

catering menu



INN AND SPA
AT THE COLONNADE
BALTIMORE

A DOUBLETREE HOTEL

410.235.5400
4 west university pkwy
baltimore, maryland 21218

alizée
boutique bistro
and wine bar

CATERING MENUS



INN AND SPA
AT THE COLONNADE
BALTIMORE
A DOUBLÉTREE HOTEL

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INN AND SPA
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meeting packages

minimum guarantee of 25 guests, please.

package pricing

full day: \$55.00 per person

half day: \$25.00 per person*

service charge state tax

package services include

continental breakfast

assorted breakfast breads & pastries seasonal sliced fruit

chilled juices to include: orange, apple and cranberry

coffee, decaffeinated coffee & hot tea

am beverage service refresh

executive lunch buffet

duo of fresh salads

soup du jour

chef's choice of two entrées

chef's choice of two accompaniments

chef's choice dessert

themed break

*half-day package does not include executive lunch

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INN AND SPA
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coffee breaks

beverages

freshly brewed coffee (20 cups per gallon)	45.00/gallon
freshly brewed decaf (20 cups per gallon)	45.00/gallon
selection of domestic and herbal teas	45.00/gallon
freshly brewed iced tea	45.00/gallon
lemonade or fruit punch	45.00/gallon
bottled waters (12oz. bottles)	3.00 each
assorted coke soft drinks (12 oz.)	3.00 each
chilled fruit juice (orange, grapefruit, cranberry, v8 or apple)	17.00/quart
chilled starbucks® frappuccino (mocha or vanilla)	5.00/each
half pints of milk	2.00/each
red bull® (8oz cans)	5.00/each
assorted gatorade® sports drinks (20 oz. bottles)	3.00/each

breakfast items

individual fruit yogurts	2.00/each
individual boxed cereals with milk (special k, rice krispies, corn flakes, cheerios, raisin bran and frosted mini-wheats)	3.00/each
sliced seasonal fresh fruit and berries	5.00/person
assorted doughnuts (minimum order 1 dozen)	26.00/dozen
minature fruit tarts	24.00/dozen
muffins: chocolate chip, banana, blueberry and bran	26.00/dozen
fruit breads: banana nut, date nut and apple cinnamon	24.00/dozen
danish pastries: apple, cherry and cheese	26.00/dozen
croissants	24.00/dozen
coffee cakes, assorted	26.00/dozen
bagels with cream cheese	26.00/dozen
cinnamon rolls	26.00/dozen

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INN AND SPA
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continental breakfasts

continental breakfast until 10:30 am. time limit of 1 hour
minimum of 15 people, \$5.00 per person added for groups less than 15.

I

choice of two chilled fruit juices:
orange, grapefruit, apple, V8 or cranberry
freshly baked miniature danish, muffins and croissants
butter, jams and preserves
freshly brewed coffee, decaffeinated coffee and domestic and herbal teas
\$14.00 per person

II

choice of two chilled fruit juices:
orange, grapefruit, apple, V8 or cranberry
seasonal sliced fruit
fruit yogurt & granola
bagels with cream cheese, jams and preserves
banana nut bread and cinnamon swirl coffeecake
freshly brewed coffee, decaffeinated coffee and domestic and herbal teas
\$17.00 per person

III

choice of two chilled fruit juices:
orange, grapefruit, apple, V8 or cranberry
seasonal sliced fruit
assorted fruit yogurts
breakfast sandwich: flaky croissant, scrambled egg, sausage patty
& cheddar cheese
freshly brewed coffee, decaffeinated coffee and domestic and herbal teas
\$20.00 per person

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plated breakfasts

plated breakfasts until 10:30am, served with assorted pastries, butter, jams and preserves, orange juice, freshly brewed coffee, decaffeinated coffee and domestic and herbal teas. minimum of 15 people.

I

freshly scrambled eggs
crisp applewood bacon and sausage links
breakfast potatoes

\$14.00 per person

II

sliced seasonal fresh fruit and berries
texas french toast with maple syrup and powdered sugar
crisp applewood bacon

\$15.00 per person

III

poached eggs and canadian bacon atop a
toasted english muffin with hollandaise sauce
served with home fries

\$16.00 per person

IV

ham and cheese omelet
served with half a belgian waffle
crisp bacon or sausage link
warm maple syrup

\$18.00 per person

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INN AND SPA
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breakfast buffets

I

choice of two chilled fruit juices
sliced seasonal fruit and berries
freshly scrambled eggs
crisp applewood bacon and sausage
breakfast potatoes
freshly baked miniature danish, banana nut bread, muffins and croissants
butter, jams and preserves
freshly brewed coffee, decaffeinated coffee and domestic and herbal teas
\$17.00 per person

II

choice of two chilled fruit juices
sliced seasonal fresh fruit and berries
freshly scrambled eggs
crisp applewood bacon and sausage
southwestern breakfast potatoes
biscuits and sausage gravy
buttermilk pancakes with warm syrup, blueberry topping and whipped butter
freshly baked danish, banana nut bread and croissants
butter, jams and preserves
freshly brewed coffee, decaffeinated coffee and domestic and herbal teas
\$23.00 per person

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breakfast buffet add-ons

breakfast burrito

freshly scrambled eggs, warm flour tortillas, crumbled bacon and sausage, fresh salsa, cheddar, scallions and sour cream

\$4.00 per person

carved virginia ham

\$5.00 per person

(chef attendant required @ \$75 per 50 people)

bloody mary and mimosa bar

\$5.00 per drink

pancake station

minimum 25p

made to order with:

blueberries, bananas or chocolate chips

offered with maple syrup and whipped cream

\$7.00 per person

(chef attendant required @ \$75 per 50 people)

omelet station

minimum 25p

made to order with:

ham, cheese, peppers, baby spinach, tomatoes, mushrooms and onions

offered with pico de gallo

\$7.00 per person

(chef attendant required @ \$75 per 50 people)

waffle station

minimum 25p

toppings to include:

vermont maple syrup,

macerated strawberries, chocolate chips and whipped cream

\$9.00 per person

(chef attendant required @ \$75 per 50 people)

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INN AND SPA
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plated lunch

all entrees include: choice of one starter and dessert, freshly baked bread service, freshly brewed iced tea, coffee and tea service

starters choose one

maryland crab soup
citrus salad
caesar salad
mixed green salad
tomato-basil bisque

entrees

roasted breast of chicken	garlic mashed potatoes, carrots, baby spinach, and natural jus \$18.00 per person
chicken tuscan	chef's choice of pasta, marinated artichokes, grape tomatoes and asparagus in a alfredo cream sauce \$19.00 per person
pan-seared salmon	pear and apple relish, wild rice and seasonal vegetables \$21.00 per person
pan-seared rock fish	lemon butter beurre blanc, chef's risotto and seasonal vegetable \$23.00 per person
grilled bistro steak	red bliss potatoes, carrots, wild mushrooms and natural jus \$24.00 per person
maryland crabcake	broiled, chef's potatoes and sweet and spicy cabbage slaw market price per person
mediterranean ratatouille casserole	eggplant, squash, peppers, onions, pasta and herbs, topped with 4 cheeses ?? per person
artichoke heart wellington	artichoke heart with a savory mushroom and herb filling, wrapped in light puff pastry and served with a lemon hollandaise sauce ?? per person
tuscan vegetable tart	light herb pastry filled tuscan style, with vegetable ragout, chargrilled eggplant and a veloute sauce with red pesto and brie ?? per person

desserts choose one

key lime pie
bittersweet chocolate tart, whipped cream, raspberries
fresh berries and crème anglaise
new york cheesecake
chocolate mousse cake
trio of alizée sorbet

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INN AND SPA
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lunch buffet

colonnade lunch buffet

seasonal greens

entrees – select two

lemon and herb grilled breast of chicken

stuffed chicken with mushroom duxelle

oven seared salmon with lemon dill sauce

sliced roast beef with sherry mushroom sauce

london broil

pistachio crusted pork loin

chef's selection of accompaniments

rolls and butter

assorted desserts

\$27.00 per person

mediterranean salad buffet

greek salad with feta cheese, kalamata olives and greek dressing

cucumber salad with mint yogurt sauce

antipasto salad of marinated vegetables

grilled chicken kabobs marinated with herbs

spanikopita alizée

seasoned basmati rice

assorted flat breads & pita served with hummus

assorted desserts

coffee, decaffeinated coffee & iced tea

\$25.00 per person

hopkins deli

soup du jour

sliced roast beef, ham, turkey & salami

assorted cheeses

lettuce, tomato, onion & dill pickles

gourmet mustard & mayonnaise

assorted breads to include rye, croissants & kaiser rolls

choice of two salads:

red bliss potato salad, zesty lemon pasta salad

sweet & spicy cabbage slaw, tomato cucumber salad with feta cheese

seasonal fruit bowl & assorted desserts

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lunch buffet II

that's italian

tomato mozzarella salad
traditional caesar salad
vegetable lasagna or cheese tortellini with a roasted garlic cream sauce
grilled breast of chicken with a rosemary lemon butter
thyme scented italian vegetables with fresh tomatoes
focaccia bread and garlic breadsticks with sweet butter
tiramisu

\$27.00 per person

asian express

grilled chicken with oriental glaze (cold)
on a bed of mixed greens
sesame noodles
beef & broccoli with spicy garlic sauce
jasmine rice
mixed asian stir fry
almond cookies

\$25.00 per person

wood smoked bbq

mixed greens with crumbled blue cheese, candied pecans and
apple-cider vinaigrette
sweet cabbage slaw
three bean chili
from our wood smoker:
"beer can" chicken
bbq pulled pork
smoked sausage with caramelized onions and peppers
house-made bbq sauce
selection of breads and rolls
macaroni and cheese
butter poached corn on the cob
assorted desserts
freshly brewed iced tea, coffee and tea service

\$32.00 per person

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bag lunch package

\$18.00 per person

all bag lunches include:

sandwich selection, chef's choice of salad selection

seasonal whole fruit and potato chips

chef's selection of dessert item

bottled water or assorted soft drinks

sandwich options

honey ham on rustic bread

caramelized onions and swiss cheese

roast beef on a hearty baked bun

bleu cheese and roasted tomatoes

slow roast turkey on a ciabatta

with havarti cheese

grilled chicken in wheat tortilla

lemon rosemary mayo, golden raisins and spinach

ripe tomato and mozzarella on a ciabatta

balsamic spread, portobello mushroom and shaved red onion

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afternoon breaks

stadium break

freshly popped popcorn
soft pretzels with mustard
mini candy bars and cracker jacks, trail mix
assortment of sodas, bottled spring waters, coffee and tea service
\$14.00 per person

the chocoholic

chocolate chip cookies
chocolate dipped pretzels
strawberries
double fudge brownies
toasted nuts in martini glasses, candy bars
assortment of sodas, bottled spring waters, coffee and tea service
\$14.00 per person

tropical breezes

tropical fruit skewers
banana cream pies
white chocolate macadamia nut cookies and frozen fruit bars
assortment of sodas, bottled spring waters, coffee and tea service
\$12.00 per person

based on one hour time frame.

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afternoon breaks II

health and wellness

sliced fresh seasonal fruit
granola bars & nutrigrain bars
yogurt with granola topping
vegetable crudite with dips
bottled juices, assorted soft drinks & mineral waters

\$13.00 per person

english tea time

chef's selection of assorted finger sandwiches
assorted scones, pound cake & biscuits
butter cookies and sweets
selection of herbal teas
butter & marmalade
lemon wedges, honey & sugar cubes

\$15.00 per person

afternoon a la carte

individual bags of chips, pretzels, or peanuts	\$2 each
individual bags of chocolate covered raisins or chocolate covered pretzels	\$3 each
assorted roast beef, ham and turkey sliders	\$5 each
energy bars, granola and nutri-grain bars	\$3 each
assortment of candy bars	\$2 each
soft pretzels with mustard	\$4 each
haagen-dazs ice cream bars	\$5 each
frozen fruit bars	\$4 each
freshly baked cookies or brownies by the dozen	\$36
popcorn cart freshly popped popcorn from an antique style popcorn wagon	\$2 each

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hors d'oeuvres

mini coconut lobster tails	\$200 per 50 pieces
macaroni and cheese	\$125 per 50 pieces
tequila shrimp kebabs	\$150 per 50 pieces
coconut shrimp with thai chili sauce	\$175 per 50 pieces
maryland mini crab cakes with rémoulade	\$175 per 50 pieces
mango barbeque chicken saté	\$125 per 50 pieces
parmesan artichoke heart	\$125 per 50 pieces
spanikopita phyllo filled with spinach and feta cheese	\$125 per 50 pieces
portobello mushroom quesadillas flour tortillas filled with monterey jack cheese & chiles	\$100 per 50 pieces
stuffed artichokes with crabmeat, shallots & bread crumbs	\$150 per 50 pieces
chicken quesadillas flour tortillas filled with melted monterey jack cheese & chiles	\$100 per 50 pieces
shrimp crostini mixture of shrimp, green onions, cream cheese & fresh dill on baguette slices	\$150 per 50 pieces
smoked salmon on pumpernickel with cream cheese & fresh dill	\$150 per 50 pieces
clams casino	\$150 per 50 pieces
oriental spring rolls	\$100 per 50 pieces

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hors d'oeuvres II

roasted peppers with feta cheese on toast points	\$75 per 50 pieces
sun-dried tomato & chèvre tartlets	\$100 per 50 pieces
cajun chicken brochettes	\$125 per 50 pieces
scallops wrapped in bacon	\$150 per 50 pieces
melon wedges wrapped in prosciutto ham	\$75 per 50 pieces
oysters rockefeller	\$150 per 50 pieces
chili-rubbed bistro steak on tortilla toast points with southwestern aioli	\$150 per 50 pieces
fresh fruit kebabs with raspberry yogurt dipping sauce	\$75 per 50 pieces
teriyaki beef skewers	\$150 per 50 pieces
jumbo shrimp cocktail	\$175 per 50 pieces
lamb lollipops	\$200 per 50 pieces

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stations and presentations

international & domestic cheese display

served with sliced baguette & assorted crackers
garnished with fresh fruit

\$12.00 per person

seasonal melons & fancy fruit

fresh seasonal melons, pineapple and grapes
fruited yogurt dip

\$6.00 per person

crudité display

crisp garden vegetables
chef's choice of dips

\$5.00 per person

grilled crudité display

marinated seasonal vegetables

\$8.00 per person

salad station

classic caesar salad
garlic croutons & grated parmesan cheese
garlic bread

\$6.00 per person

add chicken or shrimp

\$6 per person (chicken)

\$10 per person (shrimp)

(prepared in the room, please add a \$125.00 chef fee)

antipasto display

prosciutto, coppa, mortadella, pepperoni, provolone & mozzarella
served with marinated vegetables, olives & italian breads

\$9.00 per person

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stations and presentations

bruschetta station

oven-baked garlic bruschetta

toppings include roasted mushrooms with garlic & herbs,
roma tomatoes, mozzarella & basil-olive tapenade

\$7.00 per person

the raw bar

(minimum 30 guests)

steamed shrimp, clams & oysters on the half shell

mignonette sauce, cocktail sauce, tobasco & lemon wedges

\$35.00 per person

add snow crab claws **\$40 per person**

\$125.00 attendant fee

whole poached salmon

(minimum of 40 people)

classic garnishes & dill dressing

assorted crackers

\$14.00 per person

baked brie

(minimum of 20 guests)

encrusted in a golden brown pastry shell

garnished with dried fruits

& brown sugar

\$9.00 per person

hot crab dip

served with assorted toast points and crackers

\$10.00 per person

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INN AND SPA
AT THE COLONNADE
BALTIMORE

A DOUBLÉTREE HOTEL

stations & presentations

all stations minimum of 30 people

special spuds

yukon gold, sweet and purple
mashed taters presented in martini
glasses with whipped butter, hickory
smoked bacon, grated cheddar,
green onions and sour cream

\$12.00 per person

pasta

rigatoni with sausage, rapini, and roasted tomato sauce
farfalle pasta with shrimp and
asparagus in tomato cream
penne pasta with artichokes, roasted
red tomatoes and pesto sauce

\$12.00 per person

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carving stations

roast tenderloin of beef

with horseradish mashed potatoes,
mini focaccia rolls, dijon mustard,
mayo, horseradish and natural jus

\$450 (serves 50)

whole roasted strip loin of beef

with roasted garlic mashed potatoes,
pepper parmesan rolls, dijon mustard,
mayo and horseradish

\$375 (serves 50)

bourbon glazed ham

with jalapeño mac 'n cheese,
honey wheat rolls and dijon mustard

\$325 (serves 50)

roasted whole turkey

with sage stuffing, house-made natural
gravy, silver dollar rolls, cranberry sauce,
mayo and dijon mustard

\$325 (serves 50)

barbeque brisket

with caramelized onion bbq sauce,
sweet and spicy cabbage slaw
assorted breads rolls

\$325 (serves 50)

prices based on 2 hours of service

\$125 attendant/carver fee

20% service charge and 6% sales tax

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INN AND SPA
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A DOUBLETREE HOTEL

plated dinner

all entrees include: choice of one starter and dessert, chef's choice of seasonal vegetable and starch, freshly baked bread service, freshly brewed iced tea, coffee and tea service

starters choose one salad or soup

baby spinach salad colonnade salad caesar salad
tomato-basil bisque maryland crab soup

entrees

pan seared salmon filet	served with a saffron beurre blanc \$35.00 per person
seared halibut	in a citrus butter \$36.00 per person
maryland style crab cake	served with a remoulade sauce \$38.00 per person
grilled filet mignon	grilled filet mignon with shitake mushroom and madeira wine sauce \$38.00 per person
new york strip	served with a garlic demi \$35.00 per person
roasted lamb chop	served with mint flavored demi glacei \$42.00 per person
oven roasted breast of chicken	with a pesto cream sauce \$29.00 per person
pecan encrusted breast of chicken	a boneless breast of chicken served with georgia peach chutney \$33.00 per person
stuffed chicken breast	with roasted red peppers and gruyere cheese with a sun dried basil cream sauce \$35.00 per person
penne pasta and seared marinated shrimp	served with a roasted red pepper, pancetta basil cream sauce \$31.00 per person
mediterranean ratatouille casserole	eggplant, squash, peppers, onions, pasta and herbs, topped with 4 cheeses ?? per person
artichoke heart wellington	artichoke heart with a savory mushroom and herb filling, wrapped in light puff pastry and served with a lemon hollandaise sauce ?? per person
tuscan vegetable tart	light herb pastry filled tuscan style, with vegetable ragout, chargrilled eggplant and a veloute sauce with red pesto and brie ?? per person

desserts choose one

key lime pie
bittersweet chocolate tart, whipped cream, raspberries
fresh berries and crème anglaise
new york cheesecake
chocolate mousse cake
trio of alizée sorbet

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dinner buffet packages

(minimum of 30 people)

buffet prices based on 1.5 hours of service

\$5 upcharge per person for less than 30 guests

a taste of italy

caesar salad

antipasto platter to include artichokes, mushrooms, grilled italian vegetables, peppers, mortadella, salami, provolone and mozzarella

grilled italian sausage smothered in peppers and onions

broiled rosemary chicken breast with garlic and olive oil

sicilian style ratatouille, fettuccini alfredo with a light cream sauce

focaccia and garlic bread

assorted desserts

freshly brewed coffee and assorted teas

\$42.00 per person

the baltimore

maryland crab soup

mixed greens with shrimp and assorted dressings

sliced sirloin with cognac mushroom demi-glaze

grilled salmon with a roasted tomato basil coulis

garlic roasted red potatoes

steamed seasonal fresh vegetables

fresh rolls with butter

assorted desserts

freshly brewed coffee and assorted teas

\$49.00 per person

\$6 add-on maryland crab cake

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dinner buffet packages II

(minimum of 30 people)

buffet prices based on 1.5 hours of service

*\$5 upcharge per person for less than 30 guests

the roland park

crisp tossed greens with assorted dressing

red potato salad, italian pasta salad

sliced seasonal fresh fruit with assorted cheeses

teriyaki chicken breast with a cabernet scallion sauce

marinated bistro steak with natural au jus

sautéed fresh vegetables with garlic butter and white wine

rice pilaf -or- oven roasted red potatoes

fresh rolls and butter

assorted desserts

***\$49.00 per person**

maryland crab feast

cream of crab soup

steamed shrimp

sliced tomatoes & fresh mozzarella

marinated cucumbers with dill dressing

gathered field greens

assorted dressings

six (6) crabs per person

buttermilk fried chicken

barbecued beef

silver queen corn & roasted red potatoes

hush puppies

sweet and spicy coleslaw

warm rolls & butter

maryland dessert table

coffee & decaffeinated coffee

brewed iced tea with lemon slices

market price

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INN AND SPA
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A DOUBLÉTREE HOTEL

dessert action stations

chocolate fountain

lava of flowing creamy chocolate
includes fresh fruit, pound cake
and pretzels for your dipping pleasure

\$10.00 per person

\$500 fountain rental

bananas foster

bananas sautéed with rum and
banana liquor, served over a scoop of vanilla ice cream

\$10.00 per person

ice cream sundae bar

vanilla, chocolate and strawberry
ice cream served with assorted
toppings to include: hot fudge,
butterscotch, strawberry sauce,
crushed oreo cookies, m&m's,
chopped nuts, cherries and
whipped cream

\$10.00 per person

sweet crepes

chocolate and sweet batter
crepes
offered with assorted fruit
toppings, ganache and whipped cream

\$10.00 per person

station attendant \$125 for 1.5 hours

one attendant per 100 guests

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INN AND SPA
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cocktail packages

host bar

on consumption, charges based on number of consumed drinks

deluxe/ premium cocktails	\$9/8
imported beer	\$8
domestic beer	\$6
imported beer	\$8
glass of wine	\$9
assortment of sodas	\$3
bottled spring waters	\$4

package bar

unlimited consumption, price per person, based on guarantee or actual attendance

	deluxe/ premium
one hour	\$24/ \$21
two hours	\$30/ \$27
three hours	\$35/ \$32
four hours	\$39/\$45
wine, beer & soft drink bar	\$14.00 per hour

deluxe brand cocktails

jack daniels, tanqueray, absolute, chivas regal, crown royal, captain morgan spiced rum and 1800, heineken, amstel light, corona, samuel adams seasonal

premium brand cocktails

jim beam, gordon's, smirnoff, grants scotch, canadian club, bacardi and sauza gold, budweiser, miller lite, coors light

\$125 bartender fee for up to 3 hours

\$25 each additional hour

1 bartender per 100 guests

20% service charge and 6% sales tax

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INN AND SPA
AT THE COLONNADE
BALTIMORE
A DOUBLETREE HOTEL

terms and conditions

1. Food

Patron will be providing its own food. Patron is responsible for setting up and cleaning up after event.

2. Beverage

The Inn at the Colonnade, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the MD State Legislative Commission's regulations. The Inn will strictly enforce Maryland beverage laws. Underage drinking or consumption of non-hotel-purchased alcohol will result in immediate event termination.

3. Rooms and Rental

Banquet space will be assigned based on setup requirements and number of guests. The Inn at the Colonnade reserves the right to reassign function rooms as needed to ensure maximum efficiency and guest service. Inn management will make every effort to inform client of a room change; however, prior notification is not guaranteed. Banquet rooms must be vacated promptly on schedule.

4. Deposit

If no credit is established, an advanced deposit will be required at the signing of the initial contract. Receipt of the deposit will confirm space requirements. 100% of the estimated revenue will be due 14 days prior to the function without exception. The hotel reserves the right to cancel any functions that have not met these deposit requirements. Any incidental charges incurred during functions will be added to guest account. Any discrepancies in count or charges should be identified and resolved with management prior to departure. Credit can be established up to 45 days before your event and is applicable only for groups with repeat events. If credit has been established with the hotel, the charges may be direct billed.

5. Parking

Parking at The Inn at the Colonnade is subject to a charge. Parking availability is not guaranteed. Valet services are available. Master billed parking is available upon request.

6. Service Charge/State Tax

The Inn at the Colonnade assesses a service charge* on all food and beverage catered by the Inn. We are required by Maryland state law to levy a state tax* on products sold by the Inn. Please note that this tax will be imposed upon the service charge as well, as required by state law.

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terms and conditions II

7. Displays, Exhibitions and Decorations

All displays, exhibits, and decorations must conform to city code and fire ordinance rules. The hotel will not permit affixing of anything to walls, floors or ceilings of rooms with nails, staples, tape or any other substance unless approval is given. Any damage caused by event attendees will be the responsibility of the event planner. All hotel staff will enforce this policy. The Inn may require additional security or damage deposits. Due to fire codes, taper candles are prohibited. Absolutely no smoke or fog machines allowed at any time. Dry ice is also prohibited.

8. Liability

The Inn at the Colonnade reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought on the property. Safety deposit boxes are available at the front desk if personal property needs to be secured. The Inn assumes no responsibility for personal items left unattended in function rooms or on coat racks.

9. Audiovisual

Audiovisual equipment may be brought in from outside sources, or arranged with the catering office. All audiovisual charges are subject to a service charge and tax. *

10. Labor

A \$125 charge for a four hour max will be applied to all attendants ordered through the catering department. This includes bartenders, butler servers, and coat check attendants.

11. Equipment

All equipment needs must be conveyed to catering staff at time of the booking. Functions that require excessive setup equipment may incur additional rental and setup fees. Special engineering requirements must be specified to the catering department at least 3 business days before the event and may incur a charge.

12. Setup Fees

A \$100 fee will be incurred for the setup of all dance floors, staging, risers, and banners. Outdoor events are subject to a \$2.50 per person setup fee with a \$50 minimum.

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terms and conditions III

13. Specialty Items

The Inn at the Colonnade must arrange all specialty items that will be received and setup by the Inn staff. This includes rental items such as linens, staging, risers, tables, chairs as well as specialty china, glass and silver.

14. Off-Site Catering

For all off-site catering, a 20% delivery charge is added to The Inn at the Colonnade's regular menu prices in addition to the regular service charge and state tax*. Other fees, including rental of china, glass and silver, may apply.

15. Split menus

The hotel is happy to accommodate split entrée requests for a maximum of 75 guests and at the discretion of the catering manager. Guest counts for each entrée must be received 3 business days prior to the event. A maximum of 3 entrees, including vegetarian, may be chosen and guest entrees must be identified with place cards or nametags. Meal pricing for this type of event is at the discretion of the catering manager and will equal, at a minimum, the highest priced entrée.

16. Smoking

The Inn at the Colonnade is a non-smoking facility, with the exception of designated sleeping rooms. Smoking is not allowed in banquet or public spaces. We ask that your guests observe this policy.

* State sales tax is currently 6%. City sales tax is currently 7.5%.
Service charge is currently 20%.

These fees are subject to change without notice.

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