

EST. 1926

INN ON BOLTWOOD

AMHERST, MA



Inn on Boltwood Banquet Menus



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. We look forward to working with you to plan your next event.





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breakfast served by 11:00am, brunch served by 2:00pm

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Eric Carle Continental Breakfast Buffet- \$20 per person

assorted breakfast pastries

fruit preserves, whipped butter

hard boiled eggs

seasonal fruit display

assorted Greek yogurts with house made granola

choice of two juices: cranberry, grapefruit, apple, orange

regular and decaffeinated coffee

assorted teas

Hot Breakfast Buffet - \$28 per person

scrambled eggs

breakfast potatoes

choice of 1 meat: ham, bacon or sausage

bagels, muffins, croissants

fruit preserves, whipped butter, cream cheese

assorted Greek yogurts with house made granola

seasonal fruit display

choice of two juices: cranberry, grapefruit, apple, orange

regular and decaffeinated coffee

assorted teas

minimum of 20 guests required



Brunch Buffet - \$49 per person

regular and decaffeinated coffee and assorted tea
choice of two juices: cranberry, grapefruit, apple, orange

bagels, muffins, croissants
whipped butter, cream cheese, fruit preserves

seasonal fruit display

choice of: scrambled eggs, pancakes or French toast

choice of breakfast meat: ham, sausage or bacon

Salad (choose 1):

\$4 per person per additional choice

baby greens, garden vegetables, balsamic vinaigrette (gf)
caesar salad with garlic croutons and shaved parmesan
cheese tortellini, cucumber, tomato, basil, red wine vinaigrette

Entrees (choice of 2):

\$8 per person per additional choice

grilled salmon with apple butter and grilled apple chutney (gf)
pork tenderloin with cranberry bourbon compote (gf)
New England baked cod with buttery cracker crumbs, fresh herbs and lemon
roasted chicken breast with roasted garlic au jus (gf)
grilled flank steak with chimichurri sauce (gf)
shrimp penne al la vodka with pancetta and basil (substitute lobster for market price)

Sides (choose 2):

see page 14

Dessert (choose 1):

\$4 per person per additional choice

New York cheesecake with seasonal fruit
flourless chocolate torte with berry compote (gf)
strawberry shortcake
assorted cookies and brownies

minimum of 25 guests required

Breakfast and Brunch Enhancements

vegetarian cheese quiche - \$6 per person

meat lover's quiche - \$6 per person

hard boiled eggs - \$3 per person

parfait with yogurt and seasonal fruit - \$6 per person

smoked salmon with capers, red onions, sliced tomatoes, plain and everything bagels - \$13 per person

avocado toast, sourdough, feta, arugula, pickled onions - \$7 per person

choice of breakfast meat: ham, sausage or bacon - \$4 per person

short rib hash - \$8 per person

crème brûlée french toast with whipped mascarpone- \$8 per person

buttermilk pancakes with seasonal berries, maple syrup and whipped butter - \$7 per person

boltwood breakfast sandwiches:

eggs

cheese

choice of one breakfast meat

croissant

\$6 per person

breakfast taco bar:

eggs

cheese

choice of one breakfast meat

pico de gallo, sour cream, guacamole

black beans, onions

\$10 per person



Deli Lunch Buffet - \$29 per person

includes soft drinks, bottled water, regular and decaffeinated coffee and tea
seasonal fruit
kettle cooked potato chips
lettuce, pickles, mayo, mustard, selection of breads
(gluten free bread available upon request)

Soup or Salad (choose 1):

\$4 per person per additional choice

minestrone soup
tomato basil bisque (gf/can be made vegan)
New England clam chowder
potato leek soup (gf)
caesar salad, parmesan, garlic croutons
field greens, cucumber, tomato, red onion, sherry vinaigrette (gf)
cheese tortellini, cucumber, tomato, basil, red wine vinaigrette

Meats (choose 3):

roasted portobello mushrooms
roast beef
honey roasted ham
turkey
salami
chicken salad
egg salad
tuna salad
lobster salad (market price)

Desserts (choose 1):

\$4 per person per additional choice

assorted cookies and brownies
assorted dessert bars
seasonal fruit crisp

minimum of 20 guests required

Sandwich Buffet - \$27 per person

includes soft drinks, bottled water, regular and decaffeinated coffee and tea

Salad (choose 2):

quinoa and seasonal fruit salad with avocado, red onion, pecans (gf/v)

caesar salad, garlic croutons, parmesan

baby greens, pistachios, feta cheese, dried cranberries (gf)

arugula, radicchio, blue cheese, candied walnuts (gf)

garden salad with mesclun, carrots, cucumbers, tomatoes (gf/v)

Dressings (choose 2):

caesar, buttermilk ranch, sherry vinaigrette, lemon vinaigrette, balsamic vinaigrette

Sandwiches (choose 3):

Italian cold cuts, provolone, lettuce, tomato, onion, balsamic and olive oil

turkey club - bacon, lettuce, tomato, herb aioli on country white bread

roast beef, roasted red peppers, arugula, red onion, horseradish aioli

roasted portobello mushrooms, spinach, grilled onions, sundried tomato pistou (v)

caprese - tomato, mozzarella, basil, lettuce, balsamic reduction

brie, arugula, fig, sourdough bread (warm)

ham, caramelized onions, smoked gouda, maple butter, toasted baguette (warm)

chicken caesar wrap - grilled chicken, romaine, parmesan, caesar dressing

buffalo chicken wrap - grilled chicken, celery, lettuce, blue cheese dressing

Desserts (choose 1):

\$4 per person per additional choice

assorted cookies and brownies

assorted dessert bars

seasonal fruit crisp



Hot Lunch Buffet - \$37 per person

includes soft drinks, bottled water, regular and decaffeinated coffee and tea

house made focaccia bread

Soup and Salad (choose 2):

\$4 per person per additional choice

New England clam chowder

tomato basil bisque (gf/can be made vegan)

potato leek soup (gf)

butternut squash bisque (gf/can be made vegan)

caesar salad, parmesan, garlic croutons

arugula, radicchio, blue cheese, candied walnuts, lemon vinaigrette (gf)

garden salad with tomato, cucumbers, onion, balsamic vinaigrette (gf)

baby greens, feta, pistachio, dried cranberries, sherry vinaigrette (gf)

Entrees (choose 2):

\$8 per person per additional choice

grilled salmon with apple butter and grilled apple chutney (gf)

red wine braised short ribs with mushroom pan gravy (gf)

saffron risotto, caramelized fennel, lemon, parmesan (gf/ can be made vegan)

New England baked cod with buttery cracker crumbs, fresh herbs, lemon

shrimp penne ala vodka with pancetta and basil (substitute lobster for market price)

balsamic chicken with sundried tomatoes, arugula, portobello mushrooms (gf)

roasted sirloin with horseradish sauce (gf)

lemon thyme chicken breast with roasted garlic au jus (gf)

stuffed delicata squash with shiitake mushrooms, leeks, brown rice, charmoula sauce (gf/v)



Hot Lunch Buffet (continued)

Sides (choose 2):

see page 14

Dessert (choose 2):

\$4 per person per additional choice

New York Cheesecake, seasonal fruit
chocolate mousse, whipped cream (gf)

seasonal fruit pie

seasonal fruit crisp, whipped cream

strawberry shortcake

assorted cookies and brownies

carrot cake with cream cheese buttercream

flourless chocolate torte with berry compote (gf)

selection of house made sorbet (gf)

minimum of 25 guests required



Plated Lunch - \$32 per person

includes soft drinks, regular decaffeinated coffee and teas

house made focaccia bread

Salad (choose 1):

seasonal burrata salad (gf)

caesar salad, parmesan, garlic croutons

baby greens, pistachios, feta, dried cranberries, sherry vinaigrette (gf)

arugula, radicchio, blue cheese, candied walnuts, lemon vinaigrette (gf)

garden salad, cucumber, tomato, carrot, onion, balsamic vinaigrette (gf/v)

Entrees (choose 2):

grilled ribeye with bordelaise sauce - *upcharge \$5* (gf)

saffron risotto, caramelized fennel, lemon, parmesan (gf/can be made vegan)

maple dijon glazed pork tenderloin with cranberry bourbon compote (gf)

lemon thyme chicken breast with roasted garlic au jus (gf)

spinach ravioli with leek sauce

red wine braised short rib with mushroom pan sauce (gf)

grilled salmon with apple butter and grilled apple chutney (gf)

stuffed delicata squash with shiitake mushrooms, leeks, brown rice, charmoula sauce (gf/v)

New England baked cod with buttery cracker crumbs, fresh herbs and lemon

crab stuffed sole with tarragon beurre blanc (can be made gf)

Sides (choose 2):

see page 14

Dessert (choose 1):

New York cheesecake with seasonal berries

strawberry shortcake

seasonal fruit pie

carrot cake with cream cheese buttercream

chocolate mousse with whipped cream (gf)

seasonal fruit crisp with whipped cream

flourless chocolate torte with berry compote (gf)

Make Your Own Salad Bar - \$35 per person

includes soft drinks, bottled water, regular and decaffeinated coffee and tea

house made focaccia bread

Soup (choose 1):

minestrone soup

tomato basil bisque (gf/can be made vegan)

New England clam chowder

butternut squash bisque (gf/can be made vegan)

potato leek soup (gf)

Composed Salad (choose 1):

cider mill potato salad with roasted fennel, red onion, arugula, whole grain mustard,

apple cider vinaigrette (gf/v)

quinoa blueberry salad with avocado, red onion, pecans and lemon-basil vinaigrette (gf/v)

cheese tortellini, cucumber, tomato, basil, red wine vinaigrette

farro butternut squash salad with baby kale, pumpkin seeds, dried cranberries,

feta cheese and maple-dijon vinaigrette (gf)

Proteins (choose 3):

grilled chicken

roasted salmon

grilled flank steak

roasted portobello mushrooms

grilled shrimp - upcharge \$8pp

Chef's choice of Vegetables and Toppings:

Dressings (choose 3):

caesar, buttermilk ranch, sherry vinaigrette, lemon vinaigrette,

balsamic vinaigrette, bleu cheese dressing

Dessert:

assorted cookies and brownies

assorted dessert bars

sliced fruit

minimum 20 guests required

Boxed Lunch - \$23 per person

includes kettle cooked potato chips, whole seasonal fruit
chef's choice baked good
bottled water or soda

Sandwiches (choose 3):

Italian cold cuts, provolone, lettuce, tomato, onion, balsamic and olive oil
turkey club - bacon, lettuce, tomato, herb aioli on country white bread
roast beef, roasted red peppers, arugula, red onion, horseradish aioli
roasted portobello mushrooms, spinach, grilled onions, sundried tomato pistou
caprese - tomato, mozzarella, basil, lettuce, balsamic reduction
brie, arugula, fig, sourdough bread (warm)
ham, caramelized onions, smoked gouda, maple butter, toasted baguette (warm)
chicken caesar wrap - grilled chicken, romaine, parmesan
buffalo chicken wrap - grilled chicken, celery, blue cheese dressing, lettuce



Brunch & Lunch Sides:

\$3 per person per additional choice

roasted haricots verts (gf/v)

roasted zucchini and summer squash (gf/v)

garlic braised broccoli rabe (gf/v)

honey roasted carrots (gf)

wild rice pilaf (v)

herb roasted fingerling potatoes (gf/v)

mashed potatoes (gf)

potatoes au gratin (gf)

breakfast potatoes (gf/v)



Robert Frost Three or Four Course Plated Dinner - \$50 per person

regular and decaffeinated coffee and tea

house made focaccia

Optional Appetizer Course - add \$10 per person (choose 1):

minestrone soup

tomato basil bisque (gf, can be made vegan)

New England clam chowder

butternut squash bisque (gf/can be made vegan)

potato leek soup (gf)

butternut squash ravioli with baby leeks and parmesan

wild mushroom risotto with crispy shallots (gf)

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

Salad (choose 1):

pear salad with mesclun, pistachio, dried cranberry, goat cheese, sherry vinaigrette (gf)

caprese salad with heirloom tomatoes, mozzarella, balsamic reduction (gf)

seasonal burrata salad (gf)

caesar salad, parmesan, garlic croutons

arugula, radicchio, blue cheese, candied walnuts, lemon vinaigrette (gf)

garden salad with tomato, cucumbers, onion, balsamic vinaigrette (gf/v)

beet salad with oranges, arugula, frisee, red bell pepper, gorgonzola, balsamic reduction (gf)



Robert Frost Three or Four Course Plated Dinner (continued)

Entrees (choose 3):

beef tips with pan gravy and wild mushrooms (gf)

red wine braised short ribs (gf)

crab stuffed sole with tarragon beurre blanc

grilled salmon with apple butter and grilled apple chutney (gf)

maple dijon pork tenderloin with cranberry bourbon compote (gf)

New England baked cod with buttery cracker crumbs, fresh herbs and lemon

butternut squash ravioli with leek sauce

saffron risotto, caramelized fennel, lemon, parmesan (gf/can be made vegan)

stuffed delicata squash with shiitake mushrooms, leeks, brown rice, charmoula sauce (gf/v)

lemon thyme chicken breast with roasted garlic jus (gf)

chicken provencal, tomato, olive, garlic, basil white wine (gf)

gouda stuffed chicken breast, bacon, smokehouse barbeque sauce (gf)

grilled ribeye with bordelaise sauce - *upcharge \$5pp* (gf)

filet mignon with port wine demi glaze - *upcharge \$5pp* (gf)

seafood risotto with scallops, shrimp, clams - *upcharge \$6pp* (gf)

lobster pie - *upcharge \$8pp*

Sides (choose 2):

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Desserts (choose 1):

New York cheesecake, seasonal fruit

chocolate mousse with whipped cream (gf)

carrot cake with cream cheese buttercream

seasonal fruit crisp

French apple pie

rhubarb pie

strawberry shortcake

flourless chocolate torte with berry compote (gf)

rum raisin cake

Emily Dickinson Dinner Buffet - \$54 per person

regular and decaffeinated coffee and tea

house made focaccia bread

Salads (choose 1):

\$4 per person per additional choice

pear salad with mesclun, pistachio, dried cranberry, goat cheese (gf)

caprese salad with heirloom tomatoes, mozzarella, balsamic reduction (gf)

seasonal burrata salad (gf)

caesar salad, parmesan, garlic croutons

arugula, radicchio, blue cheese, candied walnuts, lemon vinaigrette (gf)

garden salad with tomato, cucumbers, onion, balsamic vinaigrette (gf/v)

beet salad with oranges, arugula, frisee, red bell pepper, gorgonzola, balsamic reduction (gf)

Entrees (choose 2):

\$8 per person per additional choice

beef tips with pan gravy and wild mushrooms (gf)

red wine braised short ribs (gf)

crab stuffed sole with tarragon beurre blanc (gf)

grilled salmon with apple butter and grilled apple chutney (gf)

maple dijon pork tenderloin with cranberry bourbon compote (gf)

New England baked cod with buttery cracker crumbs, fresh herbs and lemon

butternut squash ravioli with leek sauce

saffron risotto, caramelized fennel, lemon, parmesan (gf/can be made vegan)

stuffed delicata squash with shiitake mushrooms, leeks, brown rice, charmoula sauce (gf/v)

lemon thyme chicken breast with roasted garlic jus (gf)

chicken provencal, tomato, olive, garlic, basil white wine (gf)

gouda stuffed chicken breast, bacon, smokehouse barbeque sauce (gf)

grilled ribeye with bordelaise sauce - *upcharge \$5pp* (gf)

filet mignon with port wine demi glaze - *upcharge \$5pp* (gf)

seafood risotto with scallops, shrimp, clams - *upcharge \$6pp* (gf)

lobster pie - *upcharge \$8pp*

minimum of 25 guests required

Emily Dickinson Dinner Buffet (continued)

Sides (choose 2):

see page 19

Desserts (choose 1):

\$4 per person per additional choice

New York cheesecake with seasonal fruit
chocolate mousse with whipped cream (gf)
carrot cake with cream cheese buttercream

seasonal fruit crisp

French apple pie

rhubarb pie

strawberry shortcake

flourless chocolate torte with a berry compote (gf)

rum raisin cake



Dinner Sides:

\$3 per person per additional choice

roasted zucchini and summer squash (gf/v)

garlic braised broccoli rabe (gf/v)

roasted root vegetables (gf/v)

honey roasted carrots (gf)

roasted haricot verts (gf/v)

ratatouille (gf/v)

roasted cauliflower and broccoli (gf/v)

potato au gratin (gf)

herb roasted fingerling potatoes (gf/v)

parmesan polenta (gf)

wild rice pilaf (v)

mashed potatoes (gf)





Pasta Bar - \$15 per person

served with garlic bread

Pasta (choose 2):

cheese tortellini, penne, cavatappi, linguine, rigatoni, spaghetti

**gluten free pasta available upon request*

Sauces (choose 2):

bolognese (gf), vodka (gf), pomodoro (gf/v), alfredo, pesto (gf),
carbonara (gf), puttanesca (gf/v), arrabiata (gf/v)

Meats (choose 2):

meatballs, italian sausage, grilled shrimp, grilled chicken,
roasted portobello mushrooms

Break Time

Fiesta - \$13 per person

bottled water, assorted soft drinks
house made tortilla chips
pico de gallo, sour cream, guacamole
beef empanadas
churros

Mediterranean - \$11 per person

bottled water, assorted soft drinks
garlic hummus
artichoke tapenade
heirloom tomato bruschetta
vegetable crudites
toasted pita and grilled focaccia

Healthy Break - \$11 per person

choice of two juices: cranberry, grapefruit,
apple, orange
regular and decaffeinated coffee and tea
seasonal fruit display
yogurt parfaits with homemade granola
granola bars

Create Your Own Trail Mix - \$14 per person

freshly brewed iced tea and lemonade
homemade granola, shaved coconut,
peanuts, almonds, candied pecans,
M&Ms, dried cranberries, banana chips,
raisins, sunflower seeds, pumpkin seeds

Cookie Jar - \$12 per person

assorted cookies and brownies
regular and decaffeinated coffee and tea

Carnival Break - \$14 per person

assorted soft drinks,
regular and decaffeinated coffee and tea
assortment of kettle corn and popcorn
pretzel bites with mustard and cheese sauce
roasted peanuts
funnel cakes

Shirley Graham Du Bois Sweet Break

- \$14 per person
assorted soft drinks,
regular and decaffeinated coffee and tea
mini pecan tarts
mini chocolate eclairs
mini cannoli
fried beignets with powdered sugar

Orchard Break - \$12 per person

local apple cider
selection of locally grown apples
cider donuts
pumpkin seed brittle
smoked almonds
candied pecans
caramel dipping sauce



Break Time (continued)

Beverage Station - \$7 per person*

still and sparkling water

assorted soft drinks

regular and decaffeinated coffee and tea

**\$6 per person for refresh*

Coffee Station - \$5 per person

regular and decaffeinated coffee

assorted hot teas

**\$4 per person for refresh*

Refreshment Station - \$6 per person

freshly brewed iced tea

Natalie's lemonade





Reception Displays

Antipasto - \$18 per person

Chef's selection of charcuterie meats

fresh mozzarella

marinated grilled vegetables

assorted olives

pepperoncini and stuffed cherry peppers

crackers and fresh baguette

Cheese Board - \$13 per person

seasonal cheese selections

seasonal berries and grapes

assorted crackers

mixed nuts

Crudites - \$9 per person

baby carrots, cauliflower, cucumbers

grape tomatoes, bell peppers, radishes

house made hummus and ranch dip

pita chips

Seasonal Fruit Display - \$11 per person

seasonal sliced fruit and berries

Reception Displays (continued)

Baked Brie en Croute - \$14 per person

crackers and French bread
fresh fruit, house made fruit preserves, mint pesto

Chips and Dip - \$7 per person

spinach and artichoke dip
olive tapenade
pico de gallo and guacamole
house made tortilla chips and grilled focaccia

Raw Bar - Market Price

oysters on the half shell
jumbo shrimp
little neck clams
dungeness and snow crab claws
drawn butter, mignonette, pernod, cocktail sauce, lemons

Slider/Grilled Cheese Station - \$16 per person

served with choice of French fries or sweet potato fries

choose 3:

barbeque pulled pork, coleslaw slider
grilled chicken, avocado, chipotle mayo slider
steak and cheese slider
fig, brie, arugula grilled cheese (veg)
tomato gruyere grilled cheese (veg)
bacon cheddar grilled cheese
three cheese grilled cheese (veg)
portobello sliders (v)
barbeque jackfruit sliders (v)

Hors d'oeuvres Made Easy Package - \$30 per person

choose 4 hors d'oeuvres to be passed with your choice of an artisanal cheese board or vegetable crudites display

\$5 per person per additional hor d'oeuvres

***upcharge to market price*

Artisanal Cheese Board

seasonal cheese selections
seasonal berries and grapes
assorted crackers
mixed nuts

OR

Vegetable Crudites

baby carrots, cauliflower, cucumbers
grape tomatoes, bell peppers, radishes
house made hummus and ranch dip
pita chips

Hot:

bacon wrapped scallops**
truffle arancini, honey aioli
duck spring roll
coconut shrimp
stuffed cremini mushrooms (v)
mini beef wellington
risotto crab cakes**
zucchini fritters, za'atar yogurt sauce
chorizo stuffed dates wrapped in prosciutto
beef yakitori, ginger soy glaze
Italian meatballs
mini spanakopita

Cold:

shrimp ceviche in filo cup
tomato and basil bruschetta on grilled focaccia crostini
beef tenderloin risotto cake
lobster deviled eggs**
shrimp cocktail with horseradish and lemon
prosciutto wrapped asparagus
crispy potato latke, crème fraiche, black tobiko
smoked salmon on a blini, dill cream cheese, capers
caprese skewers, balsamic reduction
ricotta, truffle honey, sweet drop peppers, crostini
smoked trout with rye apple horseradish
goat cheese stuffed mini peppers



Bar Packages

Call Level

trinity oaks cabernet sauvignon, pinot noir, chardonnay, pinot grigio, la marca prosecco, heineken, stella artois, corona, budweiser, bud light, heineken o.o, 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

Premium Level

edna valley cabernet sauvignon, pinot noir, chardonnay, sauvignon blanc, la marca prosecco, heineken, stella artois, corona, budweiser, bud light, heineken o.o, truly hard seltzers, two local craft beers, tito's, ketel one, spring 44, tanqueray, malibu, captain morgan, bacardi silver, goslings black seal, corralejo blanco, milagro reposado, johnny walker red, glenmorangie 10 yr, jack daniels, jameson, maker's mark, hennessey vs, cointreau, disaronno, kahlua, baileys

Super Premium Level

edna valley cabernet sauvignon, pinot noir, chardonnay, sauvignon blanc, la marca prosecco, heineken, stella artois, corona, budweiser, bud light, heineken o.o, truly hard seltzers, two local craft beers, tito's, grey goose, tanqueray, hendricks, bombay sapphire, captain morgan, bacardi silver, malibu, goslings black seal, glenfiddich 12 yr, jack daniels, jameson, maker's mark, bulleit rye, remy martin vsop, grand marnier, disronno, kahlua, baileys

Hosted Consumption Bar or Cash Bar Pricing

each bar requires one bartender per 75 guests at \$75 per bartender

call cocktails - \$9

premium cocktails - \$11

super premium cocktails - \$14

call martinis - \$13

premium martinis - \$16

super premium cocktails - \$18

wine by the glass - \$9

premium wine by the glass - \$12

domestic beer 12oz - \$7

imported beer 12oz - \$8

craft beers 12oz - \$9

craft beers 16oz - \$13

cordials - \$9

premium cordials - \$12

Saratoga water - sodas - juices - \$4.50

Tableside Wine Service

Select one white wine and one red wine for tableside wine service provide with each course

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

Audio Visual Equipment Rental

all pricing is per item per day

LCD projector - \$125

dropdown screen - \$40

wireless microphone and speakers - \$75

podium with microphone - \$95

conference call phone - \$75

plus any long-distance charges incurred

easel with flip chart and markers - \$35

easel without flip chart and markers - \$25

power cords for own laptops - \$50

conference camera with built-in microphone and
speaker - \$175

Guidelines, Terms, and Conditions for Inn on Boltwood

Room Set Up: Room rental fees include tables, chairs, linen, china, glassware, and silverware. You have the choice of white, black or ivory floor length linen tablecloths. We offer over 20 color linen napkin options to select from.

Food and Beverage Minimums: Each function room has a designated food and beverage minimum. This is the minimum catering revenue required for any event booked in that room. The minimum includes food charges and hosted bar charges. The minimum does not include room service, restaurant usage not sponsored as part of your event services, cash bar charges, meeting room rental fees, taxes, labor charges, or any other miscellaneous charges incurred. In the event the minimum set forth above is not realized, the client shall owe the Inn the difference between the amount spent (exclusive of appropriate taxes, gratuities, and fees) and the minimum set forth.

Bartender Fee: Should you request alcohol service in the event space, a \$75 per bartender fee applies for both hosted and cash bars, and one bartender is required per every 75 guests. Events under 25 people will be charged a \$50 cocktail server fee. There will be a \$350 minimum bar revenue required per event.

Administrative Fees and Taxes: 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 tip or service charge for wait staff employees, service employees, or service bartenders. All charges are subject to a 7% tax.

Audio Visual Equipment Rental: Room rental fees do not include the use of any audio-visual equipment. Guests will supply any equipment needed or will rent such equipment from the Inn at the prices on page 27.

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 event. Your expected guarantee is due 5 business days prior to your scheduled event by noon. This number is your guarantee and may not be lowered. Final charges will be based on your guarantee or the actual attendance, whichever is greater. For events with a plated meal menu, per person entree choices, along with guest allergy details are due 5 business days prior to event date.

Parking: Guests who have reserved overnight rooms at the Inn will be provided complimentary parking in designated Inn spaces. Based on the size and time of your event, the Inn can assist in securing additional self-parking through prior arrangements made with Amherst College. Please consult with your Events Coordinator when detailing your event.

Music: Guests will provide own music for the event, if needed. Music provided at the Inn on Boltwood's outdoor venues is subject to Town and property guidelines. Music for events on the Rooftop Terrace must end by 10:00 PM and music for events in the Garden Tent needs to end by 11:00 PM. Music for events in the Ballroom must end by 12:00 AM.

Coat Check: Coat racks are provided complimentary to you and your guests.

Display/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 there be no candles, as our fire code prohibits them. The Inn on Boltwood reserves the right to bill for any repairs made resulting from damage incurred during your event.

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 of non-Inn purchased alcohol can result in immediate termination of your event. 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. Bar may close 15 minutes prior to dinner service to facilitate seating of guests. Bar will not exceed five hours of service. No shots or shooters allowed. No more than two drinks at a time will be served to any guests. Bar will shut down, without "Last Call" announcement, 30 to 45 minutes prior to the end of your reception. The Inn on Boltwood's liquor license requires that The Inn on Boltwood employees or bartenders only dispense beverages. All guests who appear under 30 years of age are subject to presenting identification upon request.

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 Events Coordinator 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. In addition, no food or beverages prepared by external sources are to be brought into The Inn on Boltwood.

Dining for Children: For guests under the age of twelve, The Inn on Boltwood offers a separate children's menu. Please inquire with your Events Manager for special pricing for providing your selected menu to guests under the age of twelve.

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 30 days 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.

Smoke Free Policy: The Inn on Boltwood is entirely smoke free and has a designated area outside of the hotel for guests who wish to smoke. If a guest should smoke inside of a guest room, a \$250 cleaning fee will apply to the individual's credit card.