



CROWNE PLAZA®

HOTEL & CONFERENCE CENTER

DANBURY, CT

Weddings



Every Bride Deserves A

Crowne

18 Old Ridgebury Rd.

Danbury, CT 06810

P: 203.830.5165 - F: 203-798-7735

www.ctweddings.love

Celebrate your Western Connecticut wedding in style.

Crowne Plaza Danbury is pleased to offer several beautifully appointed spaces that are appropriate for any number of celebrations, large or small.

Located at the gateway between Western Connecticut, Putnam and Westchester Counties, our newly renovated, upscale hotel is the perfect romantic setting for the wedding of your dreams. Whether it's a small gathering of your closest family and friends or a lavish affair with invitees from every part of your life, Crowne Plaza Danbury has a venue that will fit your wedding wishes. Our ballrooms and function space are flexible as well as beautiful.

Crowne Plaza Danbury is committed to making all your dreams come true on your special day. Our wedding services provide for the trendy to the traditional, the extravagant to the tastefully modest. So whatever your tastes, we'll be there to make this exciting day everything you imagined it would be. With a variety of Packages to choose from, allow our trained professionals to customize your menu and create an exceptional meal that meets your highest expectations.

Ceremony Package

To Include:

Private Ceremony Room ~ Ceremony Rehearsal Space

(Day before wedding. Time and Space based on availability)

Fruit Infused Water Station Available to Guests Before Ceremony

Ceremony Package Pricing

\$995.00

(Ceremonies over 175 guests may be charged an additional fee)



Crowne Wedding Packages

The Crowne Plaza Danbury is pleased to offer the following with all Wedding Packages:

Private Menu Tasting for the Bride & Groom and up to (2) additional guests

Choice of two (2) Hors D'oeuvre Display for Cocktail Reception

Choice of one (1) Butler Passed Hors D'oeuvres for Cocktail Reception

8 Point White Table Linens & White Linen Napkins

Votive Candles

Hardwood Dance Floor

Bridal Dressing Room (for use until Ceremony)

Complimentary King Suite with Breakfast Buffet for Bride & Groom
(valid on Wedding Night)

Special Guest Room Rates (with Minimum of 10 Rooms Blocked)

10% Discount on Rehearsal Dinner or Post Wedding Brunch

(75 Guest Minimum for All Packages. Groups smaller than 75 may require additional fees)

Sapphire Package

Selection of One Salad
Choice of Two Entrees
Selection of Two Accompaniments
Water, Coffee & Tea Service
\$65 per person

Ruby Package

Four Hour Call Brands Open Bar
Selection of One Salad
Choice of Two Entrees
Selection of Two Accompaniments
Champagne Toast
Water, Coffee & Tea Services
\$85 per person

Pearl Package

Four Hour Premium Brands Open Bar
1 Additional Butler Passed Hors D'oeuvre
Selection of Two Salads
Choice of Two Entrees
Selection of Two Accompaniments
Champagne Toast
Water, Coffee & Tea Services
\$99 per person

Available Buffet Entrées

CHICKEN

Chicken Saltimbocca

Boneless Chicken Breast with Prosciutto, Spinach, and Parmigiano Reggiano

Chicken Picatta

Boneless Chicken Breast with Lemon Butter Sauce and Capers

Chicken Florentine

Boneless Chicken Breast with Spinach, Tomato, and Mornay Sauce

Chicken Carciofi

Boneless Chicken Breast with Artichoke & Tomato Relish in a White Wine Sauce

Southwestern Grilled Chicken

Boneless Chicken Breast with Chipotle Mango Relish

Thai Chicken

Boneless Chicken Breast with Thai Green Curry

BEEF

Beef Sirloin Medallions

Classic Bordelaise Sauce

Braised Beef Short Rib

Red Wine Jus

Grilled Sirloin

Red Wine Mushroom Sauce

Grilled Flat Iron Steak

Jalapeno & Herb Chimichurri Sauce

FISH

Roasted Salmon Fillet

Dill Cream, Capers

Fillet of Sole

Spinach & Pine Nut Stuffing, White Wine Sauce

Roasted Cod

Miso Glaze

Grilled Mahi Mahi

Citrus Salsa

Alaskan Halibut (\$8 supplemental charge)

Red Pepper & Olive Relish

Striped Bass (\$7 supplemental charge)

Tomato, Lemon & Herbs

SALADS

Field Green Salad

Cucumber, Tomato, Carrots, Radish, Olive, Balsamic Vinaigrette

Caesar Salad

Romaine, Croutons, Parmesan Cheese, Caesar Dressing

Iceberg Salad

Carrot, Cashews, Orange, Sesame Ginger Dressing

Spinach Salad

Sun Dried Tomato, White Beans, Olives, Red Wine Vinaigrette

Kale Salad

Dry Cranberries, Goat Cheese, Candied Pecans, Citrus Honey Vinaigrette

Jicama Salad

Field Greens, Radish, Carrot, Jalapeno Orange Vinaigrette

ACCOMPANIMENTS

Penne Primavera

Fresh Seasonal Vegetable Medley

Roasted Baby Vegetables

Grilled Zucchini with Tomatoes

Roasted Cauliflower & Broccoli

Citrus & Orange Glazed Carrots

Grilled Asparagus

Mushroom Rice Pilaf

Roasted Fingerling Potatoes

Jasmine Rice

Red Chile Spiced Rice

Garlic Whipped Potatoes

Potato & Gruyere Cheese Gratin

Penne a la Vodka

Hors D'oeuvre Displays

**Select two*

Foreign and Domestic Cheeses

with Fruit, Nuts, Chocolate, Assorted Garnishes, Crackers, Bread Sticks and Grilled Bread

Garden Vegetable Crudité

with assorted Dips, Hummus, and Toasted Pita

Charcuterie

Sausages, Salumi, and Pates with Garnishes, Pickles and Grilled Bread

Fresh Fruit

Sliced Fresh Fruit and Berries

Antipasti

Pickled & Marinated Vegetables, Olives, Peppers, Mushrooms, Sausage and Salumi, Cheeses and more

Butler Passed Hors D'oeuvres

**Select one*

Beef & Pork

Cocktail Franks in Puff Pastry
Beef Empanada, Chipotle Sour Cream
Sausage & Ricotta Stuffed Mushrooms
Cocktail Meatballs, Spicy Marinara
Grilled Steak Skewer, Chimichurri
Pulled Pork Slider
Beef & Mushroom Duxelle in Puff Pastry

Poultry

Chicken Satay, Spicy Peanut Sauce
Chicken & Pesto Phyllo Blossom
Chicken Spiedini, Italian Salsa Verde
Duck Spring Roll, Hoisin BBQ Sauce
Chicken Cordon Bleu Fritters
Thai Chicken Spring Roll
Chicken & Chorizo Croquetas

Seafood

Crab Rangoon, Curried Coconut Sauce
Bacon Wrapped Scallop
Shrimp Pot Sticker, Sesame Soy Dip
Crab Cake, Cajun Remoulade
Coconut Shrimp, Mango Glaze
Crab & Avocado Toast
Potato Pancake, Smoked Salmon, Crème Fraiche
Smoked Shrimp Cocktail
Seafood Stuffed Mushroom Caps

Vegetarian

Truffled Mac & Cheese Spoons
Battered Mac & Cheese Wedges
Thai Vegetable Pot Sticker
Vegetable Spring Roll
Mini Quiche Assortment
Asparagus & Asiago in Phyllo
Arancini, Marinara Sauce
Spinach & Cheese Spanakopita
Brie & Raspberry Phyllo

Plated Wedding Packages

Emerald Package

Four-Hour Open Bar Serving Premium Brand Liquors

Dinner

Champagne Toast

Three Course Plated Dinner

(with choice of two preselected entrées)

Wine Service Throughout Dinner

Coffee & Tea Service

\$110 per person

Diamond Package

1 Additional Butler Passed Hors D'oeuvre

Choice of 1 Action Station and 1 Carving Station

Four-Hour Open Bar Serving Premium Brand Liquors

Dinner

Champagne Toast

Three Course Plated Dinner

(with choice of two preselected entrées)

Wine Service Throughout Dinner

Coffee & Tea Service

\$125 per person

Plated Wedding Options

Spring & Summer

First Course

Field Greens, Carrot, Tomato, Olive,
Cucumber, Balsamic Vinaigrette

Caprese Salad, Fresh Mozzarella, Tomato,
Arugula Pesto Roasted Beet Carpaccio, Goat
Cheese, Pistachio Vinaigrette Classic Caesar
Salad

Second Course

Chilled Pea Soup, Lump Crab, Mint Cucumber
Gazpacho, Jalapeno Pesto

Grilled Asparagus, Bacon, Herbs, Mustard
Vinaigrette

Entrée Course

Seared Sea Bass Fillet

Crispy Sunchokes, Herb Gremolata,
Asparagus

Roast Chicken Breast, Leg Confit,
Charred Lemon, English Peas, Artichoke
Barigoule, Barley

Grilled NY Strip Steak, Italian Salsa Verde,
Roasted Mushrooms, Rosti Potatoes
Smoked & Seared Duck Breast, English Pea
Puree, Pea Shoots, Farro

Fall & Winter

First Course

Frisee, Goat Cheese, Hazelnuts, Orange,
Sherry Vinaigrette

Roasted Beet Carpaccio, Pistachio Vinaigrette

Baby Iceberg Wedge, Bacon, Tomato, Blue
Cheese Dressing Classic Caesar Salad

Second Course

Corn Soup, Shrimp, Roasted Pepper Relish
Roasted Squash Soup, Maple Cream

Goat Cheese & Caramelized Onion Tart,
Bacon Jam

Entrée Course

Roasted Salmon Fillet, Cauliflower Puree,
Herb Chimichurri, Crispy Sunchokes

Roast Chicken Breast, White Wine &
Mushroom Ragout Grilled Pork Rib Eye,
Grape & Bacon Relish, Sweet Potato & Pecan
Hash

Red Wine Braised Short Rib, Natural Jus,
Roasted Fingerling Potatoes, Braised Kale
Beef Sirloin au Poivre, Brandy Cream Sauce,
Whipped Potatoes, Roasted Mushrooms

Hors D'oeuvre Displays

**Select two*

Foreign and Domestic Cheeses

with Fruit, Nuts, Chocolate, Assorted Garnishes, Crackers, Bread Sticks and Grilled Bread

Garden Vegetable Crudité

with assorted Dips, Hummus, and Toasted Pita

Charcuterie

Sausages, Salumi, and Pates with Garnishes, Pickles and Grilled Bread

Fresh Fruit

Sliced Fresh Fruit and Berries

Antipasti

Pickled & Marinated Vegetables, Olives, Peppers, Mush-rooms, Sausage and Salumi, Cheeses and more

Butler Passed Hors D'oeuvres

**Select one*

Beef & Pork

Cocktail Franks in Puff Pastry
Beef Empanada, Chipotle Sour Cream
Sausage & Ricotta Stuffed Mushrooms
Cocktail Meatballs, Spicy Marinara
Grilled Steak Skewer, Chimichurri
Pulled Pork Slider
Beef & Mushroom Duxelle in Puff Pastry

Poultry

Chicken Satay, Spicy Peanut Sauce
Chicken & Pesto Phyllo Blossom
Chicken Spiedini, Italian Salsa Verde
Duck Spring Roll, Hoisin BBQ Sauce
Chicken Cordon Bleu Fritters
Thai Chicken Spring Roll
Chicken & Chorizo Croquetas

Seafood

Crab Rangoon, Curried Coconut Sauce
Bacon Wrapped Scallop
Shrimp Pot Sticker, Sesame Soy Sip
Crab Cake, Cajun Remoulade
Coconut Shrimp, Mango Glaze
Crab & Avocado Toast
Potato Pancake, Smoked Salmon, Crème Fraiche
Smoked Shrimp Cocktail
Seafood Stuffed Mushroom Caps

Vegetarian

Truffled Mac & Cheese Spoons
Battered Mac & Cheese Wedges
Thai Vegetable Pot Sticker
Vegetable Spring Roll
Mini Quiche Assortment
Asparagus & Asiago in Phyllo
Arancini, Marinara Sauce
Spinach & Cheese Spanakopita
Brie & Raspberry Phyllo

Diamond Package Stations

Pasta Station

Penne, Tortellini, and Gemelli Pasta, Marinara, Alfredo, Vodka Sauce, Tomato, Spinach, Mushroom, Olives Sausage, Shrimp, Chicken

Ingredients can be tailored to preference

Oriental Stir Fry Station

Chicken, Beef and Shrimp Stir-Fried to order, Selection of Oriental Vegetables and Lo Mein Noodles or Rice All served with Teriyaki Sauces, Sweet and Sour Hoisin or General Tso's Sauce

\$10 per person

Carving Stations

includes Warm Rolls

Prime Rib of Beef

Thyme au Jus, Horseradish Cream

Tenderloin of Beef

Mushroom Demi Glace

Pork Loin Porchetta

Italian Salsa Verde, Smoked Tomato Relish

Turkey Breast

Traditional Pan Gravy

Spiral Sliced Ham

Ginger Pineapple Chutney

Reception Enhancements

Action Stations

Enhancement Pricing is only available when accompanied by a Plated Dinner, Dinner Buffet or Reception Package and is based on One (1) Hour of Service. Minimum of 25 Guests required for Meal Option.

Pasta Station

Fettuccini, Penne and Tri Color Tortellini Pastas
served with Fresh Vegetables, Sliced Mushrooms, Diced Peppers, Italian Sausage and Grilled Chicken with your
Choice of Marinara, A la Vodka or Alfredo Sauce
\$9 per person

Oriental Stir Fry Station

Chicken, Beef and Shrimp Stir-Fried to order, Selection of Oriental Vegetables and Lo Mein Noodles or Rice All
served with Teriyaki Sauces, Sweet and Sour Hoisin or General Tso's Sauce
\$10 per person

Carving Stations

Slow Roasted Prime Rib of Beef

(30 Person Minimum)
Assorted Mini Rolls, Au Jus and Creamy Horseradish Sauce
\$12 per person

Roasted Breast of Turkey

(25 Person Minimum)
Assorted Mini Rolls, Mayonnaise and Cranberry Relish
\$7 per person

Honey Glazed Baked Ham

(50 Person Minimum)
Mini Rolls, Mayonnaise and Condiments
\$7 per person

**\$50 Attendant Fee Required for all Stations
One (1) Attendant per 75 Guests Required*

Specialty Meals

Children's Meal

One (1) Entrée Choice for all Children ages 10 and under
Macaroni and Cheese Fried Chicken Tenders Two Cheeseburger Sliders
\$28 per person
Lemonade, French Fries and Fruit Cup are included with Children's Meal

Vendor Meals

One Entrée Choice from your selected Wedding Package
\$30 per person

Bar Ideas

Open Bar Options

Call Brand Liquors House Wines and Domestic & Imported Beers Soft Drinks, Juices, Bottled Water

\$19 per guest for the first hour

\$9 per guest for each additional hour

Premium and Call Brand Liquors Select Wines and Craft Beers
Soft Drinks, Juices, Bottled Water

\$24 per guest for the first hour

\$12 per guest for each additional hour

Beer & Wine

House Wines and Domestic & Imported Beers Soft Drinks, Juices, Bottled Water

\$15 per guest for the first hour

\$7 per guest for each additional hour

Cash & Host Bar

Premium Liquors, Wine, and Beer

Premium Liquors \$8 House Wines \$7

Imported and Domestic Beers \$6 Soft Drinks & Juices \$3

Bottled Water \$3

By Request

Craft Beers \$7

Select Wines \$10/glass

Champagne Toast \$4 per guest

Highlight your celebration with a festive toast.

Wine Service Throughout Dinner \$14 per guest

Highlight your celebration with a festive toast.

Create a Signature Cocktail

The Perfect Manhattan? Pomegranate Cosmopolitan?

We can mix the specialty cocktail of your choice at no additional charge.

Call Liquor Brands: Stolli Vodka – Bombay Gin – Jose Cuervo Tequila – Jack Daniels Bourbon – Dewars Scotch – Bacardi Rum

Premium Liquor Brands: Ketel One Vodka – Tanqueray Gin – Milagro Silver Tequila – Johnny Walker Red Label Scotch – Appleton Rum

House Wine Varietals: Cabernet Sauvignon – Merlot – Pinot Noir Chardonnay – Pinot Grigio – White Zinfandel – Champagne

Select Wine Varietal Examples: Red Zinfandel – Syrah – Red Blends Sauvignon Blank – Riesling – and many more

Domestic & Imported Beers: Budweiser – Bud Light – Coors Light – Corona – Amstel Light – Sam Adams Boston Lager – Peroni

Local Craft Beers: Wide variety of local and regional craft brews available seasonally.



*Shaken or stirred, we can mix the perfect cocktail bar
for your occasion.*

*All prices are subject to 22% Service Charge,
\$100 per bartender fee and 6.35% Sales Tax.*

Fun & Fine Bar Ideas

Wine Tasting

Discover Varietals, Regions, or Themes with a Customized Selection of Upscale Wines.

Includes a presentation of paired cheeses, fruits, nuts, and chocolate with breads and crackers

\$26 per guest for the first hour

\$13 per guest for each additional hour

Margarita Bar

Selection of Premium Tequilas, and Unique Margarita Combinations

Includes a tortilla chip station, with salsas and guacamole

\$20 per guest for the first hour

\$10 per guest for each additional hour

Local Brasserie

The Best in Northeastern Craft Beers in Bottles and on Draft.

Includes a display of cheeses, charcuterie, spreads, and pickles with breads and crackers

\$18 per guest for the first hour

\$9 per guest for each additional hour

Martini Bar

Selection of Premium Vodkas and Gins, Inventive Mixers and Garnishes

Includes an antipasti display of cheeses, cured meats & vegetables, breads and crackers

\$20 per guest for the first hour

\$10 per guest for each additional hour

DIY Bloody Mary Bar

A Variety of Bloody Mary Mixes and Vodkas

Includes a garnishes bar of celery, olives, cucumber, cheeses, bacon, peppers, shrimp, fried chicken, mini sliders, and more

\$22 per guest for the first hour

\$11 per guest for each additional hour

Mimosa Bar

Selection of Sparkling Wines, Champagne, and Cava.

Includes fresh berries, fruits, and fruit juices.

\$9 per guest for the first hour

\$5 per guest for each additional hour

Final Hour...

Savory

Chips & Salsa - \$12 per guest

Crispy Tortilla Chips, Queso Sauce,
Charred Tomato Salsa, Tomatillo Salsa, Black Bean Salsa, Guacamole

Slider Bar - \$15 per person

Beef Burgers
Cheddar Cheese, Pickle, Ketchup, Mustard, Slider Bun
-OR-
Chicken Sliders
Pepper Jack Cheese, Pickle, Lettuce, Chipotle Mayonnaise, Slider Bun
**Includes French Fries*

Taco Station - \$15 per person

Marinated Chicken, Beef in Herbs and Spices, Shredded Lettuce, Monterey Jack and Cheddar Cheeses, Guacamole,
Sour Cream, Diced Tomatoes, Diced Jalapenos and Salsa

French Fry Bar - \$12 per guest

Including Cheese Sauce, Chili, Herbs, Truffle Salt
Bacon, Assorted Ketchups and Dips

Ball Game Bites - \$8 per person

Salted Soft Pretzels Mini Corn Dogs
Served with Mustard and Cheese Sauce

Popcorn - \$8 per guest

Plain, Flavored and Kettle Style Popcorn
with Assorted Seasonings and Toppings including Melted Butter, Cajun Spice, Truffle Salt, Candy

Sweet

Milk & Cookies - \$9 per guest

Variety of Fresh Baked Cookies, Whole and Reduced Fat Milk and Chocolate Milk

Sweet Rewards - \$9 per guest

Variety of Dessert Bars and Brownies

Cupcakes - \$9 per guest

Variety of Cupcakes including Chocolate, Vanilla, Peanut Butter, Lemon Meringue, Jelly Roll, and more

Sundae Bar - \$12 per guest

Vanilla, Chocolate and Strawberry Ice Cream with toppings including Apple Pie Crumble, Candies, Sprinkles, Fruit,
Chocolate Sauce, Whipped Cream and more

Décor & Vendors

Linens

Poly Poplin Chair Cover (White or Black)	\$2.95/chair
Poly Sash (Color of Your Choice)	\$1.15/sash
Charger (Silver or Gold)	\$1.75/each
Specialty Linens	Varies

**Setup of chair covers and sashes is an additional fee of \$200*

Audio and Visual

25' White Pipe & Drape & (4) Up Lights (ideal for ceremonies)* \$450.00

*Additional (6) Up Lights with purchase of above \$300.00

(10) LED Up Lighting \$400.00

Custom GOBO \$100.00

LCD Projector & Projection Screen \$450.00

Outside Vendors

When you select the Crowne Plaza Danbury as your venue for your special day you get more than just a beautiful location and memorable experience. You will also reap the benefits of the vendor relationships that we cherish. Refer to our preferred vendor list for a complete list of vendors that we recommend.

Outside Vendor List

FLORISTS

- Rita's Floral Touch.....203-748-8900
www.ritasfloratouch.com
- Judds Flowers.....203-744-1831
www.juddsflowers.com
- Driscoll's Florist203-790-1881
www.alicesflowershop.com

ENTERTAINMENT

- Platinum Entertainment DJ's914-921-6234
platinumdjny@gmail.com
- Genesis Events.....516-233-2337
www.genesisevents.com
- Sound Investment DJ Service & Lighting203-770-2595
www.soundinvestment.com
- CnT Entertainment (DJ, Lighting, Photo Booth)917-337-2740
www.tonytorchestra.com
- Tony T. Entertainment / City Express Band (DJ, Band, Lighting, Photo Booth).....203-942-5049
www.spindoctorentertainment.com

THEME DECOR

- iLoungeDecor, Event Rentals/Lights & Lounge.....201-754-4175
iLoungeDecor@gmail.com

WEDDING LIMO

- Green Light Limousine866-304-7336
www.greenlightlimos.com
- Anna's Transportation800-794-4544
www.annaslimo.com
- Settembre Limousines Inc914-788-9198
www.settembrelimo.com

WEDDING PHOTOGRAPHER

- Antony Velez Photography.....203-702-0038
www.velezphotography.com

CT Photo Group.....203-702-0170
www.ctphotogroup.com

Picture This Photography203-797-9743
www.picturethisofct.com

Autumn Studios203-794-0016
www.autumnstudios.com

H & H Photographers 914-591-4200
www.handhphotographers.com

Derek Photographers203-661-9400
www.derekphotographers.com

BAKERIES

Anna's Cakery203-820-2408
www.annascakery.com

Sweet Rewards203-775-9898
www.kellysweetrewards.com

Chloe Madison Creations914-539-5643
www.chloemadison.com

HAIR AND MAKE-UP

Wedding Enourage.....860-884-7030
www.wedding-entourage.com

Elegant Beauty Studios.....203-470-6522
www.elegantbeautystudios.com

JUSTICE OF THE PEACE

Dr. Jim Sullivan.....203-241-0613

Judge Diane Yamin203-731-1359

Rabbi Mordecai Genn PH.D (interfaith)914-668-8987

Monsignor Robert Weiss.....203-426-1014

CIGAR ROLLERS

Connecticut Cigar Company203-425-9668
www.ctcigarco.com

LINEN RENTAL

The hotel offers white linen, we can rent most any color

Rounds \$20.00++/each

Napkins \$5.00++/each

POLICIES & GENERAL INFORMATION

Menu Pricing and Availability

Menu Prices are subject to increase on an annual basis. The hotel guarantees prices 6 months prior to your event. Specific per person prices and menus may be outlined in your contract to avoid market increases. Our food and beverage team is happy to accommodate special dietary needs, as well as invent creative menu selections to meet the needs and suit the preferences of your guests. Children's Menus are available for guests aged 10 and under, as well as meal options for your preferred vendors.

Minimums

Food and Beverage Minimums are required for all functions. If food and beverage purchases equal or exceed the set minimum, no room rental will be charged. If less is purchased, the difference between the minimum and the actual purchase will be assessed as a room rental fee. Your food and beverage minimum does not include service charge or sales tax.

Service Charge and Sales Tax

A 22% service charge and 6.35% sales tax applies to all charges. Tax and service charge are subject to change without notice. The service charge is taxable in the state of Connecticut.

Guarantees

We must be informed of your guaranteed attendance at least five business days prior to your event. This will be considered your minimum guarantee, which is not subject to reduction. Moreover, it is agreed that if we do not receive a guaranteed number five days in advance, we will use the contracted number of guests as your guaranteed number, for which you will be billed. Should your actual attendance exceed your guaranteed or expected number, we are prepared to serve (3%) over your guarantee or the actual attendance, whichever is greater. Your final bill will be billed as such. All items ordered must serve the minimum guaranteed number of guests in order to protect the service and quality of your event. We do not accept orders for items that serve less than your total guaranteed minimum.

IHG Rewards

You will earn 3 IHG Reward Club Points for every pre-tax dollar you spend on your event and guest rooms. Use the points you earn for free stays, airline points and gift cards and certificates from countless retailers. Visit www.ihg.com/rewardsclub for more information and sign up for your free membership today!

Cancellation Policy

Based on Individual agreements, if the event is cancelled after the set cancellation date, client will be responsible for payment of the negotiated food and beverage minimum and room rental. Cancellation must be received in writing.

Deposits

We require a non-refundable deposit of 25% of the estimated food and beverage revenue for all social events. This deposit will be applied to your final balance at full value. In the event that you cancel your scheduled function, your deposit shall become the property of the hotel.

Payment Terms

50% of the estimated Food and Beverage Revenue is due 90 days prior to the event. Payment in full is required 14 days prior to the event with the option of a credit card, cashier's check or cash. A valid credit card is also required to be on file for charge for all events for purpose of potential damages or incidentals. A \$500 fee will be assessed for any returned checks or declined credit card payments

POLICIES & GENERAL INFORMATION

Decorations

You are allowed to decorate the room for your event. Additional charges may be incurred based on time, room and availability. Tacks and nails are not permitted when applying any decorations to the walls, doors or ceilings. Open Flames are not permitted. All candles or other open flames must be enclosed in glass.

Contracted Vendors

The Hotel does not maintain insurance covering vendor's property. Any vendors who are contracted for your event must provide the Hotel with proof of insurance, and are subject to the approval of the hotel. All Vendors must contact the Catering Department to arrange set up needs and available set up times for the day of your event.

Liability and Damage to Property

The Hotel reserves the right to inspect and control all private functions. The client shall indemnify, defend and hold the Hotel harmless from and against all claims, damages, liability and expense to persons or property that may occur as a result of the clients use of the Hotel's facilities, provided that such claims, actions, damages, liability and expense arise out of or result from the actions, in-actions, omissions of negligence of the client or its agents, representatives or guests. The client will be held responsible for any damages or loss to the building, equipment, decorations, or fixtures belonging to the Hotel lost or damaged during the affair due to activities of its guests. Any Damages or loss incurred will be billed to the client at replacement costs.

Food Policies

The State of Connecticut Health Code states that no food or beverage items, which remain uneaten after an event, may be removed by the customer or its attendees. Food and Beverage items will not be allowed to be taken off property or used elsewhere in the hotel. Serving any food or beverage on hotel premises that is not purchased from the hotel is prohibited. Wedding Cakes are allowed when purchased through a licensed vendor.

Buffet Guidelines

Buffet Dinners are prepared based on Final Guarantee of attendees. Buffet Items will be replenished until all guests have proceeded through the buffet line. Once attendees have been served, one buffet line will remain open for an additional 30 minutes to accommodate any late arrivals or second helpings. Buffet items will not be replenished during this time.

Event Time

Daytime Event hours are 11:00am-4:00pm. Evening Event hours are 6:00pm-11:00pm. Ceremonies may begin up to one hour prior to event time. Banquet Function space will be contracted no later than 12:00am. Please contact the Catering Department to make arrangements if later service is required. Overtime charges will be incurred for service past contracted end time or past 12:00am. Should your event run over the contracted conclusion time, a charge of \$400 will be incurred for each 1/2 hour.

Alcohol Policy

The Hotel is the only licensed authority to sell and serve liquor for consumption on the premises. Connecticut law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. The Hotel reserves the right to refuse alcohol service to anyone. Should the age of a guest come into question, proper identification will be required.

Security

Arrangements can be made for security of exhibits, merchandise, or articles set up for display prior to the planned event at an additional charge. This must be arranged through your Social Catering Manager. The hotel shall have final approval on any and all security personnel to be utilized during your event. If, in the sole judgment of the Hotel, security is required to maintain order due to the size and nature of your event, the hotel may require you to provide at your expense, uniformed or non-uniformed security personnel. All off site security service must be bonded and licensed in the state of Florida.