

EST.  1926

INN ON BOLTWOOD

AMHERST, MA

Wedding Menus 2024

30 Boltwood Avenue | Amherst, Ma 01002
413-256-8200
innonboltwood.com

PREMIUM WEDDING PACKAGE

Four and a half hours of open call-level bar during cocktail hour and reception
choice of **two** stationary displays during cocktail hour
choice of **six** passed hors d'oeuvres during cocktail hour
prosecco toast to the newlywed couple
plated two course meal to include choice of salad or appetizer, and entrée
your wedding cake from our preferred cake vendor
includes fresh house-made rosemary focaccia as well as local coffee & hot tea station

To make your wedding day a truly memorable experience, we also offer the following included in our packages:

complimentary wedding suite for the newlywed couple on their wedding night
breakfast for the newlywed couple in our signature restaurant, 30Boltwood, the morning after your reception
champagne and Chef's choice of sweets delivered to your wedding suite
personal venue coordinator to assist throughout your venue planning process
banquet lead to execute all details on your wedding day
personal server to attend to the special needs of the wedding couple
1 bartender per every 75 guests
tables, chairs, glassware, silverware, china
16' x 16' portable dance floor in Dickinson Ballroom, 16' x 24' portable dance floor in Garden Tent
white or ivory linen tablecloths and selection of 20 linen napkin colors
preferred vendor list
complimentary tasting for the engaged couple and customizable menu planning
discounts on additional guests' overnight rooms
hospitality room for private cocktail hour and wedding party photos
unlimited access to the grounds, providing unique photo opportunities throughout all seasons

Friday & Sunday: \$120 per person, plus tax and gratuity
Saturday & Holiday Weekends: \$130 per person, plus tax and gratuity

upgrade to premium hosted bar \$7 per person
upgrade to super-premium hosted bar \$18 per person

final counts to be provided fourteen (14) days in advance of scheduled event

All prices, fees, and room rentals, unless otherwise noted, are subject to a 17% taxable service charge and a 5% taxable administrative fee.
The 5% administrative fee does not represent a tip or service charge for wait staff employees, service employees, or service bartenders.
All prices, fees, service charges and room rentals are subject to 7% sales tax. Prices are subject to change without notice.
Menus are fully customizable. Menu items are subject to seasonality & market availability.

A LA CARTE WEDDING PACKAGE

cash bar during cocktail hour and reception
choice of **one** stationary display during cocktail hour
choice of **four** passed hors d'oeuvres during cocktail hour
prosecco toast to the newlywed couple
plated two course meal to include choice of appetizer or salad, and entrée
your wedding cake from our preferred cake vendor
includes fresh house-made rosemary focaccia as well as local coffee & hot tea station

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white or ivory linen tablecloths and selection of 20 linen napkin colors
preferred vendor list
complimentary tasting for the engaged couple and customizable menu planning
discounts on additional guests' overnight rooms
hospitality room for private cocktail hour and wedding party photos
unlimited access to the grounds, providing unique photo opportunities throughout all seasons

Friday or Sunday: \$77 per person, plus tax and gratuity
Saturday & Holiday Weekends: \$87 per person, plus tax and gratuity

Additional menu selections and hosted bar offerings are available to add on

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COCKTAIL HOUR SELECTIONS

items marked with *** upcharge, please inquire
please contact your sales manager with any specific dietary requests you may have

passed cold hors d'oeuvres

caprese skewers *with mozzarella, tomato, balsamic reduction, basil*
ricotta, truffle honey, sweet drop peppers, *focaccia crostini*
roasted red and gold beet napoleon
with goat cheese, verjus vinegar, chive
mini cucumber sandwich, *sourdough bread and cream cheese*
tomato and basil bruschetta *on grilled focaccia crostini*
compressed watermelon *with feta and balsamic*
truffle deviled egg, *crispy prosciutto, celery leaf*
smoked salmon on a blini *with dill cream cheese and capers*
crispy potato latke *with crème fraiche, black tobikko*
lobster salad *toasted mini brioche bun**MKT*
shrimp cocktail *with horseradish and lemon **MKT*

passed hot hors d'oeuvres

zucchini fritters *with za'atar yogurt sauce*
truffle arancini *with honey aioli, chives*
marinated cauliflower lollipop *mascarpone and chive*
chorizo stuffed mini pepper *with lemon aioli*
chicken and waffle bite *with hot honey drizzle*
smoked chicken croquettes *with roast corn & piquillo aioli*
buffalo chicken bite *celery, gorgonzola dressing*
chorizo stuffed dates *wrapped in prosciutto*
steak frites bite *with garlic aioli*
mom's meatballs *Pomodoro, ricotta salata, fennel top oil*
mini lamb kebob *tzatziki sauce*
beef yakitori *ginger soy glaze*
mini crab cake, *chipotle aioli **MKT*
scallops *wrapped in bacon **MKT*

Stationary Displays

grilled and marinated vegetable display

herbed artichoke hearts, sweet & sour mushrooms, marinated cippolini onions
fire roasted peppers, grilled eggplant and zucchini
served with bread sticks and sliced baguette

crudités

assortment of raw farm-fresh vegetables
house made ranch dip and hummus
served with bread sticks and pita chips

bruschetta display

tomato-basil bruschetta, tuscan white bean puree, and chopped olive medley
served with sliced baguette and pita chips

chip & dip display

warm spinach and artichoke dip with sliced baguette and focaccia bread
grilled scallion dip with house made potato chips

artisanal cheese display

assortment of cow, sheep and goat's milk cheeses
seasonal fruit and grapes, tuscan breads and crackers

charcuterie display +\$7pp

assortment of cured meats and seasonally inspired pickled, marinated, & roasted vegetables
served with artisan breads and gourmet crackers

Oyster Raw Bar – MARKET PRICE BY PIECE

Selection of east and west coast oysters on the half shell
served with classic cocktail sauce, mignonette, & lemon wedges

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MENU SELECTIONS

salads

roasted pear salad

little leaf farms spring mix, roasted pear, dried cranberries, almonds, crumbled goat cheese, sherry vinaigrette

petit caesar salad

little gem wedge, shaved parmesan, house-made garlic croutons

winter citrus salad

cara cara orange, blood orange, grapefruit, sweet lime arugula, ricotta salata, toasted pistachio, chervil, balsamic

market salad

little leaf farms spring mix, cucumber, tomato, pickled shallots, sherry vinaigrette

petite cobb salad

little gem wedge, chopped bacon, tomato, avocado, egg, gorgonzola crumbles, gorgonzola dressing

zucchini ribbon salad

arugula, cherry tomato, lemon vinaigrette

plated appetizers

butternut squash ravioli *with baby leeks & parmesan*

wild mushroom risotto *with crispy shallots*

braised short rib *polenta cake, roasted wild mushrooms, red wine reduction*

pan seared crab cake *** **MKT** *panko breaded lump crab meat, corn salsa, chipotle aioli*

DINNER ENTREES

please select three entrees

V: vegan **VEG: vegetarian** **GF: gluten free** **CN: contains nuts**

prime rib, au jus (GF)

red wine braised short rib (GF)

8oz filet mignon with wild mushroom red wine demi-glace (GF) *** *\$5 supplemental fee*

bolognese alla boltwood

gnocchi, spicy italian sausage, confit tomato, grated parmesan

mojo marinated grilled chicken breast (GF)

chicken saltimbocca with brown butter and sage (GF)

seafood stuffed salmon with citrus beurre blanc

roasted salmon with honey dijon glaze (GF)

potato crusted cod with lemon dill beurre blanc (GF)

VEGAN & VEGETARIAN OPTIONS

fennel, mushroom, barley risotto (VEG)

spinach and ricotta ravioli, baby leeks, parmesan (VEG)

white cheddar cavatappi and cheese with mustard graham cracker crust (VEG)

quinoa stuffed pepper with carrot puree and lemon basil pistou (V, GF)

sweet potato noodles with sundried tomato fuaxmaggio sauce (V, GF, CN)

butternut squash au poivre with coconut milk peppercorn sauce (V, GF, CN)

final counts to be provided seven days in advance of scheduled event

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SEASONAL ACCOMPANIMENT SUGGESTIONS

Please select **one vegetable** and **one starch** accompaniment to be served with your entrees

spring

vegetable accompaniment

steamed asparagus spears with lemon
haricot verts tossed in chili garlic oil
confit radish with orange rind and herbs
moroccan cauliflower, almonds, dried cherries

starch accompaniments

roasted wild mushrooms and fingerling potatoes
butter braised new potatoes
fava bean risotto
wild rice pilaf, baby kale, slivered almonds

summer

vegetable accompaniment

aleppo chili spiced zucchini noodles
ratatouille with smoked pomodoro sauce
grilled summer squash
jicama radish slaw with citrus vinaigrette

starch accompaniments

yukon potato and savoy cabbage colcannon
warm couscous salad with lemon
garlic whipped potatoes
Himalayan red rice

fall

vegetable accompaniment

sweet and spicy winter squash
butternut squash
brown sugar roasted young carrots
sautéed broccoli rabe

starch accompaniments

orzo pilaf
herb roasted fingerling potatoes
roasted root vegetables
savory bread pudding with butternut squash, kale
and mushrooms

winter

vegetable accompaniments

brussel sprouts agro dulce
wilted tuscan kale, lemon, aleppo chili flakes
garlic roasted broccolini
turnips and kale

starch accompaniments

crispy smashed potatoes with walnut dressing,
anchovies and toasted almonds
smoked gouda celeriac gratin
whipped sweet potatoes

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MENU ENHANCEMENTS AND LATE NIGHT SNACKS

pre-ceremony beverage station - \$5pp

lemonade, fresh brewed iced tea, cucumber mint flavored water (apple cider and hot chocolate available during cold months)
additional fees may apply for hot chocolate accompaniments if specialty items are requested

cake accompaniments

house made ice cream or sorbet **\$5pp**
assorted homemade cookies & brownies **\$6pp**
two chocolate dipped strawberries **\$5pp**
assorted macarons **\$5pp**

sundae bar - \$10pp

vanilla and chocolate ice cream
accompanied by: hot fudge, caramel sauce, whipped cream, crushed oreos, heath crunch, sprinkles, chocolate pearls

slider bar - \$12pp

served with french fries or sweet potato fries
"small mac", pickles, onions, lettuce, cheese
Crispy *or* grilled chicken, avocado, and chipotle mayo
barbecue pulled pork, coleslaw

grilled cheese bar - \$10pp

served with house made chips
arugula, fig and brie
sliced tomato and gruyere
applewood smoked bacon and sharp cheddar

pizza bar - \$8pp

pepperoni, meat lovers and vegetable mini pizzas
served with parmesan cheese & cracked red pepper

gourmet mac & cheese bar - \$10pp

cavatappi pasta with creamy cheddar cheese
served with chopped bacon and roasted tomatoes

quesadilla bar - \$9pp

pork, grilled chicken, and vegetable quesadillas
served with salsa, guacamole, & sour cream

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BAR DETAILS

bar packages

open for 4.5 hours
includes assorted regular and diet sodas,
assorted cordials, and mixers

call

trinity oaks cabernet sauvignon, pinot noir,
chardonnay, pinot grigio, la marca prosecco,
heineken, stella artois, corona, budweiser, bud light,
heineken 0.0, truly hard seltzers, two local craft beers
tito's, spring 44, captain morgan, bacardi silver, malibu,
pueblo viejo, four roses dewar's, seagram's 7

korbel brandy, kahlua, baileys

45 per person

premium

edna valley cabernet sauvignon, pinot noir,
chardonnay, sauvignon blanc, la marca prosecco,
heineken, stella artois, corona, budweiser, bud light,
heineken 0.0, truly hard seltzers, two local craft beers
tito's, ketel one, spring 44, tanqueray,

captain morgan, bacardi silver, malibu, goslings black seal
corralejo blanco, milagro reposado, johnny walker red,
glenmorangie 10 yr, jack daniels, jameson, marker's mark
hennessy vs, cointreau, disaronno, kahlua, baileys

52 per person

super-premium

edna valley cabernet sauvignon, pinot noir,
chardonnay, sauvignon blanc, la marca prosecco,
heineken, stella artois, corona, budweiser, bud light,
heineken 0.0, truly hard seltzers, two local craft beers
tito's, grey goose, tanqueray, hendricks, bombay sapphire
captain morgan, bacardi silver, malibu, goslings black seal,
avion silver, reposado, añejo, johnny walker black, glenfiddich 12 yr.

jack daniels, jameson, marker's mark, bulleit rye
remy martin vsop, grand marnier, disaronno, kahlua, baileys

63 per person

Hosted consumption bar per-beverage pricing

call cocktails 7
premium cocktails 9
super premium cocktails 11

call martinis 12
premium martinis 14
super premium martinis 16

wine by the glass 8
premium wine by the glass 10

domestic beer 12oz 5
imported beer 12oz 6
craft beers 12oz 7 | 16oz 11

cordials 8
premium cordials 10
water | sodas | juices 3

tableside wine service

Select **one white wine** and **one red wine** for tableside wine

Our house wine offerings are **Trinity Oaks** Chardonnay,
Pinot Grigio, Cabernet Sauvignon, and Pinot Noir.

28 per bottle

For a more elevated experience, we offer
Edna Valley Vineyards Chardonnay, Sauvignon Blanc,
Cabernet Sauvignon, and Pinot Noir.

39 per bottle

tiered bar packages ~ priced per person

| | Hosted Beer Trinity Oaks Wine and Soda Bar | Hosted Call Bar | Hosted Premium Bar | Hosted Super- Premium Bar |
|------------------------|--|--------------------|-----------------------|------------------------------|
| First Hour | \$13 | \$15 | \$17 | \$21 |
| Second Hour | \$11 | \$13 | \$15 | \$18 |
| Third Hour | \$8 | \$8 | \$10 | \$12 |
| Fourth Hour | \$5 | \$6 | \$7 | \$8 |
| Last 30 Minutes | \$3 | \$3 | \$3 | \$4 |

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GUIDELINES, TERMS, AND CONDITIONS

Rental Fees and Capacities:

- **Dickinson Ballroom – 150 person capacity**
April through October: \$3,000 on Saturday; \$2,000 Friday; \$1,000 Sunday
November through March: \$1,500 on Saturday; \$1,000 Friday; \$500 Sunday
- **Garden Tent – 180 person capacity: 100 guest minimum requirement - Available May through October**
Tent Liner \$780 (required for rental)
Peak Nights: \$30 per person (Saturday or Sunday of a holiday weekend)
Off-Peak: \$25 per person (Thursday, Friday, or Sunday of non-holiday)
- **Rooftop Terrace – 50 person capacity without a dance area, 40 person capacity with small dance area**
\$2,000 for wedding reception - *only available on Thursday, Friday, and Sunday of non-Holiday weekend.*
NOT available on Saturday evenings for wedding receptions.
Roof Top Terrace is available for photos pre/post ceremony at no additional charge, based on availability.
- **Greenhouse Room – 20 person capacity**
\$300 on all dates
- **On-Site Ceremony – 180 person capacity**
Indoors: \$500
Outdoors: \$500 *plus the cost of white garden chair rental & delivery fee*

Food and Beverage Minimum Requirements:

- **Dickinson Ballroom – 150 person capacity**
 - \$13,000 on Saturdays and Sundays of Holiday Weekends
 - \$8,000 on Thursday, Friday, and Sunday of non-Holiday weekend
- **Garden Tent – 180 person capacity (Available May through October Only)**
 - \$13,000 on Saturdays and Sundays of Holiday Weekends
 - \$8,000 Thursday, Friday, and Sunday of non-Holiday weekend
- **Rooftop Terrace – 50 person capacity without a dance area, 40 person capacity with small dance area**
(Available on Thursday, Friday, and Sundays of non-Holiday weekend ONLY. Amplified music is not permitted on the Rooftop past 8pm due to the close proximity of overnight guest rooms.
 - \$5,000 on Thursday, Friday, and Sunday of non-Holiday weekend. NOT available on Saturday evenings.
- **Greenhouse Room – 20 person capacity**
 - \$2,000 on Saturday and Sundays of Holiday Weekends
 - \$1,000 Thursday, Friday, and Sunday of non-Holiday weekend

Minimum Catering Revenue: In place of Guest Minimums for function rooms, the Inn on Boltwood designates Food and Beverage Minimums. These minimums include food and hosted alcohol charges. Your Food and Beverage Minimum does not include cash bar charges, room service, restaurant and bar usage not sponsored as part of your event, meeting room rental fees, taxes, service charges, or any other miscellaneous charges or fees incurred. Should your final attendance drop below your original estimated number of guests, the Inn will be happy to advise you on additional alternatives in food and beverage which will satisfy the minimum agreed upon revenue of your event. In the event the minimum set forth above is not realized, you will owe the Inn the difference between the amount actually spent (exclusive of appropriate taxes, gratuities and fees) and the minimum set forth.

Event Times: Receptions are 5.5 hours in length, an additional 30 minutes is given at beginning of time slot if Ceremony is on site

- **Dickinson Ballroom and Garden Tent available times:**
 - **Friday and Saturdays:** 9:30am – 3:00pm OR 5:30pm – 11:00pm
 - **Sundays:** Event times are negotiable
- **Rooftop Terrace**
 - **Fridays:** 2:30pm – 8pm
 - **Sundays:** Event times are negotiable
- **Greenhouse Room**
 - **Friday and Saturdays:** 1:30pm – 7pm
 - **Sundays:** Event times are negotiable
- **Onsite Ceremony:** Additional 30 minutes given at beginning of time slot if Ceremony is on site

GUIDELINES, TERMS, AND CONDITIONS *continued*

Inn on Boltwood is a classic New England country inn located in the heart of Amherst Town Center. The Inn can accommodate social events ranging in size from 10 to 150 people within our indoor function areas and 100 to 180 people in our elegant, tented garden. Tent prices range based on size of the event, and is available for events occurring May through October. Our facilities provide you and your guests a charming, intimate atmosphere situated in a traditional New England setting.

Our Executive Chef has created an extensive variety of menus from which you may choose. Each menu item has been created and tested in our kitchen and is founded upon the use of the freshest, local ingredients available to us. Each plate is given the greatest attention to detail and we are confident that our final presentation will exceed your expectations. Our menu concepts are inspired by the local and seasonal farm produce that Western Massachusetts and its agricultural communities are famous for. The Executive Chef can customize any menu of your choice upon request. To ensure availability of specific food items, we ask that final menus be selected with your catering manager at least four months prior to your function date. The Inn on Boltwood reserves the right to increase pricing of specific menu items based on the market value at the time of purchase if needed.

"Peak" vs. "Off-Peak": Saturday nights are considered to be "Peak" time for Events. All other time is considered to be "Off-Peak", with the exception of certain holidays and holiday weekends which include: Memorial Day, 4th of July, Labor Day, Columbus Day, Thanksgiving, Christmas and New Year's Eve.

Room and Ceremony Set Up: Room rental fees include tables, chairs (gold banquet chairs for ballroom receptions, white folding chairs for garden tent receptions), china, glassware, silverware, votives, dance floor, and linen. You have the choice of black, white, or ivory linen tablecloths and we offer over 20 color linen napkin options to choose from. Ceremony fees include the use of the Inn's wireless microphone and speakers and our white linen backdrop for the Pergola. Room rental fees do not include the use of any audio visual equipment for your reception. You can rent the following equipment from the Inn, availability permitting, at the rates listed below:

- LCD Projector: \$125 Pop-Up Projection Screen: \$40

Administrative Fee and Taxes: All prices, fees, and room rentals, unless otherwise noted, are subject to a 17% taxable service charge and a 5% taxable administrative fee. The 5% administrative fee does not represent a tip or service charge for wait staff employees, service employees, or service bartenders. Both the administrative fee and service charge are subject to 7% state sales tax.

Deposits and Final Payment: All weddings and social events at the Inn, upon confirmation, will be required to pay a deposit of 25% of your food and beverage minimum upon booking. For all weddings and social events, a second deposit of 50% of the food and beverage minimum will be due six months prior to your scheduled date. Advance deposits may be paid the form of check or cash. All advance deposits are non-refundable. All advance deposits will be applied toward your final balance. ***Your final balance is required fourteen (14) days prior to your scheduled event date.*** All final payments must be in the form of bank check or cash, with a credit card on file for any unplanned incidentals you purchase the day of. **Credit cards can NOT be used to pay your final balance.**

Menu Pricing: Menus are subject to seasonality and market availability. Prices are subject to change without notice. Menus are fully customizable. To ensure availability of specific food items, we ask that final menus be selected with your catering manager at least four months prior to your function date. Inn on Boltwood reserves the right to increase pricing of specific menu items based on the market value and at the time of purchase if needed.

Menu Tasting: Contact your Events Coordinator four months prior to your wedding date to schedule a menu tasting. The Inn on Boltwood hosts menu tasting in a group setting. The wedding couple is complimentary. Based upon availability of the Inn, up to four additional guests may also attend your group menu tasting. Each additional guest is \$65.00 each plus tax and gratuity. If you cannot make the group tasting, you may schedule a private tasting based on the availability of the Inn. Private menu tastings are available Tuesday – Friday, 11 am – 4 pm only. Cancellations less than 72 hours in advance of scheduled will result in a \$65.00 per person charge, including the wedding couple.

Wedding Cake Vendors: The Inn on Boltwood's preferred wedding cake vendors are Atkins Farms Bakery, located in Amherst, MA (413-253-9528 www.atkinsfarms.com), Gregory's Pastry Shop, located in Hadley, MA (413-586-9900), and The Bean Counter Bakery*,

located in Shrewsbury, MA (508-754-0505 www.beancounterbakery.com). Your wedding cake package includes: delivery to The Inn on Boltwood, buttercream icing, and a selection of at least eight cake flavors and five fillings to choose from (different options from each vendor). Samples from all cake vendors will be present at the group menu tastings with their most popular flavors for you to sample. Please set up an appointment with your preferred vendor three to six months prior to your wedding date to detail your wedding cake. When you meet with your cake decorator they will assist you in the pricing of rolled fondant wedding cakes, basket weaves, pearls, fresh flowers and/or cake topper if you are interested. Gregory's Pastry Shop, Atkins Farm Bakery, and Bean Counter Bakery will provide cake samples by appointment only. Please allow 48 hours or more for requests. ****Please note there is an upcharge for each slice of cake along with a delivery fee for all cakes ordered from Bean Counter Bakery.***

Guarantees: To help us make your event a truly memorable experience, we ask your cooperation in confirming all your details and menu choices 60 days prior to your scheduled event. Your expected guarantee is due fourteen (14) days prior to your event date. In addition to your final guest count, we require events offering more than one entrée to submit exact numbers of each selection. This number is your guarantee and may not be lowered. If a confirmation number is not received by the scheduled due date, the expected attendance will become the number of guests guaranteed. Final charges will be based on your guarantee or the actual attendance, whichever is greater.

Dining for Children: For guests under the age of twelve, the Inn on Boltwood offers a separate children's menu at a fee of \$35 per child. Special children's menu includes a beverage, starter course, entrée, and dessert.

Dining for Hired Professionals: Should you wish to provide food and non-alcoholic beverages for professionals hired for your event, you are welcome to do so. The Inn on Boltwood will offer your selected menu items to your wedding professionals, at a fee to you of \$50 per vendor.

Alcoholic Beverage Policy: Inn on Boltwood, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with Massachusetts Alcoholic Beverage Control's policies, procedures and statutes. The Inn will strictly enforce all Massachusetts beverage laws. The management of Inn on Boltwood and its beverage employees reserve the right to refuse service of alcohol to any guest who appears or exhibits characteristics of being intoxicated. In addition, any disturbances, underage drinking or consumption on non-Inn purchased alcohol can result in immediate termination of your event. Inn on Boltwood is the only licensed authority to sell and distribute alcohol on the premises. Alcohol is not permitted to be brought on property, and alcohol purchased from Inn on Boltwood may not be removed from the premises. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age. All guests are subject to presenting identification upon request.

Favors: Favors that include alcohol of any kind are not permitted.

Bartender Fee: All wedding packages include 1 bartender per every 75 guests. Should you request additional bartenders beyond the standard "1 per 75", a \$75 *per bartender* fee applies. If you opt to have cocktail hour in a separate location that we required a secondary bar to be set up, a \$75 per bartender fee will apply.

Parking: Guests who have reserved rooms at the Inn will be provided complimentary parking in designated Inn spaces. Weekend event guests may park in the Amherst College Alumni Lot, located directly behind the Inn's designated parking spaces. If you require detailed driving and/or parking instructions, please contact your Events Coordinator when detailing your event.

Consumer Advisory: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions. Regarding the safety of any of these items, written information is available upon request. **Before placing your final order, please inform your Catering Manager or Event Planner if a person in your party has a food allergy. Any food prepared by the Inn on Boltwood may not be taken off the premises due to insurance and health code regulations.**

Displays / Decorations: We politely ask that there be no confetti, rice, bird seed, or any similar materials thrown at the Inn. The Inn asks that nothing be affixed to walls, doors, light fixtures, ceilings or any furniture within any of the function spaces or tent, without prior approval. No open flames are permitted. We ask that real flame candles be enclosed in a glass hurricane jar with the flame being a minimum of two inches below the top of the container. Any changes to your planned set up need to be made at least 72 hours in advance. Inn on Boltwood will try to honor any last minute requests, however if any major set up changes (beyond moving 1-2 tables) the day of the wedding, an additional \$250 per hour set up fee may be incurred. The Inn on Boltwood reserves the right to bill for any repairs made resulting from damage incurred during your event. The Inn asks that you remove all of your equipment, decorations, etc.

within 24 hours of the close of the event. Inn on Boltwood is not responsible for breakage, missing items or any items left behind.

Basic Set Up: Basic set up is included in all wedding packages. Basic set up includes: placement of one single piece pre-assembled centerpiece for each guest table, favors, escort cards or seating chart, card box, guest book, memory table, and other basic table décor or welcome signage. If you have additional décor outside of what is outlined in "Basic Set Up", please coordinate with your florist or other hired professional. You may also contact your sales manager for further information and instructions. ***The Inn does not assume responsibility for the set-up of pergola décor, specialty lighting, and any other services outside of basic set up.*** The Inn requests that all equipment/decorations and other items be removed within 24 hours of the close of the event. The Inn is not responsible for damaged or missing items left behind from an event.

Coat Check: Coat racks are provided complimentary to you and your guests. A coat room attendant is available for an additional fee.

Sleeping Rooms: Wedding packages include one (1) complimentary room for use on the evening of the wedding in a designated Suite. There is no minimum number of sleeping rooms required. Upon booking your wedding with us, you will have the option of setting up block of up to ten (10) overnight rooms for the wedding weekend (based on availability) which will be held for your group until 45 days prior to your wedding date. ***There is a two night minimum requirement for accommodations on most weekends.*** A discount off our prevailing rates may be offered and is subject to availability.

Ceremony Rehearsal: You may schedule a ceremony rehearsal prior to your onsite ceremony based on availability of the Inn. Rehearsals can only be scheduled one month prior to your wedding date, and the specific location will be confirmed three days prior. We require your officiant to be present at your rehearsal. Please adhere to your scheduled time, as there may be groups or events scheduled before or after you.

Pre Reception Accommodations: One hospitality room is included in your contract for use prior to your ceremony and/or reception through one hour after cocktail hour at no additional charge. A Second hospitality room for hair & make-up prep space is available for use prior to the ceremony and/or reception at the rate of \$100 per day, based on availability.

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