

1716
CONCORD'S
COLONIAL
Inn



Holiday Menu

CONTACT US TODAY TO RESERVE YOUR HOLIDAY GATHERING!

Call our Sales Department at (978) 341-8201 • 1-800-370-9200

Email: sales@concordscolonialinn.com

48 Monument Square, Concord, MA 01742

www.concordscolonialinn.com



Home for the Holiday's Menu



PLATED LUNCHEON MENU

BREAD BASKET

House-made Cornbread & Warm Dinner Rolls

SOUP or SALAD

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

Butternut Squash Bisque

New England Clam Chowder

Caesar Salad

*Romaine, Shaved Parmesan Cheese,
House-made Croutons and Caesar Dressing*

Spinach Salad

*Baby Spinach, Red Onions, Dried Cranberries,
Walnuts, Goat Cheese & Balsamic Vinaigrette*

Farmer's Salad

*Mixed Greens, Cucumber, Cherry Tomatoes, Carrots
with Champagne or Maple Vinaigrette*

ENTREES

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

Chicken Pot Pie \$28.95
topped with a Fresh Pastry Crust

Baked Stuffed Chicken & Apple Cider Glaze \$30.95
with Cranberry-Cornbread Stuffing

Chicken Piccata \$29.95
Lemon Caper Butter Sauce with Diced Tomatoes

Yankee Pot Roast \$28.95
with Braised carrots and Cipollini onions

Ritz Cracker Crusted Cod \$32.95
Citrus Beurre Blanc

Mushroom Ravioli \$26.95
with Diced Tomatoes & White Wine Lemon Sauce

Veggie Quinoa Stir Fry \$26.95
*Tuscan Kale, quinoa, roasted veggies,
orange-sweet Thai chili sauce*

ACCOMPANIMENTS

STARCH *(Choice of one)*

Mashed Potatoes

Maple Sweet Potato Mash

Roasted Herb Potatoes

Rice Pilaf

VEGETABLE *(Choice of one)*

Seasonal Vegetable Medley

Green Beans *with Caramelized Onions*

Roasted Butternut Squash

Honey Glazed Carrots

DESSERT *(Select One)*

Warm Apple Crisp *with Vanilla Ice Cream*

Colonial Inn Bread Pudding
with House-made Whipped Cream

Red Velvet Yule Log
with Cream Cheese Filling

Chocolate Yule Log
with Vanilla Buttercream Filling

Pumpkin Cheese Cake *with Caramel Sauce,
Apple Compote & Whipped Cream*

Peppermint Cheese Cake *with Oreo Crust,
topped with Peppermint Bark Crunch*

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 5 Business Days Prior to Your Event Date

A 7% Massachusetts Meal Tax, an 18% Service Charge and a 6% taxable administrative fee will be added to the above prices.

Pricing and menu subject to change. Revised 8.2019



HOLIDAY 'Afternoon Tea'



**December & January*

\$32 per person

*Private Afternoon Tea events have a
Minimum of 10 guests and maximum of 60 guests.*

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 Dijonaise on Wheat Wrap

Smoked Salmon Canape

Chive Cream Cheese and Capers on crostini

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*

DIETARY OPTIONS*

Gluten-free options are available upon request
when scheduling your reservation.

TEA SELECTIONS

(Choice of Two to Start)

Assorted Fine English, Chinese & Indian Teas

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

FRESHLY BAKED TEA BREADS

Pumpkin Bread

Apple Cranberry Scones

Served with Honey Cream,

Strawberry Preserves & Lemon Curd

SWEETS

Peppermint Chocolate Truffles,

Lemon Squares, French Macaroons

Chocolate Covered Strawberries

with White Chocolate Drizzle



***OUR HOLIDAY GIFT
TO YOUR GUESTS**

Gingerbread Cookie Favors

TASTY ENHANCEMENTS

Cheesecake Bites +\$3

Fresh Fruit Skewers, with Yogurt Drizzle +\$3

Quiche Au Gratin with Broccoli & Cheddar +\$4

Quiche Florentine Tomatoes & Spinach +\$4

Join us for our

***Saturday 'Afternoon Tea' &
Sunday 'High Tea'***

Served in our popular historic Thoreau Room.
Teas are held on special dates. Reservations are
required and guaranteed with a deposit.

Reservations for 2-8 guests.

Saturday First Seating: 11:30 AM – 1:30 PM

Saturday Second Seating: 2:15 PM – 4:15 PM

Sunday Seating: 3:00 PM – 5:00 PM

See our website for

Afternoon & High Tea Dates

Reservations are made through our Sales Office.

'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

Seasonal Scones

FINGER SANDWICHES

Peanut Butter & Jelly

Turkey & Cheese

SWEETS

Sugar Cookie • Fresh Fruit Skewers

Chocolate Covered Strawberries

Home for the Holiday's Menu



PLATED DINNER MENU

BREAD BASKET

House-made Cornbread & Warm Dinner Rolls

SOUP or SALAD

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

Butternut Squash Bisque

New England Clam Chowder

Caesar Salad

Romaine, Shaved Parmesan Cheese,
House-made Croutons and Caesar Dressing

Spinach Salad

Baby Spinach, Red Onions, Dried Cranberries,
Walnuts, Goat Cheese & Balsamic Vinaigrette

Farmer's Salad

Mixed Greens, Cucumber, Cherry Tomatoes, Carrots
with Champagne or Maple Vinaigrette

ENTREES

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

Baked Stuffed Chicken & Apple Cider Glaze \$32.95
with Cranberry-Cornbread Stuffing

Chicken Piccata \$31.95
Lemon Caper Butter Sauce with Diced Tomatoes

Grilled Chicken Marsala \$31.95
Prosciutto and Mushroom Demi Glaze

Yankee Pot Roast \$30.95
with Braised Carrots and Cipollini Onions

8oz Filet Mignon \$48
Shallot butter or mushroom demi

Ritz Cracker Crusted Cod \$35.95
Citrus Beurre Blanc

Faroe Island Salmon \$38.95
with Herb Butter Sauce

Striped Spinach Ravioli \$29.95
with Sundried Tomato-Madeira Cream Sauce

ACCOMPANIMENTS

STARCH (Choice of one)

Mashed Potatoes

Maple Sweet Potato Mash

Roasted Red Potatoes

Rice Pilaf

VEGETABLE (Choice of one)

Seasonal Vegetable Medley

Green Beans with Caramelized Onions

Roasted Butternut Squash

Honey Glazed Carrots

DESSERT (Select One)

Warm Apple Crisp with Vanilla Ice Cream

Colonial Inn Bread Pudding
with House-made Whipped Cream

Red Velvet Yule Log
with Cream Cheese Filling

Chocolate Yule Log
with Vanilla Buttercream Filling

Pumpkin Cheese Cake with Caramel Sauce,
Apple Compote & Whipped Cream

Peppermint Cheese Cake with Oreo Crust,
topped with Peppermint Bark Crunch

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 5 Business Days Prior to Your Event Date

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Holiday Celebration Buffet

Lunch \$34.95 ~ Dinner \$39.95

25 Guest Minimum

BREAD BASKET

House-made Cornbread & Warm Dinner Rolls

SOUP or SALAD

(Select one or add both courses for an additional \$3 pp)

Butternut Squash Bisque

New England Clam Chowder

Caesar Salad, Romaine, Shaved Parmesan Cheese,
House-made 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

STARCH (Choice of One)

Mashed Potatoes

Maple Sweet Potato Mash

Roasted Herb Potatoes

Rice Pilaf

VEGETABLE (Choice of One)

Seasonal Vegetable Medley

Green Beans with Caramelized Onions

Roasted Butternut Squash

Honey Glazed Carrots

ENTREES (Choice of Two, Add a 3rd Entrée for \$4 pp)

Baked Stuffed Chicken & Apple Cider Glaze
with Cranberry-Cornbread Stuffing

Chicken Piccata

Lemon Caper Butter Sauce with Diced Tomatoes

Yankee Pot Roast

with Braised carrots and Cipollini onions

Marinated Bistro Steak

with your choice of Red Wine and Mushroom Demi OR
Caramelized Onions & Peppers

Roasted Turkey

with Stuffing, Pan Gravy and Cranberry Relish

Ritz Cracker Crusted Cod

Citrus Beurre Blanc

Faroe Island Salmon +\$3

with Herb Butter Sauce

Striped Spinach Ravioli

Sundried Tomato-Madeira Cream Sauce

Mushroom Ravioli

with Diced Tomatoes & White Wine Lemon Sauce

CARVING STATION / Optional

50 Guest Minimum / \$100 Carving Station Fee

Prime Rib \$11 pp

Rack of Lamb \$11 pp

Honey Glazed Baked Ham \$8 pp

DESSERT

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

Warm Apple Crisp with Vanilla Ice Cream

Colonial Inn Bread Pudding

with House-made Whipped Cream

Red Velvet Yule Log with Cream Cheese Filling

Chocolate Yule Log with Vanilla Buttercream Filling

Peppermint Cheese Cake with Oreo Crust, topped with Peppermint Bark Crunch

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

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HORS D'OEUVRES & ENHANCEMENT MENU

STATIONARY HORS D'OEUVRES

Minimum of 15 guests for all displays. Per person pricing, unless noted.

Baked Brie en Croûte

Served with Baguettes and Garnished with Seasonal Fruit

2 lb Wheel – Serves up to 30 guests \$75

½ lb Wheel – Serves up to 15 guests \$39.95

Vegetable Crudité Platter

\$5.95

Assortment of Fresh Chilled Seasonal Vegetables

Herb Ranch & Blue Cheese Dipping Sauces

Fresh Fruit, Melon & Berries

\$6.95

Honeydew, Cantaloupe, Pineapple, Grapes and Watermelon

Garnished with Seasonal Berries, Yogurt Dipping Sauce

International & Domestic Cheese Platter

\$6.95

Cheddar, Pepper Jack, Blue, Munster and Cranberry Wensleydale

Served with Assorted Crackers & Garnished with Seasonal Fruit & Berries

Spanish Tapas

\$7.95

House-Made Guacamole & Hummus, Olive Medley and Fresh Salsa

Served with Pita Chips & Tortilla Chips

Antipasto

\$7.95

Italian Cured Meats, Marinated Mushrooms & Artichokes, Roasted Peppers and Olives,

Grilled Vegetables, Marinated Fresh Mozzarella and Crostini

Add Bruschetta, Tomato, Basil, Parmesan, EVOO, Saba ~ \$90 per 50 pieces

Shrimp Cocktail, Horseradish Cocktail Sauce, Lemon, *per 25 pieces* \$34.95

Oysters, *per 25 pieces* \$59.95

Raw Bar Display

Market Price

Shrimp, Oysters and Tuna Tartar

Served with Cocktail Sauce & Mignonette

ENHANCED HORS D'OEUVRES STATIONS

Nacho Cheese Fountain \$12

served with Sour Cream, Salsa, Guacamole,
Black Beans & Tortilla Chips

Beef Slider Bar \$12

Miniature Hamburgers served with Cheddar Cheese,
Lettuce, Onion, Tomato & Pickles

Build your own Taco Station \$10

Hard & Soft Tortilla Shells, Grilled Chicken,
Seasoned Beef, Guacamole, Cheddar Cheese,
Shredded Lettuce, Chopped Tomatoes,
Salsa and Sour Cream

Pasta Station (Choice of Pasta & Sauce)

Ziti \$5 / Cheese Ravioli \$8 / Spinach & Cheese Ravioli \$8
Sauce Choices: Marinara, Alfredo, Pesto or Lemon Butter

Optional Chef Attendant Station \$100

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BUTLER-PASSED HORS D'OEUVRES

All Selections can be stationed upon request.

The following prices are based on 50 pieces each.

You can order each hors d'oeuvre in increments of 25 pieces.

COLD HORS D'OEUVRES

Bruschetta, Tomato, Basil, Parmesan, EVOO, Saba*	\$ 90
Black Olive Tapenade Crostini, Parmesan Cheese, Basil Oil*	\$100
Fresh Mozzarella, Tomato, Basil Skewer, EVOO, Balsamic Glaze*	\$100
Asparagus Wrapped with Prosciutto, Sweet Balsamic Drizzled	\$115
Ahi Tuna Wontons, Seaweed Salad, Pickle Ginger, Sesame Soy Sauce	\$150
Herb Crusted Beef Tenderloin, Crouton, Horseradish Crème, Pickled Red Onion	\$150
Lobster Salad Crostini, Lemon Aioli	\$250

HOT HORS D'OEUVRES

Goat Cheese & Leek Stuffed Mushroom*	\$115
Artichoke Beignet, Tomato Aioli*	\$125
Vegetable Spring Roll, Soy Orange Dipping Sauce*	\$115
Mini Chicken Quesadillas, Tomato Salsa	\$125
Buffalo Chicken Bites, Blue Cheese Dressing	\$125
Scandinavian Meat Balls	\$150
Coconut Shrimp, Sweet Chili Dipping Sauce	\$150
Petit Crab Cakes, Old Bay Tartar Sauce	\$150
Mini Beef Wellington, Creamy Horseradish Sauce	\$150
Bacon Wrapped Scallops	\$150

* *Vegetarian Options*

Suggested Number of Hors d'oeuvres to Serve:

For Cocktail Hour (Prior to a Meal), 6-8 pieces per person is suggested

As a Meal Only OR for a Cocktail & Hors d'oeuvres Reception Only,

12-14 pieces per person is suggested for the 1st hour, and 6-8 pieces per person for the 2nd hour

DINNER ENHANCEMENT

Intermezzo \$3

Choice of Lemon, Raspberry and Mango Sorbet

DESSERT ENHANCEMENTS

Ice Cream Sundae Bar \$8

Vanilla Ice Cream with Whipped Cream, Hot Fudge, Caramel Sauce,
Fresh Fruit, Assorted Candies & Sprinkles

Chocolate Fountain \$8

Milk Chocolate Fountain served with your choice of 5 dipping items:

Choices: Strawberries, Bananas, Pineapple, Marshmallows,
Pretzel Sticks, Pound Cake Bites, Brownie Bites & Mini Chocolate Chip Cookies

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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.

Gluten-Free Ingredients, Fondant & Intricate Design Work will have an Additional Fee.

	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 NOTE: Minimum Order is 1 Dozen	\$42 per dozen \$3.50 each	\$54 per dozen \$4.50 each	N/A														
TIERED WEDDING CAKES \$6.00 per person																	
<p>TRADITIONAL CAKE FLAVORS Gold Flavor Chocolate Flavor TRADITIONAL FROSTING White or Chocolate Buttercream</p> <p>CHEF'S SPECIALTY FLAVORS Carrot Cake Rum Cake Strawberry Shortcake</p>	<p style="text-align: center;">SPECIALTY CAKE FLAVORS <i>Made with Special Mouse or Fruit Fillings</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Black & White Mousse</td> <td style="width: 50%;">Lemon Mousse</td> </tr> <tr> <td>Boston Crème Pie</td> <td>Lemon Raspberry</td> </tr> <tr> <td>Chocolate Raspberry Mousse</td> <td>Mocha Madness</td> </tr> <tr> <td>Chocolate Trilogy</td> <td>Night & Day</td> </tr> <tr> <td>Coconut Mousse</td> <td>Raspberry Royale</td> </tr> <tr> <td>Decadent Marble</td> <td>Red Velvet</td> </tr> <tr> <td>German Chocolate</td> <td>Strawberry Mousse</td> </tr> </table>			Black & White Mousse	Lemon Mousse	Boston Crème Pie	Lemon Raspberry	Chocolate Raspberry Mousse	Mocha Madness	Chocolate Trilogy	Night & Day	Coconut Mousse	Raspberry Royale	Decadent Marble	Red Velvet	German Chocolate	Strawberry Mousse
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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% MA meal tax and 6% taxable administrative fee will be added to the above cake menu pricing.
Prices are subject to change.*

BAR & BEVERAGE MENU

NON-ALCOHOLIC BEVERAGES

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

SPECIALTY STATIONS

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

<i>Fruit Punch (Non-Alcoholic)</i>	\$35
<i>Hot Mulled Cider (Non-Alcoholic)</i>	\$35
<i>Hot Mulled Cider (With Alcohol)</i>	\$85
<i>Egg Nog (Non-Alcoholic)</i>	\$35
<i>Rum Spiked Egg Nog</i>	\$75
<i>Bellini (Strawberry or Peach)</i>	\$80
<i>Mimosa</i>	\$80
<i>Bloody Mary</i>	\$90
<i>Sangria (White or Red)</i>	\$90
<i>Kir Royal</i>	\$90

ALCOHOLIC BEVERAGES

<i>Mixed Drinks/Cordials</i>	\$8-\$12
<i>Martinis</i>	\$11-\$13



BOTTLED BEER SELECTIONS

Seasonal selections available, please ask your catering manager about the current selections

<i>Amstel Light</i>	\$6
<i>Coors Light</i>	\$5.50
<i>Corona</i>	\$5.50
<i>Downeast Cider (GF)</i>	\$6.50
<i>Ghostfish Vanishing Point Pale Ale (GF)</i>	\$6.50
<i>Heineken</i>	\$6
<i>Miller Lite</i>	\$5.50
<i>Sam Adams Lager</i>	\$7
<i>Wachusett Blueberry</i>	\$7
<i>Night Shift Brewing Rotating IPA</i>	\$7.50
<i>Wormtown rocket American Pale Ale</i>	\$7.50
<i>Stone Delicious IPA (GF)</i>	\$7

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SPARKLING WINE SELECTIONS

	<i>Glass</i>	<i>Bottle</i>
PROSECCO <i>La Marca</i> / Veneto, Italy	10	38
MOSCATO DI ASTI <i>Mia Dolce</i> / Piedmonte, Italy	10	38
CHAMPAGNE <i>Veuve Clicquot</i> / Champagne, France		75

WHITE WINE SELECTIONS

	<i>Glass</i>	<i>Bottle</i>
PINOT GRIGIO <i>Santa Marina</i> / Provincia di Pavia, Italy	10	38
PINOT GRIGIO <i>Maso Canali</i> / Trentino, Italy	12	46
SAUVIGNON BLANC <i>Chateau Souverain</i> / California	10	38
SAUVIGNON BLANC <i>Whitehaven</i> / Marlborough, New Zealand	12	46
SANCERRE <i>Domaine Fouassier</i> / Loire Valley, France	15	58
RIESLING <i>Pacific Rim</i> / Washington	10	38
CHARDONNAY <i>William Hill</i> / Central Coast, California	11	42
CHARDONNAY <i>Frei Brothers</i> / Russian River Valley, California	13	50
CHARDONNAY <i>Chalone</i> / Central Coast, California		50

PINK WINE SELECTIONS

ROSE <i>Fleur De Mer</i> / Provence, France	12	46
BRUT ROSE <i>Amelia</i> / Bordeaux, France	15	58

RED WINE SELECTIONS

	<i>Glass</i>	<i>Bottle</i>
PINOT NOIR <i>Bridlewood</i> / California	11	42
PINOT NOIR <i>Talbott "Kali Hart"</i> / Monterey, California	14	54
PINOT NOIR <i>Left Coast Cellars</i> / Oregon		60
MERLOT <i>Cannonball</i> / Sonoma, California	10	38
SUPER TUSCAN <i>Brancaia "Tre"</i> / Tuscany, Italy	13	50
MALBEC <i>Gascon</i> / Mendoza, Argentina	11	42
RED BLEND <i>Ferrari-Carano "Siena"</i> / Sonoma, Washington	13	50
RED BLEND <i>Orin Swift "Abstract"</i> / California		65
CABERNET SAUVIGNON <i>Storypoint</i> / California	10	38
CABERNET SAUVIGNON <i>Louis Martini</i> / Sonoma County, California	13	50
CABERNET SAUVIGNON <i>Alexander Valley</i> / Alexander Valley, California	15	58
CABERNET SAUVIGNON <i>Jordan</i> / Alexander Valley, California		90



**Spice up your
holiday party
with a festive
holiday drink!**



Revised 8/2019



Our Merchant's Row Dining Room can be rented for Private Parties.

PLANNING YOUR EVENT

CONTACT US TODAY TO BEGIN PLANNING YOUR SPECIAL EVENT!

Event & Group Planning: (978) 341-8201 • 1-800-370-9200

Email: sales@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 all questions you may have relevant to the event being planned.
- You will receive a Function Agreement, which will outline your event's 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.

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***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.***

48 Monument Square, Concord, MA 01742

Event & Group Planning: (978) 341-8201 • Restaurant: (978) 369-2373 • Hotel: (978) 369-9200

www.concordscolonialinn.com