

# *Town & County Club Events*



## *2018 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  
\$5.00 | per person per selection

**Famous T&C Fresh Baked Quiche**

Fresh Fruit, Juice, Freshly Brewed Coffee and Tea Selection  
\$ 14.50 | per person

**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 & Tea Selection  
\$16.50 | per person

MORNING AND AFTERNOON BREAKS -

**Energize**

Whole Fresh Fruit  
Assorted Freshly Baked Cookies and Granola Bars,  
Fruit Smoothies, Fresh Cut Fruit, Assorted Soft Drinks, Fresh Coffee, Tea, Bottled Water  
\$8.00 | per person

**Yogurt Parfait**

Make Your Own with Granola, Yogurt, Fresh Cut Fruit and Berries  
Assorted Soft Drinks, Fresh Coffee, Tea, Bottled Water  
\$6.00 | per person

**Additional Afternoon Snacks and Beverages Available**

## 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

Tuna Salad Served in Cherry Tomatoes

Plate of Cookies, Brownies & Fruit Squares

Tea, Coffee & Decaffeinated

\$16.50 | per person

### **The Town and County High Tea**

Silver Service, English Bone China Cups

Currant, Apricot & Ginger Scones, Clotted Cream

Assorted Fruit Platter

Tea Sandwiches ~ Choice of Four:

Shrimp Salad, Ham and Egg Salad, Curried Chicken Salad

Smoked Salmon Mousse, Cucumber Sandwiches

Tuna Salad Served in Cherry Tomatoes

Plate of Cookies, Brownies & House Made Tarts

Fresh Brewed Tea, Coffee, & Decaffeinated

Decanted Sherry, Dry or Sweet

\$19.50 | per person



**- PLATED LUNCH -**

(Please select one entrée for the group)

**Free Range Chicken Breast**

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

\$18.00 | per person

**Faroe Island Salmon Fillet**

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

\$19.50 | per person

**Northeast Grass Fed Beef Bourguignon or Stroganoff**

\$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

**Soup & Half Sandwich or Soup & Salad**

\$12.50 | per person

Soups: Chicken & Vegetable, Cream of Tomato, Carrot-Ginger, Mulligatawny,  
New England Clam Chowder

Sandwiches: Turkey Club, Roast Beef, Chicken Salad, Tuna Salad, Hummus & Grilled Vegetable

**- LUNCH BUFFETS-**

(Minimum 18 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

## LUNCH BUFFET -(CONT'D)

### **Beecher Buffet**

Choice of 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**

Choice of Soup

Northeast Beef Bourguignon

Tri-colored Cheese Tortellini Alfredo and Broccoli

Classic Mashed Potatoes

Roasted Tomato Halves

Italian Lemon Cake

Assorted Cookies and Brownies

Coffee, Decaffeinated Coffee & Tea Selection

\$22.00 | per person

### **Goodwin Buffet**

Choice of Soup

Choice of Salad

Sautéed Organic Chicken Breast Picatta

Baked Eggplant Parmesan

Grilled Faroe Island Salmon with Lemon-Herb Olive Oil

Ancient Grains & Rice Pilaf

Seasonal Vegetable Medley

Dark 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.**

**We enjoy customizing menus for our clients.**

## RECEPTION -

### HAND PASSED HORS D' OEUVRES

Individual Selection- \$8.00 | per person per hour

Selection of Four- \$18.00 | per person per hour

### COLD HORS D' OEUVRES

Ripe Tomato & Fresh Basil Bruschetta  
Sun Dried Tomato & Kalamata Olive Bruschetta  
Roasted Tomato & Goat Cheese Bruschetta  
Prosciutto Wrapped Asparagus Spear  
Boursin Cheese in Endive Spear

Hummus, Feta, Olive & Cucumber Roll  
Smoked Salmon on Boston Brown Bread  
Beef Tenderloin on Crostini with Horseradish  
Smoked Salmon on Cucumber Round  
Gorgonzola Stuffed Date

### HOT HORS D' OEUVRES

#### Vegetarian:

Baked Raspberry Brie in Filo  
Baked Mushroom Bruschetta  
Crispy Artichoke Heart with Goat Cheese  
Baked Apple-Chutney Brie Filo  
Flaky Parmesan Cheese Straws  
Vegetable or Sausage Stuffed Mushroom Cap  
Grilled Pineapple Skewers  
Baked Spinach Wrapped in Filo  
Crispy Asian Vegetable Spring Roll  
Sautéed Potato Latke, Apple Sauce & Sour Cream

Peking Duck Roll, Scallion & Hoisin  
Crispy Bacon-Wrapped Apricot  
Crispy Sesame Chicken with Sweet and Sour Sauce  
Thai Peanut Chicken Saté  
Crabmeat Stuffed Mushroom Cap  
Crispy Coconut Chicken  
Crisp Bacon-Wrapped Sweet Date  
Asian Chicken Dumpling  
Skewered Teriyaki Beef Tenderloin

#### Mini Quiche:

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

### DELUXE HORS D' OEUVRES

\$4.00 | per piece

Classic Jumbo Cocktail Shrimp with Traditional Cocktail Sauce or Maryland Style with Old Bay  
Fresh Rolled Sushi  
Mini Beef Wellington  
Crispy Coconut Shrimp  
Bacon Wrapped Sea Scallops  
Mini Maryland Crab Cakes  
Lobster Salad over Crostini

- PRESENTATION STATIONS -

**Crudités of Garden Vegetables & Dips**

\$4.00 | per person

**Vermont Cheddar and Swiss Cheese Board**

With Seasonal Fresh Fruit and Berries

\$7.00 | per person

**Imported & Artisanal Cheese Display**

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

\$10.00 | per person

**Sliced Faroe Island Salmon Gravlax Display Norwegian Style**

Capers, Red Onions, Sour Cream and Water Crackers

\$115.00 | per side of Salmon

**Avocado Guacamole with Crispy Tortillas**

Or

**Hummus with Pita Crisps**

\$4.25 | per person

**Seafood Raw Bar**

Cracked Crab Claws \$3.50 | each

Noank Blue Point Oysters \$3.00 | each

Jumbo Cocktail Shrimp \$3.25 | each

Wellfleet Littleneck Clams \$2.50 | 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 \$3.50 | per piece

*Served with Wasabi, Pickled Ginger and Soy Sauce*

**Charcuterie Display**

(Minimum of 20 people)

Assorted Dry Aged Meats, Sausages and Cheeses, Ciliegine Mozzarella, Oven Roasted Tomatoes, Marinated Artichokes & Mushrooms, Assorted Olives, Grilled Vegetables,

Fresh Basil, Olive Oil & French Bread

\$10.50 | per person

- RECEPTION CONTINUED -

**CARVING STATIONS**

Plus \$100 Chef Fee Per Station

**Herb Roasted Whole Organic 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**

**Teriyaki or Cranberry-Whole Grain Mustard**

\$95.00

**Roasted Rack of New Zealand Lamb**

Rosemary & Garlic Panko

Market Price

**Black Oak Farms Country Ham**

\$175.00



**PASTA STATION**

Two Pastas and Two Sauces served in chafing dishes

Pasta Selection:

Penne, Farfalle, Ziti & Tri-Colored Fusilli

Sauce Selections (please select two):

Marinara, Vodka Cream, A Olio

\$6.00 | 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, Mushroom Ravioli, Manicotti

Sauce Selections:

Alfredo and Broccoli, Basil Pesto, Bolognese, Sage Butter,

Marinara, Vodka Cream Sauce

\$9.00 | per person

**\*Risotto Bar**

Arborio Rice Sautéed with choice of Peas, Spinach, Bay Shrimp, Portobello Mushrooms, Chicken, Ham, Caramelized Onion & Pecorino Romano,

\$10.00 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 Mimosa, Red Onion,  
Mushrooms & Warm Bacon Dressing

**Cascade Salad**

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

**Baby Arugula Salad**

Goat Cheese, Berries, Candied Walnuts Dried Fruit & Fig Dressing

**Classic Caesar Salad**

Romaine Lettuce, Parmesan & Creamy Caesar Dressing

**DINNER ENHANCEMENTS**

Upgrade First Course \$2.00 | per person

Upgrade to 4-Courses \$5.00 | per person

**Soups:**

**Apple Butternut Bisque**

**French Onion Soup**

**New England Clam Chowder**

**French Bistro Chicken Soup**

**Mulligatawny**

**Soup du Jour**

**Jumbo Shrimp Cocktail + \$3.25 | per person**

## PLATED DINNER

### ENTRÉE SELECTIONS

(Please Select One)

#### 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**

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

\$30.00 | per person

##### **Pan Seared Faroe Island Salmon with Lemon Butter**

Seasonal Vegetables | Toasted Orzo Pilaf

\$32.00 | per person

##### **Line Caught Cod Fillet with Herbed Butter**

Haricot Verts | Roasted Fingerling Potatoes

\$29.00 | per person

#### Combinations

##### **Sliced Beef Tenderloin & Sea Scallops**

Sautéed Spinach | Dauphinoise Potato

Market | per person

##### **Grilled Grass Fed Filet Mignon & Jumbo Shrimp**

Haricot Verts | Roasted Garlic Mashed Potatoes

Market | per person

##### **Grilled Northwest Sirloin Steak & Baked Stuffed Jumbo Shrimp**

Asparagus | Roasted Fingerling Potatoes

Market | per person

#### Vegetarian

##### **Vegetable Paella with Saffron**

\$22.00 | per person

##### **Mushroom Ravioli with White Truffle Oil**

\$24.00 | per person

##### **Baked Portobello Mushroom & Grilled Vegetables**

\$20.00 | per person

- PLATED DINNER CONTINUED -

DESSERT SELECTIONS

(Please Select One)

**Fresh Baked Dutch Apple Pie**

**Blueberry Tart with Chantilly Cream**

**Bourbon—Pecan Pie**

**Lemon Meringue Pie**

**Italian Lemon Cake**

**Chocolate Lava Cake**

**Tiramisu**

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

Frozen Treats

Tartufo

\$6.00 | per person

**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

**- DINNER BUFFET -**

(Minimum of 30 people please)

**Stowe Buffet**

Soup of the Day

Chef's Choice Salad

Choice of One Entrée, One Starch & Vegetable

Assorted Freshly Baked Cookies, Brownies and Mini Pastries

\$30.00 | per person

**Trumbull Buffet**

Choice of Soup

Choice of Salad

Choice of Two Entrées & Two Accompaniments

Choice of Dessert

\$32.00 | per person

**Lyman Buffet**

Choice of Soup

Choice of Salad

Choice of Three Entrees & Three Accompaniments

Choice of Two Desserts

\$34.00 | per person

*Please contact us for additional menu options and upgrades*

**Soups:**

Tomato Basil Soup

Minestrone Soup

New England Clam Chowder

Harvest Vegetarian Soup

Country Chicken Soup

**Salads:**

Sliced Ripe Tomatoes & Fresh Basil

Lemon-Infused Olive Oil

Tossed Cascade Salad

Baby Romaine, Baby Green Oak and Radicchio,

Tomatoes, Carrots, Cucumber

**Starch & Vegetables :**

Green Beans

Snow Peas

Asparagus

Broccoli Rabe

Vegetable Medley

Roasted or Mashed Potatoes, Rice or Grains

**Entrees:**

Grilled Organic Chicken Breast

Tri-Colored Cheese Tortellini

Grilled Faroe Island Salmon with Lemon

Grass Fed Beef Bourguignon

Sautéed Organic Chicken Portobello Marsala

Stuffed Sole Fillet

Braised Beef Tips

**Desserts:**

Bourbon—Pecan Pie

Double Chocolate Layer Cake

Tiramisu

Italian Lemon Cake

Assorted Mini Pastries

\*\*Town & County Famous Ice Cream Sundae

Bar Upgrade \$8. | per person

**- 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,  
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**

**HOSTED BAR**

(Charged on a Consumption Basis Per Drink)

**CASH BAR**

(Guests Purchase Their Own Drinks)

Club Brand Liquors	\$7.00	Club Brand Liquors	\$8.00
Premium Brand Liquors	\$8.00	Premium Brand Liquors	\$9.00
Deluxe Brand Liquors	\$9.00	Deluxe Brand Liquors	\$10.00
Imported Bottled Beer	\$5.00	Imported Bottled Beer	\$5.50
Domestic Bottled Beer	\$5.00	Domestic Bottled Beer	\$5.00
House Wine by the Glass	\$7.00	House Wine by the Glass	\$8.00
Cordials	\$10.00	Cordials	\$10.00
Martini/Manhattan	\$12.00	Martini/Manhattan	\$14.00

**The Bloody Mary Bar**

\$10.00 per Bloody Mary

Start with Mr. & Mrs. T's Bloody Mary mix and add your choice of Potato or Grain Vodka. Then our bartender will assist you in creating a cocktail that is exactly how you want it.

**Cocktail Garnishes:**

Choice of; Old Bay Rim or Pink Sea Salted Rim

**Add-ins:**

Hearts of Celery, Saffron Onions, Carrot Sticks, Spanish Queen Olives, Red Bell Pepper Strips, Grilled Asparagus, Pepperoncini, Capers, Cucumber Wheels, Dill Pickle Slice, Cherry Tomatoes, Tabasco Sauce, Grated Horseradish, Radishes, Grain Mustard, Worcestershire Sauce, Fresh Mozzarella Balls and Gorgonzola Olives

## ◇ 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.

# *Town & County Club*

## 2018 PRIVATE FUNCTION ROOM RENTAL FEES, DIMENSIONS AND CAPACITIES

Room	Dimensions	Theatre Capacity	Reception Capacity	Banquet Capacity	Function Rental Fees 4 hour time period
<b>Grand Ballroom</b>	50' x 35' 1,750 Sq. Ft.	175	200	150 (130 with a dance floor)	<b>Weekday</b> Member: \$200 Member sponsored: \$300 Unaffiliated event: \$500 <b>Weekend (Fri. after 5:00)</b> Member: \$400 Member sponsored: \$600 Unaffiliated Event: \$1,000
<b>Art Gallery</b>	45' x 21' 945 Sq. Ft.	75	75	50	Member: complimentary Member sponsored: \$100 Unaffiliated Event: \$200
<b>Board Dining Room</b>	21' x 16' 336 Sq. Ft.	18	N/A	18	Member: complimentary Member sponsored: \$60 Unaffiliated Event \$ 120
<b>President's Room</b>	16' x 18' 288 Sq. Ft.	14	18	14	Member: complimentary Member sponsored: \$60 Unaffiliated Event \$120
<b>Overlook Room</b>	14' x 14' 196 Sq. Ft.	12	16	12	Member: complimentary Member sponsored: \$60 Unaffiliated Event \$120

22 Woodland Street | Hartford, CT 06105 | 860-522-1100 |

[www.towncounty.com](http://www.towncounty.com)

# Town & County Club Events

## 2018 PRIVATE FUNCTION ROOM RENTAL FEES, DIMENSIONS AND CAPACITIES

Room	Dimensions	Theatre Capacity	Reception Capacity	Banquet Capacity	Function Rental Fees – 4 hour time period
<b>Middle Parlor</b>	16' x 25' 400 Sq. Ft.	N/A	30	22	Member: complimentary Member sponsored: \$60 Unaffiliated Event: \$120
<b>Front Parlor</b>	24' x 15' 360 Sq. Ft.	N/A	26	20	Member: complimentary Member sponsored: \$60 Unaffiliated Event: \$120
<b>Solarium Porch</b>	14' x 14' 196 Sq. Ft.	12	12	10	Member: complimentary Member sponsored: \$60 Unaffiliated Event: \$120
<b>Whole House</b> (Sat. or Sun.)					Member: \$1,000 per day Member sponsored: \$1500 Unaffiliated: \$2000 /day

### 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

22 Woodland Street | Hartford, CT 06105 | 860-522-1100 |

[www.towncounty.com](http://www.towncounty.com)



## - POLICIES AND PROCEDURES -

We welcome all members of the community to use the Club house for their next function (member sponsor not required).

### **Guarantees -**

Member Events: A final guarantee of attendance for member hosted events must be submitted to the Assistant General Manager no later than three (3) business days prior to the function.

Member Sponsored and Unaffiliated Events: A final guarantee of attendance for all non-member hosted events must be submitted to the Assistant General Manager no later than seven (7) 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.

**Deposit and Payment** – For all non-member hosted events, a non-refundable deposit in the amount of the room rental is required to secure the room and date desired. Payment on your final bill will be due within 48 hours prior to your event. All payments for non member hosted events and non member guest rooms stays must be made by check. Cash bar is cash only. The Town and County Club does not accept credit or debit cards.

**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.

**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.

## - POLICIES AND PROCEDURES -

**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 Sponsors** – For events sponsored by Town and County members, the rental fee for room usage shall be reduced provided food & beverage Minimum has been met for that time period.

### **Food and Beverage Minimums -**

Breakfast \$11.50 per Person

Lunch \$16.00 per Person

Reception \$10.00 per Person meeting rooms/\$20.00 per Person Ballroom

Dinner \$28.00 per Person

Half Day Meeting (<3 Hours) \$6.00 per Person

**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.

**Social Media Policy** - The Town & County Club is active on Facebook, Instagram and Twitter. 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 you check in on Facebook, post 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 Communications Manager, Maggie Shapiro.

Email: [mshapiro@towncounty.com](mailto:mshapiro@towncounty.com)

Phone: 860-522-1100

**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