

INN AT THE COLONNADE

4 West University Parkway
Baltimore, Maryland 21218
Tel (410) 235-5400
colonnadebaltimore.com



DOUBLETREE
BY HILTON™



CATERING MENUS

MEETINGS

A LA CARTE

BREAKFAST

LUNCH

BREAKS

PLATED DINNER

DINNER BUFFETS

RECEPTION

BAR SERVICE

A / V

FLOOR PLANS

CONDITIONS



MEETINGS

ALL DAY MEETING PACKAGES

Pricing

Full day: \$70.00 per person

Half day: \$40.00 per person (does not include executive lunch buffet)

Package Services Include

8' Screen, Extension Cord, Power strip

Continental Breakfast (served for 1 hour)

Assorted breakfast breads & pastries

Seasonal sliced fruit

Chilled juices to include: orange, apple and cranberry

Coffee, decaffeinated coffee and hot tea service

Morning Beverage Service Refresh

Coffee

Bottled water

Assorted soft drinks

Executive Lunch Buffet

Simple salad

Soup du jour

Chef's choice of two entrees

Chef's choice of starch and vegetable

Chef's choice dessert

Coffee service

Iced Tea

Afternoon Break

Assorted gourmet cookies

Assorted Individual Bags of Chips

Assorted soft drinks

Coffee service

Iced Tea

Minimum of 15 people, \$5.00 per person added for groups less than 15.

22% service charge and prevailing State sales and beverage tax not included in above pricing.

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BREAKFAST

CONTINENTAL BREAKFASTS

Continental breakfast available until 10:30am. All breakfasts served for 1 hour.

Standard Continental - \$14.00 per person

Choice of two chilled fruit juices (orange, grapefruit, v8[®], apple or cranberry)
Assortment of Danish, muffins & croissants
Butter, jams & preserves
Freshly brewed coffee, decaffeinated coffee and assorted teas

Continental Plus - \$17.00 per person

Choice of two chilled fruit juices (orange, grapefruit, v8[®], apple or cranberry)
Seasonal sliced fruit & Berries
Fruit yogurt & granola
Freshly Baked Croissants
Assorted breakfast breads
Freshly brewed coffee, decaffeinated coffee and assorted teas

BREAKFAST BUFFETS

All breakfasts served for 1 hour. Minimum of 20 people. \$5.00 per person added for groups less than 20.

Colonnade Buffet - \$20.00 per person

Choice of two chilled fruit juices (orange, grapefruit, v8[®], apple or cranberry)
Seasonal sliced fruit
Freshly scrambled eggs
Crisp applewood-smoked bacon and sausage
Breakfast potatoes
Freshly baked assorted miniature breakfast breads
Butter, jams & preserves
Freshly brewed coffee, decaffeinated coffee and assorted teas

Colonnade Brunch \$33.00 per person

Choice of two chilled fruit juices (orange, grapefruit, v8[®], apple or cranberry)
Seasonal sliced fruit
Freshly scrambled eggs
Crisp applewood-smoked bacon or sausage
Breakfast potatoes
Buttermilk pancakes (with warm syrup, blueberry topping and whipped butter)
Attended made-to-order omelet station (\$100 attendant fee per 50 people)
with ham, cheese, peppers, spinach, tomatoes, mushrooms and onions
Freshly baked assorted miniature breakfast breads
Butter, jams & preserves
Freshly brewed coffee, decaffeinated coffee and assorted teas

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BREAKFAST

BREAKFAST BUFFET SPECIALITY UPGRADES

(Chef attendant required @ \$100.00 per 50 people for all listed buffet upgrades)

All breakfasts served for 1 hour. Minimum of 20 people. \$5.00 per person added for groups less than 20. All prices in addition to our standard buffet breakfast menus

Pancake and Waffle Station

\$9.00 per person

(Minimum 25 people)

Made-to-order with blueberries, strawberries, walnuts, maple syrup and whipped cream

Attended made-to-order Omelet Station **\$10.00 per person**

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

Bloody Mary and Mimosa Bar

\$12.00 per person

Served for 1 hour (\$50.00 bartender fee)

Whole poached Salmon Display

\$10.00 per person

(minimum of 40 people)

Classic garnishes & dill dressing
Assorted crackers and crème fraiche

BREAKFAST EXTRAS

English Muffins

\$2.00 each

Hard Boiled Eggs

\$12.00 Dozen

Frittata /Vegetarian

\$4.00 Per Person

Frittata /Maryland Crab & Spinach

\$5.00 Per Person

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BREAKS

THEMED BREAKS

(based on one hour time frame)

Stadium Break - \$14.00 per person

Freshly popped popcorn
Soft pretzels with mustard
Candy bars and, trail mix
Assortment of sodas, Lemonade, coffee and tea service

The Chocoholic -\$18.00 per person

Chocolate chip cookies
Chocolate dipped pretzels & strawberries
Double fudge brownies
Assorted candy bars
Assortment of sodas, bottled spring waters, coffee and tea service

Fruitlicious-\$15.00 per person

Tropical fruit skewers
Seasonal Berry Bowl
Assorted Fruit tarts
Carafes Of Fruit Juice
Assortment of sodas, bottled spring waters, coffee and tea service

Health and Wellness - \$14.00 per person

Sliced fresh seasonal fruit
Granola bars & nutri-grain bars
Yogurt with granola topping
Vegetable crudité's with dips
Bottled juices & waters

English Tea Time - \$17.00 per person

Chef's selection of assorted finger sandwiches
Assorted scones, pound cake & biscuits
Butter cookies and sweets
Selection of herbal teas
Sweet cream and flavored butters
Lemon wedges, honey & sugar cubes

Dip it! -\$17.00 per person

Toasted Pita Chips & Hummus
Vegetable Crudite & Rand Dip
Tortilla Chips & Salsa
Sliced Fruit with Raspberry Yogurt Dip
Soft Drinks & Lemonade

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A LA CARTE

BEVERAGE

Freshly brewed coffee (20 cups per gallon)	\$45.00/gallon
Freshly brewed decaffeinated coffee (20 cups per gallon)	\$45.00/gallon
Selection of domestic and herbal teas	\$45.00/gallon
Freshly brewed iced tea	\$45.00/gallon
Lemonade	\$45.00/gallon
Bottled water (12oz. bottles)	\$3.00/each
Assorted soft drinks (12 oz. Coca Cola® products)	\$3.00/each
Chilled bottled juices	
(10oz. bottles of orange, grapefruit, cranberry, v8® or apple)	\$4.00/each
Red bull® (8oz cans)	\$5.00/each
Assorted Gatorade® sports drinks (20 oz. bottles)	\$4.00/each

BREAKFAST DELIGHTS

Individual fruit yogurts	\$2.00/each
Individual boxed cereals with milk	
(Special K®, Rice Krispies®, Corn Flakes®, Cheerios®, Raisin Bran® & Frosted Mini Wheats®)	\$4.00/each
Individual Milks	\$3.00 each
Sliced seasonal fresh fruit and berries	\$5.00/ person
Assorted muffins	\$36.00/dozen
Assorted danish pastries	\$36.00/dozen
Croissants	\$36.00/dozen
Bagels with cream cheese	\$36.00/dozen

AFTERNOON A LA CARTE

Individual bags of chips or pretzels	\$2.00 each
Energy bars, granola and multi-grain bars	\$3.00 each
Assortment of candy bars	\$3.00 each
Soft pretzels with mustard	\$4.00 each
Cookies or brownies by the dozen	\$36.00/dozen
Freshly popped popcorn from an antique-style popcorn wagon	\$4.50/person

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LUNCH

PLATED LUNCH

All entrees include: choice of one starter & dessert and freshly baked bread service, Chef's choice of starch and vegetable, freshly brewed iced tea, coffee & tea service.

Starters (choose one)

Berry Trio Salad – Three seasonal berries with mesculin greens and raspberry vinaigrette
Caesar Salad
Mixed Green Salad
Soup du Jour

Entrees

Roasted Rosemary Breast of Chicken - \$24.00 per person

Slow-roasted airline chicken breast topped with white wine cream

Citrus & Cilantro Marinated Chicken- \$24.00 per person

Served with Olive Oil tapenade

Grilled Salmon - \$27.00 per person

Honey, Teriyaki, or in a Beurre Blanc

Grilled Bistro Steak - \$30.00 per person

Seared and cooked to medium with wild mushrooms

Maryland Crab Cake - Market price per person

Broiled lump crab cake

Vegetable Napoleon - \$22.00 per person

Marinated grilled portabella mushroom, squash, red onions and beefsteak tomatoes. Finished in the oven and served over our house marinara sauce

Desserts (choose one)

Strawberry tart
Fresh berries and crème anglaise
Chocolate mousse cake
Seasonal berry sorbet serves with a wafer slice
Vanilla or chocolate ice cream

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Starters (choose one)

Berry Trio Salad – Three seasonal berries with mesclun greens and raspberry vinaigrette
Maryland Crab Soup
Caesar Salad
Mixed Green Salad
Soup du Jour

Entrees

Citrus & Cilantro Chicken - \$30.00 per person

Served with olive oil tapenade, herb roasted potatoes, & Seasonal Squash

Chicken Tuscany - \$24.00 per person

Served in a white wine, butter

Pan Seared Sea Bass- \$38.00 per person

Served with a melange of julienne vegetables and roasted fingerling potatoes

Grilled Bistro Steak - \$30.00 per person

Seared and cooked to medium with wild mushrooms

Maryland Crab Cake - \$38.00

Broiled lump crab cake

Vegetable napoleon - \$22.00 per person

Marinated grilled portabella mushroom, squash, red onions and beefsteak tomatoes. Finished in the oven and served over our house marinara sauce

Desserts (choose one)

Strawberry tart
Fresh berries and crème anglaise
Chocolate mousse cake
Wild berry or lemon sorbet
Vanilla or chocolate ice cream

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LUNCH BUFFETS

Minimum of 20 people. \$5.00 per person added for groups less than 20.

Colonnade Lunch Buffet - \$32.00 per person

Seasonal greens with assorted dressings
Entrees (select two)
Chicken Marsala
Rosemary chicken
Oven-seared salmon
Sliced roast beef with sherry mushroom sauce
Montréal-crusted pork loin
Chef's selection of accompaniments
Rolls and butter
Assorted desserts
Coffee, decaffeinated coffee, tea & iced tea

Mediterranean Salad Buffet - \$30.00 per person

Greek salad with feta cheese, kalamata olives and Greek dressing
Cucumber salad with mint yogurt sauce
Antipasto salad of marinated vegetables
Herbed grilled chicken breast
Spanikopita
Seasoned basmati rice
Rustic bread & pita served with hummus
Baklava & dried cookies
Coffee, decaffeinated coffee & iced tea

Hopkins Deli - \$26.00 per person

Soup du jour Or Garden Salad
Assorted pre-made baguette sandwiches containing sliced roast beef, ham turkey , plum tomato & Mozzarella on Rye
assorted cheeses
Lettuce, tomato, onion & dill pickles
Gourmet mustard & mayonnaise
Choice of two salads:
Red bliss potato salad
Italian pasta salad
Sweet & spicy cabbage slaw
Mozzarella salad
Seasonal fruit bowl & assorted cookies & brownies
Coffee, decaffeinated coffee & iced tea

Make your own sandwich buffet - \$29.00 per person

Served as the Hopkins Deli with assorted artisan breads

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LUNCH

LUNCH BUFFETS CONTINUED

Minimum of 20 people. \$5.00 per person added for groups less than 20.

That's Italian! - \$30.00 per person

Tomato mozzarella salad
Traditional Caesar salad
Choice of two entrees
Vegetable lasagna
Cheese tortellini with a roasted garlic cream sauce
Grilled breast of chicken with a rosemary lemon butter
Italian meatballs
Italian sausage & peppers
Chicken parmesan
Shrimp parmesan (add \$2.00 per person)
Thyme-scented Italian vegetables with fresh tomatoes
Garlic breadsticks
Tiramisu
Coffee, decaffeinated coffee & iced tea

South Of the Border- \$28.00 per person

Chicken Tortilla Soup
Warm Flour Tortillas & Hard Shell Tacos
Grilled Chicken & Beef Strips
Sautéed Onions & Peppers
Spanish Rice
Black Beans
Salsa, Guac, Tomatoes, Sour Cream, Shredded Cheddar Cheese
Coffee, decaffeinated coffee & iced tea

Wood Smoked BBQ - \$32.00 per person

Mixed greens with crumbled blue cheese, candied pecans and apple-cider vinaigrette
Sweet cabbage slaw
Three bean chili
From our wood smoker :
Beer BBQ" chicken
BBQ pulled pork
BBQ baby back ribs
House-made BBQ sauce
Selection of breads and rolls
Macaroni and cheese
Butter poached corn on the cob
Assorted desserts
Coffee, decaffeinated coffee & iced tea

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LUNCH

BOXED LUNCHES- \$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

Selection of (3) Sandwich Options

Honey ham on rustic bread with Swiss cheese

Roast beef on a brioche bun, with provolone

Slow-roasted turkey on wheat-berry bread with Swiss cheese

Grilled chicken in wheat tortilla

Ripe tomato and mozzarella on ciabatta

Bagged lunches will be set up as a grab & go station unless otherwise specified

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DINNER

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)

- | | |
|--------------------|---------------------|
| Caprese Salad | Simple Salad |
| Caesar Salad | Tomato-Basil Bisque |
| Maryland Crab Soup | |

Entrees (priced per person)

- | | |
|---|---------|
| Pan seared salmon filet served with a saffron beurre blanc | \$38.00 |
| Seared halibut in a citrus butter | \$41.00 |
| Maryland-style crab cake duo served with a remoulade sauce | \$41.00 |
| Grilled filet mignon with shiitake mushroom and Madeira wine sauce | \$44.00 |
| New York strip served with a garlic demi -glace | \$42.00 |
| Surf & Turf Tenderloin of Beef Served with 4 Jumbo Shrimp | \$58.00 |
| Breast of chicken stuffed with crab imperial and served With a Old Bay® cream sauce | \$36.00 |
| Skin On Rosemary Infused chicken | \$32.00 |
| Citrus & Cilantro Chicken | \$36.00 |
| Stuffed chicken breast with roasted red peppers and a sun-dried tomato basil cream sauce | \$32.00 |
| Penne pasta and seared marinated shrimp or chicken served with a roasted red pepper, pancetta basil cream sauce | \$31.00 |
| Pasta primavera: penne pasta tossed in oil and sautéed vegetables | \$27.00 |
| Grilled vegetable napoleon of eggplant, peppers, mushrooms, zucchini atop of red sauce | \$27.00 |

Desserts (choose one)

- | | |
|---------------------|--|
| Seasonal Fruit Tart | Fresh Berries topped with Crème Anglaise |
| New York Cheesecake | Chocolate Mousse Cake |

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DINNER BUFFETS (minimum of 30 people) –
buffet prices based on 1.5 hours of service

A taste of Italy - \$42.00 per person

Caesar salad

Antipasto platter - include artichokes, mushrooms, grilled Italian vegetables, peppers, portabella, salami, provolone and mozzarella

Entrees: Selection of Two

Grilled Italian sausage smothered in peppers and onions

Traditional Chicken Parmesan

Sicilian style ratatouille

Fettuccini alfredo with a light cream sauce

Focaccia and garlic bread

Assorted desserts

Freshly brewed coffee and assorted teas

The Roland Park – \$45.00 per person

Garden Salad Or Caesar Salad

Entrees: Selection of Two

Teriyaki chicken breast with mango chutney

Sliced sirloin with cognac mushroom demi-glace

Chicken Piccata

Grilled Chicken /Tomatoes/ Onions/White Rice

Sautéed fresh vegetables with garlic butter and white wine

Rice pilaf -or- oven roasted red potatoes

Fresh rolls and butter

Assorted dessert display

Freshly brewed coffee and assorted teas

The Baltimore - \$55.00 per person

Maryland crab soup

Garden Salad /Champagne Vinaigrette Dressing

Selection of 3 Entrees:

Grilled Flank Steak with a Mushroom Reduction

Crispy Fried chicken

Marinated bistro steak with natural au jus

Chicken Imperial

Pasta Primavera

Garlic roasted red potatoes

Steamed seasonal fresh vegetables

Fresh rolls with butter

Assorted desserts

Freshly brewed coffee and assorted teas

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HORS D'OEUVRES

six to eight pieces per person recommended for a one hour reception

Coconut Lobster Tails	\$250 per 50 pieces
Tequila shrimp kebabs	\$200 per 50 pieces
Marinated Chicken Or beef Kebabs	\$150 per 50 pieces
Coconut shrimp with Thai chili sauce	\$200 per 50 pieces
Maryland mini crab cakes with remoulade	\$200 per 50 pieces
barbeque chicken satay	\$125 per 50 pieces
Fried Parmesan artichoke heart	\$125 per 50 pieces
Spanikopita	\$125 per 50 pieces
Vegetable quesadillas	\$125 per 50 pieces
Chicken quesadillas	\$125 per 50 pieces
Shrimp Crostini	\$175 per 50 pieces
Smoked salmon on brioche toast points	\$150 per 50 pieces
Strawberry Shortcake Shooters	\$125 per 30 pieces
Asian spring rolls	\$100 per 50 pieces
Assorted Mini Quiche	\$100 per 50 pieces
Cajun chicken brochettes	\$125 per 50 pieces
Scallops wrapped in bacon	\$150 per 50 pieces
Buffalo Wings/ Sliced Celery	\$100 per 50 pieces
Chili-rubbed bistro steak on tortilla toast points	\$150 per 50 pieces
Fresh fruit kebobs with raspberry yogurt	\$150 per 50 pieces
Teriyaki beef skewers	\$150 /50 pieces
Jumbo shrimp cocktail	\$175 /50 pieces
Lamb lollipops	\$200 / 50 pieces
Beef franks in a blanket	\$100 / 50 pieces
Chicken Wellington	\$150 / 50 pieces
Potato Samosa	\$150.00 /50 pieces
Antipasto Skewers	\$150 per 50 pieces
Domestic Cheese & Cracker display`	\$175.00 serves 50
Tomato/Mozzarella Bruschetta	\$150.00 serves 50
Chicken /Beef Sliders	\$100.00 /50 pieces
Mini Caesar Salads served in Phyllo Cups	\$175.00/50 pieces

An attendant fee of \$50.00 per server will be added to any hand passed horsdoeuvre service, One per 50 people

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RECEPTION

COCKTAIL RECEPTION

\$38 per person plus tax and gratuity

House Beer & Wine
Soft Drinks
Bottled Water

Selection of Four :

Assorted Mini Dessert Display

Cheese Board Display

Seasonal Fruit Display

Stuffed Mushroom Caps

Crudite with dipping sauces

Mini Chicken Wellington

Mini Beef Wellington

Black Bean Quesadillas

Mini Caesar Salads in Phyllo Cups

Tomato /Mozzarella Bruschetta on crostini

Hummus/Pita Chips

Beef tenderloin on Crostini

Antipasto Skewers

Spanikopita

Beef Sate

Pricing based on 1.5 hours of service

** Non Alcohol Option \$25.00++ Per Person: Included Fruit
Infused Water, Soft Drinks & Bottled Water

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CARVING STATIONS

prices based on 1.5 hours of service / \$100 attendant/carver fee

Roast Tenderloin of Beef - \$350 (serves 50 people)

with mini rolls, dijon mustard, mayo, horseradish & natural jus

Whole Roasted Strip Loin of Beef - \$300 (serves 50 people)

with rustic rolls, dijon mustard, mayo and horseradish

Bourbon Glazed Ham - \$250 (serves 50 people)

with honey wheat rolls & dijon mustard

Roasted Whole Turkey - \$250 (serves 50 people)

with house-made natural gravy, silver dollar rolls, mayo and dijon mustard

Barbeque Brisket - \$250 (serves 50 people)

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

ATTENDED STATIONS

prices based on 1.5 hours of service / \$100 attendant/carver fee

Caesar Salad Station - \$15.00 per person

Garlic croutons & grated parmesan cheese
Garlic bread, sautéed chicken and shrimp

The Raw Bar - \$35.00 per person (minimum 30 guests)

Steamed shrimp, clams & oysters on the half shell
Mignonette sauce, cocktail sauce, Tabasco & lemon wedges
Add snow crab claws for an additional \$15 per person

Bananas Foster - \$10.00 per person

Bananas sautéed, before your eyes, with rum and banana liquor, served over a scoop of vanilla ice cream

Ice Cream Sundae Bar - \$10.00 per person

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

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DISPLAY STATIONS

Domestic Cheese Display - \$10.00 per person

Served with assorted crackers and garnished with fresh fruit
Imported Cheese display - \$12.00 per person

Crudité's Display - \$7.00 per person

Crisp garden vegetables with chef's choice of dipping sauces

Grilled Crudité's Display - \$9.00 per person

Marinated seasonal vegetables

Antipasto Display - \$10.00 per person

Prosciutto, coppa, mortatella, capricolla, salami, provolone & mozzarella served with marinated vegetables, olives & Italian breads

Bruschetta Station - \$8.00 per person

Oven-baked garlic bruschetta
Toppings include roasted mushrooms with garlic & herbs, roma tomatoes, mozzarella & basil-olive tapenade

Baked Brie - \$8.00 per person (20 person minimum)

Encrusted in a golden brown pastry shell and garnished with dried fruits & brown sugar

Hot Crab Dip - \$10.00 per person (20 person minimum)

Served with assorted toast points and baguette

Special Spuds - \$8.50 per person

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

Sweet Crepes - \$10.00 per person

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

Chocolate Dipped - \$8.00 per person

Chocolate Dipped strawberries, bananas, pretzels , raisins, marshmallows

Snowball Station \$5.00 per person (20 person minimum) 2-Hour Time Frame/
\$100.00 Attendant Fee Shaved Ice Four Syrup Flavors

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DINNER BUFFETS

RECEPTION

BAR SERVICE

A / V

FLOOR PLANS

CONDITIONS



BAR SERVICE

HOSTED AND CASH BAR

on consumption, charges based on number of consumed drinks

Deluxe/ premium cocktails	\$9/\$10
Imported beer	\$7
Domestic beer	\$5
Specialty imported beer	\$8
Glass of wine	\$8
Assortment of sodas	\$3
Bottled spring waters	\$3

Specialty House Martinis \$8.00 each

OPEN BAR

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

Deluxe/ premium	
One hour	\$24/ \$27
Two hours	\$32/ \$36
Three hours	\$38/ \$43
Four hours	\$42/\$47

Wine, Beer & Soft Drink Bar - \$14.00 per hour, per person

Premium brand cocktails include:

Makers Mark or Jack Daniels®, Tanqueray®, Grey Goose or Belvedere®, 1800 or Patron Tequila®, Crown Royal®, Captain Morgan® spiced rum and 1800®, Heineken®, Amstel light®, Corona®, Samuel Adams® seasonal.

Deluxe brand cocktails include:

Bombay Gin®, Absolut Vodka®, Smirnoff®, Grants® Jim Bean Bourbon, Seagram's 7,Cuervo Gold, Canadian Club®, Bacardi Rum® Budweiser®, Miller Lite®, Coors Light®

\$125 bartender fee for up to 3 hours
\$25 each additional hour
One bartender per 100 guests

22% service charge and prevailing State sales and beverage tax not included in above pricing.

4 West University Parkway, Baltimore, Maryland 21218

(410) 235-5400

colonnadebaltimore.com

MEETINGS

A LA CARTE

BREAKFAST

LUNCH

BREAKS

PLATED DINNER

DINNER BUFFETS

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Data Displays

LCD Data Projector \$350.00
Includes Screen, A/V table, extension Cord, wireless remote advancer

Sound Systems

Podium/Microphone \$50.00
Powered Speakers \$50.00
Wireless Handheld Microphone \$100.00
Wireless Lavalier Microphone \$150.00
Mixer 4-channel \$100.00
Mixer 8-channel \$200.00

Image

42 Inch Television \$350.00
Television/VCR \$100.00
Television/DVD \$150.00
Screen \$100.00

Boards/Easels

Dry Erase Board/Markers \$40.00
Flip Chart Package \$40.00

E-Services

Lap Top Speakers \$50.00
MP3 Player Support Package \$75.00
Includes powered speakers and MP3 Cording

Please call our sales office for any audio / visual equipment that is not listed. Please special order items are available.

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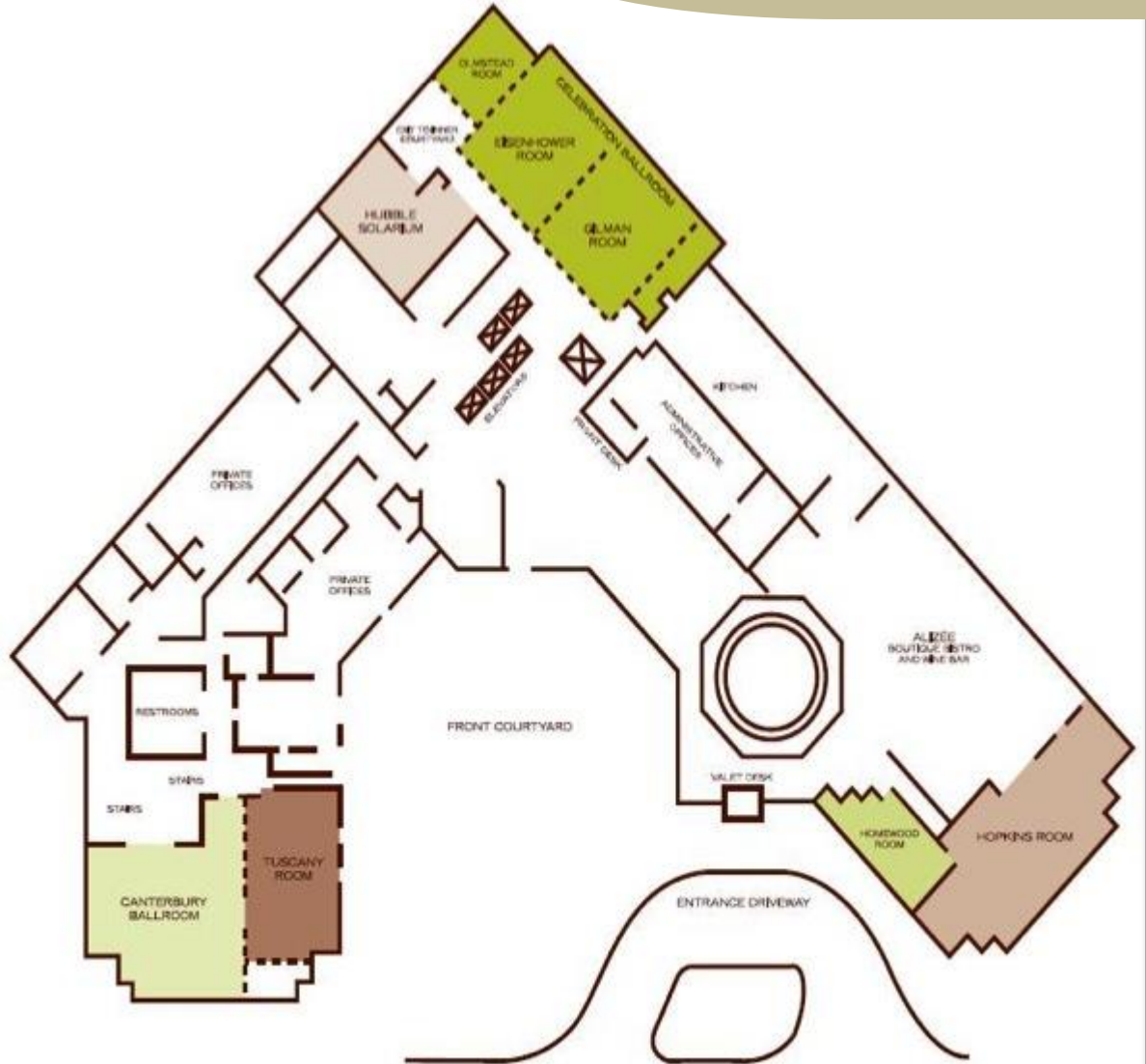
BAR SERVICE

A / V

FLOOR PLANS

CONDITIONS

FLOOR PLANS



Name Of Room	Sq Ft	Dimensions	Classroom	Theatre	Conf	Banquet	U-Shape	Reception
Celebration	1764	28x63x10	50	125	40	75	40	125
Olmstead	532	28x19x10	12	15	10	16	10	15
Eisenhower	644	28x23x10	25	30	25	30	15	40
Gilman	588	28x21x10	15	20	15	25	15	30
Pre-Function	36	21x16x10						15
Hubble Solarium	816	24x34x10	22	50	22	40	22	50
Tuscany	912	38x24x12	36	60	30	50	30	55
Canterbury Ballroom	2772	68x41x12	84	240	40	140	60	200
Canterbury South	1845	45x41x12	50	100	25	70	40	150
The Atrium	1995	46x43x25	50	100	30	85	40	130

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MEETINGS

TERMS & CONDITIONS

A LA CARTE

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.

BREAKFAST

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.

LUNCH

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* and beverage tax on products sold by the Inn and. Please note that this tax will be imposed upon the service charge as well, as required by state law.

BREAKS

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.

PLATED DINNER

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.

DINNER BUFFETS

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. *

RECEPTION

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.

BAR SERVICE

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.

A / V

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.

FLOOR PLANS

CONDITIONS

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