

connecticut convention center catering menu



GUIDELINES



CATERING GUIDELINES

PRICING:

Pricing is subject to change and will be confirmed six months prior to your event. All Catering quotes are based on per person pricing unless otherwise noted.

DEPOSIT/ATTENDANCE GUARANTEE:

All catered functions require an initial deposit of \$1500. In addition, a 50% food and beverage payment on the estimated number of people attending will be required 30 days prior to your event. The remaining balance is required three (3) business days prior to the day of the event. In order for us to provide you with the highest quality service, we require a final attendance guarantee no less than three (3) business days prior to your event. Should your expected number of guests exceed 750, your guarantee will be required (5) business days prior to your event. Your event will be billed based on this final attendance guarantee or the actual number of guests served, whichever is greater. Consumption and remaining expenses are to be paid immediately upon the conclusion of your event.

MEETING ROOM DINING POLICY:

The room must initially be set with round tables of 10. All attendees must vacate the room and allow our staff to re-set for the meal function (please anticipate a turnaround time of at least 90 minutes to reset any of Centers meeting space. The amount of time required will be determined solely by the Catering Department, based on the level of service needed for each event). Following the meal, our staff must have ample time to clean the room prior the meeting's commencement.

Modifying the above guidelines will result in additional labor charges as determined by the Catering Department.

The Center's pricing and service levels are based on rounds of 10.

TAX AND SERVICE CHARGES:

All catered functions will have a 22% service charge and 6.35% sales tax added to the total bill.

TAX EXEMPTION:

Per the State of Connecticut, all qualifying organizations are required to provide valid tax exemption certificates/documents to the Connecticut Convention Center. Please refer to the Connecticut Department of Revenue website for further information on tax exemption eligibility and requirements: www.ctgov/drs.

MENU GUIDELINES

As part of our commitment to your event and its success, we have designed the following menu guidelines to assist you in the event planning process. Our Catering Professionals will be glad to assist you in selecting the appropriate menu items and arrangements to ensure a successful function. Banquet menus, room arrangements, floor plans (which must be approved by the Catering Department) and other details pertaining to your event should be submitted to the Catering Department a minimum of 30 days prior to your arrival date.

GUARANTEED MINIMUMS:

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 in attendance.

CATERING FEES:

To ensure food quality, Breaks, Stations and Buffet pricing is based on 90 minutes or less and Host or Open Bars are based on 5 hours or less. Additional charges may be incurred for extending hours of service.

SPLIT MENU FOR PLATED LUNCHEON OR DINNER:

A split option of 2 Entrees is available for groups with a minimum of 50 guests and a maximum of 500 guests (anything over 500 subject to additional service fee). A split option of 3 Entrees is available for groups with 100-300 guests, and is subject to an additional per person charge.

SUPPLEMENTAL STAFFING

Breakfast and Lunch service are based on 4-5 hours: 2-hour set up, 1.5-hour service period and 1-hour clean up. Dinner service is based on 5-hours inclusive of 2-hour service period. Reception service is based on 4-hours inclusive of 2-hour service period. Unless indicated otherwise, charges for the staffing of your function are included in our menu prices. For plated Breakfast, Lunch and Dinners this allocation is based upon 1 to 25 staff to guest ratio on tables of 10 guests. For buffets, allocated staffing levels are based upon 1 to 35 staff to guest ratio.

A bartender is required on all host and cash bars. As a general rule, we recommend one bartender per 100 guests. There is a 4-hour minimum for each bartender at a cost of \$75 per bartender. Bartender fees are waived upon sales of \$500 per bar or per bartender. Additional wait staff is available at \$25.00 per hour with a 4-hour minimum.

MEAL TICKETS

Meal tickets are required for all Buffets and menus serving 2 or 3 Entree options. Meal tickets are exclusively provided by the Center.

Notice: Thoroughly cooking Meats, Poultry, Shellfish, or Eggs reduces the risk of foodborne illness, especially if one has certain medical conditions.



SEASONAL

| holiday dinner plated

All dinner entrees include: choice of appetizer, soup or salad, fresh seasonal vegetable and appropriate starch, bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas, and choice of dessert.

one hour reception butlered hors d'oeuvres
 mini beef wellington teriyaki glazed beef skewers
 pecan dusted fried chicken smoked chicken quesadilla trumpets
 gulf shrimp wrapped with potato

international cheese display

a selection of imported and domestic cheeses with gourmet cracker assortment and sliced french bread

salad

(choice of one)

balsamic and apple salad

baby field greens tossed with gorgonzola cheese, granny smith apples, caramelized walnuts and a balsamic reduction

center caesar salad

classic hearts of romaine with parmesan peppercorn dressing accented with roasted tomato and rustic croutons

entrees

(choice of one)

filet & shrimp

10 oz. grilled filet with jumbo gulf shrimp simmered in white wine with lemon, garlic and capers

filet mignon

10 oz. grilled filet with oven roasted tomato & mozzarella caponata, roasted shallot and cabernet demi-glace

roasted prime rib of beef

slow roasted montreal seasoned certified angus prime rib with natural beef au jus

north atlantic salmon

citrus butter sauce

chicken scarborough

bone-in chicken breast roasted with garlic, served with an artichoke, prosciutto, rosemary, sage and thyme ragout
 chef's selection of fresh seasonal vegetables and an appropriate starch, bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas -

dessert

(choice of one)

seasonal cheesecake

triple layer decadent chocolate cake with raspberry sauce

lemon meringue tarte

\$76.00 per person



SEASONAL

| holiday dinner buffet

Dinner buffets to include: fresh baked assorted rolls and butter, chef's selection of seasonal vegetable and appropriate starch pastry chef's selection of assorted cakes and tortes. Freshly brewed coffee, decaffeinated coffee and fine quality teas.

one hour reception butlered hors d'oeuvres
 mini beef wellington
 pecan dusted fried chicken
 teriyaki glazed beef skewers
 gulf shrimp wrapped with potato
 smoked chicken quesadilla trumpets

international cheese display
 a selection of imported and domestic cheeses with gourmet cracker assortment and sliced french bread

soup & salad

(choice of three)

butternut squash new england clam chowder wild mushroom

marinated mozzarella with basil
 fresh mozzarella and basil with a light balsamic vinaigrette

sesame noodle
 cold sesame noodles with soy sauce, sesame and asian vegetables

cucumber and dill
 cucumber, spanish onion and fresh dill with a sour cream dressing

hot entrees

(choice of three)

chicken dijonnaise
 boneless chicken breast sauteed with dijon mustard and roasted garlic spinach

chicken francaise
 egg battered boneless chicken breast simmered in pinot grigio wine with

garlic, basil, capers and fresh lemon
 served with whipped ginger sweet potatoes

shrimp and scallops
 with a brandy cream sauce

honey glazed north atlantic salmon
 with whipped ginger sweet potatoes

petite filet mignon
 with gorgonzola cheese and roasted peppers in a barolo wine sauce

spinach and ricotta ravioli
 with a tomato basil cream sauce

boneless roasted pork loin
 with caramelized shallots and rosemary served with whipped ginger sweet potatoes

chef's selection of fresh seasonal vegetables and an appropriate starch, bread basket and butter service

freshly brewed coffee, decaffeinated coffee and fine quality teas

desserts

extravagant display of our pastry chef's cakes and tortes

\$89.00 per person