advance notice.
Pricing is based upon your selections.

Room Policies

Policy for Overnight Room Blocks

Please review this policy carefully and ask any questions you may have **prior** to signing this contract. A signature and credit card number are required before any overnight guest rooms will be held.

Room Information - The Inn at Woodstock Hill offers twenty-one lovely overnight guest rooms with thirteen rooms on the second floor, five rooms on the third floor, and three rooms in our Cottage. Each room has a private bathroom, telephone, television, high-speed Internet access, iron, ironing board, hairdryer, and come with our Continental Breakfast Buffet. Cots, cribs, and air mattresses are available upon request.

Group Rates - A group rate of \$185.00 per evening plus 15% CT State Occupancy Tax will apply to a block of eight or more rooms. This rate is based on double occupancy; a \$15.00 charge applies for additional guests. Rooms are assigned at The Inn's discretion.

Deposit - A credit card number with expiration date and CID code, name, address and phone number are required to hold a block of overnight guest rooms. Payment for any unreserved rooms that remain within the block will be charged to the credit card or can be paid using cash or check.

Holiday Bookings - A two-night minimum applies for rooms blocked on holiday weekends.

Evening Functions - The rooms directly above the dining room must be reserved in the block for any guest hosting an evening function.

Guest Reservations - Any guests wishing to reserve a room in the block must contact the Inn directly. Rooms will be assigned on a first come, first serve basis. An address, phone, and credit card number will be required from each guest.

Cancellations - Two-weeks after signing this contract, all rooms reserved in the block become final. If a room in the block is not needed or cancelled, we will attempt to resell it to release financial responsibility from either the original booking party or the guest who had reserved the room.

Date(s) of Block: _____ Number of Rooms: _____

Credit Card Number: _____ Exp Date: _____ CID Code _____

Name: _____ Phone Number _____

Address _____

I, the undersigned, understand that by signing this policy, my credit card may be charged for any unbooked rooms in my room block.

Signature _____ Date: _____