

EST.  1926

# INN ON BOLTWOOD

AMHERST, MA

## **Wedding Menus** **2019/2020**

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 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  
champagne toast to the newlywed couple  
plated three course meal to include choice of appetizer, salad, and entrée  
your wedding cake from our preferred cake vendor  
includes fresh artisanal bread as well as local coffee & hot tea service

**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  
banquet captain and wait staff for day of  
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: \$99 per person, *plus tax and gratuity***  
**Saturday & Holiday Weekends: \$110 per person, *plus tax and gratuity***  
**Thursday & Sunday: \$95 per person, *plus tax and gratuity***

***upgrade to premium hosted bar \$6.00 per person***  
***upgrade to super-premium hosted bar \$14.00 per person***

### **final counts to be provided 72 hr. in advance of scheduled event**

All prices, fees, and room rentals, unless otherwise noted, are subject to an 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  
champagne 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 artisanal bread as well as local coffee & hot tea service

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

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banquet captain and wait staff for day of  
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 or Sunday: \$59 per person, *plus tax and gratuity***  
**Saturday Night & Holiday Weekends: \$69 per person, *plus tax and gratuity***

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

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# MENU SELECTIONS

## cold hors d'oeuvres

spicy tuna tartar on cucumber chip  
deviled egg topped with cilantro and pickled shallot  
endive with goat cheese, fig, and walnut  
asparagus wrapped in prosciutto  
grilled tomato & basil bruschetta, crostini  
miniature new england lobster salad in filo cup  
poached salmon rillettes, bagel chip, herb cream cheese  
chicken liver mousse, quince jam on crostini  
pork belly blt  
olive tapenade on cucumber chip  
citrus crostini, goat cheese, chive, orange, dried cranberries  
wild mushroom and goat cheese on a garlic crostini

## appetizer/soup

*choose one*

butternut squash ravioli with baby leeks & parmesan  
duck confit risotto  
grilled marinated half quail, creamy polenta  
chilled tomato gazpacho, citrus grilled shrimp  
truffled potato and leek soup with crispy shallots  
new england clam chowder with oyster crackers  
wild mushroom soup  
classic lobster bisque, crème fraiche (\$2pp supplement)

## choice of entrée

*choose three*

sliced slow roasted prime rib, au jus  
*upgrade to 8 oz. filet mignon for \$5pp supplement*  
red wine braised short ribs  
roasted sirloin, horseradish cream  
roasted pork loin, cranberry apple compote  
roasted leg of lamb, dijon vinaigrette, green olives  
roasted chicken breast, lemon basil pistou  
oven roasted atlantic salmon, honey ginger glaze, asian pear slaw  
grilled tuna, caponata  
grilled swordfish with capers, lemon, parsley  
blackened mahi mahi, pineapple salsa  
rigatoni & shrimp, with tomatoes, peas, cream, basil & pecorino-romano  
shrimp scampi on linguine with oregano & sun-dried tomatoes  
jerk spiced shrimp & 6 oz. petit filet mignon, chimichurri (*\$5pp supplement*)

## hot hors d'oeuvres

mascarpone and fig in beggar's purse  
mushroom arancini, fontina cheese  
country fried chicken skewers, assorted dipping sauces  
mini crab cake, chili aioli  
polenta stuffed cremini mushroom  
tenderloin, blue cheese sauce, crumbled bacon  
grilled curried shrimp skewer, lemon aioli drizzle  
duck spring roll, orange dipping sauce  
sausage stuffed cremini mushroom  
moroccan spiced meatballs with mango chutney glaze  
scallop wrapped in bacon  
gruyere puffs with white bean, fennel mousse, truffle oil  
pork & chive dumpling in wonton wrapper,  
*soy ginger dipping sauce*  
teriyaki chicken skewers with grilled pineapple  
zucchini fritters with zaatar yogurt sauce  
smoked chicken croquettes with roast corn & piquillo aioli  
chorizo stuffed dates, wrapped in prosciutto  
grilled baby lamb chops, mustard rosemary glaze\*\*  
(\*\*\$2pp supplement for baby lamb chop)

## salad

*choose one*

organic baby field greens with dried cranberries, feta cheese,  
pistachio, balsamic vinaigrette,  
classic caesar salad with house-made garlic croutons  
arugula, radicchio, & endive salad with sliced grapes, candied  
walnuts, blue cheese crumbles, lemon vinaigrette

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## VEGAN & VEGETARIAN OPTIONS

*please contact your sales manager with any specific dietary requests you may have.*

V: vegan

VEG: vegetarian

GF: gluten free

### **soups**

miso carrot ginger (GF/V)

roast vegetable bisque (GF/VEG)

white bean & tuscan kale (GF/V)

creamy cauliflower (GF/VEG)

tomato-coriander (GF/VEG)

### **entrées**

paquet de legumes, brown rice, lentils, & spiced roasted root vegetables (V)

fennel, mushroom, barley risotto (VEG)

moroccan couscous, currants, almonds, seasonal vegetables (V)

orecchiette pasta, roasted tomatoes, peas, basil, parmesan (VEG- can be made vegan upon request)

stuffed roasted pepper, quinoa, mushrooms, kale, arugula pistou\* (V/GF)

vegetable wellington, stuffed with goat cheese garlic, basil pomodoro sauce (VEG)

butternut squash ravioli, baby leeks, parmesan (VEG)

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# SEASONAL ACCOMPANIMENT SUGGESTIONS

## spring

### vegetable accompaniment

roasted asparagus spears  
haricot verts  
english peas  
swiss chard

### starch accompaniments

asparagus & mushroom risotto  
wild rice pilaf, baby kale, slivered almonds

## summer

### vegetable accompaniment

summer squash  
ratatouille  
roasted corn succotash  
eggplant & red pepper tart

### starch accompaniments

roasted corn risotto with charred poblano peppers  
butter & parsley braised new potatoes

## fall

### vegetable accompaniment

maple glazed carrots  
butternut squash  
broccolini  
brussel sprouts  
cauliflower

### starch accompaniments

roasted root vegetables such as; beets, celery root,  
parsnips, turnips, red bliss potatoes, rutabaga  
sweet potato puree with brown sugar, allspice,  
clove, maple

## winter

### vegetable accompaniments

whipped sweet potatoes  
brussel sprouts  
turnips & kale  
garlic roasted broccoli

### starch accompaniments

garlic & parmesan mashed potatoes  
herb roasted fingerlings  
seasonal long grain wild rice

## MENU ENHANCEMENTS AND LATE NIGHT SNACKS

### pre-ceremony beverage station

\$3pp

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

### gourmet popcorn station

\$3pp

assorted freshly popped warm popcorn  
butter & herb, caramel, cheddar & white cheddar

### 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

\$8pp

*served with house made french fries*  
barbeque pork with coleslaw  
braised short rib with caramelized onions  
grilled chicken with avocado & chipotle mayo

### grilled and marinated vegetable display

\$6pp

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

### grilled cheese bar

\$7pp

*served with house made french fries*  
green apple and brie  
sliced tomato and gruyere  
applewood smoked bacon and sharp cheddar

### baked brie en crouete

\$6pp

freshly baked and served warm in a puff pastry  
with freshly baked French baguettes and local jam

### quesadilla station

\$6pp

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

### bruschetta display

\$6pp

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

### pizza bar

\$5p

assorted pepperoni, hamburger and vegetable mini pizzas  
served with grated parmesan cheese & cracked red  
pepper

### charcuterie display

\$12pp

assortment of marinated vegetables such as: peppers, artichokes,  
roasted mushrooms, chef's choice of local & imported cheeses &  
meats such as: pecorino cheese, fresh mozzarella, prosciutto,  
mortadella, salami & speck, served with artisan breads

### gourmet mac & cheese bar

\$5pp

fusilli 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**

**\$5 pp upgrade to add to artisanal cheese display**

### smoked salmon

\$10.50pp

served with capers, sliced red onions, citrus gremolata,  
garnished with chopped eggs, tomatoes, scallions, and toast points

### ballpark station

\$8pp

choose three  
tortilla chips with nacho cheese  
mini hotdogs with relish, ketchup and mustard  
warm buttered popcorn  
cracker jacks with peanuts  
warm pretzels with spicy brown mustard  
peanut brittle  
chocolate dipped pretzels  
**additional selections are \$4pp**

### chip & dip displays

warm spinach and artichoke dip, sliced baguette & focaccia **\$3pp**

baba ganoush & hummus with toasted pita **\$3pp**

four onion sour cream dip with potato chips **\$3pp**

charred tomato salsa & guacamole, with corn tortilla chips **\$4pp**

baked maryland crab & corn dip, with toasted pita **\$5pp**

### cake accompaniments

house made ice cream or sorbet, your choice of flavor **\$3pp**

assorted homemade cookies & brownies **\$3pp**

seasonal fresh fruit & berry bowl with whipped cream **\$6pp**

two chocolate dipped strawberries **\$3pp**

vanilla panna cotta with fresh berries **\$3pp**

macarons **\$3pp**

### ice cream sundae bar

**\$10pp**

chocolate, vanilla and strawberry ice cream

served with bowls and waffle cones toppings to include

peanut butter, chocolate, strawberry and caramel sauces,

shredded coconut, candied peanuts, crushed oreos,

chopped heath bars, M&Ms, maraschino cherries, sprinkles, and

whipped cream

### wine service with dinner

**inquire**

Trinity Oaks 2010 Chardonnay

Trinity Oaks 2010 Cabernet Sauvignon

Trinity Oaks 2010 Pinot Grigio

Trinity Oaks 2010 Pinot Noir

### sweet & salty station

**\$6pp**

choose three

assorted mini chocolate candy bars

cracker jacks with peanuts

warm buttered popcorn

kettle cooked potato chips

chocolate dipped pretzels

chocolate covered oreos

chocolate chip cookies

**additional selections are \$2pp**

### viennese table

**\$10pp**

chocolate éclairs, chocolate dipped strawberries,

petit fours, mini cannoli

### candy station

**\$8pp**

M&M's, skittles, gummy bears,

and assorted chocolate bars

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## A LA CARTE BAR PACKAGES

### call bar

trinity oaks cabernet sauvignon, pinot noir, chardonnay and pinot grigio, la marca prosecco  
 heineken, corona, budweiser, bud light, kaliber, sam adams  
 smirnoff, spring 44, bacardi silver, malibu, cuervo gold, j&b, cutty sark, seagram's 7  
 jim beam, brandy, triple sec, amaretto, bailey's, kahlua, sambuca, assorted liquors & mixers

**4.5 hour open call bar: \$43pp**

### premium bar

edna valley vineyards cabernet sauvignon, pinot noir, riesling, chardonnay and sauvignon blanc, la marca prosecco,  
 heineken, corona, budweiser, bud light, kaliber, sam adams, two local craft beers  
 ketel one, titos, belvedere, boodles, tanqueray, captain morgan's, goslings black seal,  
 corralejo blanco, milargo reposado, johnny walker red, seagram's VO, glenmorangie 10 yr.  
 dewars, jameson, makers mark, hennessey VS, triple sec, grand marnier. cointreau, frangelico,  
 chambord, tia maria, assorted liquors & mixers

**4.5 hour open premium bar: \$50pp**

### super-premium bar

edna valley vineyards cabernet sauvignon, pinot noir, riesling, chardonnay and sauvignon blanc, la marca prosecco  
 heineken, corona, budweiser, bud light, kaliber, sam adams, two local craft beers  
 titos, chopin, hangar one, grey goose, hendricks, bombay sapphire, captain morgan's, myers,  
 avion silver, don julio anejo, johnny walker black, crown royal, glenfiddich 12 yr., bushmills 10 yr.  
 1972 ridgemont reserve, remy martin vsop, grand marnier, cointreau, frangelico,  
 chambord, tia maria, assorted liquors & mixers

**4.5 hour open super-premium bar: \$61pp**

### upgraded beverage selections

edna valley vineyards cabernet sauvignon, pinot noir, riesling, chardonnay and sauvignon blanc  
 choice of 5 local crafted beers

**upgraded wine available at an additional \$2 per person**

**upgraded beers available at an additional \$3 per person**

**(charge applicable to full bar packages and/or tiered packages)**

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

	Hosted Beer, Wine & Soda Bar	Upgraded Hosted Beer, Wine & Soda Bar	Hosted Call Bar	Hosted Premium Bar	Hosted Super- Premium Bar
<b>First Hour</b>	\$11pp	\$14 pp	\$14pp	\$16pp	\$20pp
<b>Second Hour</b>	\$9pp	\$12 pp	\$12pp	\$14pp	\$17pp
<b>Third Hour</b>	\$7pp	\$10 pp	\$8pp	\$10pp	\$12pp
<b>Fourth Hour</b>	\$5pp	\$7 pp	\$6pp	\$7pp	\$8pp
<b>Last 30 Minutes</b>	\$2.50pp	\$3.50pp	\$3pp	\$3.50pp	\$4 pp

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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 5 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:** 10:30am – 4:00pm OR 6:30pm – 12:00am  
**Sundays:** Event times are negotiable
- **Garden Tent**  
**Friday and Saturdays:** 11:00am – 4:30pm OR 5:30pm – 11:00pm  
**Sundays:** Event times are negotiable
- **Webster Ballroom** – Event times are negotiable
- 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:**

- **Dickinson Ballroom**  
April through October: \$1000 on Saturday; \$500 Friday; \$250 Sunday  
November through March: \$500 Saturday; \$250 Friday; waived fees for Sunday Weddings
- **Garden Tent** (*Available May through October Only*)  
**(A 100 guest minimum applies to the Garden Tent)**  
Peak Nights: \$23.75 per person  
Off-Peak: \$20.75 per person (Friday or Sunday)
- **Rooftop Terrace** (*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*  
(fee applies for exclusive use of Roof Top Terrace)
- **Webster Ballroom**  
April through October: \$300 on Peak Nights; \$200 Off-Peak  
November through March: \$200 on Peak Nights; \$150 Off-Peak
- **Greenhouse Room**  
\$300
- **On-Site Ceremony**  
Indoors: \$300  
Outdoors: \$300 *plus the cost of white garden chairs & delivery*

**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 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: \$75
- Projection Screen: \$25
- iPod Adaptor and Speakers : \$50

**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 estimated amount upon booking. For events hosted in in the tented garden, 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 estimated amount will be due six months prior to your scheduled date. All deposits need to be in the form of check or cash. **Credit cards can NOT be used for deposits or for the final payment.** All advance deposits are non-refundable. Deposits will be applied toward your final balance, which is required 72 hours 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.

#### **Food and Beverage Minimums:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• <b>Dickinson Ballroom</b><br/>Peak Nights: \$6,500<br/>Off-Peak: \$4,400</li></ul> | <ul style="list-style-type: none"><li>• <b>Rooftop Terrace:</b><br/>Peak Nights: \$3,000<br/>Off-Peak: \$2,500</li></ul>   |
| <ul style="list-style-type: none"><li>• <b>Garden Tent</b><br/>Peak Nights: \$7,500<br/>Off-Peak: \$5,500</li></ul>        | <ul style="list-style-type: none"><li>• <b>Webster Ballroom:</b><br/>Peak Nights: \$2,400<br/>Off-Peak: \$1,500</li><li>• <b>Greenhouse Room:</b><br/>Peak Nights: \$1,500<br/>Off-Peak: \$750</li></ul> |

**Minimum Catering Revenue:** In place of Guest Minimums for function rooms, the Inn on Boltwood designates Food and Beverage Minimums. These minimums are listed above and 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.

**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.

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

**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 and Bean Counter Bakery will provide cake samples by appointment only. Atkins Farm allows you to call and request a six pack of flavors. Please allow them 48 hours for requests. ***\*Please note there is an upcharge and delivery fee from 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, 45 days prior to your scheduled event. Your expected guarantee is due 72 hours 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.

**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. Should you require the assistance of our team, you can request a banquet captain at the rate of \$100.00 per hour. Please adhere to your scheduled time, as there may be groups or events scheduled before or after you.

**Pre Reception Accommodations:** 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. 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.

Contact: **Catherine Jindela**  
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