

## **2012 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 menus 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



**“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



**“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



**“LOBSTER BOIL” BUFFET**

\$110.00 per person

Passed Hors D’oeuvres

Caprese Crostini

Block Island Seafood Cakes

Artichoke, Olive & Roasted Pepper Tapenade

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 lemon thyme jus  
Roasted Sliced Pork Loin with caramelized apples

### 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 segmented oranges, walnuts and crumbled blue cheese; dressed with balsamic vinaigrette  
TOPPED WITH YOUR CHOICE OF ONE OF THE FOLLOWING: Grilled  
Citrus Jumbo Shrimp, Grilled Boneless Breast of Chicken or Sliced  
Tenderloin of Beef

### Dessert

Chocolate Genoise 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.

**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**

\$18.00 per person

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



**“THE OFFICE” PLATED LUNCH**

\$18.00 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. Only buffet style 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 16 guests comfortably.

**The Oar:** With the use of a tent, we have hosted dinners 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 130 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.

**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. On site, 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. No music is permitted after 3:30pm.

**Hotel Manisses Gazebo and Library rooms:** Events may start at 5:00pm and must be over by midnight.

**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.