



CONTACT US TODAY TO BEGIN PLANNING YOUR SPECIAL EVENT!

Event & Group Planning: (978) 341-8214 • 1-800-370-9200

Email: sales@concordscolonialinn.com

Restaurant: (978) 369-2373 Hotel: (978) 369-9200 48 Monument Square, Concord, MA 01742 www.concordscolonialinn.com





TEA SELECTIONS

(Choice of Two to Start)
Assorted Fine English, Chinese & Indian Teas

China Sechung Holiday Fruit
Earl Grey Japanese Sench Green Tea
English Breakfast Mandarin Rooibos
Green Paradise Spiced Masala Chai
Gunpowder Green Spice Blend

FRESHLY BAKED TEA BREADS

Banana Bread
Citrus Glazed Pound Cake
Lemon Blueberry Scones
Served with Honey Cream,
Strawberry Preserves & Lemon Curd

SWEETS

English Toffee
Lemon Shortbread
Petit Fours
French Macaroons
Chocolate Covered Strawberries
\$32 per person

COLONIAL INN 'Afternoon Tea'

FINGER SANDWICHES

(Choice of Four)

Cucumber

Chive Cream Cheese & Roasted Red Peppers on Country White Bread

Chicken Salad

Grapes, Celery, Scallions, Dried Cranberries & Lemon Tarragon Aioli on Croissant

Caprese

Sundried Tomato, Pesto, Olive Tapenade & Mozzarella Cheese on Ciabatta Bread

Roasted Turkey

with Apples, Brie & Apple Mustard on Wheat Bread

Ham & Swiss Roll Up with Dijonaisse on Wheat Wrap

Smoked Salmon Canape

Chive Cream Cheese and Capers on crustini

Tuna Salad

with Celery & Red Onion on Wheat Bread

Roast Beef

with Cheddar & Horseradish Sauce on Brioche

Lobster Salad +4

with Lemon Mayonnaise & Fresh Herbs on Croissant

TASTY ENHANCEMENTS

Cheesecake Bites +\$3

Fresh Fruit Skewers, with Yogurt Drizzle +\$3 Quiche Au Gratin with Broccoli & Cheddar +\$4 Quiche Florentine Tomatoes & Spinach +\$4

'LITTLE WOMEN' Tea Party

\$18 per person (Ages 12 and under)

BEVERAGE SELECTIONS

Choice of Hot Chocolate, Tea, Milk or Apple Juice

FRESHLY BAKED TEA BREADS

Blueberry Lemon Scones

with Honey Cream, Strawberry Preserves and Lemon Curd

FINGER SANDWICHES (Choice of Two)

Peanut Butter & Jelly • Turkey & Cheese • Tuna Salad • Ham & American Cheese

SWEETS

Lemon Shortbread • Petit Fours • Chocolate Covered Strawberries • Fresh Fruit Skewers



MONUMENT SQUARE BRUNCH BUFFET

\$28.95 per person (Minimum of 25 guests)

STARTERS

Seasonal Fresh Sliced Fruit, Yogurt and Granola Fresh Bakery Selections & House Made Corn Bread Mini Muffins & Bagels with Cream Cheese and Fruit Preserves Scrambled Eggs Bacon & Sausage Links Colonial Inn Crispy Potatoes

BREAKFAST ENTREE (Choice of One) **SALADS** (Choice of One)

(Choice of Two, Add an additional \$2 per person) **Ouiche Florentine**

with Spinach, Tomatoes & Cheese Caesar Salad

Romaine, Shaved Parmesan, House-made Croutons Quiche Lorraine

with Creamy Caesar Dressing with Ham & Swiss Cheese

Farmer's Salad

Quiche Au Gratin Mixed Greens, Cherry Tomatoes, Cucumbers, Carrots with Broccoli and Cheddar Cheese

with Shallot Vinaigrette

Egg White Frittata Tomato & Mozzarella Salad

with Bell Peppers, Onions, Tomatoes and Cheese with Microgreens, Drizzled with Balsamic Vinaigrette

Spinach Salad with Cranberries, Goat Cheese,

Walnuts & Balsamic Vinaigrette

Ritz Cracker Crusted Cod

LUNCHEON ENTRÉES (Choice of Two)

(Choice of Three, Add an additional \$3 per person)

Chicken Florentine Fresh Seared Salmon

Spinach and Mushrooms, Creamy White Sauce Fennel Orange Slaw, Pomegranate Reduction

with Garlic, and Parmesan Cheese

Chicken Piccata with Citrus Beurre Blanc

Lemon Butter Sauce Wild Mushroom Ravioli

with Capers and Diced Tomatoes with White Wine and Tomato Sauce

Chicken Marsala Penne Primavera with Seasonal Vegetables, Prosciutto and Mushroom Demi Glaze

Butter Sauce & Parmesan Cheese

BEVERAGES

Chilled Fruit Juices

Regular & Decaffeinated Coffee and Assorted Hot Teas



MERCHANT'S ROW ELABORATE SUNDAY BRUNCH

SAMPLE MENU

SERVED FROM 10:30AM -2:00PM Adults \$34.95 Children \$19.95 (3-11yrs)

We offer a delicious Brunch weekly for our Merchant's Row dining guests.

Our private parties can take advantage of this scrumptious buffet when hosting in a private banquet room (Middlesex, Alcott or Thoreau Rooms) all located on the main level.

BREAKFAST

Omelet Station, Waffles, Breakfast Potatoes, Sausage Links, Bacon Sliced Fresh Fruit & Artisan Cheese Assortments

SALADS*

Greek Salad, tomato, basil, cucumber, olives and feta cheese Waldorf Salad, with grapes, apples, celery, dried cranberries and tarragon dressing

SOUP*

Lobster Bisque

ENTREES*

Baked Salmon

Marsala, mushroom and sundried tomato cream

Vegetable Ravioli

Pesto cream and shaved parmesan cheese

Broiled Swordfish

Tomato, caper and red onion relish

Lemon Rice Pilaf

Roasted Vegetable Medley

CARVING STATION

Slow Roasted Prime Rib of Beef, *au jus*** Herb Crusted Lamb Rack*

SEAFOOD STATION

Smoked Salmon Shrimp Cocktail

Homemade Breads & Butters
Assortment of Fresh Baked Breads and Whipped Butters

HOUSEMADE DESSERTS

Chocolate Fountain, Espresso Chocolate Bread Pudding, Chocolate Decadence Cake, Chocolate Mousse Cake, Cherry Cheesecake, Sticky Toffee Cake, Chocolate Chip Pie, Boston Cream Pie, Fancy Pastries, Chocolate Pie, Chocolate Truffles, Eclairs, Cannoli, Chocolate Pot de Crème, Chocolate Cupcakes & Cookies & Brownies.

*Items change week to week based on chef's specials. **Prime Rib is always served.



NEW ENGLAND DELI BUFFET

\$24 per person (Minimum of 10 Guests)

SOUP

Chef's House Made Soup of the Day New England Clam Chowder (Additional \$2 pp)

SALADS

(Choice of Two)
Farmer's Salad
with Mixed Greens, Tomato,
Cucumber, Carrots & Shallot Vinaigrette

Caesar Salad

with Romaine, Shaved Parmesan, House-made Croutons & Creamy Caesar Dressing

Pasta Salad

with Black Olives, Red Onion, Feta Cheese, Roasted Red Pepper, Parsley, Lemon Vinaigrette

DESSERT

Chef's Choice

BEVERAGES

Regular & Decaffeinated Coffee & Assorted Teas

'MAKE YOUR OWN' SANDWICH

SANDWICH FIXINGS

Roast Beef Roast Turkey Breast Sliced Baked Ham

Swiss, Cheddar & American Cheese
Lettuce & Sliced Tomato
Red Onion

BREADS

Country White Bread Wheat Bread Brioche Rolls Wraps

ACCOMPANIMENTS
Traditional Mustard, Grainy Mustard,
Horseradish Cream, Mayonnaise

POTATO CHIPS & PICKLES

LIBERTY SANDWICH BUFFET

\$26 per person (Minimum of 15 people, Maximum of 50 people)

SOUP

Chef's House Made Soup of the Day New England Clam Chowder (Additional \$2 pp)

SALADS (Choice of Two)

Farmer's Salad with Mixed Greens, Tomato, Cucumber, Carrots & Shallot Vinaigrette

Caesar Salad with Romaine, Shaved Parmesan, House-made Croutons & Creamy Caesar Dressing

Pasta Salad with Black Olives, Red Onion, Feta Cheese, Roasted Red Pepper, Parsley, Lemon Vinaigrette

Red Bliss Potato Salad with mayonnaise & herbs

DESSERT

Chef's Choice

BEVERAGES

Regular & Decaffeinated Coffee and Assorted Hot Teas

PRE-MADE SANDWICHES (Choice of Three)

(Add Additional Sandwiches at \$3 per person)

Served with Potato Chips

 $Turkey\ Club\ \textit{with Lettuce, Tomato, Bacon}$

& Mayonnaise on white bread

Grilled Chicken Caesar Wrap

with Romaine, Shaved Parmesan, Croutons & Caesar Dressing

Baked Ham & Swiss

with Dijonaisse on white bread

Caprese with Tomato, Mozzarella, Arugula & Pesto on ciabatta

Roast Beef with Cheddar, Lettuce & Horseradish Sauce on brioche

Chicken Salad with Grapes & Walnuts

on cranberry ciabatta

Tuna Salad with Celery & Red Onion on wheat bread



PLATED LUNCH MENU

BREAD BASKET

House-made Cornbread & Warm Dinner Rolls

SOUP or SALAD

(Select one, or add both courses for an additional \$5 per person)

Soup du Jour

New England Clam Chowder

Caesar Salad

Romaine, Shaved Parmesan Cheese, House-m.ade Croutons and Caesar Dressing

Spinach Salad

Baby Spinach, Red Onions, Dried Cranberries, Walnuts and Goat Cheese

Farmer's Salad

Mixed Greens, Cucumber, Cherry Tomatoes and Carrots

ENTREES

(Select two entrées, offer a 3rd entrée for \$2)

Chicken Pot Pie \$25.95

topped with a Fresh Pastry Crust

Chicken Piccata \$26.95

Lemon Caper Butter Sauce with Diced Tomatoes

Yankee Pot Roast \$26.95

with Braised carrots and Cipollini onions

Ritz Cracker Crusted Cod \$32.95

Citrus Beurre Blanc

Mushroom Ravioli \$25.95

with Diced Tomatoes & White Wine Lemon Sauce

Quinoa Bowl \$24.95

Quinoa Pilaf, Avocado, Rainbow Kale,

Grilled Zucchini, Cranberry Wensleydale Cheese, Roasted Carrots, topped with Crispy Carrot Curls

ACCOMPANIMENTS

STARCH (Choice of one)
Mashed Potatoes
Roasted Herb Potatoes
Rice Pilaf

VEGETABLE (Choice of one)
Seasonal Vegetable Medley
Green Beans with Caramelized Onions
Honey Glazed Carrots

DESSERT (Select One)

Warm Apple Crisp with Vanilla Ice Cream

Orange Pound Cake with Fresh Strawberries topped with House-made Whipped Cream

Colonial Inn Bread Pudding with House-made Whipped Cream

Double Chocolate Mousse with Fresh Berries & House-made Whipped Cream

Assorted Miniature Pastries (Choice of three types)

Cannoli's, Carrot Cake, Petit Fours, Key Lime Tarts, Peppermint Chocolate Truffles, Chocolate Truffles, Chocolate Mousse Cake, Fruit Tarts, & Cheesecake Bites.

Fresh Brewed Regular & Decaffeinated Coffee & Tea

Guaranteed Count of Attendance, with Split Count of Entrees, is Due (7) Business Days Prior to Your Event Date



MINUTEMAN LUNCHEON BUFFET

\$32.95 per person (Minimum of 20 Guests)

FRESH BAKERY BASKET

Freshly Baked Rolls & House Made Cornbread

SALADS (Choice of One)

Caesar Salad

Romaine, Shaved Parmesan, House-made Croutons & Creamy Caesar Dressing

Farmer's Salad

with Carrots, Tomatoes & Cucumber & Maple Vinaigrette

Spinach Salad

with Cranberries, Goat cheese, Walnuts & Balsamic Vinaigrette

ENTREES (Choice of Two)

(Choice of Three – Add an additional \$3 per person)

Chicken Cordon Bleu
Mushroom Demi Glaze

Chicken Piccata
Lemon Butter Sauce
with Capers and Diced Tomatoes

Ritz Cracker Crusted Cod

Citrus Beurre Blanc

Seared Salmon

Fennel Orange Slaw, Pomegranate Reduction

STARCH (Choice of One)

Mashed Potatoes Roasted Herb Potatoes

Rice Pilaf

Yankee Pot Roast

Roasted Carrots, Cippolini Onions

Marinated Brandt Bistro Steak Caramelized Onions and Peppers

Spinach and Cheese Ravioli

House Marinara, Shaved Parmesan Cheese

Wild Mushroom Ravioli

with Diced Tomatoes in White Wine Sauce

VEGETABLE (Choice of One)

Vegetable Medley with Lemon Butter Green Beans with caramelized onions

Honey Glazed Carrots

DESSERT

(Choice of One. With 40 or more guests, add a 2nd dessert for \$2 pp)

Warm Apple Crisp with Vanilla Ice Cream

Orange Pound Cake with Fresh Strawberries topped with House-made Whipped Cream

Colonial Inn Bread Pudding with House-made Whipped Cream

Double Chocolate Mousse with Fresh Berries & House-made Whipped Cream

Assorted Miniature Pastries (Choice of three types)

Cannoli's, Carrot Cake, Petit Fours, Key Lime Tarts, Peppermint Chocolate Truffles, Chocolate Truffles, Chocolate Mousse Cake, Fruit Tarts, & Cheesecake Bites.

BEVERAGES

Regular & Decaffeinated Coffee and Assorted Hot Teas



WALDEN SALAD BUFFET

\$25 per person (Minimum of 15 Guests)

SOUP

Chef's House Made Soup of the Day New England Clam Chowder (Additional \$2 pp)

FRESH SALADS (Choice of Two)

Caesar Salad

Romaine, shaved parmesan, House-made croutons, creamy Caesar dressing

Farmer's Salad

Mixed greens, cherry tomatoes, cucumbers, carrots with shallot vinaigrette

Cobb Salad

Romaine, avocado, bacon, blue cheese, egg, corn, tomato, ranch dressing

SANDWICH FILLINGS

(Choice of Two)
Tuna Salad
Chicken Salad
Egg Salad
Grilled Chicken

Add Your Choice of Grilled Shrimp, Salmon or Steak (Additional \$5 pp)

Waldorf Salad

Field greens, apples, walnuts, celery, cranberry cheese, grapes, tarragon dressing

Mediterranean Pasta Salad

Olives, red onion, roasted red pepper, feta cheese & lemon vinaigrette

Red Bliss Potato Salad

Potatoes, hard-boiled egg, chopped vegetables & mayonnaise

ACCOMPANIMENTS

Country White Bread
Wheat Bread
Brioche Rolls
Lettuce & Sliced Tomato
Red Onion
Potato Chips

DESSERT (Select One)

Orange Pound Cake with Fresh Strawberries topped with House-made Whipped Cream

Double Chocolate Mousse with Fresh Berries & House-made Whipped Cream

Assorted Miniature Pastries (Choice of three types)

Cannoli's, Carrot Cake, Petit Fours, Key Lime Tarts, Peppermint Chocolate Truffles, Chocolate Truffles, Chocolate Mousse Cake, Fruit Tarts, & Cheesecake Bites.

BEVERAGES

Regular & Decaffeinated Coffee and Assorted Hot Teas





CAKE MENU

Concord Teacakes provides us with freshly baked cakes for all occasions. All pricing includes delivery to the Colonial Inn on the day of your event.

	TRADITIONAL CAKES	SPECIALTY CAKES	CHEF'S SPECIALTY CAKES	
ROUND CAKES				
6" cake (serves 8 people)	\$29.95	\$38.95	\$43.95	
8" cake (serves 10 people)	\$38.95	\$46.95	\$51.95	
10" cake (serves 15-20 people)	\$52.95	\$60.95	\$65.95	
SHEET CAKES				
1/4 Sheet Cake (serves 20 – 25 people)	\$59.95	\$86.95	\$91.95	
1/2 Sheet Cake (serves 35 – 45 people)	\$104.95	\$134.95	\$139.95	
Full Sheet Cake (serves 80 – 100 people)	\$198.95	\$239.95	\$244.95	
CUPCAKES				
Full Size Cupcakes	\$42 per dozen	\$54 per dozen	N/A	
NOTE: Minimum Order is 1 Dozen	\$3.50 each	\$4.50 each	11/11	
TIERED WEDDING CAKES \$6.00 pe	r person			
Additional fee for Fondant & Intricate	Design Work			
TRADITIONAL CAKE FLAVORS	SPECIALTY CAKE FLAVORS			
Gold Flavor	Made with	Special Mouse or F	Fruit Fillings	
Chocolate Flavor	Black & White Mousse Lemon Mousse		Lemon Mousse	
TRADITIONAL FROSTING	Boston Crème Pie Lemon Raspberry		emon Raspberry	
White or Chocolate Buttercream Frosting	Chocolate Raspberry Mousse Mocha Madness			
	Chocolate Tri	ilogy	Night & Day	
CHEF'S SPECIALTY FLAVORS	Coconut Mousse		Raspberry Royale	
Carrot Cake	Decadent Marble		Red Velvet	
Rum Cake	German Chocolate		rawberry Mousse	
Strawberry Shortcake			-	
GLUTEN FREE CAKES & CUPCAKES AVAILABLE UPON REQUEST				

HOW TO PLACE YOUR CAKE ORDER

You can order your cake directly with your sales manager, or by calling/visiting Concord Teacakes. If you order directly with Concord Teacakes, please give them your **event's name**, **date and time** to ensure delivery and billing through Concord's Colonial Inn.

Concord Teacakes is located at 59 Commonwealth Ave. Concord, MA Tel: 978-369-7644 • Email: bakery@concordteacakes.com

NOTE: If you order your cake through a different licensed baker, there will be a Cake Slicing & Serving Fee of \$1.75 per person. This fee is waived when ordering through Concord Teacakes.

A 7% Massachusetts meal tax & 4% taxable administrative fee will be added to the above prices. Prices are subject to change.



BAR & BEVERAGE MENU

NON-ALCOHOLIC BEVERAGES

Soda		\$3.00 each
Bottled Water	Small 12oz	\$3.00 each
	Large 28oz	\$6.00 each
Pitcher of Iced Tea or Lemonade (Serves 6 people)		\$12.00 each
Coffee, Tea, or Decaffeinated Coffee		\$2.95 per person

SPECIALTY STATIONS

Specialty stations are priced per gallon, each serves 18-20 glasses.

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

ALCOHOLIC BEVERAGES

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





CATERED EVENTS INFORMATION

DEPOSITS

A non-refundable, non-transferable deposit will be due at the time of confirming your event.

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.

PRIVATE 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.

MENU SELECTIONS

Final menu selection is due no later than (2) weeks prior to your event date. All food items must be supplied and prepared by Concord's Colonial Inn. Catered food may not be taken off the premises due to insurance and health code regulations.

BAR & 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 can leave Concord's Colonial Inn. The duration of service for alcoholic beverages is limited to no more than five (5) hours per event.

GUARANTEE GUEST COUNT of Attendance

A guarantee of the exact number of guests attending an event (with split-entrée count, where applicable) for all functions is required seven (7) days prior to the function; otherwise, the highest estimated number will be used as a guarantee. Final guarantee guest count cannot be decreased after this time, since all food orders will be placed.

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 & 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%.

DISPLAYS & DECORATIONS

All displays and/or decorations proposed by guests must be pre-approved by the Director of Sales. The hotel does not permit attaching anything to walls, doors, light fixtures or ceilings with materials other than those supplied by Concord's Colonial Inn. Concord's Colonial Inn will not be responsible for any articles left after the event.

CONDUCT OF EVENT

In compliance with applicable laws, regulations and house rules, the 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



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) 341-8211

Shannon Sinnott, *Sr. Catering Sales Manager* ssinnott@concordscolonialinn.com / (978) 341-8214

Chynna Herman, *Sales & Marketing Coordinator* cherman@concordscolonialinn.com / (978)-341-8201

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 all questions you may have relevant to the event being planned.
- You will receive a Function Agreement which will outline your events date, time line, 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. You will have up to (2) Weeks from the date of issue to sign the agreement and send back to the sales department with your deposit to confirm your event.
- The Banquet Event Order (BEO) will include your menu selections, private room set up requirements and your event's time line. Once your Banquet Event Order is detailed, you will be asked to sign this and send it back to the sales office to confirm these details.
- 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 questions prior to your written approval and deposit.

Linen - Concord's Colonial Inn provides complimentary standard linen and/or skirting for all food, beverage and dining tables for all special events. White chair covers are available for rent at an additional charge of \$2.00 per chair (max of 85). If your event requires a certain look that we are unable to provide, we can rent specialty linens, specialty china, flatware and glasses for your event.

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

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's kitchens utilizes many different ingredients in menu items and there may be products that contain nuts, nut products, dairy and/or soy products and the like, prepared in these kitchens. The hotel will not be liable for the guests' allergic reactions resulting from partaking in the food items served at any food and beverage outlet and/or function held at Concord's Colonial Inn. It is therefore the responsibility of the host or hostess to inform the sales manager or catering coordinator of such allergies and the kitchen will do the best they can to accommodate requests.

We are delighted that you have chosen Concord's Colonial Inn as host to your special event. With Concord's Colonial Inn, every special event becomes a part of history.