

# The Catering Menu



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48 Monument Square, Concord, MA 01742

978-369-9200 [www.concordscolonialinn.com](http://www.concordscolonialinn.com)

## Meeting Packages

*Just add the lunch of your choice to one of these packages for a full day affair.*

### Standard Meeting Package

\$15.00

#### **Continental Breakfast**

*Fresh Bakery Selections, Bagels,  
Cream Cheese, Fruit Preserves  
Seasonal Fresh Fruit  
Chilled Fruit Juices  
Coffee & Tea Service*

#### **Mid-Morning Refresh**

*Freshly Brewed Coffee,  
Decaffeinated Coffee and Tea*

#### **PM Pick-Me-Up**

*Assortment of Cookies, Brownies,  
and Sliced Fresh Fruit  
Coffee, Decaffeinated Coffee and Tea*

### Executive Meeting Package

\$25.00

#### **Classic Breakfast**

*Seasonal Fresh Fruit  
Fresh Bakery Selections, Bagels,  
Cream Cheese, Fruit Preserves  
Scrambled Eggs  
Bacon & Maple Sausage  
Colonial Inn Home Fries  
Chilled Fruit Juices  
Coffee & Tea Service*

#### **Mid-Morning Refresh**

*Freshly Brewed Coffee,  
Decaffeinated Coffee and Tea*

#### **PM Pick-Me-Up**

*Assortment of Cookies, Brownies,  
and Sliced Fresh Fruit  
Coffee, Decaffeinated Coffee and Tea*

## Breakfast Buffets

### Continental \$13.00

*Seasonal Fresh Fruit  
Fresh Bakery Selections,  
Bagels, Cream Cheese, Fruit  
Preserves  
Chilled Fruit Juices  
Coffee & Tea Service*

### Fresh Start \$15.00

*Granola  
Greek Yogurt  
Fresh Fruit Salad  
Chilled Fruit Juices  
Coffee & Tea Service*

### The Classic \$23.00

*Seasonal Fresh Fruit  
Fresh Bakery Selections,  
Bagels, Cream Cheese, Fruit  
Preserves  
Scrambled Eggs  
Bacon & Maple Sausage  
Colonial Inn Home Fries  
Chilled Fruit Juices  
Coffee & Tea Service*

### The Healthy Start \$23.00

*Seasonal Fresh Fruit  
Assorted Cereals, Skim Milk  
Greek Yogurt & Granola  
Parfait  
Cottage Cheese  
Egg White Frittata, Bell  
Peppers, Onions, Tomatoes  
and Cheese  
Chilled Fruit Juices  
Coffee & Tea Service*

**The Elaborate Brunch Buffet**

\$32.00

*Seasonal Fresh Fruit and Granola*  
*Fresh Bakery Selections, Bagels, Cream Cheese, Fruit Preserves*  
*Scrambled Eggs*  
*Bacon & Maple Sausage*  
*Colonial Inn Home Fries*  
*Quiche Florentine, Spinach, Tomatoes, Cheese*  
*Choice of Fish Entrée: Fresh Salmon or Ritz Cracker Crusted Cod with Citrus Beurre Blanc*  
*Choice of Chicken Entrée: Florentine, Piccata or Marsala Sauce*  
*Two Seasonal Salads*  
*Fresh Baked Cornbread & Sourdough Rolls*  
*Assorted Pastries*  
*Chilled Fruit Juices*  
*Coffee & Tea Service*

**Breakfast Plated**

**Country Morning Breakfast**

\$18.00

*(Select One)*  
*Scrambled Eggs*  
*Pancakes, Fresh Berries, Maple Pecan Butter*  
*Challah French Toast, Bananas Foster Compote*  
*(Select One)*  
*Bacon*  
*Maple Sausage*  
*Ham*  
*Colonial Inn Breakfast Potatoes*  
*Chilled Fruit Juices*

**Breakfast & Brunch Enhancements**

<i>Assorted Cold Cereals, Milk</i>	\$4.00
<i>Individual Assorted Yogurts</i>	\$4.00
<i>Bagels, Cream Cheese, Fruit Preserves</i>	\$4.00
<i>Colonial Inn Home Fries</i>	\$4.00
<i>Bacon</i>	\$4.00
<i>Maple Sausage</i>	\$4.00
<i>Ham Steak</i>	\$5.00
<i>Corned Beef Hash</i>	\$5.00
<i>Seasonal Fruit Salad</i>	\$5.00
<i>Assorted Breakfast Pastries</i>	\$5.00
<i>Smoked Salmon</i>	\$7.00

## Beverage Options

### NON-ALCOHOLIC BEVERAGES

<i>Soda</i>		<i>\$3.00 each</i>
<i>Bottled Water</i>	<i>Small 12oz</i>	<i>\$3.00 each</i>
	<i>Large 28oz</i>	<i>\$6.00 each</i>
<i>Pitcher of Iced Tea or Lemonade</i>		<i>\$12.00 each</i>
<i>(Serves 6 people)</i>		
<i>Coffee, Tea, or Decaffeinated Coffee</i>		<i>\$4.00 per person</i>

### SPECIALTY PUNCHES

<i>Fruit Punch (Non-Alcoholic)</i>	<i>\$35.00</i>
<i>Hot Mulled Cider (Non-Alcoholic)</i>	<i>\$35.00</i>
<i>Egg Nog (Non-Alcoholic)</i>	<i>\$35.00</i>
<i>Rum Spiked Egg Nog</i>	<i>\$75.00</i>
<i>Mimosa</i>	<i>\$75.00</i>
<i>Bloody Mary</i>	<i>\$75.00</i>
<i>Sangria (White or Red)</i>	<i>\$90.00</i>
<i>Kir Royal</i>	<i>\$90.00</i>

*Punches are priced per gallon and each gallon serves approximately 18-20 glasses*

### ALCOHOLIC BEVERAGES

<i>Bottled Beer</i>	<i>\$5.00-\$6.00</i>
<i>Wine (glass)</i>	<i>\$8.00-\$13.00</i>
<i>Cordials</i>	<i>\$8.00-\$12.00</i>
<i>Mixed Drinks</i>	<i>\$9.00-\$11.00</i>
<i>Martinis</i>	<i>\$11.00-\$13.00</i>

## General Information

### **Menu Selection**

Please submit a final menu selection no later than two (2) weeks prior to event date to the Catering office. All food items must be supplied and prepared by Concord's Colonial Inn. Any food prepared by Concord's Colonial Inn may not be taken off the premises due to insurance and health code regulations.

### **Beverage**

The sale and service of all alcohol is strictly regulated by the Massachusetts Alcohol Beverage Commission. As a licensee, Concord's Colonial Inn is responsible for the administration of these regulations. Our policy is that all alcoholic beverages must be supplied by Concord's Colonial Inn. The Hotel reserves the right to limit and control the amount of alcoholic beverages consumed by hotel guests. No alcoholic beverages are allowed to leave Concord's Colonial Inn. The duration of service for alcoholic beverages is limited to no more than five (5) hours per event.

### **Guarantees**

A guarantee of the exact number of guests for all functions is required seven (7) days prior to the function; otherwise, the highest estimated number will be used as a guarantee. In addition, events offering multiple entrees will need to submit exact numbers of each. Final guarantee is not subject to reduction.

### **Prices**

All prices are subject to change without notice.

### **Service Charge**

An 18% service charge, which is distributed in its entirety to wait staff and bartenders, will be added to all food and beverage items.

### **State and Local Taxes**

All prices are subject to 7% Massachusetts State Sales Tax and Local Meals Tax.

### **Administrative Fee**

A 4% administrative fee is retained by the hotel to defer overhead costs and therefore no portion of this administrative fee is distributed to hourly paid service staff. This fee is taxable at 7%.

### **Deposits**

A non-refundable, non-transferable deposit will be due at the time of booking.

### **Payments**

All functions must be paid in full five (5) business days prior to the event. Payment must be made in the form of cash, certified check or credit card. A credit card must be provided to cover any additional charges that may be added during your event.

### **Rooms**

The hotel reserves the right to charge a service fee for set up of function rooms. If additional setup time is required, this must be contracted at time of booking. Guest will not have access to rooms until event begins. Minimum requirements and room charges exist at certain times of the year. Please inquire with our Sales Department for specifics.

### **Conduct of Event**

In compliance with applicable laws, regulations and house rules, client assumes full responsibility for the conduct of all persons or vendors in attendance and for any damage done to any part of the hotel's premises.

### **Displays and Decorations**

All displays and/or decorations proposed by guests must be preapproved in each specific instance. The hotel will not permit the affixing of anything to walls, doors, light fixtures or ceilings of any rooms with materials other than those supplied by Concord's Colonial Inn. If additional setup time is required, this must be contracted at time of booking. Guests will not have access to room until event begins. Concord's Colonial Inn will not be responsible for any articles left after the event.

## Planning Your Event

### Arranging and Reserving a Date

All Colonial Inn Private Events must be booked through the Inn's Sales and Catering Office. The Sales Staff at the Inn can be reached by phone or email at the following:

Lisa LaCoste

*Director of Sales, Catering & Marketing*

llacoste@concordscolonialinn.com

(978) 371-2908, Ext. 511

Shannon Sinnott

*Sr. Catering Sales Manager*

ssinnott@concordscolonialinn.com

(978) 371-2908, Ext. 544

Chynna Herman

*Sales & Catering Coordinator*

(978)-371-2908, Ext. 501

### For Initial Inquiry through the Booking Process

You will be working with a Sales Manager who will guide you through the entire process and answer any and all questions you may have relevant to the event being planned. Once you have been given all the information necessary, your manager will ask to move forward with a Catering Agreement. This Agreement will outline financial requirements including, but not limited to a Food & Beverage Minimum, an applicable Function Room Rental Fee, and any other charge that would be incurred prior to creating a Banquet Event Order. Once a Catering Agreement has been issued, the client will have up to TWO [2] Weeks from the date of issue to sign the agreement and send it back to the sales manager. At the time of signature, it is the responsibility of the client to indicate a method of payment. Upon review from the sales department, your event will be marked definite in the Inns Catering Diaries, and your initial deposit will then be recorded. Please note: It is the client's responsibility to read and review all information in the agreement for accuracy and completeness. Please contact your sales manager with any and all questions prior to your written approval and deposit.

### Service Upgrades

The Concord's Colonial Inn provides a high quality of linen, glass, silver and china, however, should your event require a certain look that we are unable to provide, we have the ability to outsource specialty linens, specialty china, flatware and glass. Event décor is also an alternative to enhance the look and feel of a special event being planned. Please ask your Sales Manager for ideas and current pricing scenarios.

### Linen

The Concord's Colonial Inn provides complimentary standard Damask linen and/or skirting for all food, beverage and dining tables for all special events.

*Below are the colors and the associated color schemes that work well with each:*

Thoreau Room            White, Ivory, Burgundy, Gold, Hunter Green, Pink

Alcott Room             White, Ivory, Burgundy, Gold, Hunter Green, Navy Blue

Middlesex Room	White, Ivory, Burgundy
Prescott Room	White, Ivory, Burgundy, Gold, Navy Blue, Pink
Café	White, Ivory, Burgundy

White chair covers are available for rent at an additional charge of \$2.00 per chair (max of 85).

### **Custom Menu Requests and Tastings**

If there is something that isn't incorporated into our menu, but would like to have it on your menu, please consult your catering manager. Every effort will be made to accommodate your requests.

Tastings for Weddings are held in Merchants Row on an individual basis, but only upon execution of a signed Catering Agreement and Deposit.

### **Special Dietary Requests**

Should guests attending a function have any special dietary requests or food allergies and require special meal requirements, the Inn must be notified at least 72 hours in advance with names of guest and catering needs, and the hotel will make the necessary arrangements to accommodate the requests.

The Inn property utilizes many different ingredients in menu items and there may be products that may contain nuts, nut products, dairy and/or soy products and the like, and the hotel will not be liable for the guests' allergic reactions resulting from partaking the food items served at any food and beverage outlets and/or functions being held at the Concord Colonial Inn. It is therefore the responsibility of the host or hostess to inform the sales manager or catering coordinator of such allergies.

We are delighted that you have chosen the Concord's Colonial Inn as host to your special event. Should there be any questions or concerns, please do not hesitate in calling.

***With Concord's Colonial Inn, every special event becomes a part of history.***