

EST.  1926

# INN ON BOLTWOOD

AMHERST, MA

## **Wedding Menus** **2022/2023**

30 Boltwood Avenue | Amherst, Ma 01002  
413-256-8200  
[innonboltwood.com](http://innonboltwood.com)

## PREMIUM WEDDING PACKAGE

Four and a half hours of open call-level bar during cocktail hour and reception  
artisanal display of assorted imported and domestic cheeses  
fresh seasonal vegetable crudités with dipping sauces  
choice of **six** butler passed hors d'oeuvres  
prosecco toast to the newlywed couple  
plated three course meal to include choice of appetizer or soup, 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

**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 planning process  
banquet captain to execute all details on your wedding day  
personalized server to attend to the special needs of the bridal party  
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: \$110 per person, *plus tax and gratuity***  
**Saturday & Holiday Weekends: \$120 per person, *plus tax and gratuity***  
**Thursday & Sunday: \$105 per person, *plus tax and gratuity***

***upgrade to premium hosted bar \$7.00 per person***  
***upgrade to super-premium hosted bar \$18.00 per person***

### **final counts to be provided five days in advance of scheduled event**

All prices, fees, and room rentals, unless otherwise noted, are subject to and 17% percent service charge and a 5% 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  
artisanal display of assorted imported and domestic cheeses  
fresh seasonal vegetable crudités with dipping sauces  
choice of **four** butler passed hors d'oeuvres  
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

### **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  
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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 or Sunday: \$67 per person, plus tax and gratuity**  
**Saturday Night & Holiday Weekends: \$77 per person, plus tax and gratuity**

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

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## MENU SELECTIONS

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

### 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*  
veggie collard spring rolls, *nouc cham dipping sauce*  
italian mortadella and pepperoncini, *herb aioli, rye toast*  
channa masala, *on a cucumber chip*  
truffle deviled egg, *crispy prosciutto, celery leaf*  
lobster salad \*\*\* *toasted mini brioche bun*  
shrimp cocktail *with horseradish and lemon*  
smoked salmon on a blini *with dill cream cheese and capers*  
crispy potato latke *with crème fraiche, black tobikko*

### appetizers

butternut squash ravioli  
*with baby leeks & parmesan*  
brie and amarena cherry fried wonton  
*with gochujang aioli*  
marinated cauliflower lollipop  
*chicpea battered morsels, tangy house marinade, mascarpone, snipped chives*  
braised short rib  
*polenta cake, roasted wild mushrooms, red wine reduction*  
pan seared crab cake \*\*\*  
*panko breaded lump crab meat, corn salsa, chipotle aioli*  
beef carpaccio \*\*\*  
*horseradish aioli, arugula, shaved parmesan, fried capers*

### hot hors d'oeuvres

mini corn dog *with honey Dijon mustard*  
zucchini fritters *with za'atar yogurt sauce*  
truffle arancini *with honey aioli, chives*  
fiq and mascarpone *in beggar's purse*  
marinated cauliflower lollipop *mascarpone and chive*  
stuffed mini pepper *with lemon aioli*  
cozy shrimp *housemade duck sauce*  
mini crab cake \*\*\* *chipotle aioli*  
scallops *wrapped in bacon*  
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*

### soups

New England clam chowder  
*Served with oyster crackers*  
apple parsnip bisque  
broccoli cheddar soup  
italian wedding soup  
moroccan lentil soup  
miso carrot ginger (GF/Vegan)

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## MENU SELECTIONS

### salads

#### roasted pear salad

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

#### petit caesar salad

*little gem wedge, cured egg yolk and 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*

## DINNER ENTREES

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

prime rib, au jus (GF)

red wine braised short rib, crispy shallot

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

jerk spiced shrimp & 6 oz. petit filet mignon, chimichurri (GF) *\$5pp supplement*

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)

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

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

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

grilled seitan with black bean and corn salsa (V)

kholrabi stuffed with currants, moroccan spiced jasmine rice and sautéed fennel (V, GF)

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

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

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# SEASONAL ACCOMPANIMENT SUGGESTIONS

## spring

### vegetable accompaniment

steamed asparagus spears with lemon  
haricot verts tossed in chili garlic oil  
confit radish with orange rind and herbs

### starch accompaniments

roasted wild mushroom and fingerling potato  
fava bean risotto

## summer

### vegetable accompaniment

Aleppo chili spiced zucchini noodles  
ratatouille with smoked pomodoro sauce  
moroccan cauliflower, almonds, dried cherries

### starch accompaniments

Yukon potato and savoy cabbage colcannon  
Warm couscous salad with lemon

## fall

### vegetable accompaniment

sweet and spicy winter squash  
butternut squash  
brown sugar roasted young carrots

### starch accompaniments

roasted root vegetables such as; beets, celery root,  
parsnips, turnips, red bliss potatoes, rutabaga  
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 broccoli

### starch accompaniments

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

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# MENU ENHANCEMENTS AND LATE NIGHT SNACKS

## pre-ceremony beverage station

\$4pp

lemonade, fresh brewed iced tea, cucumber mint flavored water  
*apple cider and hot chocolate available during winter months*

## sundae bar

\$9pp

vanilla and chocolate ice cream  
accompanied by: hot fudge, caramel, whipped cream,  
berry coulis, heath crunch, sprinkles, chocolate pearls

## oyster raw bar

market  
price

Selection of east or west coast oysters on the half shell  
served with classic cocktail sauce, old & new world mignonettes  
& lemon wedges

## slider station

\$11pp

*served with french fries or sweet potato fries*  
"small mac", pickles, onions, lettuce, cheese  
crispy chicken, arugula and bbq ranch  
mom's meatballs, pomodoro, ricotta salata

## grilled and marinated vegetable display

\$9pp

*served with bread sticks and sliced baguette bread*  
herbed artichoke hearts, sweet & sour mushrooms,  
mixed olives, cipolini onions, green onions, fire roasted chili  
peppers, eggplant, zucchini, and sweet peppers

## grilled cheese bar

\$9pp

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

## Chicken wing station

\$9pp

Choose three flavors  
dry rubs: garlic parmesan, lemon pepper, salt & vinegar, adobo  
buffalo sauce: mild, medium, hot, last rights  
extra sauces: teriyaki, honey bbq, traditional bbq

## quesadilla station

\$8pp

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

## bruschetta display

\$8pp

artichoke spread, tomato-basil salad, tuscan white bean puree  
and chopped olive medley, grilled rustic country breads

## pizza bar

\$7pp

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

## charcuterie display

\$16pp

assortment of cured meats  
seasonally inspired pickled, marinated, & roasted vegetables  
served with artisan breads and gourmet crackers  
**\$5 pp upgrade to add to artisanal cheese display**

## gourmet mac & cheese bar

\$7pp

cavatappi pasta with creamy cheddar cheese  
served with chopped bacon and roasted tomatoes  
**add truffled mac & cheese for an additional \$3pp**  
**add lobster for an additional \$5pp**

## chip & dip displays

warm spinach and artichoke dip, focaccia bread **\$5pp**

roasted red pepper hummus with toasted pita **\$5pp**

grilled scallion dip with potato chips **\$5pp**

pico de gallo & guacamole, with corn tortilla chips **\$5pp**

## cake accompaniments

house made ice cream or sorbet **\$4pp**

assorted homemade cookies & brownies **\$5pp**

two chocolate dipped strawberries **\$4pp**

assorted macarons **\$4pp**

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**call bar**

trinity oaks cabernet sauvignon, pinot noir, chardonnay and 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, triple sec, amaretto, kahlua, baileys, assorted cordials and mixers  
 assorted regular & diet sodas

**4.5 hour open call bar: \$45 per person**

**premium bar**

edna valley vineyards cabernet sauvignon, pinot noir, chardonnay and 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,  
 hennessey VS, triple sec, cointreau, disaronno, kahlua, baileys, assorted cordials and mixers  
 assorted regular & diet sodas

**4.5 hour open premium bar: \$52 per person**

**super-premium bar**

edna valley vineyards cabernet sauvignon, pinot noir, chardonnay and 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, avion reposado, avion añejo, johnny walker black, glenfiddich 12 yr., jack daniels, jameson, marker's mark, bulleit rye,  
 remy martin vsop, triple sec, grand marnier, disaronno, kahlua, baileys, assorted cordials and mixers  
 assorted regular & diet sodas

**4.5 hour open super-premium bar: \$63 per person**

**in lieu of all night open bar packages above, tiered packages are also available**

	Hosted Beer, Trinity Oaks Wine & Soda Bar	Hosted Beer, Edna Valley Wine & Soda Bar	Hosted Call Bar	Hosted Premium Bar	Hosted Super-Premium Bar
<b>First Hour</b>	\$12	\$15	\$15	\$17	\$21
<b>Second Hour</b>	\$10	\$13	\$13	\$15	\$18
<b>Third Hour</b>	\$7	\$10	\$8	\$10	\$12
<b>Fourth Hour</b>	\$5	\$7	\$6	\$7	\$8
<b>Last 30 Minutes</b>	\$3	\$4	\$3	\$3	\$4

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# GUIDELINES, TERMS, AND CONDITIONS

## Inn on Boltwood

The 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, along with his entire culinary team, 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.

**Event Times:** Receptions are 5.5 hours in length

- **Dickinson Ballroom**  
**Friday and Saturdays:** 11:00am – 4:30pm OR 6:30pm – 12:00am  
**Sundays:** Event times are negotiable
- **Garden Tent**  
**Friday and Saturdays:** 10:00am – 3:30pm OR 5:30pm – 11:00pm  
**Sundays:** Event times are negotiable
- **Rooftop Terrace** – 4:30pm – 10:00pm
- Extra ½ hour given at beginning of time slot if Ceremony is on site

**“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, 4<sup>th</sup> of July, Labor Day, Columbus Day, Thanksgiving, Christmas and New Year’s Eve.

**Rental Fees and Capacities:**

- **Dickinson Ballroom – 150 person capacity**  
April through October: \$1,500 on Saturday; \$1,000 Friday; \$500 Sunday  
November through March: \$1,000 on Saturday; \$500 Friday; \$250 Sunday
- **Garden Tent – 180 person capacity** (*Available May through October Only*)  
**(A 100 guest minimum applies to the Garden Tent)**  
Tent Liner \$720 (required for rental)  
Peak Nights: \$24.75 per person (Saturday)  
Off-Peak: \$21.75 per person (Friday or Sunday)
- **Rooftop Terrace – 50 person capacity** (*Available May through October Only*)  
\$500 for wedding reception and/or private cocktail hour.  
*Roof Top Terrace is available for photos pre/post ceremony at no additional charge, based on availability.*  
*Rental fee applies for exclusive use of Roof Top Terrace. Rental of the Roof Top Terrace does not include use of the 30 Boltwood outdoor dining tables on the western side of the terrace.*
- **Greenhouse Room – 20 person capacity**  
\$300 on all dates
- **On-Site Ceremony – 180 person capacity**  
Indoors: \$300  
Outdoors: \$300 *plus the cost of white garden chairs & delivery fee*

## GUIDELINES, TERMS, AND CONDITIONS *continued*

**Room and Ceremony Set Up:** Room rental fees include tables, gold banquet chairs, 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: \$175    Projection Screen: \$25

**Administrative Fee and Taxes:** All prices, fees, and room rentals, unless otherwise noted, are subject to a 17% percent service charge and a 5% 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% 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 events hosted in in the Garden Tent, upon confirmation of your date, a \$500 additional deposit is required to hold your space. 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 credit card, check or cash. All advance deposits are non-refundable. Deposits will be applied toward your final balance, which is required five 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.**

**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. Please inquire with your events manager regarding the food and beverage minimum requirements for each event space.

- **Dickinson Ballroom – 150 person capacity**

- Peak dates: \$8,000
- Off-Peak dates: \$5,000

- **Garden Tent – 180 person capacity** (*Available May through October Only*)

- Peak dates: \$10,000
- Off-Peak dates: \$7,000

- **Rooftop Terrace – 50 person capacity** (*Available May through October Only – no amplified music permitted*)

- Peak dates: \$6,500
- Off-Peak dates: \$5,000

- **Greenhouse Room – 18 person capacity**

- Peak dates: \$1,500
- Off-Peak dates: \$1,000

**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 six 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; each additional guest, up to four more guests, are \$50.00 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 \$50.00 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](http://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](http://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 and 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 in addition to the total number of guests anticipated, 30 days prior to your scheduled event. Your expected guarantee is due five business days prior. 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:** The 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 the 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 event termination. The 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 The Inn on Boltwood may not be removed from the premises. Favors with alcohol are not permitted.

**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. Valet parking is available for an additional fee.

**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.**

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

**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. We also ask that candles be enclosed in glass. No open flames are permitted. 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. at the close of the event. The Inn on Boltwood is not responsible for breakage, missing items or any items left behind. Should your decorations exceed the included parameters of included basic set up, you will want to make additional arrangements with your florist and/or wedding vendor for assistance. Any changes to your planned set up need to be made at least 72 hours in advance. The 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 \$150 per hour set up fee may be incurred. The Inn does not assume responsibility for the set up pergola décor, lighting, and any other services outside of basic set up. Basic set up includes: placement of pre-assembled centerpieces, favors, escort cards, gift table, and other basic table décor.

**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 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:** A hospitality room is included in your contract for use up to one hour prior to ceremony and/or reception through one hour after cocktail hour at no additional charge. 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.

**Contact: Catherine Jindela**  
**Catering Sales Manager**  
**Direct Line: (413) 835-2054**  
**[cjindela@innonboltwood.com](mailto:cjindela@innonboltwood.com)**

Inn on Boltwood  
30 Boltwood Ave  
Amherst, MA 01002  
413-256-8200  
[www.innonboltwood.com](http://www.innonboltwood.com)