

Crowne Plaza Williamsburg at Fort Magruder

Wedding Package Inclusions

- *Crowne Plaza Dream Honeymoon Rewards*
- *On-Site Wedding Coordinator*
- *Champagne Toast (non-alcoholic available)*
- *Chocolate Dipped Strawberries served to all guests with Champagne Toast*
- *One Hour Complimentary Fruit and Cheese Reception upon guest arrival*
- *Cake Cutting Service*
- *White Glove Butler Service for Hors d' oeuvres*
- *Floor Length White Linen*
- *Table Centerpieces*
- *Wedding Menu Tasting*
- *Complimentary One-Night Stay for Wedding Couple*
- *Arrival Amenity for Wedding Couple*
- *Elevated Head Table or Sweet Heart Table*
- *Round Table Seating, Ten Guests per Table*
- *Dance Floor*
- *Cake Table*
- *Gift Table*
- *DJ Table*
- *Guest Book Table*
- *LCD Projector and Screen for Couples Slide Show*
- *Easel for Portrait*
- *Discounted Rate for ten or more guest rooms (based on availability)*
- *Custom Website through Crowne Plaza*
- *Vendor Recommendations*
- *Complimentary Parking*

Crowne Plaza Williamsburg at Fort Magruder

Wedding Reception Menus

Dinner Entrées

Entrees include choice of salad, vegetable, potato or rice, bread baskets with butter rosettes, iced tea, hot tea, regular & decaffeinated coffee

*Market Display of Imported Cheeses and
Seasonal Fresh Fruits With Honey Raspberry Dip
Served with Gourmet Crackers*

Chocolate Dipped Strawberries Served with the Cake

Champagne Toast or Sparkling Cider Toast

Choice of Salad

*Colonial Salad of Bibb lettuce with pears, walnuts,
and brie served with Raspberry Vinaigrette*

*Mixed Greens with Grape Tomatoes, English Cucumber, and Alfalfa Sprouts, with
Balsamic Vinaigrette*

Classic Caesar Salad with Zesty Seasoned Croutons and Parmesan Cheese

Chicken Entrées

Chicken Apple Almond

*Breast Chicken stuffed with Apple Almond Stuffing
\$37.95*

Chicken Wellington

*Plump chicken breast stuffed with Mushroom Duxelle wrapped in a puffed pastry with
an Herb Marsala Sauce
\$37.95*

Colonial Chicken

*Grilled chicken topped with julienne ham, broccoli and Smoked Cheese Sauce
\$37.95*

Madeira Chicken

*Sauteed Chicken Breast Topped with Fresh Asparagus and Melted
Mozzarella Cheese, Covered with Fresh Mushroom Madeira Sauce
\$37.95*

*All banquet and catering items subject to taxable service charge and applicable
sales tax. Prices subject to change due to market conditions.*

Beef Entrées

Slow Roasted Prime Rib of Beef AuJus

English-cut Prime Rib of Beef
\$38.95

Filet Mignon

*Filet served with Cabernet Butter and mushroom cap, wrapped in Edwards
Virginia Bacon*
\$39.95

T-Bone Steak

Seasoned and Grilled to perfection
\$38.95

Seafood Entrées

Stuffed Atlantic Salmon

*With Herb Boursin cheese, baby shrimp and chives, wrapped in Prosciutto Ham and
topped with a Lobster Tarragon Sauce*
\$38.95

Stuffed Flounder

Tender flounder filet wrapped around our famous Crabmeat Stuffing and asparagus
\$38.95

Cajun Catfish

*Lightly Blackened Catfish Filets with Smoked Shrimp Compote and a
Red Pepper Beurre Blanc Sauce*
\$34.95

Chesapeake Bay Crab Cakes

Broiled to perfection and Topped with a Creamy Remoulade Sauce
\$38.95

Pork Entrées

Mojo Crushed Roast Pork Loin

With Andouille Sausage Stuffing, Red Onion Marmalade and Thyme Au Jus
\$33.95

Pork Medallions

Sliced Pork Loin Medallions with Vidalia Onion Gravy
\$34.95

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sales tax. Prices subject to change due to market conditions.*

Mixed Grills

Filet & Chicken Roulade - 43.95

With Wild Mushroom Sauce

Filet & Stuffed Shrimp - 52.95

With Cabernet Sauce

**Trio of Sliced Tenderloin of Beef, Grilled Chicken Breast
& Chesapeake Crabcake - 55.00**

**Trio of Sliced Tenderloin of Beef, Grilled Shrimp
& Chesapeake Crabcake - 57.95**

Filet & Broiled Lobster Tail - Market Price

Filet with Wild Mushrooms and Broiled Lobster Tail with drawn butter

Dinner Buffets

Includes bread baskets with butter rosettes, iced tea, regular and decaffeinated coffee

*Market Display of Imported Cheeses &
Seasonal Fresh Fruits With Honey Raspberry Dip
Served with Gourmet Crackers*

Chocolate Dipped Strawberries Served with Cake

Champagne Toast or Sparkling Cider Toast

Served To Your Table Choice of Salad

*Colonial Salad of Bibb lettuce with pears, walnuts,
and brie served with Raspberry Vinaigrette*

*Mixed Greens with Grape Tomatoes, English Cucumber, and Alfalfa Sprouts, with
Balsamic Vinaigrette*

Classic Caesar Salad with Zesty Seasoned Croutons and Parmesan Cheese

Vegetable & Starch Selections – Select Three

Yukon Gold Mashed Potatoes

Parslied Red Potatoes

Herb Orzo with Parmesan

Cheese Au Gratin Potatoes

Confetti Rice Pilaf

Baked Potatoes

Butter and Herb Pasta (Angel Hair, Penne or Farfalle)

Snap Peas with Red Pepper, Ginger, and Mushrooms

Sauteed Vegetable Medley

Baby Glazed Carrots

Fresh Broccoli

Green Beans with Almonds and Bacon

Buffet Entrée Selections

*Sauteed Chicken Breast Topped with Prosciutto, Melted Mozzarella Cheese in a Sun
Dried Tomato Cream Sauce
Chicken Piccata
Dijon Chicken Breast with Wild Mushrooms
Chicken Marsala
Baked Salmon with Sun Dried Tomatoes in Lobster Sauce
Cajun Catfish with Shrimp Creole Sauce
Shrimp Scampi with Garlic Butter Sauce
Sliced London Broil with Wild Mushroom Sauce
Beef Bourguignonne
Roasted Sirloin of Beef with a Black Peppercorn Demi Glace
Herb Crusted Pork Loin with Peach Compote
Sliced Virginia Ham with Brown Sugar and Dijon Bourbon Glaze*

Choose Two Entrees \$42.95
Choose Three Entrees \$47.95

Hors d'oeuvres

*Hot & Cold Hors d'oeuvres
(195.00 per 100 pieces, per menu item)*

Petite Tomatoes stuffed with Chicken Salad or Seafood Salad

Beef Hibachi Roll

Spicy Pork and Vegetable Egg Rolls

Jalapeño Poppers

Assorted Canapés

Spanikopita

Assorted Mini Quiche

Seafood-Stuffed Mushrooms

Smoked Chicken Quesadilla

Beef Empanada

Crab Rangoon

Broccoli Cheddar Bites

Buffalo or Jamaican-style Chicken Wings

Deluxe Hors d'oeuvres

(250.00 per 100 pieces, per menu item)

Hawaiian Chicken Brochette with Papaya Sauce

Cajun Beef Brochette

Tortilla-crushed Pepperjack cheese with spicy salsa

Ginger beef on Garlic Croutons

Mini Chicken Cordon Bleu

Italian Sausage Stuffed Mushrooms

Crab and Shrimp Spring Roll

Sesame Chicken Medallions

Shrimp Thai Moneybags

Chicken Pineapple Brochette

Gourmet Hors d' oeuvres

(295.00 per 100 pieces, per menu item)

Brie with raspberry and almonds in Filo

Mushroom Caps filled with Crabmeat

Chicken Wellington with Shallots

Beef Wellington

Miniature Crabcakes

Scallops wrapped in Bacon

Iced Shrimp

Italian Skewers

Deluxe Assorted Canapés

Specialty Stations, Displays and Dips

Fresh Fruit Display

Seasonal Fresh Fruit Display Served with Honey Raspberry Dip

Small (serves 35) – 165.00

Large (serves 75) – 275.00

Cheese Display

Imported and domestic cheese served with an assortment of crackers

Small (serves 35) – 165.00

Large (serves 75) – 275.00

Deluxe Vegetable Display

Served with Creamy Ranch Dip

Small (serves 35) – 165.00

Large (serves 75) – 275.00

Fresh Market Display (serves 125-175) – 595.00

Elaborate Tabletop Array of Vegetables, Imported & Domestic Cheeses, Seasonal Fresh Fruits, Gourmet Crackers and Assorted Dips

Display of Italian Antipasto

Prosciutto, Pepperoni, Genoa Salami, Provolone Cheese, Olives, Artichoke Hearts, Pepperoncini and Crusty Italian Bread

Small (serves 35) – 180.00

Large (serves 75) – 290.00

Grilled Marinated Vegetable Display

Small (serves 25) – 150.00

Large (serves 75) – 275.00

Spinach, Artichoke and Sun-dried Tomato Dip with Baguettes (serves 35) – 180.00

Baked Brie in Puff Pastry with Brandied Apples & Pecans (serves 35) – 150.00 *Served hot*

Chesapeake Bay Crab Dip with Baguettes (serves 35) – 205.00

English Tea Sandwiches (serves 35) – 125.00

Goat cheese, chive, watercress

Smoked Salmon with Cucumber Dill

Carving and Specialty Station Selections

*Specialty Stations require a minimum of 35 people.
Below minimum fee of \$65.00 will be charged for groups smaller than 35 people.
All Reception Selections require a minimum of 50 people and a Chef Attendant.*

Smoked Virginia Ham - 5.50 per person

With brown sugar, Dijon bourbon glaze, and warm biscuits

Honey & Herb Glazed Tom Turkey - 5.50 per person

With Orange Walnut Cranberry Relish and mini baguettes

Roast Top Round of Beef - 5.95 per person

With Horseradish Sauce, Dijon mustard and mini assorted baguettes

Rosemary & Garlic Prime Rib of Beef, Au Jus - 7.00 per person

Served with assorted condiments and mini baguettes

Roast Tenderloin - 7.00 per person

Served with assorted condiments and mini baguettes

Slow Roasted Lamb Chops with our Signature Seasoning- 7.00 per person

With Herb Orzo and Amaretto Almond Sauce

Mashed Potato Bar - 5.95 per person

*Creamy Mashed Potatoes with Self Serve Bacon Bits, Chives, Grated Cheddar Cheese,
Whipped Butter and Sour Cream*

Gourmet Pasta Station - 7.95 per person

Tortellini and Penne Pasta, Alfredo and Marinara Sauce

Served with Garlic Bread Sticks, Pepper Flakes and Parmesan Cheese

Add Baby Shrimp 2.00 per person

Add Chicken 1.50 per person

Peking Duck - 6.50 per person

Served with Hoi-sin Sauce and Spring-Roll Wrap

Asian Vegetable Stir Fry - 5.50 per person

Asian-style vegetables with Jasmine Rice

Chef Attendant/Carver

First Two Hours - 65.00

Each Additional Hour - 65.00

COCKTAIL PACKAGES

HOST BARS

(Group or individual host pays for drinks)

House Brands	5.50
Call Brands	6.00
Premium Brands	6.00
Imported Bottled Beer	4.25
Domestic Bottled Beer	4.00
House Wine (Glass)	4.50
Cordials	7.50
Soft Drinks	2.00
Bottled Water	2.00

CASH BARS

(Guests purchase their own drinks)

House Brands	6.00
Call Brands	6.75
Premium Brands	7.25
Imported Bottled Beer	4.75
Domestic Bottled Beer	4.25
House Wine (Glass)	4.75
Cordials	7.50
Soft Drinks	2.00

\$65.00 bar set-up fee (*per bar*) for up to 2 consecutive hours

\$30.00 per bar, per bartender for each additional hour

Kegs of Beer	
Domestic	375.00
Imported	600.00
Micro-brewed	Market Price

All bars are stocked with scotch, bourbon, gin, vodka, whiskey, rum, beer, wine and soft drinks.

TERMS & CONDITIONS

BILLING & DEPOSITS

We welcome new accounts, but require that credit be established with our Accounting Office thirty days prior to arrival date if you require billing privileges. Credit can only be established for functions over \$500.00. A credit application is enclosed for your convenience. Approved billings are payable within ten days of receipt of statement. In the event billing arrangements are not made, full payment is due three days prior to the event or guaranteed with a major credit card. Advance deposits, when required, are non-refundable.

FOOD & BEVERAGES

All food items must be supplied by the hotel. Off premise catering is available. Menu selections, room requirements and all other arrangements must be received thirty days prior to the function. These menus are only a general suggestion as to the range of selections and variety of entrées and complements available to you. We take great pride in developing specific ideas and themes or simply expressing your taste in a personally tailored menu. Due to current health regulations, all food served by the Crowne Plaza Williamsburg at Fort Magruder must be prepared by our culinary staff. No food may be taken off hotel premises. All food and beverage prices are subject to change and will be confirmed 90 days in advance.

Crowne Plaza Williamsburg at Fort Magruder, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance to Virginia ABC regulations. It is Hotel Policy, therefore, that all alcoholic beverages must be supplied by the hotel.

If alcoholic beverages are to be served on the hotel premises (or elsewhere under the hotel's alcoholic beverages license) the hotel will require that beverages be dispensed by hotel servers and bartenders. The hotel's alcoholic beverages license requires the hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in the hotel's judgment, appears intoxicated.

GUARANTEES/CANCELLATIONS

It is a requirement that the hotel be notified of the exact number of attendees by noon, three working days prior to the event (72 hours). This minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. An increase in the guaranteed attendance will be accepted up to 24 hours before the functions (48 hours on weekends). The hotel will set up 5% over the final guarantee figure, however, food is prepared for the guaranteed number of people only. If the guaranteed attendance is not received in the Catering Office, the expected number of people will serve as the guarantee. Cancellations must be made with our Catering Office between the hours of 8 AM and 5 PM, Monday through Friday. All cancellations must be confirmed in writing.

ROOM & SET-UP FEE

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to accordingly reassign the banquet function room. The hotel reserves the right to charge an additional fee for set-up of meetings rooms with extraordinary requirements. A room set-up fee will be charged where applicable.

OUTDOOR FUNCTIONS

The hotel reserves the right to make the final decision regarding outdoor functions. The decision to move a function to an indoor location will be made no less than eight (8) hours prior to the event based on the prevailing weather conditions and the local forecast.

REQUEST FOR MULTIPLE ENTRÉES

If multiple entrées are requested, the following stipulations will apply:

1. If there is a price difference between the two entrées, the higher price will prevail for all entrées.
2. Normal guarantee procedure is required with indication for each entrée.
3. Some form of entrée indication is required at the guest table, i.e. colored ticket, coded name tags, etc. This will enable better service by our staff during the meal service.
4. Minimum of 20 guests.

LOST & FOUND

The Housekeeping Department administers Lost and Found. The hotel cannot be responsible for damage or loss of any articles or merchandise left in the hotel prior to or following your banquet or meeting. Security arrangements should be made for all merchandise or articles set up prior to the planned event or left unattended for any time.

FLOWERS and DECORATIONS

To complement your parties, flowers, candles and green plants provide a lovely atmosphere to make your special function an outstanding event. You may make arrangements for your floral decoration through our Catering Office. Decorative ice pieces can be provided. The Catering Department is happy to assist you with decorations. The hotel will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, carpet tape or other substances. Please consult the Catering Department for assistance in displaying all materials.

SHIPPING and RECEIVING

The hotel cannot be responsible for packages received more than three (3) business days prior to the event date. All packages must indicate the date of meeting, name of group and be sent to the attention of: Catering Service. Client is responsible for moving boxes more than 50 pounds. There is an additional charge of \$2.00 per box for shipments over 4 boxes.

PHOTOCOPIES and FAX

The Catering Department will be happy to make photocopies for your group. A charge of \$.10 each will be applied to your bill. Fax services are available at our Front Desk or Sales and Catering Office for a fee of \$2.00 (first page) and \$1.00 each additional page. A \$2.00 fee will be charged for transparencies.

ENGINEERING and AUDIO-VISUAL

Special electrical requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved and power drain. A wide selection of audio-visual equipment and services are available through our in-house AV department on a rental basis. Orders may be placed through the Catering Department.

DEDICATED PHONE LINES

In order to obtain a dedicated phone line, contact our Catering Office prior to scheduled event.

SECURITY

If, in the sole judgment of the hotel, security is required in order to maintain order due to size and nature of your event, the hotel may require you to provide, at your expense, uniformed and non-uniformed security personnel. Any and all provisions for security must be arranged through the hotel's Director of Security. The hotel shall have final approval on any and all security personnel to be utilized during your function.

LIABILITY

Crowne Plaza Williamsburg at Fort Magruder reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought onto the premises.

SERVICE CHARGE and TAX

A 21.5% taxable service charge and state sales tax will be added to all food, beverage and other services. Virginia law states that the service charge is subject to sales tax. Federal, state and local employees are tax exempt if they are on government business. Any other individual is not tax exempt unless payment is made by a tax exempt organization. A completed tax department tax exempt form must be presented at the time of payment.

BEVERAGE CHARGES

Charges for all bar services will include a \$65.00 bartender set-up fee for up to three (3) hours. \$30.00 will be charged for each additional hour.

LABOR CHARGES

There will be a \$65.00 fee (two hours) for menus that require a carver/chef attendant. The hotel should be advised of any items over 100 pounds that will be displayed in any function. A fee of \$5.00 will be charged for each sign that is prepared by the hotel.

PARKING

Ample free parking is available.

The above information and detail specifications as outlined in the function order are approved and accepted.

Guest's _____ Signature_____

Date_____/_____/_____