

Colby Hill Inn defines a **Private Dinner or Evening Reception Event** for any party of more than 12 guests, and we can accommodate up to 150 guests outdoors. A facility fee is charged for a private event on top of the cost of food and beverage as well as a 9% New Hampshire sales tax and a 20% service gratuity on all food and beverage charges. Facility rates are listed further in the document. A private event will have at least two dedicated servers; one server per 14-20 guests, depending upon the event.

For a private event, a minimum of \$25 per person is required for food and non-alcoholic beverage expenditures plus any alcohol and a 9% food/beverage sales tax and 20% food/beverage service gratuity.

The Inn has four options for **private events**, all of which could have the main meal served plated or on a buffet table.

- 1) **Restaurant.** The entire front or rear rooms can each accommodate **20-26 guests**. The rear dining room has partitions to make your event private, or your group could eat in the front and other diners would eat in the partitioned room. Together, both rooms fit a maximum of 54 guests.
- 2) **Barn.** We have a vision for our barn by wedding season 2017 that will make the space very appealing for a well-functioning rustic event space. As it is now, the barn does include two restrooms and it is a very impressive structure with original pieces from the late 1800s. Currently, the best seating layout would be for one long, double-wide stretch of tables (decorated with flowers and candles running the length of the table) to accommodate up to 100 guests. We can set up a bar station dedicated for your event as a Cash Bar or include it in your budget. Lanterns and string lights will decorate barn beams (updated lighting potentially installed by August); or
- 3) **Gardens/Lawn.** One long, double-wide stretch of tables in the garden (decorated with flowers and candles running the length of the table) or disperse round tables that sit 6-10 per table across the lawn. We can also open the **Barn Bar** open as a Cash Bar or include bar service from it in your budget. String lights could be extended from 20' high bird house to barn and glass lanterns hung across the grounds; gazebo is lit with a chandelier and string lights. We also have extended meadows lined with wild flowers and trees on the lower grounds of our 5 acres. With this setting, we enjoy providing a fun "trail" to your event of lanterns, decoration, or fun signage.

FREQUENTLY ASKED QUESTIONS

➤ **During what times can we hold an event?**

If renting the entire inn, you may begin your event at breakfast time (7:30 a.m. Monday through Friday and 8:30 a.m. on Friday or Saturday). Otherwise, your event may start as early as 10:30 a.m. and end as late as 10:00 p.m. Meetings may last a full business day whereas parties may last up to five hours.

➤ **Is the Inn friendly to same-sex marriages?**

We welcome and celebrate all committed couples, period.

➤ **Must we book rooms to have an event?**

For any wedding with 50 or more guests, we require that all 14 guest rooms be booked for two nights. This insures that other guests are not inconvenienced by the festivities and you have ideal privacy. All rooms will be discounted by 10% for your group (this is the equivalent of a complimentary honeymoon suite for 1 night for the couple or all your guests may receive a discount). The couple must deposit the equivalent of one night in the four Carriage House rooms to secure the inn, which will be returned upon full booking by your guests or applied to your overall bill.

➤ **Can we provide our own food or caterer?**

Colby Hill Inn's onsite restaurant, The Grazing Room, provides all food for weddings and functions at the Inn whether in the dining rooms or outdoors. Chef Bruce Barnes offers a wonderful selection of options for a buffet or plated dinner for 25 -125 guests for outdoor weddings. Groups of 54 or less may be accommodated in The Grazing Room, making selections off our in-house menu; we recommend selecting 2-3 options from each of the courses prior to your event to facilitate service.

➤ **Can we supply our own alcohol?**

Colby Hill Inn is the holder of the NH Liquor license and by law all alcohol sold or served in public spaces must be provided by the Colby Hill Inn. You may bring alcohol for personal consumption in your guest room.

➤ **What about a cake?**

We provide birthday and wedding cakes of various sizes and flavors and work with you to develop any design concepts. Price is dependent upon detailing and number of guests. We can provide tasting of up to five flavors during your planning session. If you opt to have an outside bakery provide the cake, we are willing to pick up the cake within the limits of Concord or Manchester as part of our Facilitation Fee. We do charge a “plating – cutting - dishwashing fee” for outside cakes of \$1.50 per person.

➤ **Who arranges for rentals?**

As an eco-conscious event planner, we are constantly collecting green items to use for events. Our rentals are included in our facility fee. We work with very reputable vendors for other rental items and we have vetted companies to secure the best prices. We take care of ensuring that all rented items are inspected, installed, set up, and removed afterwards – this includes dance floors, tents, tables, chairs, linen, lighting, etc.

➤ **We want to use the property for our photos either before or after the wedding/reception (held elsewhere). What is the photography fee?**

*If you are a lodging guest of the Inn, but are **not** having your wedding or reception here, there is a site fee of \$100 for unlimited use and request of two on-site images provided for our use. Non-lodging requests will be charged \$200.00 for a maximum of 2 hours and two on-site image must be provided to us for our use.*

➤ **Can we decorate?**

Yes. Just let us know what you have in mind so we can advise you of the best options. You may bring your own decorations and decorate yourself, but we are also available to do that. We can arrange for a decorating staging area between 11-4:00 p.m. the day before your or up to two hours before your event for up to 10 helpers.

FACILITY FEE COST AND WHAT IT INCLUDES

The site fee cost is based upon the number of guests. We accommodate one wedding only each day; and one wedding only over the days the Inn is fully booked by your party. We can manage two smaller events at the same time, depending which room(s) the parties want and other logistics. The site fee includes your use of the property (exclusive use when your party fully books the Inn) for up to five hours and pre/post photography of our property/facility and our dedicated coordination of your event. It also includes minimal decoration of dining tables, the Inn’s porch, and interior parts of the Inn or barn with flowers, candles or other lighting. We can also coordinate whatever services and design you entrust in us. You may hire an outside event planner, but we will provide similar

services at no extra charge because we want you here at affordable costs. After a planning session, we would outline estimates of additional costs for rentals, linens, decoration, and other support we supply above our normal capacity.

Facilitation and Facility Fees (inclusive of Planning Services)

# of Guests	Indoor Only – use of Patio included	Lawn Event	Set up of Barn Bar	Barn Event
12-25 Guests	\$150	\$250	\$100	\$500
26-50 Guests	\$250 (*\$500 to close dining room)	\$450	\$150	\$1,000
51-79 guests	N/A	\$750	\$200	\$1,500
80-100 guests	N/A	\$1,100	\$250	\$2,000
101-125 guests	N/A	\$1,400	\$300	Currently N/A
126-150 guests	N/A	\$1,600	\$350	N/A

DEPOSITS to SECURE DATE

Once you have decided to host your event at Colby Hill Inn, we require the following deposits:

Guest Rooms: We take 50% deposits on guest rooms once a reservation has been made for a single or several rooms; the remainder is due upon check-out. When reserving the entire inn, we ask that a 50% deposit be made on the room(s) you will be occupying and for any guests whose bill you are paying -- plus \$600. The remaining rooms will be placed on hold until your guests call to reserve them. We will check in with you 3 months and 2 months before your event to see if the rooms should still be held. Once all reservations have been made, your \$600 deposit will be applied to your event or to your room balance. For all rooms related to the event, due to the fact that other potential guests had been blocked, there is a \$25 cancellation fee per room for cancellations up 60 days before an event; \$100 up to 30 days before the event; and no refund less than 30 days before the event. For no shows, we will also charge for all days reserved. These fees also apply to anyone reserving 3 or more rooms.

Event Deposit: To hold a date for a Dining Room party of 12-25 or more, we require a non-refundable deposit of \$150 for the facility fee (this is because a large group spends more time and restricts several tables for the entire evening). To reserve the entire dining room or for outdoor events, we require a \$500 deposit to hold the date, \$250 of which will be applied to your facility fee and \$250 towards your dinner bill. **Drafts for menus and event overviews will not be provided until the Event Deposit is secured.** Once you receive your “Event Overview and Menu Proposal”, we require you to sign and provide a 30% deposit on your event (minus your initial deposit) within 10 days of receipt. Leading up to your event, another 30% will be due 60 days prior to the event, 30% 30 days before the event, and the final 10% and any +/- reconciliation on the day of the event.

MENU OPTIONS and PRICING PER PERSON

We could work with you to build a distinct dinner menu or select items from the Chef's Menu to be presented the week of your event (you would make 2-3 selections from each course approximately 7-10 days before your event). The following pages also provide a full overview of options for a reception.

Three-Course Plated Dinner Option (**all three courses must be included in package*)

Soup or Salad and Bread Plate with Goat Cheese Butter (\$10)

Entrée: Vegetarian/Chicken/Salmon (\$30); other fish (\$34-38); sliced steak (\$36); filet (\$40); lobster (market price)

Dessert: House-made gelato/ice cream/sorbet with mini cookie (\$5); mason jar parfait (\$8); cake or pie a la mode (\$10); trio of mini desserts (\$12)

Package Range: \$45 - \$62 per person

Plated Appetizer: Add a plated appetizer for \$12 per person

Wine: We recommend a Pinot Noir and Sauvignon Blanc to please the broadest range of your guests; however, a Rose' or Cabernet Sauvignon are also nice options. We charge based upon number of bottles opened. While we can provide wines at any range of price, we can highly recommend the following wines at just \$32 a bottle: a light Pinot Noir, Culpeo (organic) from the Curico Valley of Chile; Frey (organic and no sulfite) Sauvignon Blanc from Mendocino; Buehler Vineyards Chardonnay from the Russian River Valley or Bon Terra (organic); La Belle Riesling from Amherst, NH; Mulderbosch Cabernet Sauvignon Rosé from South Africa; or Benzinger (organic) Cabernet Sauvignon from Sonoma.

Examples of Summer Salads (or view our Chef's Menu at www.colbyhillinn.com)

- Chopped organic kale, tear drop tomatoes, herbed croutons, buttermilk dressing
- Heirloom tomatoes, baby arugula, fresh local mozzarella, balsamic reduction
- Watermelon, feta, radish, mint, mustard greens, honey-cider vinaigrette
- Field greens, peppered goat cheese, roasted sweet peppers, citrus vinaigrette

Examples of Composed Entrees (or view our Chef's Menu at www.colbyhillinn.com)

- Herbed free-range, pan-roasted chicken breast, thyme reduction, grilled maple sweet potatoes, lemon spinach

- Buttermilk fried local chicken, zucchini waffle, garlic reduction, sautéed greens
- Smoked and slow-braised local short ribs, whipped Yukon potatoes or duck fat-roasted fingerlings, yellow beans
- Tunisian spiced roast leg of lamb, vegetable tagine, couscous
- Sliced peppered local tenderloin, cabernet reduction, tri-color fingerlings, grilled asparagus or other seasonal vegetable
- Chili-rubbed Maine salmon, cilantro and black bean rice, garlic greens
- Grilled swordfish with citrus vinaigrette, basil millet, zucchini with lemon and mint
- North African eggplant pie, farro with slow-roasted tomatoes, artichokes, olives, Za'atar yogurt
- House-made roast cauliflower and goat cheese ravioli (or pumpkin gnocchi), roasted sweet peppers, rosemary, extra virgin olive oil

Buffet Dinner Option

Dessert will be passed and the salad, composed entrée and two fresh vegetable/grain options will be served at a buffet station for \$5 less per person than the plated presentation.

Example of vegetable options include:

- Fresh green and wax beans, red onion, dill
- Braised zucchini, white beans, fingerling potatoes with preserved lemons and basil crème fraiche
- Roasted corn, lima beans and tomatoes
- Artisanal grains, pumpkin seeds, feta cheese
- Grilled summer corn with potatoes, cucumbers and peas
- Field green tomatoes with sriracha-maple salsa

Pre-Dinner Additions or Reception Options priced per person for a 1.5-2 hour period

Welcome Beverage Station (choose 3)

Citrus Green Iced Tea, Freshly Squeezed Lemonade, Agua Fresca (such as Cucumber-Mint or Strawberry-Basil or Cantaloupe-Ginger), Iced Cinnamon Coffee with Local Milk

\$5 per person, unlimited service and provides for unlimited iced tea during dinner

Punch Bowl

Prosecco-Cranberry or Champagne-Orange is served in a glass punch bowl with glass ladel.

\$125 for 20-30 guests, \$200 for 40-60 guests (with up to 3 refills)

Barn Bar

Yes, we have an outdoor bar built into the lower level of what was a pig barn in the early 1900s. We can provide four Henniker Brewing Company beers as well as a selection of craft, domestic and imported favorite beers; up to three selections of wines; bottled sparkling waters; a Signature Event Cocktail served in Mason jars or up to two selected cocktails; and a premium bourbon on the rocks.

The Barn Bar may operate as a Cash Bar or you may reconcile with us at the end of the event based upon the number of drinks consumed at a pre-determined price per drink/bottle opened.

There is a flat Facility Fee of \$150 for opening the Barn Bar charged to the hosts.

Farmer's Table

Farmers Table of local cheeses and cured meats, house-made pickles, organic vegetable crudité and one dip, fresh fruit, accoutrements such as local honey comb and mustards, fig paste, grilled breads and artisanal crackers

Basic – without meats, fruit or crudité \$15 pp; Deluxe – full description \$25 pp

Passed Hors D'Oeuvres

Planned at 2.5 pieces per person at \$4-8.00 per selection

From the Barn

- Malaysian beef, chicken or lamb satay, satay dipping sauce
- Korean barbecue skewers
- Coconut chicken lollipop, spicy chili sauce
- Mini beef, chicken or pork pibil tacos (margarita shooter extra \$)
- Lacquered local pork belly, kimchi, chili crème potato skins
- Braised burgundy beef brisket in Yorkshire pudding cup
- Burger, roasted turkey, or pulled chicken or pork sliders
- Grilled lamb sausage beignets

From the Farm (all vegetarian – V)

- Truffled mushroom, tomato & basil, or summer squash & ricotta crostini
- Black bean and manchego blue corn cup
- Artichoke and goat cheese arincini
- Roast corn and sweet pepper beignets
- Local blue cheese gougères
- Lentil & mushroom mini empanada
- Mini grilled cheese and tomato soup shooter
- Watermelon gazpacho shooter
- Roasted fingerlings with dipping sauce
- Spring Rolls with dipping sauce

From the Sea

- Mini New England lobster rolls
- House-cured salmon, salmon roe, dill mascarpone, black bread
- Mini crab cakes with tomato remoulade
- Shrimp and chorizo skewer, romesco sauce
- Wasabi tuna, cucumber, topiko in green tea waffle cone
- Mini Fish & Chips in a paper cone with malted tartar sauce (Henniker Brewery shooter extra \$)

In the Jar (served in mini Mason or Weck jars)

- Fresh tortillas, guacamole, and pica de gallo (V)
- Ahi Amarillo tuna ceviche, jerked plantain ribbons
- Artisanal crudité cup with Green Goddess dressing (V)
- Chilled corn soup with fresh crab salad in mason jar
- Garlic panna cotta with roasted heirloom tomato soup (V)
- Country-style pickled vegetables (V)
- Spiced shrimp cocktail, Bloody Mary cocktail sauce

Food Stations

\$25 per person unless otherwise noted

- Oyster Raw Bar: serving a selection of local Oysters, mignonette and cocktail sauce, lemon
- Brassiere Raw Bar: also includes shrimp, clams, Johan crab claws, fresh crab salad or chowder, and lobster claws and tails (*Market Price*)
- Mediterranean Antipasti: grilled and roasted garden vegetables, hummus with herbed flat bread, stuffed grape leaves, marinated feta cheese
- Fish Fry: Crispy fried Portsmouth cod/haddock and popcorn shrimp, creamy coleslaw, potato salad, house-made French fries, hushpuppies, malt-infused tartar sauce, and Colby Hill Inn's Bloody Mary Cocktail Sauce
- Rustic Crostini Bar: selection of four seasonal crostini topping and spreads, selection of rustic breads and seasoned flat breads
- Salumeria: selection of house cured meats and pâtés, pickled garden vegetables, mini gourmet sandwiches and two traditional antipasti
- Oktoberfest: traditional German sausages, house-made sauerkraut, soft pretzels, crunchy rolls, selection of mustards and German potato salad
- Asian Dim Sum and Sate Station: selection of three traditional dim sum, one satay, cold sesame noodles in mini take-out containers, napa cabbage slaw
- Korean Tacos Bar: choice of Bulgogi beef, chicken or pork, kimchi slaw, avocado crème, tomato salsa, queso fresco, sriracha mayo, fresh flour tortillas, rice and gingered black beans
- Mini Taco Station: choice of beef machaca, pork pibil or grilled chili spiced zucchini and portobello mushrooms, pica de gallo, guacamole, pickled red onions and jalapeños, fresh flour tortillas, cilantro rice, spicy red beans
- Bourbon (straight and mini cocktails) or Craft Beer Tasting Tent (priced at \$2 per token used)

Alternative Dinner Indulgences

Market price

Clam Bake: Fresh Portsmouth lobsters, clams and mussels, fresh corn, potatoes, drawn butter, Parker House rolls, chowder, watermelon, fruit pie à la mode

Pig Roast: whole pig, maple baked beans, coleslaw, corn on the cob, grilled red potatoes, corn bread

After Dinner Indulgences

\$15 per person

- Farm Milk & Cookies Bar
- Whoopie Pie & Milk Bar
- Pie À La Mode Station: a variety of pies and locally made vanilla and strawberry ice cream
- Cake Station: a variety of cakes (ice cream optional)
- Mini Waffle Sundae Bar
- Candy Bar: a fun display of nostalgic candies as well as favorites from today
- Chocolate Bar: chocolate truffles, chocolate covered fruit and nuts, chocolate cake and chocolate fondue
- S'mores by the Fire Pit (\$8 per person)
- Dessert Buffet: a variety of desserts (\$20 per person)