

2010 CATERING GUIDE

Thank you for your interest in our catering services. We provide a wide range of menus, styles and locations. So there is sure to be the perfect option for you. We are very flexible with menu and event design, so feel free to ask for substitutions, special recipes and custom designed menus.

Included with all of our menus are our Coordination Services. We have been hosting events for over twenty years and would be happy to share our experience and expertise with you to help make your event perfect!

The following Catering Guide includes a wide variety of sample menus. Each of these menus is subject to the following (unless otherwise noted):

- 7% Sales Tax & 1% Food & Beverage Tax
- 20% Service Charge (with a minimum of \$25 per hour per server) for any events that require bar and or serving staff.
- Events on-site include the use of china, silverware, glassware, etc. Off-site events include good quality paper or plastic products unless otherwise noted. China, silverware and glassware rentals are available.
- Events on-site include the use of blue & white checked tablecloths. White tablecloths are available at an additional charge.
- All menu pricing is subject to market price fluctuations. This does not happen often. In the event that a menu has changed price, you will be offered a choice of a substitution for the menu item or an increased price.
- All sample menus are based on a minimum of thirty-five guests. There may be additional charges for fewer guests.
- All sample menus are priced for on-site events. There is a \$15.00 per person charge for off-site catering unless otherwise noted.
- For on-site events, there is a \$100 minimum bar bill required to open the bar, although beer & wine are available at an additional cost but without a minimum purchase.
- For off-site catering we require a covered "kitchen" area in case of inclement weather, access to potable water, access to an oven and several parking places that we will be able to exit and enter throughout the event. For off-site catering, we offer buffet style service only. Depending on the menu items you select, you may be required to rent additional equipment.

"TRADITIONAL" BREAKFAST BUFFET

\$18.00 per person

Scrambled Eggs
French Toast
Fresh Fruit
Sausage
Home-made Corned Beef Hash
Assorted Pastry, Muffins, Scones & Bread
Baked Beans
Baked Bluefish
Breakfast Potatoes
Orange Juice, Tomato Juice
Coffee & Tea



"QUICHE & MORE" BUFFET

\$35.00 per person

Spinach Quiche
Bacon & Onion Quiche
Carved Baked Ham
Roasted Red Potatoes
Fresh Fruit
Assorted Pastry, Muffins & Scones
Bagels & Cream Cheese & Smoked Salmon
Orange Juice & Tomato Juice
Coffee & Tea



BREAKFAST EXTRAS

Bagels & Cream Cheese \$1.50 per person
Lox, Tomato, Onion & Capers Platter - \$4.00 per person
Bacon - \$3.50 per person

CHICKEN & RIBS BUFFET

\$35.00 per person (There is no off-site catering surcharge for this menu.)

Buffet

Assorted Mesclun Greens Salad with House Vinaigrette
Rolls & Butter
St. Louis Ribs with Barbecue Sauce
Roasted Chicken Legs, Thighs, Wings & Breasts
Corn on the Cob or Seasonal Fresh Vegetable
Roasted Red Potatoes

Dessert

Watermelon & Chocolate Chip Cookies



“BACKYARD” BUFFET

\$40.00 per person

Dinner

Assorted Mixed Greens Salad with House Vinaigrette
Rolls & Butter
Grilled Mahi Mahi
Roasted Chicken Legs, Thighs, Wings & Breasts
Roasted Red Potatoes
Assorted Grilled Vegetables

Dessert

Fresh Fruit Platter, Brownies & Lemon Bars



“SUMMERTIME” BUFFET

\$48.00 per person

Dinner

Assorted Mixed Greens Salad with House Vinaigrette
Rolls & Butter
Prime Rib or Roasted Sirloin
Grilled Swordfish
Seasonal Fresh Vegetable
Roasted Red Potatoes

Dessert

Fresh Fruit Platter, Brownies & Lemon Bars

“LOBSTER BOIL” BUFFET

\$110.00 per person

Passed Hors D’oeuvres

Tomato & Mozzarella Crostini
Block Island Seafood Cakes
Artichoke, Olive & Roasted Pepper Tapanade
Sausage en Croute

Stationary Hors D’oeuvres

Crudités & dip
Roasted Garlic Hummus & Toasted Pita Chips

Dinner

Station #1

New England Clam Chowder
Assorted Garden Greens Salad or Coleslaw
House Vinaigrette
Rolls & Butter

Station #2

One & One Half Pound Lobster
Grilled Sausage
Steamed Mussels
Roasted Red Potatoes
Corn on the Cob
Lemons & Drawn Butter

Dessert

Watermelon
Brownies & Lemon Bars



GROUP LUNCH MENU

\$25.00 per person

First Course: Choice of One

Assorted Mixed Greens with House Vinaigrette
New England Clam Chowder (\$1.50 surcharge applies)

Second Course: Choice of Two

Served with chef's choice of starch & fresh vegetable & roll

Baked Stuffed Flounder with vegetable dressing & lemon buerre blanc
Grilled Boneless Breast of Chicken with chicken thyme jus
Roast Half Chicken

Dessert

Apple Crisp with homemade whipped cream
Coffee, Iced Tea, Tea

- You may substitute New England Clam Chowder for the salad course for an additional \$1.50/person.
- There is a \$100 minimum bar bill required to open the bar, although wine or beer is available at an additional cost but without a minimum purchase.
- Final guest and meal counts must be received seven days prior to the event.



“GARDEN PARTY” PLATED LUNCH

\$30.00 per person

Entrée:

Baby spinach and mixed greens with fresh mandarin oranges, walnuts and crumbled blue cheese; dressed with summer herb vinaigrette
TOPPED WITH YOUR CHOICE OF THE FOLLOWING: Grilled Citrus Jumbo Shrimp, Grilled Boneless Breast of Chicken or Sliced Tenderloin of Beef

Dessert

Chocolate Genois served with seasonal fresh fruit

Interested in having a meeting on Block Island? Conference packages can be arranged that include the use of the Hotel Manisses Dining Room as a private meeting space until 4:00pm daily. If you are staying overnight with us, we are happy to waive our facility fee for the meeting.

COFFEE BREAKS

\$6.00 per person

Morning Break

Coffee & Tea
Assorted Muffins

Afternoon Break

Ice Tea
Assorted Cookies

Bottled Water & Soda Available...\$2 each



“THE DELI” BUFFET LUNCH

\$17.00 per person

Sandwich Platter with Oven Roasted Turkey & Roast Beef
Tuna Salad
Lettuce, Tomato, Onion & American Cheese Platter
Assorted Rolls & Bread
Pasta Salad
Potato Chips
Dessert
Ice Tea, Coffee



“THE OFFICE” PLATED LUNCH

\$17.00 per person

Open Faced Grilled Chicken Sandwich with Cheddar Cheese & Roasted Red Peppers
Served with Assorted Mixed Greens
Potato Wedges
Dessert
Ice Tea, Coffee

- A vegetarian option is also available, pre-ordering required.



Smuggler's Cove "LOBSTER & PRIME RIB" BUFFET

\$48.00 per person

Station #1

New England Clam Chowder
Assorted Mixed Greens with cucumbers, tomatoes & house vinaigrette
Rolls & butter

Station #2

One-Pound Lobsters
Prime Rib au jus
Steamed Mussels
Roasted Red Potatoes
Corn on the Cob

Station #3

Watermelon
Brownies

- This menu is available at this price only at Smuggler's Cove
- Subject to market price changes in lobster



COMMON QUESTIONS ABOUT OUR SITES & POLICIES

Q: What are the basic differences between our properties?

A: **The 1661 Inn:** Has a spectacular ocean view and is available for afternoon into evening events. Buffet or plated menus are available.

The Hotel Manisses: Is a garden setting and is available for daytime events only. Events must be over by 4:00pm. You would have full use of the entire restaurant, lawn and fountain area. Buffet or plated menus are available.

Hotel Manisses Gazebo Room: Is available in the evening as a private dining room. Only plated menus are available. Minimum Bill Requirements apply to reservations. With twenty guests or less you may dine from our regular menu with no pre-ordering requirements. Twenty-one guests or more will require you to narrow your menu selection. Reservations of thirty-five guests are more would require pre-ordering. Custom designed menus are also available.

Hotel Manisses Library Room: Is available in the evening as a private dining room. Only plated menus are available. You may dine from our regular menu with no pre-ordering requirements. Custom designed menus are available.

Smuggler's Cove: Is in New Harbor and is a more casual location. It is available for daytime or evening events. Buffet or plated menus are available.

The Oar: Is in New Harbor and features a unique and special view of Great Salt Pond. Events here are outdoors and would require you to rent a tent, tables and chairs. It is available for daytime or evening events. Buffet or plated menus are available.

Q: How many guests can your sites accommodate?

A: **The 1661 Inn:** Up to 100 comfortably, although we have hosted events of 120. A maximum of 86 guests can be seated on the covered porch.

Hotel Manisses Day Event: Up to 100 comfortably, although we have hosted events of 120. With the use of a tent, we have hosted events up to 200.

Hotel Manisses Gazebo Room: Up to 45 guests comfortably.

Hotel Manisses Library Room: Up to 20 guests comfortably.

The Oar: With the use of a tent, we have hosted events up to 300 and cocktail and hors d'oeuvre parties for over 500 guests.

Smuggler's Cove: Up to 100 comfortably, although we have hosted events of 140 with the use of the back porch.

Q: Are we available for Off-Site Catering?

A: Yes, we are happy to cater off-site and can arrange something as simple as dropping off platters of food to a catered meal. For off-site catering, we offer only buffet style events. Our capacity for off-site catering is limited.

Q: Do we have a facility fee?

A: Yes, \$500.00 at any of our facilities. This is waived for Library Room and Gazebo Room events in the evening.

Q: What is the cost for bar charges?

A: **Full hosted bar:** featuring well and call drinks, beer, wine, champagne, soda and juice: \$20.00/person for the first hour and \$6.00/person for each additional hour.

Well hosted bar: featuring well drinks only, beer, wine, champagne, soda and juice: \$15.00/person for the first hour and \$5.00/person for each additional hour.

Beer & Wine hosted bar: featuring beer, wine, champagne, soda and juice: \$10.00/person for the first hour and \$5.00/person for each additional hour.

Cash bar: your guests may purchase drinks on a cash basis.

Guests under 21: are charged at flat \$5.00 fee for the event.

Champagne Toast: is available at \$3.00 per person.

Q: May you provide your own liquor?

A: For all events at any of our sites, you are not permitted to bring in your own beverages. For Off-site catering, you must to provide your own liquor, but we can provide a bartender at \$25/hour. We can also provide a bar setup with glassware, ice, tables, display bins, lemons, limes, beverage napkins and stirrers for \$10.00/person.

Q: Do you have any room rental requirements?

A: For events at The 1661 Inn, we require that you guarantee the nine rooms at the Inn. These are our higher end rooms and when guests are splurging on a special weekend, they just do not want a party (even a small one) right outside their room. If you have a tent set up, then you will also need to guarantee the nine rooms at the Guest House and the three rooms at the Nicholas Ball Cottage (for a total of twenty-one rooms). You are not required to rent rooms at our other properties.

Q: Do your rooms have minimum night stay requirements?

A: Most weekends would have a two-night minimum. Weekends in July, August and holidays have a three-night minimum.

Q: Can I create a room block for additional rooms?

A: You may book as many rooms as you would like and our regular deposit policy would apply. However, as a courtesy to our brides and grooms, we do not take general reservations until January 2nd of each year. Your guests would be permitted to make reservations at any of our buildings at any time. They just need to specify that they are attending a wedding at our property.

Q: Is there a fee to have a ceremony on site?

A: There is no fee for the ceremony. If you would like us to set up chairs, the cost is \$4.50 per chair. This includes the chair, setup and breakdown.

Q: May we bring in an outside caterer?

A: No.

Q: What is your Event Deposit policy?

A: We require a \$1,000.00 deposit to secure a date at any of our properties. A second \$1,000.00 is due by the end of the year. If your event is in the same year as booking, then we ask for a total of \$2,000.00 at the time of booking.

Your final menu is due about one month prior to your event. At this time, we will provide you with a sample bill. 50% of the sample bill will be due at this time.

Q: What time may events start and end?

A: **The 1661 Inn:** Events may start at 2:00pm and must be over by midnight.

Hotel Manisses: Events may start at 9:00am and must be over by 4:00pm

Hotel Manisses Gazebo and Library rooms: Events may start at 9:00am and must be over by midnight. No music is permitted after 3:30pm.

Smuggler's Cove: Events may start at 9:00am and must be over by midnight.

The Oar: Events may start at 9:00am and must be over by midnight.

In all locations, outdoor music must end by 9:00pm. This is a town ordinance and is strictly enforced.

Q: What "extra" costs should we expect and budget for?

A: We will give you a per person price that will include the food you select, linens, place settings, glassware and tables and chairs that are normally on the site. Additional costs for all events would be the facility fee, a 20% service charge (with a minimum of \$25/hour per server) and taxes. Potential additional costs would be for services and items that are not normally at the property. For example chairs for a ceremony (\$4.50 each), round tables (\$12.00 each), etc. All additional costs will be detailed for you on our Special Events Worksheet and Sample Bill.