

## PRIVATE EVENTS

64 Washington Court Quincy, MA 02169 (617) 472-3200



## **GENERAL INFORMATION**

To reserve the Private Event Room a 50 guest minimum is required.
 Should your guest count fall below the 50 person minimum a food and beverage minimum will be in place (details below)

Brunch: \$1600Dinner: \$1800

- A date cannot be held until the \$250.00 Room Fee is paid and the
  Private Event Contract is signed. Friday and Saturday nights require a
  \$500.00 Room Fee. The Room Rental Fee is refundable within 14 days
  of the event date should the event need to be cancelled. The fee is not
  refundable after that date
- The Function Room capacity is 100 guests for a Seated Dinner and 90 guests for a Buffet. Due to capacity restrictions, we cannot allow more guests into the room than these counts during a standard event. For more casual cocktail events, these numbers do not apply. Guests may not overflow into the main dining areas or outside deck at any time. If you require use of the dance floor the capacity is 70 guests
- Function times are available 12:00-4:00PM and 6:00-10:00PM.
   Saturdays and Sundays, we also offer 11:00AM-3:00PM. The Function Room is available for set-up 90 minutes prior to your event
- A \$150.00 combined Bartender/Coordinator Fee is required for all events. (Larger events may require additional bartenders at a \$50 fee per bartender, per management discretion)

## **BAR OPTIONS**

A \$150.00 combined Bartender/Coordinator Fee is required for all events. (Larger events may require additional bartenders at a \$50 fee per bartender, per management discretion)

For your guests, you may offer the following,

- Open Bar
  - All drinks are applied to the one tab paid by the event host
- Limited Open Bar
  - Host sets a dollar amount (open bar until a certain dollar amount is reached), a specific amount of time the bar tab is open or the choice of specific alcohol to be included in the bar tab
- Cash Bar

# DECOR/ENTERTAINMENT INFORMATION

- Decorations and centerpieces are not included. We do not allow confetti, open flame candles, tape or tacks on our windows and walls.
   Upon request, an easel and backdrop stand can be provided
- For an additional \$100.00 fee, linens may be ordered, this includes tablecloths and a napkin color of your choice from our available colors
- The event host (you) is responsible for any damage to the property caused by a member of your event or caused by decorations. You will be notified of any associated charge
- The Function Room has an AUX system and speakers, in which bring your own device to connect to, or our house music is played. microphone can be provided upon request. Outside entertainment as well, inquire with Function Manager

## PRICING & PAYMENT

- Buffet meals for children are \$14.95 per child, we also have a separate children's menu available upon request. Children must be included in the final guest count
- 14 days prior to the event, the final guaranteed
  - Guest count, food/menu choice, bar choice, and linens must be confirmed.
  - o Please call Kristi Hurley 339.832.7796 to confirm these.
  - Plated entrée counts as well as the count per entree selected (max of 2 entrées offered) must also be provided 14 days prior to the event
- For all food items, you will be responsible for paying for the greater number of guests guaranteed by you or the number of guests actually in attendance for your event
  - The final number of guests counted at your event is determined only by the restaurant manager during the event and is not negotiable.
  - For a buffet, we count the number of guests in attendance. We are not able to count "number of guests eating."
  - All purchases by any guest of your event are ultimately the event host's (your) responsibility, including Cash Bar transactions. Any open balances for any checks related to your event, if not paid by one of your guests, must be paid by the event host or the person paying the food bill and must be paid before leaving. This means that an event guest who does not pay their portion of a check or pay for their Cash Bar orders must be paid by the event host or person who is paying the food bill prior to leaving
- Payment is due on the day of the event
  - The final bill will include the following
    - Automatic 20% Server Gratuity
    - > 7% Mass. Meals Ta
    - 3% Administration Fee to help us cover a portion of the increase in cost of goods
    - Any associated fees (bartender/coordinator, linen, etc.) will also be included on the final bill
- We accept all major credit cards or cash as payment. We do not accept personal checks
- A contract must be signed for all private events. An event is not considered reserved/booked until the contract is signed

## **BRUNCH BUFFET**

Fresh Fruit Salad
Mini Bagels & Assorted Muffins
French Toast
Scrambled Eggs
Bacon, Ham & Sausage
Home Fries
Baked Ziti
Baked Haddock
Coffe, tea & juice included

\$32.00 per person

### **BRUNCH ADD-ONS (OPTIONAL)**

Mimosa Bar
Includes: 4 Bottles of champagne & Juice (orange, cranberry, grapefruit & pineapple - choose 1 or mix & match)

\$130.00 Additional champagne bottles \$42 each

## **DINNER BUFFET**

New England Clam Chowder
Caesar Salad **OR** Garden Salad with Italian Dressing

#### Choice of Pasta:

Chicken Broccoli Verdicchio Penne, White Wine Garlic, Mushrooms

Blackened Chicken Pasta Penne, Roasted Red Peppers, Baby Spinach, Cajun Spice

American Primavera

#### **Choice of Entree:**

Broiled Haddock Fresh fine breadcrumbs, Herbs, Lemon Butter

Chicken Parmesan Seasoned bread crumbs, sweet marinara, mozzarella

Delmonico Potatoes Seasonal Mixed Vegetables Coffee & Tea Included

**\$36.00 per person** 

Fresh fruit & Cheese Display: \$7.95 per person Homemade Apple Crisp: \$7.95 per person Mini Assorted Pastries: \$100 per 3 dozen

## **APPETIZER BUFFET**

Choose Three Options:
Seafood Stuffed Mushrooms
Macaroni & Cheese Fritters
Mini Arancini
Spanakopita
Italian Style Meatballs
Sweet & Spicy Cauliflower
Chicken Tenders
(Buffalo, Teriyaki or Plain)

#### \$29.00 Per Person

Additional appetizers: \$7 per person/per appetizer

Fresh fruit & cheese display: \$7.95 per person

## **PLATED ENTREES**

Entrees are served with:
Dinner rolls & butter
Traditional garden salad with Italian dressing
Starch
Vegetable
Dessert

Bay Pointe Chicken: \$42.95

Stuffed Chicken breast with long grain rice & spring vegetables. Topped with chardonnay wine sauce

King Cut Slow Roasted Prime Rib: \$49.95

Minimum of 10 orders

Rosemary, garlic, natural jus

New York Sirloin: \$48.95

12oz sirloin steak complemented with cognac, mushroom pepper sauce

Scrod Imperial: \$42.95

Baked scrod topped with medium shrimp & scallops with a lobster, sherry cream sauce

Swordfish Angelo: \$47.95

Grilled swordfish, topped with shrimp & a sherry newburg sauce

Choice of Starch:

Baked Potato

Mashed Potato

Delmonico Potato

Choice of Vegetable:

Butternut squash

Mixed Vegetables

Dessert:

Homemade apple crisp

granny smith apples, Vanilla ice cream, caramel & fresh whipped cream

If you prefer to bring your own cake or dessert, we will cut it & serve it free of charge

## **OPTIONAL ADDITIONS**

#### **Passed Appetizers**

Choice of 2: \$9.95 per person
Seafood Stuffed Mushrooms
Macaroni & Cheese Fritters
Mini Arancini
Spanakopita
Italian Style Meatballs
Sweet & Spicy Cauliflower
Chicken Tenders
(Buffalo, Teriyaki or Plain)

Fresh Fruit & Cheese Display: \$7.95 per person

Homemade Apple Crisp: \$7.95 per person

Mini Assorted Pastries: \$100 per 3 dozen