



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:

Group Rooms Sales Manager
(978) 371-2908, ext. 503

Adrienne Flintoft
aflintoft@concordscolonialinn.com

Sales and Catering Manager
(978) 371-2908, ext. 511

Lisa Reichwein
lreichwein@concordscolonialinn.com

Sales and Catering Coordinator
(978)-371-2908, ext. 544

Shannon Sinnott
ssinnott@concordscolonialinn.com

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.

Catering Orders, Changes, Guest Guarantees & Cancellations

All Colonial Inn Banquet Event Orders must be placed TEN [10] business days prior to the event. All changes referring to the menu, count and event arrangements must be confirmed SEVEN [7] business days prior to the event. We will prepare for the number of guests submitted at that time and charge accordingly. The number may increase within the three days subject to approval, but not decreased. Any event cancelled within THIRTY [30] business days prior to the event may be charged the full amount for the scheduled event.

Taxing Structure and Other Applicable Fees

All enclosed menus are subject to an 18% Gratuity, a 4% Administrative Fee and a 7% Massachusetts State Tax.

Please note that our menu and prices are subject to change upon availability of products.

Payments

Less your initial Deposit, all final payments will be made by credit card, cash, money order or cashier's check 5 days prior to the date of the event.

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.

Breakfast



Holiday Plated Dinner

Appetizer

(Select One)

Butternut Squash Bisque

Homemade New England Clam Chowder

Classic Caesar Salad – Shaved Parmesan Cheese, Garlic Croutons, Caesar Dressing

Spinach Salad with Maple Vinaigrette, Shave Red Onions, Dried Cranberries and Goat Cheese

Inn Salad, Mixed Garden Greens, Cherry Tomatoes, Cucumber and Carrots with Shallot

Vinaigrette

Entrées

(Select Two)

Crabmeat Stuffed Cod with Citrus Beurre Blanc

Chicken Piccata, Capers, Lemon Juice, Diced Tomatoes, White Wine

Marinated Bistro Steak with Red Wine and Mushroom Demi

Bone-In Pork Loin with Fig and Apricot Chutney

Pistachio Crusted Salmon with Pomegranate Glace

Spanish Style Quinoa with Roasted Corn, Black Beans, Cranberry Cheese, Sliced Avocado,

Crispy Fried Tortilla Strips

Pumpkin and Mascarpone Cheese Stuffed Ravioli, Shallot and Maple Beurre Blanc

Accompaniments *(Select Two)*

Mashed Potato

Mashed Sweet Potatoes

Herbed Roasted Red Potatoes

Rice Pilaf

Pumpkin Risotto

Seasonal Vegetable Medley

Steamed Green Beans

Honey Glazed Carrots

Dessert

(Select One)

Yule Logs

Chocolate Peppermint Cake

Ginger Bread Pudding

Traditional Apple Crisp à la Mode

Accompanied by a Basket of Freshly Baked Cornbread & Sourdough Rolls

Coffee, Decaffeinated Coffee and Tea

A service charge of 18% of the total food and beverage revenue will be added, which will be provided to wait staff employee, service employees, and/or service bartenders. An administrative fee of 4% of the total food and beverage revenue and applicable taxes will be added. The administrative fee is retained by Concord's Colonial Inn and is not a tip, gratuity or service charge for any employee(s) providing service to you.



Holiday Dinner Buffet

Appetizers

(Select Two)

Butternut Squash Bisque

Homemade New England Clam Chowder

Classic Caesar Salad – Shaved Parmesan Cheese, Garlic Croutons, Caesar Dressing

Spinach Salad with Maple Vinaigrette, Shave Red Onions, Dried Cranberries and Goat Cheese

Inn Salad, Mixed Garden Greens, Cherry Tomatoes, Cucumber and Carrots with Shallot Vinaigrette

Entrées

(Select Two)

Crabmeat Stuffed Cod with Citrus Beurre Blanc

Chicken Piccata, Capers, Lemon Juice, Diced Tomatoes, White Wine

Marinated Bistro Steak with Red Wine and Mushroom Demi

Bone-In Pork Loin with Fig and Apricot Chutney

Pistachio Crusted Salmon with Pomegranate Glace

Pumpkin and Mascarpone Cheese Stuffed Ravioli, Shallot and Maple Beurre Blanc

Accompaniments *(Select Two)*

Mashed Potato

Mashed Sweet Potatoes

Herbed Roasted Red Potatoes

Rice Pilaf

Pumpkin Risotto

Seasonal Vegetable Medley

Steamed Green Beans

Honey Glazed Carrots

Dessert

(Select One)

Pumpkin Spice Roll with Cream Cheese Frosting

Chocolate Peppermint Trifle

Bourbon Pecan Pie

Accompanied by a Basket of Freshly Baked Cornbread & Sourdough Rolls

Coffee, Decaffeinated Coffee and Tea

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Holiday Dinner Buffet Package

Stationary Hors d'oeuvres

(Select One)

*Imported and Domestic Cheese Display with Dry fruit, Nuts and Assorted Crackers
Baked Brie with Cranberry Jam, Sliced Baguette and Fruit, Berry Reduction Sauce
Vegetable Crudit , an assortment of Fresh Vegetables with Ranch & Blue Cheese Dip*

Passed Hors d'oeuvres

(Select Three)

*Mini Beef Wellington
Scallops and Bacon
Lamb Lollipops with Mint Chimichurri (\$1 per person)
Bruschetta with Parmesan Cheese
Smoked Salmon, Rye, Cr me Fra che, Capers
Coconut Shrimp with Sweet Chili Sauce*

Soup and Salad

(Select Two)

*Butternut Squash Bisque
Maple Carrot Bisque
Homemade New England Clam Chowder
Classic Caesar Salad – Shaved Parmesan Cheese, Garlic Croutons, Caesar Dressing
Spinach Salad with Maple Vinaigrette, Shave Red Onions, Dried Cranberries and Goat Cheese
Inn Salad, Mixed Garden Greens, Cherry Tomatoes, Cucumber and Carrots with Shallot Vinaigrette*

Entr es

(Select Two)

*Crabmeat Stuffed Cod with Citrus Beurre Blanc
Chicken Piccata, Capers, Lemon Juice, Diced Tomatoes, White Wine
Marinated Bistro Steak with Red Wine and Mushroom Demi
Bone-In Pork Loin with Fig and Apricot Chutney
Pistachio Crusted Salmon with Pomegranate Glace
Pumpkin and Mascarpone Cheese Stuffed Ravioli, Shallot and Maple Beurre Blanc*

Accompaniments *(Select Two)*

*Mashed Potato
Mashed Sweet Potatoes
Herbed Roasted Red Potatoes
Rice Pilaf
Pumpkin Risotto
Seasonal Vegetable Medley
Steamed Green Beans
Honey Glazed Carrots*

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Holiday Dinner Buffet Package (continued)

Dessert

(Select One)

Pumpkin Spice Roll with Cream Cheese Frosting

Chocolate Peppermint Trifle

Bourbon Pecan Pie

Yule Logs

Ginger Bread Pudding

Traditional Apple Crisp, Fresh Whipped Cream

Accompanied by a Basket of Freshly Baked Cornbread & Sourdough Rolls

Beverages

Coffee, Decaffeinated Coffee and Tea Station

Warm Mulled Apple Cider Station

Carving Station Upgrade

Prime Rib with Horseradish Sour Cream and Au Jus

Turkey Breast with Pan Gravy and Cranberry Relish

Honey Glazed Baked Ham

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A la Carte Hors d' Oeuvres

Cold

*Bruschetta, Tomato, Basil, Parmesan, EVOO, Saba**
*Black Olive Tapenade Crostini, Parmesan Cheese, Basil Oil**
*Fresh Mozzarella, Tomato, Basil Skewer, EVOO, Balsamic Glaze**
Asparagus Wrapped with Prosciutto, Sweet Balsamic Drizzled
Ahi Tuna Wontons, Seaweed Salad, Pickle Ginger, Sesame Soy Sauce
Shrimp Cocktail, Horseradish Cocktail Sauce, Lemon
Salmon Crudo, Crispy Wontons, Sweet Onion-Mango Relish
Smoked Salmon Canapés, Crostini, Smoked Salmon Mousse, Red Onion Relish
Crab Salad Brioche, Lemon Tarragon Vinaigrette
Herb Crusted Beef Tenderloin, Crouton, Horseradish Crème, Pickled Red Onion
Lobster Salad Crostini, Lemon Aioli

Hot

*Goat Cheese & Leek Stuffed Mushroom**
*Mini Falafel, Tzatziki, Cucumber Salad**
*Artichoke Beignet, Tomato Aioli**
*Vegetable Spring Roll, Soy Orange Dipping Sauce**
Mini Chicken Quesadillas, Tomato Salsa
Gyoza Pork Potsticker, Ginger Soy Dipping Sauce
Buffalo Chicken Bites, Blue Cheese Dressing
Scandinavian Meat Balls
Coconut Shrimp, Sweet Chili Dipping Sauce
Petit Crab Cakes, Old Bay Tartar Sauce
Teriyaki Beef Skewers
Mini Beef Wellington, Creamy Horseradish Sauce
Bacon Wrapped Scallops

** Vegetarian Option*

*Priced per piece, minimum of 25 pieces
Can be served butler-passed or stationary*

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Stationary Hors d' Oeuvres

Baked Brie en Croûte

Seasonal Fruit, Baguettes

Vegetable Crudité Platter

Assortment of Chilled Vegetables (Broccoli, Cauliflower, Celery, Carrots, Cherry Tomatoes, Cucumbers) Herb Ranch & Blue Cheese Dipping Sauces

Fresh Fruit

Honeydew, Cantaloupe, Pineapple, Oranges, Grapes, Seasonal Berries, Yogurt Dipping Sauce

Domestic Cheese Platter

Cheddar, Brie, Pepper Jack, Goat Cheese, Dill Havarti, Bleu Seasonal Berries, Grapes, Crackers

Spanish Tapas

Olive Medley, Nuts, Fresh Salsa, Guacamole, Hummus, Tabouli, Pita Chips, Marinated Roasted Eggplant & Roasted Peppers

Antipasto

Capicola, Salami, Prosciutto, Sopressata, Marinated Mushrooms & Artichokes, Roasted Peppers, Olives, Tomato Bruschetta Crostini, Grilled Vegetables, Marinated Fresh Buffalo Mozzarella

Raw Bar Display

Shrimp, Oysters, Clams, Salmon Tartar Cocktail Sauce, Mignonette, Wakame

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Beverage Options

NON-ALCOHOLIC BEVERAGES

Soda
Bottled Water

Pitchers of Iced Tea or Lemonade
(Serves 6 people)
Coffee, Tea, or Decaffeinated Coffee

SPECIALTY PUNCHES

Fruit Punch (Non-Alcoholic)
Hot Mulled Cider (Non-Alcoholic)
Egg Nog (Non-Alcoholic)
Rum Spiked Egg Nog
Mimosa
Bloody Mary
Sangria (White or Red)
Kir Royal

Punches are priced per gallon
Each gallon serves approximately 18-20 glasses

ALCOHOLIC BEVERAGES

Full Bar Hosting Available

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