

# *Town & County Club Events*



## *2017 Catering Menus*

Town and County Club

22 Woodland Street | Hartford, CT 06105 | 860-522-1100 | [www.towncounty.com](http://www.towncounty.com)

- BREAKFAST -

**Continental**

Freshly Baked Flaky Danish, Muffins, New York Bagels, Fresh Fruit,  
Juice, Freshly Brewed Coffee and Tea Selection  
\$ 11.50 | per person

**Continental Upgrades**

Scrambled Eggs | Applewood Smoked Bacon | Sausage Links  
\$3.00 | per person per selection

**Full American Breakfast**

(minimum 20 guests)

Freshly Baked Muffins, Flaky Danish, New York Bagels  
Scrambled Eggs, Cinnamon French Toast, Farmhouse Butter  
Home-Fried Potatoes  
Crispy Bacon and Sausage  
Fresh Fruit  
Juice, Freshly Brewed Coffee and Tea Selection  
\$16.50 | per person

## - MORNING AND AFTERNOON BREAKS -

### **Energize**

Whole Fresh Fruit  
Assorted Freshly Baked Cookies and Super Fudgy Brownies  
Assorted Soft Drinks, Fresh Coffee, Tea, Bottled Water  
\$6.00 | per person

### **A Healthy Break**

Fruit Smoothies  
Trail Mix, Granola Bars, Sliced Fresh Fruit and Seasonal Berries  
Assorted Soft Drinks, Fresh Coffee, Tea, Bottled Water  
\$8.00 | per person

### **Sweet and Salty**

Individual Bags of Pretzels and Potato Chips, Sliced Fruit and Seasonal Berries  
Assorted Freshly Baked Cookies and Super Fudgy Brownies  
Assorted Soft Drinks, Fresh Coffee, Tea, Bottled Water  
\$8.00 | per person



## **REFRESHMENTS**

### **Coffee Station**

Freshly Brewed Coffee, Decaffeinated Coffee, Tea Selection  
\$3.50 | per person

### **Assorted Soft Drinks and Bottled Water**

\$3.50 | per person

### **Espresso & Cappuccino**

*Brewed by Immanuel Pantano, Beverage Manager*

Espresso \$3.50 | per person  
Cappuccino \$4.00 | per person



### **Afternoon Tea Buffet**

Scones, Assorted Fruit Platter  
Tea Sandwiches ~ Choice of Three:  
Shrimp Salad  
Ham and Egg Salad  
Curried Chicken Salad  
Salmon Mousse  
Tuna Salad Served in Cherry Tomatoes  
  
Plate of Cookies, Brownies & Fruit Squares  
Tea, Coffee, and Decaffeinated  
\$15.50 per person

**- PLATED LUNCH -**

(Please select one entrée for the group)

**Free Range Chicken Breast**

**Portobello Mushroom Marsala, Lemon Chardonnay, or Creamy Artichoke Sauce**

Served with Starch and Vegetable

\$18.00 | per person

**Faroe Island Salmon Fillet**

**Poached with Light Tarragon Cream Sauce or Broiled with Lemon Herb Olive Oil**

Served with Starch and Vegetable

\$19.50 | per person

**Northeast Grass Fed Beef**

**Bourguignon or Stroganoff**

Served over Egg Noodles with Vegetables

\$19.50 | per person

All Lunch Entrees served with Assorted Freshly Baked Cookie and Fudgy Brownie Plate  
Coffee and Tea Service

**LUNCH ENHANCEMENT**

Club Salad: \$2.50 | per person

Cup of Soup \$3.50 | per person

## - LUNCH BUFFET -

(Minimum 24 people)

### **Twain Sandwich Buffet**

Soup Du Jour

Mini Assorted Sandwich and Wrap Platter

Ham, Turkey, Tuna Salad, Roast Beef, Lettuce, Tomato, Cheese, & Condiments

Pasta Salad, Fresh Fruit, Potato Chips

Assorted Freshly Baked Cookies and Fudgy Brownies

Fresh Brewed Coffee, Decaffeinated Coffee, Tea Selection

\$18.50 | per person

### **Beecher Buffet**

Tomato Basil Soup

Spinach Salad

Mandarin Orange, Egg Mimosa, Red Onion, Bacon Mushrooms, Sliced Oranges and Bermuda Onion  
Extra Virgin Olive Oil

Breaded Organic Chicken Cutlet and Sage-Lemon Sauce

Roasted Red Bliss Potatoes

Buttered Green Beans

Double Chocolate Cake

Assorted Fresh baked Cookies and Brownies

Coffee, Decaffeinated Coffee, Tea Selection

\$19.50 | per person

### **Avery Buffet**

Roasted Vegetable Soup

Northeast Beef Bourguignon

Tri-colored Cheese Tortellini Alfredo and Broccoli

Classic Mashed Potatoes

Roasted Tomato Halves

Coconut Cake

Assorted Cookies and Brownies

Coffee, Decaffeinated Coffee, Tea Selection

\$22.00 | per person

### **Goodwin Buffet**

Tossed Cascade Salad

Baby Romaine, Baby Green Oak and Radicchio, Tomatoes, Carrots, Cucumber

Sautéed Organic Chicken Breast Picatta

Baked Eggplant Parmesan

Grilled Faroe Island Salmon with Lemon-Herb Olive Oil

Toasted Orzo Pilaf

Seasonal Vegetable Medley  
White Chocolate Mousse Cake  
Assorted Fresh Baked Cookies and Brownies  
Coffee, Decaffeinated Coffee, Tea Selection  
\$25.00 | per person

*Please contact us for additional menu selections or special requests*

## - RECEPTION -

Ripe Tomato & Fresh Basil Bruschetta  
Sun Dried Tomato & Kalamata Olive Bruschetta  
Tuscan Bean & Roasted Tomato Bruschetta  
Prosciutto Wrapped Asparagus Spears  
Boursin Cheese Filo Cup  
Deviled Egg Salad or Ham Salad on Water Cracker

Tuna or Salad on Cucumber Round  
Crab Mango Bouchée  
Norwegian Smoked Salmon on Boston Brown Bread  
Beef Tenderloin on Crostini with Horseradish Sauce  
Smoked Salmon Mousse Bouchée

## HAND PASSED HORS D' OEUVRES

Individual Selection- \$7.00 | per person per hour

Peking Duck Roll, Scallion & Hoisin  
Baked Raspberry Brie in Filo Star  
Grilled Vegetable Flatbread  
Quince Membrillo , Serrano Ham & Manchego Chese Filo  
Mini Artichoke & Goat Cheese Quiche  
Crispy Artichoke Heart with Goat Cheese  
Paella Blossom with Shrimp & Chorizo  
Baked Apple-Chutney Brie Fillo Star  
Thai Peanut Chicken Saté  
Flaky Parmesan Cheese Straws  
Vegetable or Sausage Stuffed Mushroom Cap  
Grilled Pineapple Skewers  
Crabmeat Stuffed Mushroom Cap  
Crispy Coconut Chicken

Crispy Bacon-Wrapped Apricot  
Baked Spinach Wrapped in Filo  
Crispy Sesame Chicken with Sweet and Sour  
Baked Artichoke & Spinach Wrapped in Filo  
Crispy Shiitake-Leek Spring Roll  
Thai Vegetable Samosa  
Crisp Bacon-Wrapped Sweet Date  
Crispy Vegetable Spring Roll  
Asian Vegetable or Chicken Dumpling  
Sautéed Potato Pancake with Apple Sauce & Sour Cream  
Skewered Teriyaki Beef Tenderloin

Mini Quiche:  
Broccoli & Mushroom, Lorraine  
Spinach & Cheese or Sun-Dried Tomato

Selection of Four- \$20.00 | per person per hour

## CHILLED HORS D' OEUVRES

## HOT HORS D' OEUVRES

## DELUXE HORS D' OEUVRES

\$4.00 | per piece

Jumbo Cocktail Shrimp with Classic Cocktail Sauce  
Fresh Summer Roll (minimum 50 people)  
Mini Beef Wellington  
Crispy Coconut Shrimp  
Roasted Littleneck Clam with Hazelnut or Garlic Butter

Bacon Wrapped Sea Scallops  
Mini Maryland Crab Cakes Dusted with Old Bay  
Buttery Maine Lobster Tail Cobbler

- RECEPTION CONTINUED -

**PRESENTATION STATIONS**

**Crudités of Garden Vegetables and Dips**

\$4.00 | per person

**Cheddar and Swiss Cheese Board**

Assorted Domestic Cheese with Seasonal Fresh Fruit and Berries

\$7.00 | per person

**Imported and Artisanal Cheese Display**

International and Farmhouse Cheeses with Seasonal fresh Fruits and Berries, Water Crackers and Rustic Breads

\$10.00 | per person

**Sliced Norwegian Smoked Salmon Display**

Capers, Red Onions, Sour Cream and Water Crackers

\$115.00 | per side of Salmon

**Chilled Jumbo Shrimp Cocktail**

Classic Club Made Cocktail Sauce and Lemon Wedges

\$3.25 | each

**Seafood Raw Bar**

Cracked Crab Claws \$3.50 | each

Noank Blue Point Oysters \$3.00 | each

Wellfleet Littleneck Clams \$2.50 | each

Jumbo Cocktail Shrimp \$3.25 | each

*Served with Classic Club Made Cocktail Sauce and Lemon Wedges*

**Warm Baked Brie with Apricot Preserves in Pastry Crust**

8 inch Wheel \$55.00 | each

**Sushi Display**

Sushi \$2.50 | per piece

California Roll (Crab) \$2.75 | per piece

Alaska Roll (Salmon) \$3.00 | per piece

Tuna Roll \$2.75 | per piece

Fresh Summer Roll \$3.25 | per piece

*Served with Wasabi, Pickled Ginger and Soy Sauce*

**Salumi & Antipasto Display**

(Minimum of 20 people)

Assorted Dry Aged Meats, Sausages and Cheeses, Ciliegine Mozzarella, Oven Roasted Tomatoes, Marinated Artichokes and Mushrooms, Assorted Olives, Grilled Vegetables, Basil Olive Oil and Tuscan Bread

\$10.50 | per person

**Roasted Native Turkey Breast**

\$110.00

**Herb Roasted Whole Young Turkey**

\$150.00

**Roasted Grass Fed Tenderloin of Beef**

Garlic and Cracked Pepper

\$225.00

**Roasted Northeast Prime Rib of Beef**

\$375.00

**Roast Boneless Niman Ranch**

**All Natural Pork Loin**

\$95.00

**Roast Boneless Leg of Wyoming Lamb**

Rosemary Butter

\$195.00

**Roasted Rack of New Zealand Lamb**

Rosemary & Garlic Panko

Market Price

**RECEPTION CONTINUED -  
CARVING STATIONS**



**Plus \$100 Chef fee per station**

**PASTA STATION**

Two Pastas and Two Sauces served in chafing dishes

Pasta Selection:

Penne & Tri-Colored Fusilli

Sauce Selections (please select two):

Marinara, Vodka Cream, A Olio

\$9.00 | per person

**\*PREMIER PASTA STATION**

Choice of Two Pastas and Two Sauces prepared to order in the dining room

Pasta Selection:

Tri Colored Cheese Tortellini, Smoked Chicken Ravioli, Grilled Vegetable  
Ravioli & Gorgonzola-Sun Dried Tomato Ravioli

Sauce Selections:

Alfredo and Broccoli, Basil Pesto

Marinara, Vodka Cream Sauce

\$11.00 | per person

\*plus \$100 Chef Fee Per Station



**- PLATED DINNER -**

Includes Salad, Entrée, Dessert, Coffee and Tea Service

**FIRST COURSE SELECTIONS**

(Please Select One)

**Club Salad**

Dressings: Sweet and Sour, Bleu Cheese,  
Creamy Italian, Pear-Champagne, or Balsamic Vinaigrette

**Spinach Salad**

Mandarin Orange, Egg Mimoso, Red Onion,  
Bacon & Mushrooms

**Cascade Salad**

Baby Romaine, Baby Green Oak, Radicchio with Almonds, Raisins, Shredded Carrots

**Baby Arugula**

Goat Cheese, Anjou Pear, Candied Walnuts

**Classic Caesar Salad**

Romaine Lettuce, Parmesan and Creamy Caesar Dressing

**DINNER ENHANCEMENTS**

Upgrade First Course \$2.00 | per person

Upgrade to 4-Courses \$5.00 | per person

**Apple Butternut Bisque**

**Four Onion Soup**

**New England Clam Chowder**

**French Bistro Chicken Soup**

**Mulligatawny**

**Soup du Jour**

**Crispy Cashew Chicken or Vegetable Spring Roll**

**Jumbo Shrimp Cocktail** + \$3.00 | per person

### Chicken

**Stuffed Breast of Organic Chicken**  
Cranberry & Apple  
Haricot Verts | Golden Jewel Cous Cous  
\$28.00 | per person

**Sautéed free Range Chicken Piccata**  
Lemon Butter Sauce & Capers  
Asparagus | Rice Pilaf  
\$28.00 | per person

**Parmesan Crusted Organic Chicken with Sage Sauce**  
Roasted Brussel Sprouts | Garlic Mashed Potatoes  
\$28.00 | per person

### Beef

**Broiled 8 oz. Grass Fed Filet Mignon with Béarnaise Sauce**  
Asparagus | Horseradish Mashed Potatoes  
\$38.00 | per person

**Sliced Roast Northwest Tenderloin of Beef with  
Wild Mushroom Demi Glace**  
Creamed Spinach | Roasted Red Potatoes  
\$37.00 | per person

**Prime Rib of Beef au Jus**  
Asparagus | Twice Baked Potato  
\$34.00 | per person

### Seafood

**Baked Fillet of Lemon Sole with Seafood or Spinach Stuffing**  
Light Fish Velouté  
Haricot Verts | Rice Pilaf  
\$29.00 | per person

**Pan Seared Faroe Island Salmon with Lemon Butter**  
Seasonal Vegetables | Toasted Orzo Pilaf  
\$32.00 | per person

**Grilled Line Caught Swordfish Steak with Herbed Butter**  
Haricot Verts | Roasted Fingerling Potatoes  
\$34.00 | per person

### Combinations

**Sliced Beef Tenderloin and Sea Scallops**  
Sautéed Spinach | Dauphinoise Potato  
Market | per person

**Grilled Grass Fed Filet Mignon and Jumbo Shrimp Piccata**  
Haricot Verts | Roasted Garlic Mashed Potatoes  
Market | per person

**Grilled Northwest Sirloin Steak and Baked Stuffed Jumbo  
Shrimp**  
Asparagus | Roasted Fingerling Potatoes  
Market | per person

- PLATED DINNER CONTINUED -

**ENTRÉE SELECTIONS**

(Please Select One)

- PLATED DINNER CONTINUED -

**DESSERT SELECTIONS**

(Please Select One)

Fresh Baked Dutch Apple Pie

Strawberry Shortcake with Chantilly Cream

Bourbon—Pecan Pie

Lemon Meringue Pie

Lemon Coconut Cake

Double Chocolate Layer Cake

Mike's Chocolate Mud Pie

**DESSERT ENHANCEMENTS**

**Freshly Baked Cookies, Pastries and Fruit Tarts**

Miniature Pastries and Tarts

\$4.75 | per person

**Assorted Freshly Baked Cookies and Fruit Squares**

\$2.50 | per person

**Decadent Chocolate Dipped Strawberries**

\$1.75 | each

**Town and county Club Favorite**

**Ice Cream Sundae Bar**

Choice of Two Ice Creams

Vanilla, Peppermint Stick, Mango Sorbet, Chocolate Mocha Chip

Served with A Selection of Toppings:  
Hot Fudge, Strawberries, Butterscotch,  
Whipped Cream, Candies & Nuts

\$8.00 | per person

**Frozen Treats**

Tartufo

\$6.00 | per person

**- DINNER BUFFET -**

(Minimum of 30 people please)

**Lyman Buffet**

Tomato Basil Soup

Sliced Ripe Tomatoes & Fresh Basil

Lemon-Infused Olive Oil

Baked Organic Chicken Breast Parmesan

Tri-colored Cheese Tortellini

Grilled Faroe island Salmon with Lemon-Herb Olive Oil

Double Chocolate Layer Cake

Assorted Mini Pastries

\$34.00 | per person

**Trumbull Buffet**

Soup of the Day

Chef's Choice Salad

Grass Fed Beef Stroganoff

Sautéed Organic Chicken Breast Portobello Marsala

Duchess Potatoes in Tomato Half

Green Beans

Bourbon—Pecan Pie

\$32.00 | per person

**Stowe Buffet**

Minestrone Soup

Tossed Cascade Salad

Baby Romaine, Baby Green Oak and Radicchio, Tomatoes, Carrots, Cucumber

Grass Fed Beef Bourguignon

Classic Mashed Potatoes

Seasonal Vegetable Medley

Assorted Freshly Baked Cookies, Brownies and Mini Pastries

\$30.00 | per person

*Please contact us for additional menu options and upgrades*

**- BAR SELECTIONS -**

(Charged Based on Guarantee – Not Subject to Reduction)

**“CLUB” BAR**

**Smirnoff, Bombay, Bacardi, Canadian Club, Dewar's, Jim Beam, Jose Cuervo Gold,  
Imported and Domestic Beer, House Red and White Wines  
Assorted Soft Drinks and Sparkling Mineral Water**

\$15.00 | per person, first hour – \$8.00 | per person, each additional hour

**Plus \$100 bartender fee per 75 guests**

**“PREMIUM” BAR**

**Stolichnaya or Absolut, Tangueray, Bacardi, Mt. Gay, Dewars,**

**HOSTED BAR**

(Charged on a Consumption Basis Per Drink)

<b>Club Brand Liquors</b>	<b>\$7.00</b>
<b>Premium Brand Liquors</b>	<b>\$8.00</b>
<b>Deluxe Brand Liquors</b>	<b>\$9.00</b>
<b>Imported Bottled Beer</b>	<b>\$5.00</b>
<b>Domestic Bottled Beer</b>	<b>\$5.00</b>
<b>House Wine by the Glass</b>	<b>\$7.00</b>
<b>Cordials</b>	<b>\$10.00</b>
<b>Martini/Manhattan</b>	<b>\$12.00</b>

**CASH BAR**

(Guests Purchase Their Own Drinks)

<b>Club Brand Liquors</b>	<b>\$8.00</b>
<b>Premium Brand Liquors</b>	<b>\$9.00</b>
<b>Deluxe Brand Liquors</b>	<b>\$10.00</b>
<b>Imported Bottled Beer</b>	<b>\$5.50</b>
<b>Domestic Bottled Beer</b>	<b>\$5.00</b>
<b>House Wine by the Glass</b>	<b>\$8.00</b>
<b>Cordials</b>	<b>\$10.00</b>
<b>Martini/Manhattan</b>	<b>\$14.00</b>

**Seagrams V.O., Jack Daniels, Jose Cuervo Gold,  
Imported and Domestic Beer, House, Red and White Wines,  
Assorted Soft Drinks and Sparkling Mineral Water**

\$17.00 | per person, first hour – \$9.00 | per person, each additional hour

**Plus \$100 bartender fee per 75 guests**

- WINE LIST -

**White Wine by the Bottle**

Albarino, Martin Codex, Spain	\$27.00
Chardonnay, Sonoma Coast - La Crema	\$44.00
Chardonnay, Sonoma-Cutrer, Russian River	\$45.00
Chardonnay, Montes Alpha, Chile	\$42.00
Chardonnay, Stimson, Washington State,	\$18.50
Chardonnay, Paul Newman, Napa Valley	\$30.00
Sauvignon Blanc, Villa Maria, Marlborough	\$35.00
Pinot Grigio, Pighin, Friuli	\$30.00

**Sparkling Wines by the Bottle**

Sparkling Wine, Brut, Korbel, California	\$35.00
Champagne, Möt & Chandon, White Star	\$85.00
Champagne, Veuve Cliquot , Yellow Label	\$90.00
Prosecco, Rive Della Chiesa Frizzante, Treviso	\$27.00

**Red Wine by the Bottle**

Cabernet Sauvignon, Chateau Ste. Michelle Washington	\$45.00
Cabernet Sauvignon, Angoves, Coonawarra, South Australia	\$42.00
Cabernet Sauvignon, Stimpson, Washington State	\$18.50
Merlot, Fetzer Eagle Peak, Mendocino	\$24.00
Pinot Noir, La Crema, Sonoma County	\$42.00
Syrah, Bridlewood, Central Coast CA,	\$24.00
Shiraz, Angoves , McLaren Vale, South Australia	\$42.00
Malbec, Catena, Mendoza	\$45.00
Zinfandel, Cline, Sonoma	\$24.00

**Corkage Fee:**

There is a \$15.00 per 750 ml. bottle on wine and champagne brought into the club's dining and lounge facilities. Sales tax and house charges are applicable.

**- AUDIO VISUAL EQUIPMENT DAILY RENTAL PRICE LIST -**

**Film Projectors & Accessories**

Wireless Remote Control \$20.00

**Video Equipment**

26" TV Monitor and VHS VCR,  
Cart & Drape \$88.00  
26" TV Monitor & Draped Cart \$55.00

**Computer & Video Projection**

Data Projector SVGA/XGA \$225.00  
4500 Lumen Data Projector \$295.00  
Laptop Computer \$150.00  
LCD Video/DVD Player \$150.00

**Lighting & Draping**

13 – 16 ft. Black Velour Drape \$8.00  
Leiko/Tree/Dimmer \$115.00

**Overhead Projector & Accessories.**

4000 Lumen Portable \$45.00  
5500 Lumen Portable \$55.00

**Screens & Easels**

Tripod 6 Ft. Screen \$30.00  
Tripod 8 Ft. Screen \$40.00  
Cradle 10 Ft. \$60.00  
6 x 9 Fast Fold- Front/Rear \$65.00  
Above with Drape Kit \$105.00

**Audio Equipment**

Anchor "Liberty" with Stand \$75.00  
Extra Speaker with Stand \$65.00  
Wired Microphone with Stand \$30.00  
Wireless Microphones \$80.00  
Conference Table Microphones \$80.00  
  
4 Channel Mixer \$30.00  
16 Channel Mixer \$90.00  
Cassette Deck- Mono \$35.00  
Marantz 2X Auto Reverse \$70.00  
Telephone Conference System \$120.00  
Podium and Microphone \$80.00  
Podium, Microphone & Speakers \$185.00  
Mult Box- For News Reporters \$100.00  
Remote Control Mouse \$35.00

**Labor and Technical Services**

Normal 8-5 A/V Delivery & Setup \$45.00  
Normal 8-5 Tech Services-Per Hour \$55.00  
OT RUSH Delivery-A/V \$45.00  
OT Technical Services- Per Hour \$68.00  
6:00 am to 7:00 am Setups \$55.00

# TOWN & COUNTY CLUB 2017

## PRIVATE FUNCTION ROOM RENTAL FEES, DIMENSIONS AND CAPACITIES

Room	Dimensions	Theatre Capacity	Reception Capacity	Banquet Capacity	Function Rental Fees – 4 hour time period
Grand Ballroom  Weekend Rates apply Friday after Five O'clock	50' x 35'  1,750 Sq. Ft.	175	200	150  (130 with a dance floor)	<u>Weekday</u> Member: \$400 Member sponsored: \$600 Non-Profit: \$300 <u>Weekend</u> Member: \$500 Member sponsored: \$1,000
Art Gallery	45' x 21'  945 Sq. Ft.	75	75	50	Member: complimentary Member sponsored: \$100
Board Dining Room	21' x 16'  336 Sq. Ft.	18	N/A	18	Member: complimentary Member sponsored: \$60
President's Room	16' x 18'  288 Sq. Ft.	14	18	14	Member: complimentary Member sponsored: \$60
Overlook Room	14' x 14'  196 Sq. Ft.	12	16	12	Member: complimentary Member sponsored: \$60
Middle Parlor	16' x 25'  400 Sq. Ft.	N/A	30	22	Member: complimentary Member sponsored: \$60
Front Parlor	24' x 15'  360 Sq. Ft.	N/A	26	20	Member: complimentary Member sponsored: \$60
Solarium Porch	14' x 14'  196 Sq. Ft.	12	12	10	Member: complimentary Member sponsored: \$60
Whole House (Sat./Sun.)					Member: \$1,000 per day Member sponsored: \$2,000 per day
Library					Reserved for Members only
Food and beverage Minimums	Breakfast: \$11.50	Lunch: \$18	Reception: \$18.50	Dinner: \$32	



## - POLICIES AND PROCEDURES -

**MEMBER SPONSOR** - While an active Club member is required as host or sponsor to each privately held function, we welcome all members of the community to use the Club house for their next function. In the event you are unable to secure a member sponsor for your event please contact our General Manager, Michael Duval, or our Assistant Club Manager, John Bates, they will make every effort to secure a member sponsor for you.

**GUARANTEES** - A final guarantee of attendance must be submitted to the Assistant General Manager no later than three (3) business days prior to the function. Once the guarantee is given, it is not subject to reduction. We will prepare and set-up for 5% over the guarantee. Should the number of attendees increase the day of the function, the actual number served will be charged. In the event a guarantee is not received within the allotted time, the Town and County Club will charge for the number indicated on the original contract.

**SERVICE CHARGE AND TAX** - All food, beverage, rentals and services are subject to 6.35% state sales tax. A service charge of 22% will be added to all food and beverage charges. Qualifying tax-exempt organizations must submit the appropriate certificate (CERT-112, CERT-119, OR CERT-123). The approved forms must be provided to the Club prior to the event. Any forms sent out after the event will not be accepted for tax exemption.

**FOOD AND BEVERAGE** - All food and beverage items must be provided by the Club. All food and beverage must also be consumed on the premises and may not be removed. Price increases and current menu price take precedence. To protect our members and their guests, the Town and County Club reserves the right to cancel beverage service for any of the following reasons: (1) possession of alcohol by attendees that has not been purchased through the Club; (2) noncompliance with either the Town and County Club liquor policy or the State of Connecticut Liquor Regulations; (3) any circumstances judged by management that would endanger members, guests or property. We reserve the right to refuse service to anyone, at the Club's discretion, that appears intoxicated. The Maximum duration of an Open Bar in which alcohol will be consumed is five (5) Hours.

**MENU ARRANGEMENTS** - Menu arrangements must be completed no later than three weeks before the event. In most cases, one menu entree will be selected per party. The host may offer an alternative entrée choice, but a means for distributing the guarantee of each menu selection must be arranged, i.e., Blue name tag means fish, Red means beef. A la carte menus are available for parties ten and under only. Parties of fifteen and under will be required to make their selections from our limited menu.

**PAYMENT** – For all Non-Member Hosted Events a final guarantee of attendance must be submitted to the catering office no later than three (3) business days prior to the function. Your final bill will be due within 48 hours of your event. If payment is not received by this time, your provided credit card will be used for full settlement.

**DISPLAYS AND PERSONAL PROPERTY** - The Club does not permit anything to be affixed to the floors, walls, doors or ceilings either permanently or temporarily. Any damage caused by, but not restricted to, nails, glue, tape or tacks will be the responsibility of the member/member's guest. The client agrees to pay for any repairs in order to return any damaged sites to its original state.

The Club will not assume responsibility for damage or loss of any merchandise or articles left in the Club prior to, during or following the event.

**FUNCTION ROOM POLICY** - The Club reserves the right to reassign banquet space due to a change in schedule, anticipated attendance or changes in program. All changes will be communicated prior to the event. Also, each contract has a designated start and end time for the function. Should the event be approved to exceed the allotted time by more than 30 minutes, there will be a charge assessed.

#### **RENTAL CHARGES/MEMBER EVENTS**

When a Town and County Club Member hosts his/her private event, there will be no fee charged for room usage except the club ballroom. The reduced fee for member events in the ballroom is \$400 weekdays and \$500 Friday night and Saturday.

#### **RENTAL CHARGES/MEMBERS SPONSORED EVENTS**

When a Town and County Club Member sponsors an event on behalf of a non-member or entity, the sponsored event fee will apply for all club rooms and the ballroom. A member-sponsored non-profit (proof of 501(c)3,4 status required) may pay 50% of the ballroom rental charge provided the food minimums are met. All other club rooms are subject to the full room fee.

#### **FOOD AND BEVERAGE MINIMUM SPEND -**

Breakfast \$11.50 per Person

Lunch \$18.00 per Person

Reception \$18.50 per Person

Dinner \$32.00 per Person

All Day Meeting (4+ Hours) \$30.00 per Person

\*All pricing subject to service charge and taxes

**CANCELLATION POLICY** - Meeting room cancellations will be accepted up to {14} business days prior to the function without charge, notwithstanding the non-refundable deposit. Functions that cancel between {14} and {7} business days will be charged 50% of estimated revenue. Functions that cancel with less than {7} business day's notice, will be charged up to 100% of estimated revenue. For larger events, the cancellation policy is outlined in the contract/event order. Any cancellation policy, terms or conditions stated on the event order/contract will supersede the policies expressed above. Should the event be cancelled due to inclement weather or unscheduled club closing, the deposit may be applied to a rescheduled event within a one year period.

**DRESS CODE** - Business casual is acceptable dress for all areas of the Club. Men are expected to wear a collared shirt, jackets suggested.

**SOCIAL MEDIA POLICY** - The Town & County Club is active on Twitter, Instagram and Facebook. We enjoy staying up-to-date on things happening in our community and industry. We invite you to join us- please follow us and include us in relevant posts. We would love to see live tweets during your function, set up pictures on Instagram and event recaps on Facebook. If you have an event hashtag please let us know, we'd be happy to promote it. If you wish not to be included in our social media posts please contact our Marketing and Communications Manager, 860-522-1100 x15

**OVERNIGHT ACCOMMODATIONS** - The Town and County Club has five overnight suites:

- ◇ Trumbull Room, King Bed, en suite bathroom —\$155+ tax
- ◇ Hunt Room, Queen Bed, en suite bathroom —\$145+ Tax
- ◇ Barbara Bush Room—King Bed, en suite bathroom—\$155+ Tax
- ◇ 1925 Room—Queen Bed, en suite bathroom—\$145+ Tax
- ◇ Nutmeg Room—Twin Beds, \$95+ tax when rented in conjunction with another room