

The Hartford Club



Event Planning Guide *2010*

Invite History to Your Next Event

Invite the elegance and historic beauty of The Hartford Club to your next social or business occasion. From our classic, residential style banquet rooms, to our creative gourmet cuisine, to the service and attention that only a private club can provide - it's all here at The Hartford Club.

Banquet Rooms

Our 1904 Georgian Revival Clubhouse offers ten upscale residential style banquet rooms that accommodate from eight to 800 people. All rooms boast luxurious appointments and views of the cityscape in addition to the added privacy afforded by a private club. Each room can be configured to suit a variety of occasions, from formal dinner to casual business lunch. Our private and secluded garden patio is an urban oasis, perfect for small gatherings, formal or informal. Breakout rooms, audiovisual equipment and custom breakfast, lunch and dinner menus all contribute to the success of your event. Let our creative culinary staff and experienced catering sales professionals design menus tailored to your specific needs and assist you with all of the arrangements.

Cuisine

One of the Club's most acclaimed amenities is the quality and presentation of its food and beverage. Known for our innovative menus — and our interpretation of fine global cuisine — The Hartford Club offers event guests a long-standing tradition of culinary excellence. This tradition also extends to our banquet service. Designated to provide an unparalleled level of sophistication and delivered in a manner appropriate to the event, our banquet service exemplifies the distinctive care and tradition of The Hartford Club.

Service

Embrace a long history of refinement, impeccable taste and a standard of entertaining that is synonymous with grace and style. Our planning services are an extension of the Club's reputation as a place of stately beauty, flawless service and luxurious amenities. Events held at the Club are filled with a sense of exclusivity and singular charm, tempered with the romance of an ageless grand manor house. From the most intimate of weddings to a corporate celebration of grand proportions, the ambiance of the Club lends an extraordinary quality of time and place.

Refreshment Breaks

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas

3.50

Breakfast Juices

Carafes of Orange, Grapefruit, Cranberry and Tomato Juices

3.25

Assorted Soft Drinks and Sparkling Mineral Water

3.25 Per bottle

Breakfast Pastries

Croissants, Scones, Bagels, and Muffins

Sweet Butter, Fruit Preserves and Cream Cheese

3.50

Artisan Cheese and Fruit

Imported and Domestic Cheese Display

Crackers and Assorted Seasonal Fruits and Berries

10.00

The "Cookie Jar"

Assorted House Made Cookies, Brownies, and Fresh Fruit and Berries

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas

Assorted Soft Drinks and Sparkling Mineral Water

8.50

The Power Break

Crudites of Garden Vegetables and House Made Dips

Hummus, Babaghanoush, and Tzatziki with Warm Pita Bread

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas

Assorted Soft Drinks and Sparkling Mineral Water

9.00

Buffet Breakfast

The Club Continental

*Orange, Grapefruit and Cranberry Juices
Croissants, Bagels, Scones and Muffins
Fruit Preserves, Sweet Butter, Cream Cheese,
Cold Breakfast Cereals with Milk
Assorted Yogurt and Granola
Sliced Fruit and Seasonal Berries
Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas
14.00*

The Sunrise Buffet

*(Minimum of 20 Guests)
Orange, Grapefruit and Cranberry Juices
Scrambled Eggs with Fresh Herbs
Smoked Apple Wood Bacon and Country Sausage
Home Fried Potatoes
French Toast with Warm Maple Syrup
Breakfast Pastries
Fruit Preserves, Sweet Butter and Cream Cheese
Cold Breakfast Cereals with Milk
Assorted Yogurt and Granola
Fresh Fruit and Berry Salad
Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas
18.50*

Formal Sit- Down Breakfast

Farm Fresh Scrambled Eggs

Smoked Apple Wood Bacon, Country Sausage and Breakfast Potatoes

Sliced Melon and Berries

Chilled Orange Juice and Breakfast Pastries

Fresh Brewed Coffee, Decaffeinated Coffee and Assorted Hot Teas

14.00

French Toast

Warm Vermont Maple Syrup

Country Sausage, Sliced Fresh Fruit

Chilled Orange Juice and Breakfast Pastries

Fresh Brewed Coffee, Decaffeinated Coffee and Assorted Hot Teas

15.00

Nova Scotia Salmon

Chopped Eggs, Onions and Sliced Tomatoes

Bagel and Cream Cheese

Chilled Orange Juice and Breakfast Pastries

Fresh Brewed Coffee, Decaffeinated Coffee and Assorted Hot Teas

17.00

Eggs Benedict

Poached Eggs, Canadian Bacon, Hollandaise Sauce on a Toasted English Muffin

Chilled Orange Juice and Breakfast Pastries

Fresh Brewed Coffee, Decaffeinated Coffee and Assorted Hot Teas

16.00

* *Lobster Benedict 19.50**

Luncheon Enhancements

Appetizers

Wild Mushroom Ravioli
Sage Chardonnay Sauce
7.00

Hartford Club Crab Cake
Remoulade Sauce
8.00

Clams Casino
Bacon and Casino Butter
9.00

Shrimp Cocktail
Cocktail Sauce and Lemon
10.00

Soup

Butternut Squash Bisque
6.00

Chilled Gazpacho
6.00

New England Clam Chowder
6.00

The Hartford Club Lobster Stew
A Member favorite!

The recipe dates back to the 1930's and is prepared with Main Lobster, Cream and Sherry

Formal Sit- Down Luncheon

Entrees

Entrees Include your Choice of Salad and Dessert

Portobello Mushroom and Fresh Mozzarella "Napoleon"

Sweet Roasted Peppers and Balsamic Drizzle

23.00

Pan Seared Salmon

Lemon Caper Sauce

25.00

Parmesan Encrusted Halibut

Sundried Tomato Sauce

28.00

Frenched Chicken Breast

Wild Mushroom Port Sauce

23.00

Stuffed Breast of Chicken

Fresh Thyme, Cranberry, Walnuts and Orange Stuffing

25.00

Frenched Bone in Pork Chop

Sautéed Apples and Cider Cream

26.00

Grilled Petit Filet Mignon

Madeira Sauce

34.00

All Entrees Accompanied with Chef's Selection of Starch and Seasonal Vegetables

Salads

All Salads served with Warm Rolls and Sweet Butter

Mediterranean Salad

*Baby Greens, Tomatoes, Olives, Feta Cheese and Red Onion
Lemon Oregano Vinaigrette*

Traditional Caesar Salad

*Hearts of Romaine, Parmesan, Focaccia Croutons
House Made Caesar Dressing*

Vine Ripe Tomato and Fresh Mozzarella

Basil Dressing

The H Salad

*Field Greens, Pearious Tomatoes, Shredded Carrots, Garlic Croutons
Port Wine Vinaigrette*

Garden Chopped Salad

*Celery, Carrots, Olives, Cucumbers, Peppers, Tomatoes,
Blue Cheese, Romaine Lettuce
Herb Vinaigrette*

Dessert

All Desserts served with Fresh Brewed Coffee, Decaffeinated Coffee and Assorted Teas

Cheesecake with Raspberry Coulis

Tiramisu

Warm apple Tart with Vanilla Ice Cream

Vanilla Bean Crème Brûlée

Sorbet Trio

Lemon –Raspberry –Mango

Flourless Chocolate Torte

Marinated Forest Berries

Light Luncheon Fare

*All Light Luncheons Include Warm Rolls with Sweet Butter
Choice of Dessert and Coffee Service*

Chicken Caesar Salad

*Hearts of Romaine, Parmesan, Focaccia Croutons
House Made Dressing
21.00*

Garden Chopped Salad

*Celery, Carrots, Olives, Cucumbers,
Peppers, Gorgonzola Cheese, Romaine Lettuce
Herb Vinaigrette
23.00*

Asian Chicken Salad

*Bibb Lettuce, Julienne of Cabbage and Carrots,
Snow Peas, Salted Peanuts
Sesame Soy Vinaigrette and Fried Wontons
23.00*

Spinach Salad with Grilled Salmon

*Chopped Eggs, Red Onion, Mushroom
Warm Smoked Apple Wood Bacon Dressing
24.00*

Salad Enhancements

** Flank Steak - \$7 / person*

** Shrimp - \$8 / person*

** Scallops - \$9 / person*

Buffet Luncheons

The Prospect

(Minimum of 10 People)

*The FC Salad with Choice of Two Dressings
Chilled Vegetable Pasta Salad*

Choice of Butternut Squash Bisque, New England Clam Chowder or Minestrone

Assorted Cold Cut Platter:

*Roast Beef, Smoked Turkey, Salami and Black Forest Ham
Swiss and Cheddar Cheese*

*Lettuce, Tomato, Onions and Pickles
Assorted Breads and Appropriate Condiments and Potato Chips*

*Fresh Baked Cookies and Brownies
Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Hot Teas*

24.00

The Trumbull

(Minimum of 20 People)

*The FC Salad with Choice of Two Dressings
Chilled Vegetable Pasta Salad*

Choice of Butternut Squash Bisque, New England Clam Chowder or Minestrone

Assorted Pre-Made Sandwiches:

*Tuna Salad on Croissants
Roast Beef and Cheddar with Cream Horseradish
Roasted Turkey and Swiss Wraps
Roasted Vegetable and Hummus Wrap
Appropriate Condiments and Potato Chips
Sliced Fruit with Assorted Seasonal Berries
Fresh Baked Cookies and Brownies*

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Hot Teas

26.00

The North End

(Minimum of 30 People)

Minestrone Soup

Tomatoes, Mozzarella and Basil

Traditional Caesar Salad

Penne Pomodoro

Chicken Parmigiana

Baked Salmon with Lemon and Capers

Chef's Selection of Starch and Seasonal Vegetables

Assorted Rolls and Sweet Butter

Dessert Display Served to include Cheesecake, Tiramisu, Cannoli and Italian Cookies

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

30.00

The Hartford

(Minimum of 30 People)

Choice of New England Clam Chowder, Lobster Bisque or Minestrone

The ^{HC} Salad with Choice of Two Dressings

Spinach Salad with Warm Bacon Dressing

Choice of Two Entrees:

Sliced Flank Steak with Mushroom Demi Glace

Chicken Piccata with Basil Cream

Pork Loin with Cider Cream Sauce

Penne Pomodoro

Seared Salmon with Sun Dried Tomato Cream Sauce

Chef's Selection of Starch and Seasonal Vegetables

Assorted Rolls and Sweet Butter

Dessert Display Served with Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

32.00

Dinner Enhancements

Appetizers

Risotto Primavera

Organic Vegetables and Parmigiano - Reggiano

9.00

Wild Mushroom Ravioli

Sage Chardonnay Sauce

10.00

Hartford Club Crab Cake

Remoulade Sauce

12.00

Oysters Rockefeller

Connecticut Blue Point Oysters, Baby Spinach, Cream, Anise Liqueur

10.00

Shrimp Cocktail

Cocktail Sauce and Lemon

12.00

Soup

Butternut Squash Bisque

6.00

New England Clam Chowder

6.00

The Hartford Club Lobster Stew

A Member favorite!

The recipe dates back to the 1930's and is prepared with Main Lobster, Cream and Sherry

Formal Sit- Down Dinner

(Choice of Two)

Entrees

Entrees Include your Choice of Salad and Dessert

Portobello Mushroom and Fresh Mozzarella "Napoleon"

Sweet Roasted Peppers and Balsamic Drizzle

32.00

Grilled Salmon Filet

Lemon Caper Sauce

37.00

Parmesan Encrusted Halibut

Sundried Tomato Sauce

38.00

Grilled Swordfish Steak

Mango and Pineapple Relish, Aged Balsamic

39.00

Stuffed Shrimp

Lump Crabmeat

42.00

Frenched Chicken Breast

Wild Mushroom Port Sauce

34.00

Stuffed Chicken Breast with Cider Cream

Fresh Thyme, Cranberry, Walnuts and Orange Stuffing

36.00

Crispy Organic Duck

Stewed Onions

40.00

Entrees Continued

Steak au Poivre

12 oz. New York Strip

44.00

Braised Short Ribs

Roasted Organic Beets and Truffled Whipped Potatoes

44.00

Grilled 8 ounce Filet Mignon

Choice of Sauce:

Brandy Black Peppercorn, Bordelaise, Gorgonzola Cream, Wild Mushroom Port

46.00

Beef Wellington

52.00

Grilled 6 ounce Filet Mignon and Diver Sea Scallops or Shrimp

Choice of Sauce:

Brandy Black Peppercorn, Bordelaise, Gorgonzola Cream, Wild Mushroom Port

52.00

Grilled 6 ounce Filet Mignon and Roasted Lobster Tail

Choice of Sauce:

Brandy Black Peppercorn, Bordelaise, Gorgonzola Cream, Wild Mushroom Port

60.00

All Entrees Accompanied with Chef's Selection of Starch and Seasonal Vegetables

Salads

All Salads served with Warm Rolls and Sweet Butter

Mediterranean Salad

*Baby Greens, Tomatoes, Olives, Feta Cheese and Red Onion
Lemon Oregano Vinaigrette*

Traditional Caesar Salad

*Hearts of Romaine, Parmesan, Focaccia Croutons
House Made Caesar Dressing*

Vine Ripe Tomato and Fresh Mozzarella

Basil Dressing

The H Salad

*Field Greens, Pearious Tomatoes, Shredded Carrots, Garlic Croutons
Port Wine Vinaigrette*

Garden Chopped Salad

*Celery, Carrots, Olives, Cucumbers,
Peppers, Gorgonzola Cheese, Romaine Lettuce
Herb Vinaigrette*

Dessert

All Desserts served with Fresh Brewed Coffee, Decaffeinated Coffee and Assorted Teas

Cheesecake with Raspberry Coulis

Tiramisu

Warm apple Tart with Vanilla Ice Cream

Vanilla Bean Crème Brûlée

Sorbet Trio

Lemon –Raspberry –Mango

Flourless Chocolate Torte

Marinated Forest Berries

Buffet Dinner

The Wadsworth

(Minimum of 30 People)

*The FC Salad with a Choice of Two Dressings
Traditional Caesar Salad with House Made Dressing*

Choice of Minestrone, New England Clam Chowder or Lobster Bisque

Choice of Three Entrées:

Chicken Marsala

Chicken Piccata

Chicken Française

Grilled Salmon with Lemon and Caper Sauce

Stuffed Sole with Crabmeat

Roast Pork with Apples and Cranberries

Flank Steak with Balsamic Glace and Onions

Tournedos of Beef with Brandy Sauce

Pasta Primavera

Herb Roasted Potatoes and Fresh Seasoned Vegetables

Assorted Rolls and Sweet Butter

Dessert Display Served with Fresh Brewed Coffee, Decaffeinated Coffee and Hot Tea

44.00

Reception

Hors D' Oeuvres

Hot

Thai Chicken Satay with Spicy Peanut Sauce
Sesame Chicken Tenders with Duck Sauce
Coconut Shrimp with Horseradish Orange Marmalade
Clams Casino
Mini Crab Cake, Remoulade Sauce
Scallops Wrapped in Bacon with Maple
Vegetable Spring Rolls with Sweet Chili Sauce
Spanakopita with Tzatziki Sauce
Brie and Raspberry in Phyllo Cup
Vegetable or Bacon Quiche
Mini Beef Wellington
Mini Filet Sliders with Horseradish Cream

Blue Point Oysters Rockefeller + \$3.00
Baby Lamb Chops, Rosemary Mint Glaze +\$4.00
Mini Lobster Sliders + \$5.00

Cold

Gorgonzola Wrapped with Prosciutto, Baby Arugula, and Cranberry Jam
Tuna Tartare with Fried Wonton and Wasabi Miso Dressing
Shrimp Wrapped in Snow Peas, Cocktail Sauce
Scallop Ceviche
Shaved Wagyu Beef Carpaccio with Horseradish Parmesan on Pumpernickel Toast
Mini Crudite with Spicy Ranch
Roasted Beets with Goat's Cheese and Balsamic Glaze
Buffalo Mozzarella and Baby Tomato, Basil Dressing
Lettuce wrapped with Whipped Blue Cheese
Potato Pancake with Sour Cream and Caviar

Seared Foie Gras with Onion Relish on Buttered Brioche +\$3.50

Selection of 6 Hors D'Oeuvres
\$12.00 per person, first hour - \$6.00 person each additional hour

Displays

Crudités of Garden Vegetables

House Made Dips

6.00

Artisan Cheese Display

Imported and Domestic Cheeses with Seasonal Fruits and Berries, Crackers and Breads

10.00

Mediterranean Display

Marinated Artichokes, Grilled Vegetables, Assorted Olives

Assorted Dry Aged Meats and Cheeses,

Bocconcini Mozzarella and Tomatoes with Basil Dressing

Focaccia Bread and Olive Tapenade –Pita Bread and Hummus

14.00

Chilled Shrimp Cocktail

Passed with Lemon Wedges and “Club” Cocktail Sauce

3.00 Per Piece

Seafood Bar

Chilled Jumbo Shrimp, Oysters, Snow Crab Claws, Littleneck Clams

Lemon Wedges, “Club” Cocktail Sauce and Horseradish Sauce

(3 shrimp, 2 oysters, 2 clams, 1 crab claw per person)

19.00

Smoked Salmon Display

Smoked Salmon Displayed with Capers,

Onion, Eggs and Sour Cream with Toast Points

8.00

(Minimum of 50 People)

Carving

Herb Roasted Turkey Breast

6.00 Per Person

Maple Glazed Black Forest Ham

7.00 Per Person

Loin Roasted Pork

8.00 Per Person

Prime Rib of Beef

12.00 Per Person

Leg of Lamb

14.00 Per Person

Roasted Tenderloin of Beef

14.00 Per Person

Steamship of Kobe Beef

12.00 Per Person

(Minimum of 100 people)

***All Carving Stations are served with Sauces, Appropriate Condiments
And Assorted Rolls and Breads***

***All carving Stations Require One Chef Per 75 Guests at an Additional Charge of
\$100 per Chef***

Action

Mashed Potato

*Yukon mashed Potatoes with Your Choice of:
Grated or Shredded Cheese
Bacon, Shredded Chicken, and Beef
Sliced Olives, Chives, Sautéed Mushrooms, Caramelized Onions, and Chopped Tomatoes
Sour Cream and Sweet Butter
10.00 Per Person*

Pasta

*Penne Pasta and Tortellini Tossed with Your Choice of:
Marinara, Pesto or Alfredo Sauces
Sweet Italian Sausage, Grilled Chicken, Portobello Mushrooms, Seasonal Vegetables
Olive Oil, Grated Parmesan Cheese
Accompanied with Bread Sticks and Garlic Bread
12.00 Per Person*

Southwest

*Tortilla Chips with Warm Bean Dip
Beef, Chicken or Vegetable Fajitas with Warm Flour Tortillas
Cheese Quesadillas, Sour Cream, Salsa, Guacamole
14.00 Per Person*

Asian Stir Fry

*Chicken, Beef and Shrimp
Asian Vegetables, Lo Mein Noodles, Ginger Soy Sauce
Vegetable Spring Rolls with Garlic Chili Sauce
15.00 Per Person*

Sushi Station

*A Fine Assortment of Hand Rolled Tuna, Salmon, Smoked Eel and Sweet Shrimp
Marinated Ginger, Wasabi and Soy Sauce
16.00 Per Person (4 pieces per person)
150.00 For a Chef to Hand Roll*

*All International Stations Require One Chef per 75 Guests at an Additional Charge of
\$100.00 per Chef
An additional \$6.00 per person will be added to the cost of all stations being sold as a
reception enhancement.*

Beverage Selections

Open Bar Packages

(Charged Based on Guarantee – Not Subject to Reduction)

“Club” Bar

Smirnoff, Bombay, Bacardi, Canadian Club, Cutty Sark, Jim Beam, Jose Cuervo Gold,

Imported and Domestic Beer, House Red and White Wines

Assorted Soft Drinks and Sparkling Mineral Water

14.00 per person, first hour – 5.00 per person each additional hour

“Premium” Bar

Stolichnaya or Absolut, Tangueray, Bacardi, Mt. Gay, Dewars, Seagrams VO, Jack Daniels, Jose Cuervo Gold,

Imported and Domestic Beer, House, Red and White Wines,

Assorted Soft Drinks and Sparkling Mineral Water

16.00 per person, first hour – 6.00 per person each additional hour

“Deluxe” Bar

Ketel One, Bombay Sapphire, Bacardi, Captain Morgan, Crown Royal, Johnny Walker Black, Maker’s Mark, Jose Cuervo 1800,

Imported and Domestic Beer, House, Red and White Wines,

Assorted Soft Drinks and Sparkling Mineral Water

18.00 per person, first hour – 7.00 per person each additional hour

Hosted Bar

(Charged on a Consumption Basis Per Drink)

<i>Club Brand Liquors</i>	<i>6.00</i>
<i>Premium Brand Liquors</i>	<i>7.50</i>
<i>Deluxe Brand Liquors</i>	<i>8.50</i>
<i>Imported Bottled Beer</i>	<i>4.50</i>
<i>Domestic Bottled Beer</i>	<i>4.00</i>
<i>House Wine by the Glass</i>	<i>6.50</i>
<i>Cordials</i>	<i>10.00</i>

Cash Bar

(Guests Purchase Their Own Drinks)

<i>Club Brand Liquors</i>	<i>7.00</i>
<i>Premium Brand Liquors</i>	<i>8.00</i>
<i>Deluxe Brand Liquors</i>	<i>9.00</i>
<i>Imported Bottled Beer</i>	<i>5.00</i>
<i>Domestic Bottled Beer</i>	<i>4.00</i>
<i>House Wine by the Glass</i>	<i>7.00</i>
<i>Cordials</i>	<i>10.00</i>

\$100 Bartender Fee, 1 Bartender per 75 Guests

Audio Visual Equipment Daily Rental List

Film Projectors & Accessories

Kodak Ekt. Slide Projector	30.00
Extra Tray	4.00
Wireless Remote Control	20.00
Welt Stand	8.00
16mm Projector	35.00

Computer & Video Projection

Data Projector (LCD) SVGA/XGA	225.00
4500 Lumen Data Projector	350.00

Lighting & Draping

ft. Black Velour Drape	8.00
Leiko/Tree/Dimmer	115.00

Overhead Projector & Accessories.

Standard Classroom Overhead	30.00
Acetate Roll	10.00
Acetate Sheets-Box of 50	15.00
Pens	1.00
4000 Lumen Portable	45.00
5500 Lumen Portable	55.00

Screens & Easels

Tripod 6 Ft. Screen	20.00
Tripod 8 Ft. Screen	30.00
Cradle 10 Ft.	40.00
6 x 9 Fast Fold- Front/Rear	60.00
Above with Drape Kit	110.00
9 x 12 Fast Fold-Front/Rear	100.00
Above with Drape Kit	170.00
Easel	10.00
Flip Chart with Pads & Pens	20.00
Write on Board with Pens	20.00

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	13 - 16
Mult Box- For News Reporters	185.00
Remote Control Mouse	100.00
	35.00

Video Equipment

VHS VCR - 4 Head	50.00
26" TV Monitor and VHS/VCR	
Cart & Drape	88.00
26" TV Monitor & Draped Cart	55.00

Labor and Technical Services

Normal 8-5 A/V Delivery/ Setup	26.00
Normal 8-5 Tech Services-Per Hr.	50.00
OT RUSH Delivery-A/V	60.00
OT Technical Services- Per Hour	90.00
6:00 AM to 7AM Setups	55.00

Policies and Procedures

All reservations and agreements are made upon and subject to the house rules, regulations and bylaws of The Hartford Club and the following conditions. Failure to sign and return this agreement to The Hartford Club no later than two weeks after the members receipt will result in the automatic release of space held.

A non-refundable advanced deposit may be required along with the signed confirmation to confirm the booking.

Guarantees - *A final guarantee of attendance must be submitted to the catering office 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 catering office will charge for the number indicated on the original contract.*

Service Charge and Tax - *All food, beverage, rentals and services are subject to 6% state sales tax. A service charge of 20% will be added to all food and beverage charges. Qualifying tax-exempt organizations must submit a CERT 112 to the state for approval. The approved form must be provided to the Club prior to the event.*

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 Hartford 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 Hartford 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.*

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 exceed the allotted time by more than 30 minutes, there will be a charge assessed.*

Policies and Procedures Continued

Rental Charges/Member Sponsors - When a Hartford Club Member is present at his/her sponsored event, there will be no fee charged for room usage providing the minimum food & beverage spend has been met for that time period. The minimum spend is as follows - Breakfast - \$12.00 Per Person, Lunch - \$18.00 Per Person, Reception - \$20.00 Per Person, and Dinner - \$35.00 Per Person. However, in the event a sponsoring member is not present at the function, then a room rental fee shall apply.

Cancellation Policy - Meeting room cancellations will be accepted up to [7] business days prior to the function without charge. Functions that cancel with less than [7] business day's notice, or do not cancel at all, will be charged up to 100% of estimated revenue. For larger events, the cancellation policy is outlined in the contract/event order.

Sponsorship - Members may sponsor their family, friends or associates for events at the Club. If a member sponsors an event and the charges for the event are not billed to the members personal account and paid for by the member, there will be a nominal charge for the use of the room(s).

Dress Code - Members and their guests may dress Business Casual. A jacket and tie are required in the member's dining room and lounge on Friday & Saturday evenings. Shorts, jeans, sneakers, t-shirts, athletic apparel and other attire, subject to Club's discretion, will not be allowed in the Club at anytime.

Parking - Members and their guests are offered the option to park in the garage. There is a \$3 person self parking fee and \$4 person fee for valet parking in the evening. This fee is charged automatically to the hosts account.

Any cancellation policy, terms or conditions stated on the event order/contract will supersede the policies expressed above

Private Function Rooms

<i>Room</i>	<i>Dimensions</i>	<i>Theatre</i>	<i>¼ Rounds</i>	<i>Reception</i>	<i>Banquet</i>	<i>Rental Fees</i>
<i>Grand Ballroom</i>	50' x 66' 3,300 Sq. Ft.	225	120	300	250	\$500.00
<i>Yacht Room</i>	60' x 16' 960 Sq. Ft.	85	36	60	60	\$200.00
<i>Board Room (25)</i>	16' x 21' 336 Sq. Ft.	20	12	25	18	\$100.00
<i>Fair Play Room</i>	16' x 24' 384 Sq. Ft.	20	12	25	18	\$100.00
<i>Room 36</i>	12' x 17' 204 Sq. Ft.	<i>N/A</i>	<i>N/A</i>	18	8	\$100.00
<i>Room 38</i>	16' x 20' 320 Sq. Ft.	<i>N/A</i>	<i>N/A</i>	12	12	\$100.00
<i>Suite 37</i>	28' x 28' 784 Sq. Ft. (Includes Sleeping Room)	<i>N/A</i>	<i>N/A</i>	18	10	\$150.00
<i>Entire Club, By Special Arrangement</i>					1,000	<i>Please call for Rate</i>