



*Holiday Inn*

Concord, NH  
172 North Main Street  
603.224.9534

# CATERING MENU

Deb Pepka  
(603) 573-4037  
deborah@chartwellhotels.com

Julie Perkins  
(603) 573-4038  
julie@chartwellhotels.com





# Sales & Catering Policies



The Holiday Inn Concord looks forward to helping you create a memorable event

## ***Exclusivity***

EJ's on Main, the Holiday Inn's on-site restaurant, is the exclusive provider of food and beverage. All food and beverage intended for consumption within the function rooms must be catered by EJ's on Main. Due to the health regulations and the hotel's insurance regulations, no leftover food and/or beverages shall be removed from the premises.

## ***Menu Selection & Guarantees***

Menu selections are due two weeks prior to the arrival date. Menus can be customized to suit your needs. Meal service must be scheduled prior to 2:00pm to be considered a lunch event. If menu selections are not provided to the sales office two weeks prior, a selection will be assigned by the hotel sales office. Menu prices will be confirmed 60 days prior to your event date, as published menu pricing is subject to change.

To ensure the success of your event, it is necessary that your sales manager receive your "Final Guarantee" (confirmed attendance), four (4) business days prior to the commencement of your first scheduled event. Please note that Saturdays, Sundays and holidays are not considered business days. Once the final guarantee is given, the guest count may not be decreased. If no guarantee is given when due, the original estimated number of guests will be considered a guarantee. You will be billed for the final guarantee or the actual number of meals served, whichever is greater. If the client delays a meal past the contracted meal service time, the hotel will not be responsible for the quality of the food or preparing additional food replacement.

If the guarantee numbers of attendees decreases by more than 15% from the original estimated number, the Holiday Inn has the right to relocate your group to a smaller room.

To ensure the freshest of foods, buffet service time is limited to 90 minutes.

## ***Tax, Gratuity & Service Fees***

An 18% gratuity (minimum of \$25.00) and a 9% New Hampshire Meals Tax will be applied to all food & beverage items. All room rentals are subject to a 9% New Hampshire Rooms Tax. In the event of an increase in commodity prices, taxes or other costs to us, Holiday Inn reserves the right to raise menu prices without notice. If a bar is requested, a \$50.00 service charge will apply if bar sales do not meet or exceed \$250.00 {in revenue}.

## ***Damage & Loss***

The hotel will not assume any responsibility for the damage or loss of any merchandise or articles left in the hotel before or after your function unless prior arrangements have been made.



## Sales & Catering Policies...continued



### ***Liquor Liability***

Please note that the sale and service of alcoholic beverages are regulated by the State of New Hampshire. Holiday Inn, as a licensee, is responsible for the administration of the liquor laws and regulations governing the State of NH. We reserve the right to refuse service to any person at any time. No alcoholic beverages may be brought onto the premises from outside sources, and no alcoholic beverages may be removed from the premises. Failure to comply with these may result in the discontinuation of all alcoholic beverage service for the remainder of the event. Please note that service of alcoholic beverages must end by 11:30 pm for all functions.

### ***Linen and Equipment***

Listed menu prices include the following: china, flatware and glassware within our inventory; tables and chairs within our inventory; and white tablecloths & napkins within our inventory. Skirting will also be provided, within our inventory, on suitable tables. Specialty linens & additional skirting can be arranged for an additional cost.

### ***Decorations, Displays & Signs:***

The hotel will not permit the affixing of anything to the walls, floor or ceiling with push pins, nails, staples, tape, or other substances (including quick release adhesive products) unless prior approval has been arranged. Additional charges may be incurred for excessive cleanup or property damage.

### ***Cancellation Policy***

Contract cancellation requirements are as follows:

0 - 30 Days	50% of total function revenue* is due
31 - 60 Days	25% of total function revenue* is due
61 - 90 Days	Deposit is Forfeited
90+ Days	No fees will apply

\*total function revenue is defined as the total of all anticipated food, beverage and room rental revenue

In the case of severe inclement weather, an event may be rescheduled. The event must be rescheduled to take place within 30 days of the original event date. Event must be cancelled by noon the previous day. If it is not, 100% of the estimated total will be due to the hotel.



# Breakfast



## **Classic Continental Buffet**

\$8.50pp

assorted muffins

fresh fruit skewers, chilled juices

freshly brewed coffee, decaffeinated coffee and assorted teas

## **Rising Sun Buffet** (max 30 guests)

\$9.95pp

breakfast flatbread

sausage

fresh fruit skewers, chilled juices

freshly brewed coffee, decaffeinated coffee and assorted teas

## **Full American Breakfast Buffet** (min 15 guests)

\$11.25pp

scrambled eggs\*

home fries

choice of sausage or bacon

fresh fruit skewers

chilled juices

freshly brewed coffee, decaffeinated coffee and assorted teas

*Add French Toast for \$3.00pp*

\*turn your scrambled eggs into a Western or Vegetable Scramble - for \$2.00pp

## **Breakfast Additions**

enhance your breakfast with any of the following additions:  
\$2.00 per person (each)

- assorted yogurts
- assorted turnovers, cinnamon swirls and Danish
- croissants with flavored butters
- assorted muffins
- cold cereal and milk
- oven baked spanish tortilla
- granola bars

Prices are subject to change. Please add 9% New Hampshire Meals Tax & an 18% gratuity



# Breaks



<b>Soda Cart</b>	\$2.50pp
assorted soda and bottled water	
<b>Coffee Break</b>	\$2.50pp
freshly brewed coffee, decaffeinated coffee and assorted teas	
<b>Coffee Refresh</b>	\$1.50pp
available when coffee has been previously purchased through a meal or coffee break	
<b>Beverage Break</b>	\$3.25pp
freshly brewed coffee, decaffeinated coffee, assorted teas, assorted soda and bottled water	
<b>Coffee &amp; Juice Break</b>	\$3.95pp
freshly brewed coffee, decaffeinated coffee, assorted teas, juice and bottled water	
<b>Iced Tea &amp; Lemonade</b>	\$2.25pp
<hr/>	
<b>Assorted Cheese &amp; Crackers</b>	\$2.95pp
<b>Fresh Veggies &amp; Dip</b>	\$2.95pp
<b>Fresh Fruit Skewers</b> w/yogurt dipping sauce	\$2.95pp

<b>Cookie Cutter</b>	\$7.95pp
freshly baked cookies and brownies freshly brewed coffee, decaffeinated coffee, assorted teas, assorted soda and bottled water	
<b>Fiesta Time</b>	\$6.95pp
tortilla chips, salsa, guacamole, iced tea, assorted soda and bottled water	
<b>Crunchy Munchy</b>	\$6.95pp
pretzels, potato chips, trail mix celery & carrot sticks with dip, iced tea, lemonade and bottled water	
<b>Cup of Soup</b>	\$5.95pp
choose two seasonal soups served with fresh bread	
<b>The Mediterranean</b>	\$7.95pp
roasted vegetables with hummus & toasted flatbread squares assorted soda and bottled water	
<b>Healthy Snack</b>	\$4.95pp
yogurt, granola, trail mix and fresh fruit	

Prices are subject to change.  
Please add 9% New Hampshire Meals Tax & an 18% gratuity



# Cold Lunch Buffets



## ***Sandwich Buffet***

\$12.95pp

### **Salads (select one):**

tossed garden salad or Caesar salad

### **Assorted Pre-Made Sandwiches**

served with potato chips and pickles

oven roasted turkey and cheese

roast beef and cheese

chicken salad

assorted grilled vegetables with hummus

### **Beverages**

freshly brewed coffee, decaffeinated coffee,  
assorted teas, assorted soda and bottled water

add dessert for \$2.00pp

## ***Enhanced Sandwich Buffet***

\$16.95pp

### **Salads (select one):**

tossed garden salad or Caesar salad

### **Homemade Soups (select one):**

chicken noodle, minestrone, tomato basil bisque or  
chef's choice

New England Clam Chowder (add \$1.00)

### **Assorted Pre-Made Sandwiches**

oven roasted turkey and cheese;

roast beef and cheese;

curried chicken salad;

assorted grilled vegetables with hummus

with potato chips and pickles

Assorted Mini Desserts

### **Beverages**

freshly brewed coffee, decaffeinated coffee,  
assorted teas, assorted soda and bottled water

## ***Hot Item Add-On***

\$3.00 each per person

soup du jour / macaroni and cheese /  
pasta with alfredo sauce or marinara sauce

Prices are subject to change.

Please add 9% New Hampshire Meals Tax & an 18% gratuity



## Cold Lunch Buffets....continued



### ***Deli Ticket Buffet***

\$15.50pp

#### **Salads (select two):**

tossed garden salad  
Caesar salad  
homemade potato or pasta salad  
coleslaw

#### **Make Your Own Sandwiches**

oven roasted turkey, roast beef and chicken salad  
provolone, Swiss and American cheese  
assorted breads and rolls  
lettuce, tomatoes, pickles and potato chips

#### **Assorted Mini Desserts**

#### **Beverages**

freshly brewed coffee, decaffeinated coffee,  
assorted teas, assorted soda and bottled water

### ***Hot Item Add-On***

\$3.00 each per person

soup du jour / macaroni and cheese /  
pasta with alfredo sauce or marinara sauce

### ***Gourmet Sandwich Buffet***

(serves a maximum of 80 people)

\$14.50pp

#### **Salads (select one):**

tossed garden salad or Caesar salad

#### **Assorted Pre-Made Sandwiches**

served with potato chips and pickles

#### ***Italian Cold Cuts***

mortadella, genoa salami and specialty ham, provolone cheese,  
lettuce, tomato and house-made muffaletta spread

#### ***Southwestern Chicken***

freshly seasoned and grilled chicken, shredded pepper jack cheese,  
lettuce, pico de Gallo and house-made creamy poblano sauce

#### ***Banh Mi***

marinated roast pork, freshly picked julienned vegetables, thinly sliced  
cucumber

and house-made creamy cilantro-lime dressing

#### ***Caprese***

pesto, fresh mozzarella, sliced tomato and lettuce

#### **Beverages**

freshly brewed coffee, decaffeinated coffee,  
assorted teas, assorted soda and bottled water

add dessert for \$2.00pp

Prices are subject to change.  
Please add 9% New Hampshire Meals Tax & an 18% gratuity



# Traditional Hot Buffet Lunch



**\$19.95pp** (20 person minimum)

**1. Select Your Salad**  
**Tossed Garden or Caesar Salad**

**2. Select your entrées (3)**

**Chef's Selection of Fresh  
Seasonal Vegetable and Starch**

**Includes: rolls and butter,  
freshly brewed coffee,  
decaffeinated coffee, assorted  
teas, assorted soda and bottled  
water**

**Dessert**  
**Assorted Mini Desserts**

Prices are subject to change. Please add 9%  
New Hampshire Meals Tax & an 18% gratuity

### **Chicken Piccata**

sautéed boneless breast of chicken  
finished with a white wine caper sauce

### **Chicken Marsala**

sautéed boneless breast of chicken  
finished with a mushroom-marsala wine sauce

### **Glazed Teriyaki Chicken**

grilled marinated teriyaki glazed chicken  
served with fresh pineapple salsa

### **Roasted Turkey**

herb-rubbed and slow-roasted boneless  
breast of turkey stuffed with sage bread  
stuffing served  
with fresh cranberry sauce and gravy

### **Sliced Sirloin**

sliced grilled sirloin steak  
finished with maître d' butter

### **Loin of Pork**

sliced tenderloin of pork topped  
with granny smith apple compote

### **Braised Boneless Beef Short**

**Ribs** (add: \$2.00pp)  
slow braised boneless beef short  
ribs  
finished in a red wine demi glaze

### **New England Baked Haddock**

baked haddock finished with  
a traditional Ritz cracker topping

### **Grilled Salmon**

Atlantic salmon finished  
with a dill crème fraîche

### **Vegetable Lasagna**

layers of pasta, baby spinach,  
ricotta and fresh roasted  
julienned vegetables, finished  
with creamy parmesan échamel

### **Seasonal Ravioli**

chef inspired selection  
of ravioli, paired with  
seasonal ingredients

### **Penne Primavera**

penne tossed with  
plum tomatoes and  
fresh roasted vegetables



# Themed Hot Lunch Buffets



The themed buffets below include freshly brewed coffee, decaffeinated coffee, assorted teas, assorted soda and bottle water.

## ***Italian Buffet***

\$17.50pp

tossed garden salad  
pasta  
alfredo & marinara sauce  
mixed vegetables  
grilled chicken slices **or** meatballs & sausages  
rolls & butter

Assorted Mini Desserts

## ***Taco Buffet***

\$14.95pp

tossed garden salad  
seasoned shredded chicken **or** seasoned ground beef  
grilled vegetables  
rice & beans  
soft tacos  
sour cream

Assorted Mini Desserts

## ***Salad Buffet***

\$16.95pp

romaine lettuce, iceberg mix  
parmesan cheese, croutons  
grilled chicken & grilled shrimp  
Caesar & vinaigrette dressing  
rolls & butter

Assorted Mini Desserts

Prices are subject to change.  
Please add 9% New Hampshire Meals Tax & an 18% gratuity



# Hors d' Oeuvres



## Hot Passed Hors d' Oeuvres

	<u>per 50 pieces</u>
sea scallops wrapped in bacon	\$90
braised short rib flatbreads	\$90
cubinitos	\$90
middle eastern chicken skewers <i>with creamy feta and herb dipping sauce</i>	\$85
mushroom caps <i>stuffed with spinach &amp; herb breadcrumbs</i>	\$85
New England style cod cakes	\$85
vegetable spring rolls	\$80
buffalo chicken phyllo cups	\$75
Italian meatballs	\$70
arancini <i>served over our house-made marinara sauce</i>	\$70

## Cold Passed Hors d' Oeuvres

	<u>per 50 pieces</u>
grilled and chilled paprika shrimp skewers	\$125
mini muffalettas	\$90
antipasti skewers	\$75
spinach and artichoke phyllo cups	\$70
curried chicken salad flatbread	\$70
oven-baked Spanish tortilla	\$70
grilled zucchini and mozzarella rollatins	\$70
roasted beet and goat cheese skewers	\$70
boursin cheese & vegetable pinwheels	\$70

## Stationary Hors d' Oeuvres

	<u>per person</u>
handcrafted domestic cheese board with crackers	\$2.95
add premium cheeses	\$1.00
fresh vegetable crudité display	\$2.95
seasonal fresh fruit display	\$2.95
add yogurt dip	\$1.00

Prices are subject to change. Please add 9% New Hampshire Meals Tax & an 18% gratuity



# Buffet Dinner



**\$25.95pp** (20 person minimum)

**1. Select Your Salad**  
**Tossed Garden or Caesar Salad**

**2. Select your entrées (3)**

**Served with Chef's Selection of  
Fresh Seasonal Vegetable and  
Starch**

**Includes: rolls and butter,  
freshly brewed coffee,  
decaffeinated coffee, assorted  
teas, assorted soda and bottled  
water**

**Dessert**  
**Assorted Mini Desserts**

Prices are subject to change. Please add 9%  
New Hampshire Meals Tax & an 18% gratuity

**Chicken Piccata**

sautéed boneless breast of chicken  
finished with a white wine caper sauce

**Chicken Marsala**

sautéed boneless breast of chicken  
finished with a mushroom-marsala wine sauce

**Glazed Teriyaki Chicken**

grilled marinated teriyaki glazed chicken  
served with fresh pineapple salsa

**Roasted Turkey**

herb-rubbed and slow-roasted boneless breast  
of turkey stuffed with sage bread stuffing  
served with fresh cranberry sauce & gravy

**Sliced Sirloin**

sliced grilled sirloin steak  
finished with maître d' butter

**Loin of Pork**

sliced tenderloin of pork topped with  
granny smith apple compote

**Braised Boneless Beef Short**

**Ribs** (add: \$2.00pp)  
slow braised boneless beef short  
ribs  
finished in a red wine demi glaze

**New England Baked Haddock**

baked haddock finished with  
a traditional Ritz cracker topping

**Grilled Salmon**

Atlantic salmon finished  
with a dill crème fraîche

**Vegetable Lasagna**

layers of pasta, baby spinach,  
ricotta and fresh roasted  
julienned vegetables, finished  
with creamy parmesan béchamel

**Seasonal Ravioli**

chef inspired selection  
of ravioli, paired with  
seasonal ingredients

**Penne Primavera**

penne tossed with  
plum tomatoes and  
fresh roasted vegetables

Split menus (those with more than one entrée choice) require a guarantee for each menu item. Guests must be identified by a (client-provided) colored ticket or place card representing their pre-selected entrée.

## Salad - Choice of One

Tossed Garden Salad  
Caesar Salad  
Baby Spinach Salad

## Entrées

up to two selections

*Served with Chef's Selection of Fresh  
Seasonal Vegetable and Starch*

*Includes: rolls and butter,  
freshly brewed coffee, decaffeinated  
coffee, assorted teas*

## Dessert

Trio of Mini Desserts

add: iced tea or lemonade for \$1.00 per person

Prices are subject to change.  
Please add 9% New Hampshire Meals Tax & an 18% gratuity

### *Chicken Piccata*

**\$19.25pp**

sautéed boneless breast of chicken  
finished with a white wine caper sauce

### *Chicken Marsala*

**\$19.25pp**

sautéed boneless breast of chicken  
finished with a mushroom-marsala wine sauce

### *Loin of Pork*

**\$20.25pp**

sliced tenderloin of pork topped with  
granny smith apple compote

### *Glazed Teriyaki Chicken*

**\$19.25pp**

grilled marinated teriyaki glazed chicken  
served with fresh pineapple salsa

### *Roasted Turkey*

**\$19.25pp**

herb-rubbed and slow-roasted  
boneless breast of turkey  
stuffed with sage bread stuffing  
served with fresh cranberry sauce  
and home-style gravy

### *Sliced Sirloin*

**\$22.95pp**

sliced grilled sirloin steak  
finished with maître d' butter

### *Braised Boneless Beef Short Ribs*

**\$25.95pp**

slow braised boneless beef short ribs  
finished in a red wine demi glaze

### *New England Baked Haddock*

**\$19.25pp**

baked haddock finished with  
a traditional Ritz cracker topping

### *Grilled Salmon*

**\$23.95pp**

Atlantic salmon finished  
with a dill crème fraîche

### *Vegetable Lasagna*

**\$18.95pp**

layers of pasta, baby spinach,  
ricotta and fresh roasted  
juliened vegetables, finished  
with creamy narmesan échamel

### *Seasonal Ravioli*

**\$18.25pp**

chef inspired selection  
of ravioli, paired with  
seasonal ingredients

### *Penne Primavera*

**\$16.95pp**

penne tossed with  
plum tomatoes and  
fresh roasted vegetables



# Additional Information



## Room Capacity Maximum & Dimensions

(please refer to following page for a visual of each set-up)

	Classroom	Theatre	Rounds	Reception	Conference	Dimensions	Square Footage
<b>Ballroom*</b>	150ppl	400ppl	230ppl	500ppl	N/A	52'6" x 67'	3524 sq. ft.
<b>Bartlett</b>	100ppl	200ppl	140ppl	300ppl	40ppl	52'6" x 41'	2156 sq. ft.
<b>Webster</b>	80ppl	125ppl	80ppl	150ppl	40ppl	52'6" x 23'	1367 sq. ft.
<b>Capitol</b>	60ppl	100ppl	60ppl	125ppl	30ppl	27' x 35'	945 sq. ft.
<b>State</b>	32ppl	60ppl	40ppl	60ppl	24ppl	20' x 32'	640 sq. ft.
<b>Board</b>	8ppl	20ppl	10ppl	N/A	12ppl	15' x 13'	195 sq. ft.

\*The Ballroom, when divided, is made up of the Bartlett Room and the Webster Room

Please contact your sales representative for room rental pricing information

Please note that the numbers listed above are maximum capacities and do not include space for additional items such as staging, head table, buffet tables, registration table, etc.

## Audio Visual Equipment

### Included in Room Rental Rate

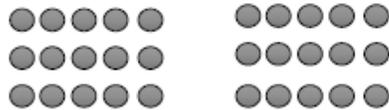
Screen, Powerstrip & Extension Cord  
 Standing Podium with Corded Microphone  
 Wireless Internet Access  
 Easel  
 Whiteboard with Markers

### Additional Equipment for Rent

Cordless Handheld Microphone	100.00
Lavaliere Microphone	100.00
Polycom (long distance charges may apply)	50.00
Flipchart with Markers	25.00
Staging 4' x 4' Section	25.00

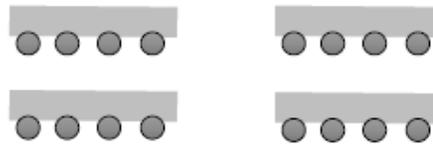
# Meeting Room Set-Up Styles

## Theater Style



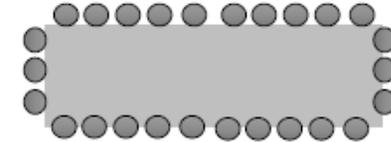
**Theater:** rows of chairs (no tables) arranged with all participants facing towards the front of the room

## Classroom Style



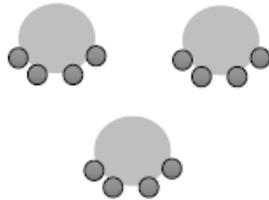
**Classroom:** rows of tables arranged with all participants facing towards the front of the room

## Conference Style



**Conference:** tables arranged together to create a single large table

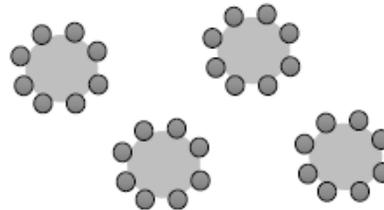
## Crescent (Half) Rounds



**Crescent (Half) Rounds:** seating around half of the table so all participants are facing the front with no one's back to the presenter

\*ideal for groups that include meal service in the same room

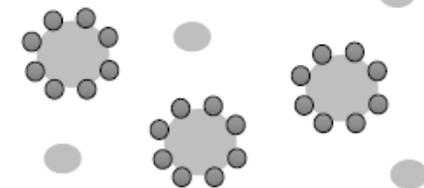
## Banquet Rounds



**Banquet Rounds:** round tables arranged throughout the room. Participants are seated around the entire perimeter of each table

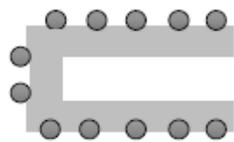
\*ideal for groups that include meal service in the same room

## Reception



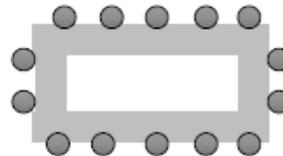
**Reception:** a combination of round tables and smaller cocktail tables neatly arranged throughout the room

## U-Shape



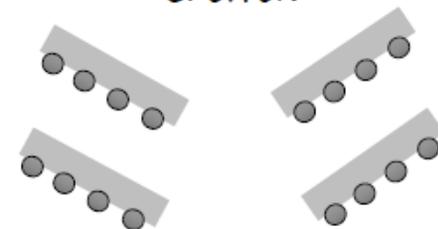
**U-Shape:** tables are arranged in a large U with open space in the middle. Participants are seated around the outside facing the center of the U

## Hollow Square



**Hollow Square:** tables are arranged in a square with chairs along the outside facing an empty center

## Chevron



**Chevron:** rows of tables (and/or chairs) arranged in a V shape and separated by a center aisle.