



# MENUS



VERMONT  
EVENT CENTER

42 Lower Mountain Drive, | Colchester, VT 05446  
[www.VermontEventCenter.com](http://www.VermontEventCenter.com)

## We Love Having You Here.

Located just off Interstate 89 in Colchester, Vermont, the newly renovated Vermont Event Center is Vermont's premiere meeting and event venue. Conveniently located just outside of Burlington, VT, the Vermont Event Center offers exceptional service and 6 beautifully appointed event spaces to accommodate any event.

Guests are greeted with a warm grand foyer, elegantly appointed with ornate chandeliers and an oversized stone fireplace as they make their way to your event. The Vermont Event Center offers both indoor and outdoor events capable of accommodating any occasion. Each elegantly appointed event space features ambient natural lighting and private outdoor entrances.

With 6,000 sq. ft. of meeting and event space, the Vermont Event Center features 6 unique event spaces including the Champlain ballroom, capable of accommodating up to 250 guests for galas and weddings, as well as intimate event spaces for smaller parties and celebrations.

### **Hampton Inn by Hilton and Vermont Event Center features exceptional amenities to make planning your event easy with:**

- Onsite Award-Winning Hotel to Accommodate Your Guests
- Complimentary Airport Shuttle for Overnight Guests
- Complimentary Hampton Hot Breakfast Buffet for Overnight Guests
- Wi-Fi Throughout the Event Center
- Complimentary Parking



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# A LA CARTE ITEMS AND BREAKS



Prices are per person

## *Beverages*

**Hot Beverage Station \$3.00**

Includes Freshly Brewed Coffee and Assorted Teas

**Assorted Bottle Juices \$2.75**

Featuring Orange Juice, Cranberry Juice and Apple Juice

**Assorted Bottled Sodas \$2.75**

Featuring Coke, Diet Coke, Sprite and Canada Dry Ginger Ale

**Fountain Drinks \$10.95**

Featuring Coke, Diet Coke, Sprite, Ginger Ale, Lemonade or Unsweetened Iced Tea  
(Per pitcher)

**Bottled Spring Water \$2.50**

## *All Day Break*

**Morning Continental Breakfast**

Pitchers of Orange Juice and Cranberry Juice

Assorted Freshly Baked Breakfast Pastries

Freshly Brewed Coffee and Assorted Teas

Mid-Morning Coffee Refresh

**Afternoon Break**

Freshly Baked Cookies

Assorted Whole Fruit

Pitchers of Milk, Iced Tea and Lemonade

\$15.95

## *Sweet Tooth Break*

Freshly Baked Bar Cookies

Possibilities to include: Lemon Bars, Brownies, Magic Bars, etc.

Assorted Whole Fruit

Pitchers of 2% and Chocolate Milk (Skim Milk Available Upon Request)

Freshly Brewed Coffee and Assorted Teas

\$7.95

## *Energy Break*

Granola Bars

Trail Mix

Assorted Whole Fruit

Assorted Bottled Juices, and Bottle Water

\$6.95

## *Centennial Break*

Hot Pretzels

Served with seasonal house made flavored mustards

Kettle Corn

Peanuts

Bottled Sodas

Bottled Water

\$5.95



## BREAKFAST BUFFETS

Prices are per person

Extra breakfast meats can be added to any hot buffet for \$1.50pp  
There is a 25-person minimum for all hot buffets

### Classic Continental

Pitchers of Orange Juice and Cranberry Juice  
Assorted Freshly Baked Breakfast Pastries  
Freshly Brewed Coffee, and Assorted Teas  
\$7.95

### Deluxe Continental

Assorted Muffins  
Bagels with Assorted Cream Cheese  
Yogurt  
Granola  
Fresh Sliced Fruit Display  
Pitchers of Orange Juice and Cranberry Juice  
Freshly Brewed Coffee, and Assorted Teas  
\$10.25

All prices are subject to applicable taxes and 19% service charge



# BREAKFAST BUFFETS *Continued...*



Prices are per person

Extra breakfast meats can be added to any hot buffet for \$1.50pp  
There is a 25-person minimum for all hot buffets

## Colchester Buffet

Scrambled Eggs

Homefries

Choice of One: Bacon, Maple Sausage Links or Canadian Bacon

Fresh Sliced Fruit Display

Assorted Fresh Baked Muffins

Pitchers of Orange Juice and Cranberry Juice

Freshly Brewed Coffee and Assorted Teas

\$15.95

## The Sugarhouse Buffet

Scrambled Eggs

Homefries

Choice of Pancakes or French Toast with Vermont Maple Syrup

Choice of One: Bacon, Maple Sausage Links or Canadian Bacon

Fresh Sliced Fruit Display

Assorted Muffins

Pitchers of Orange Juice and Cranberry Juice

Freshly Brewed Coffee and Assorted Teas

\$17.95

## The Big Breakfast

Scrambled Eggs with Cheddar and Chives

Homefries

Pancakes or French Toast with Vermont Maple Syrup

Choice of Two: Bacon, Maple Sausage Links or Canadian Bacon

Assorted Muffins, Pastries and Croissants

Fresh Sliced Fruit Display

Pitchers of Orange Juice and Cranberry Juice

Freshly Brewed Coffee and Assorted Teas

\$19.95

All prices are subject to applicable taxes and 19% service charge



# LUNCH BUFFET COLD

Prices are per person

## Queen City Deli Buffet

Choose Two

Two Salads or One Soup & One Salad

Choose Three

(Make your own)

Smoked Turkey Breast, Virginia Ham, Roast Beef Top Round, Chicken Salad, Tuna Salad, Grilled Vegetables with Hummus, Turkey and Bacon Salad, Barbecue Chicken Salad, Grilled Cajun Chicken and Blue Cheese Salad

Includes:

Array of Cheeses

Lettuce and Tomato Tray

Mayonnaise and Mustard

Assorted Breads and Rolls

Assorted Bags of Chips

Freshly Baked Cookies and Brownies

Freshly Brewed Coffee, Assorted Teas, Soft Drinks

\$15.95

## Colchester Sandwich Buffet

Choose Two

Two Salads or One Soup & One Salad

Choose Three

(Pre-Made Sandwiches)

Smoked Turkey Breast, Virginia Ham, Roast Beef Top Round, Chicken Salad, Tuna Salad, Grilled Vegetables with Hummus, Turkey and Bacon Salad, Barbecue Chicken Salad, Grilled Cajun Chicken and Blue Cheese Salad

Includes

Lettuce and Tomato Tray

Mayonnaise and Mustard

Assorted Breads and Rolls

Assorted Bags of Chips

Freshly Baked Cookies and Brownies

Freshly Brewed Coffee, Assorted Teas, Soft Drinks

\$17.95

All prices are subject to applicable taxes and 19% service charge

# LUNCH BUFFET



Prices are per person

## Italian Buffet

Choose Two

Chicken Cacciatore  
Chicken Parmesan  
Eggplant Parmesan  
Meat Lasagna  
Baked Ziti  
Pasta Prima Vera  
Vegetable Lasagna

Includes

Tossed Salad  
Minestrone Soup  
Garlic Bread

Zucchini with Red Peppers and Olive Oil Cannoli  
Freshly Brewed Coffee, Assorted Teas, Iced Tea or Lemonade  
\$20.95

## The BBQ Buffet

Choose Two

Barbecue Chicken  
Grilled Chicken Sandwiches  
Grilled Petit Pork Chops  
Hamburgers  
Hot Dogs  
Grilled Italian Sausage with Peppers & Onions  
Bratwurst

Includes

Potato Salad  
Cole Slaw  
Corn On the Cob

Build Your Own Strawberry Shortcake Bar  
Freshly Brewed Coffee, Assorted Teas, Iced Tea or Lemonade  
\$19.95

## Tex Mex Buffet

Includes

Fiesta Salad  
Seasoned Beef  
Fajita Chicken  
Spanish Rice  
Sautéed Onions & Peppers  
Hard & Soft Tortillas

Cheese, Shredded Lettuce, Salsa, Sour Cream, Guacamole  
Key Lime Pie  
Freshly Brewed Coffee, Assorted Teas, Iced Tea or Lemonade  
\$18.95

All prices are subject to applicable taxes and 19% service charge



## PLATED LUNCH

Prices are per person

All Plated Lunches Include  
Fresh Tossed Salad with Choice of:  
Italian, Ranch, Peppercorn Parmesan, Balsamic Vinaigrette, or Raspberry Vinaigrette Dressing

One Starch Choice per Entrée

One Vegetable Choice per Entrée

Warm Rolls and Butter

Freshly Brewed Coffee, Assorted Teas and Soft Drinks

Cookie Display

\*\*We serve a maximum of 3 entrée choices per banquet. If more entrees are requested, a \$1.50 per person surcharge applies. To better serve you, the Vermont Event Center cannot split starch and vegetable choices on a per person basis. Each entrée must have the same starch and vegetable throughout. \*\*

All prices are subject to applicable taxes and 19% service charge.





# PLATED LUNCH



Prices are per person

## *Entrée Selections*

### *Chicken Chittenden*

Chicken breast stuffed with an apple and walnut stuffing and topped with a cider reduction.

\$16.95

### *Chicken Marsala*

Lightly breaded and sautéed boneless breast and topped with a creamy mushroom and Marsala wine sauce.

\$15.95

### *Chicken Parmesan*

Boneless chicken breast breaded and smothered with a house made marinara sauce and covered with melted Mozzarella cheese.

\$16.95

### *Teriyaki Chicken*

Grilled marinated boneless chicken with a sweet and tangy glaze and grilled pineapple.

\$15.95

### *Roasted Pork Loin*

Slow roasted and topped with a warm apple and sage compote.

\$16.95

### *Baked Cod*

Coated with a lemon, dill and butter crust.

\$16.95

### *Maple Glazed Salmon*

Seared with cracked black pepper and roasted with Vermont maple syrup.

\$18.95

### *Stuffed Portabella Mushroom*

Stuffed with spinach, ricotta cheese and roasted red peppers.

\$16.95

### *Asparagus Stuffed Chicken*

Stuffed with fresh asparagus and provolone cheese, lightly breaded and served with a roasted tomato velouté.

\$16.95

### *Roasted Turkey*

Slow roasted turkey accompanied by cornbread stuffing with pan gravy and cranberry sauce.

\$15.95

### *Beef Roulade*

Stuffed with fresh mozzarella, sundried tomatoes, and fresh basil, then pan seared.

\$19.95

### *Roast Top Round of Beef*

Herb seasoned and slow roasted, then thinly sliced and served with a mushroom and red wine demi-glaze.

\$17.95

### *Southwest Flank Steak*

Coated with a house made herb rub, grilled and thinly sliced. Served with chipotle lime butter.

\$18.95

### *Oven Roasted Salmon*

Pan seared and then baked and finished with an herbed champagne cream sauce.

\$18.95

### *Grilled Polenta*

Served with a roasted vegetable ragout.

\$14.95

### *Pasta Prima Vera*

Fresh vegetables sautéed and tossed with a rich roasted garlic Alfredo sauce and penne pasta.

\$14.95

### *Tuscan Farfalle*

Tri-color pasta tossed with zucchini, mushrooms, sundried tomatoes, garlic and herbs in olive oil.

\$14.95

All prices are subject to applicable taxes and 19% service charge.

Prices are per person

## *Lunch Soup Choices*

Beef, Vegetable and Barley  
Chicken Noodle  
Corn Chowder  
Clam Chowder  
Cream of Broccoli  
Creamy Wild Mushroom\*  
Tomato Rosemary Bisque\*  
Minestrone\*  
Cheddar Ale\*  
Turkey, Vegetable and Rice  
Italian Sausage and Potato  
Butternut Squash Bisque\*  
\* vegetarian

## *Lunch Salad Choices*

Tossed Garden Salad  
Caesar Salad  
Almond and Apple Cole Slaw  
Southwest Fiesta Salad  
Rotini and Vegetable Salad  
Red Potato Salad  
Broccoli, Bacon and Carrot Salad  
Orange and Cashew Salad with Crispy Lo Mein  
Tomato, Asparagus and Mozzarella Salad



# HORS D'OEUVRES



Per 50 pieces

## Cold

**Chilled Shrimp Cocktail**  
with house-made cocktail sauce  
\$150.00

**Seared Ahi Tuna**  
served on crispy wonton with  
cucumber wasabi sauce  
\$185.00

**Smoked Pork Tenderloin**  
on a corn cake with cranberry preserve  
\$105.00

**Roast Beef and Asparagus Roulades**  
with Boursin cheese  
\$95.00

**Lemon and Chive Chicken Salad**  
on toasted pita points  
\$75.00

**Melon wrapped with Prosciutto**  
\$70.00

**Sun-Dried Tomato, Artichoke and  
Mozzarella Bruschetta**  
\$75.00

**Caprese Poppers**  
cherry tomatoes stuffed with basil  
and fresh mozzarella  
\$75.00

**Deviled Eggs**  
\$65.00

## Hot

**Scallops Wrapped with Smokehouse Bacon**  
\$185.00

**Maple Barbecue Beef Kabobs**  
\$125.00

**Coconut Shrimp with Mango Chutney**  
\$125.00

**Stuffed Mushrooms**  
crab and bacon or maple sausage stuffing  
\$95.00

**Chicken Satay with Spicy Peanut Sauce**  
\$85.00

**Chicken and Cheese Quesadillas**  
\$85.00

**Chicken Fingers**  
served with barbecue dipping sauce  
\$85.00

**Homemade Meatballs**  
swedish or peppercorn  
\$100.00

**Vegetable Stuffed Mushrooms**  
\$75.00

**Vegetable Spring Rolls**  
with asian dipping sauce  
\$75.00





## STATIONED AND CHEF ATTENDED ITEMS

Prices are per person

### *Stationed Hors D'oeuvres*

(Each serves 50 People)

#### *International Cheese Display*

array of hard and soft cheeses  
served with crackers

\$195.00

#### *Crudité and Dip*

fresh cut vegetables with ranch dip

\$175.00

#### *Spinach and Artichoke Dip*

homemade, rich and creamy, served in an  
Italian loaf with fresh pita chips

\$125.00

#### *Baked Brie*

baked with fresh apples and topped with  
almonds, then drizzled with honey,  
and served with sliced fresh baguette.

\$150.00

#### *Smoked Salmon Platter*

house smoked fresh Atlantic salmon served  
with bagel chips and assorted toppings

(serves 25 people)

\$175.00

### *Chef Attended Items*

#### *Slow Roasted Prime Rib*

with au jus and creamy horseradish sauce  
(Serves 50 people)

\$325.00

#### *Roast Top Round of Beef*

served with au jus and creamy horseradish sauce  
(Serves 50 people)

\$250.00

#### *Roasted Turkey Breast*

with cranberry mayonnaise and sage gravy  
(Serves 25 People)

\$125.00

#### *Baked Maple Glazed Ham*

served with assorted flavored and  
whole grain mustard  
(Serves 50 People)

\$195.00



# DINNER BUFFETS



Prices are per person

All banquets have a minimum requirement of 25 guests  
Parties under 25 are subject to a \$50.00 service charge

## *Mallet's Bay Buffet*

Choose

Two Salads or One Soup & One Salad

Two Entrées

One Starch

One Vegetable

Includes

Chef's Choice Dessert

Warm Rolls and Butter

Freshly Brewed Coffee and Assorted Teas

\$31.95

## *Marble Island Buffet*

Choose

Two Salads or One Soup & One Salad

Two Entrées

Three Starch or Vegetable Options

Includes

Two Options Chef's Choice Mini Dessert Display

Warm Rolls and Butter

Freshly Brewed Coffee and Assorted Teas

\$33.95

## *Ethan Allen Buffet*

Choose

Two Salads or One Soup & One Salad

Three Entrées

Three Starch or Vegetable Options

Includes

Three Options Chef's Choice Mini Dessert Display

Warm Rolls and Butter

Freshly Brewed Coffee and Assorted Teas

\$35.95

All prices are subject to applicable taxes and 19% service charge.



## DINNER ENTRÉES

### *Sliced Top Round of Beef*

Slow roasted with garlic and herbs and served with a pancetta and gorgonzola sauce or a rosemary and balsamic gravy.

### *Southwest Flank Steak*

Coated with a house made herb rub, grilled and thinly sliced. Served with chipotle lime butter.

### *Barbecue Brisket*

Roasted low and slow and smothered with a Bourbon barbecue sauce.

### *Roasted Pork Loin*

Served either with an apple and sage compote or herb crusted with a brandy and green peppercorn sauce.

### *Beer Brined Pork Chops*

Center cut grilled petite pork chops with red onion marmalade.

### *Chicken Marsala*

Boneless breast sautéed and topped with a creamy mushroom and Marsala wine sauce.

### *Chicken Parmesan*

Boneless chicken breast breaded and smothered with a house made marinara sauce and covered with melted mozzarella cheese.

### *Chicken Monterrey*

Lightly breaded and baked and smothered in a creamy Swiss cheese sauce, sautéed mushrooms and smoked ham.

### *Shrimp and Sausage Jambalaya*

A Creole classic loaded with shrimp and chunks of spicy sausage.

### *Crusted Salmon*

Roasted salmon with a crabmeat and spinach crust.

### *Tuscan Farfalle*

Tri-color pasta tossed with zucchini, mushrooms, sun dried tomatoes, garlic and herbs in olive oil.

### *Pasta Prima Vera*

Sautéed vegetables tossed with penne pasta and a creamy roasted garlic Alfredo sauce.

### *Chicken Cordon Bleu*

The classic dish stuffed with smoked ham and Swiss cheese, crusted with bread crumbs, then topped with a rich sauce supreme.

### *Roasted Chicken*

Whole pieces of bone-in chicken tossed in rotisserie style herbs and slow roasted.

### *Chicken Athena*

Boneless breast roasted with an artichoke and parmesan cheese crust.

### *Grilled Balsamic Chicken*

Marinated in a balsamic vinaigrette then grilled and topped with a tomato, green onion and feta relish.

### *Roast Turkey and Stuffing*

An all-time favorite, slow roasted turkey accompanied by cornbread stuffing with pan gravy and cranberry sauce.

### *Maple Glazed Ham*

Served with a whole grain mustard sauce.

### *Baked Stuffed Sole*

Filled with a seafood stuffing and topped with a creamy lobster sauce.

### *Roasted Salmon*

Seared and roasted then covered in an herb and champagne cream sauce.

### *Baked Cod*

Coated with a light lemon butter and dill crust and cooked in white wine.

### *Vegetable Lasagna*

An old favorite layered with cheese and creamy roasted garlic Alfredo.

### *Baked Ziti*

Tossed with a chunky tomato and ricotta sauce and smothered in melted mozzarella cheese.

### *Meat Lasagna*

Layered with beef and sausage and seasoned ricotta and smothered with melted mozzarella cheese.

### *Vegetable Stir Fry*

Asian themed vegetables sautéed in sesame oil and tossed with Lo-Mein noodles.

# LUNCH/DINNER SIDE CHOICES



## *Vegetables*

Maple Glazed Baby Carrots  
Green Beans Amandine  
Sautéed Vegetable Medley  
Steamed Broccoli with Garlic and Olive Oil  
Maple Thyme Roasted Butternut Squash  
Sesame Sugar Snap Peas  
Carrots, Cauliflower, Snow Peas  
Steamed Asparagus Bundles (Plated Dinner Only)

## *Starches*

Herb Roasted Red Potatoes  
Cheddar and Chive Mashed Potatoes  
Redskin Mashed Potatoes with Horseradish  
Rice Pilaf  
Wild Rice Blend  
Whipped Sweet Potatoes  
Potatoes Au Gratin (Buffet Only)  
Baked Potatoes  
Garlic and Parsley Orecchiette

## *Desserts*

Triple Chocolate Cake  
Carrot Cake  
Peanut Butter Chocolate Cake  
Fruit Tart  
Fresh Fruit Plate  
Cheesecake  
Oreo Cheesecake  
Long Trail Cake with Salted Maple Butter Cream  
Strawberry Amaretto Cake

All prices are subject to applicable taxes and 19% service charge.



## PLATED DINNERS

Prices are per person

All Plated Dinners Include  
Fresh Tossed Salad with choice of Italian, Ranch, Peppercorn Parmesan,  
Balsamic Vinaigrette, or Raspberry Vinaigrette Dressing

One Starch Choice per Entrée

One Vegetable Choice per Entrée

Warm Rolls and Butter

Freshly Brewed Coffee, Assorted Teas, and Soft Drinks

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# PLATED ENTRÉES



Prices are per person

## *Filet Mignon*

Pan seared and topped with a red wine demi-glace.  
\$32.95

## *New York Sirloin*

Charbroiled and topped with roasted red peppers and melted Gorgonzola cheese.  
\$28.95

## *Grilled Ribeye*

Coated in a sweet barbecue herb rub, then grilled and finished with maple and bacon butter.  
\$28.95

## *Roast Prime Rib of Beef*

Slow roasted and served with natural au jus.  
\$27.95

## *Au Poivre Flat Iron Steak*

Coated in cracked peppercorns then pan seared and served with a brandy cream reduction.  
\$26.95

## *Chicken Cordon Bleu*

The classic dish stuffed with smoked ham and Swiss cheese, crusted with bread crumbs, then topped with a rich sauce supreme.  
\$25.95

## *Boursin Stuffed Chicken*

Stuffed with house made boursin cheese, mushrooms, and fresh chives and served with a smoky bacon cream sauce.  
\$25.95

## *Asparagus and Provolone Chicken*

Boneless chicken breast stuffed with fresh asparagus and Provolone cheese seared and roasted and served with a roasted tomato velouté.  
\$23.95

## *Roast Turkey*

With homemade cornbread stuffing, herbed gravy and cranberry sauce.  
\$20.95

## *Herb Crusted Pork Loin*

Smothered with fresh sage, rosemary, and garlic and topped with a creamy brandy and green peppercorn sauce.  
\$21.95

## *Cider Marinated Pork Chop*

Grilled center-cut bone in pork chop marinated in cider vinaigrette and topped with an apple and sage compote.  
\$23.95

## *Cherry Stuffed Pork Loin*

Boneless pork loin filled with a sausage and cherry stuffing and finished with a cherry barbecue glaze.  
\$23.95

## *Oven Roasted Salmon*

Pan seared and then baked and topped with an herb and Champagne cream sauce.  
\$27.95

## *Herb Crusted Top Sirloin*

Grilled and smothered with a caramelized onion sauce.  
\$26.95

## *Chicken Marsala*

Boneless breast sautéed and topped with a rich mushroom and Marsala wine sauce.  
\$21.95

## *Chicken Parmesan*

Breaded and smothered with homemade marinara sauce and mozzarella cheese.  
\$21.95

## *Chicken Saltimbocca*

Pan seared with fresh sage and prosciutto and served with a rich and creamy fontina cheese sauce.  
\$23.95

## *Chicken Chittenden*

Filled with an apple and walnut stuffing and finished with a cider reduction  
\$23.95

## *Maple Glazed Salmon*

Coated in fresh cracked black pepper and pan seared and finished with a Vermont maple glaze.  
\$27.95

## *Crab Stuffed Shrimp*

4 large shrimp stuffed with a crabmeat and bacon stuffing and baked with white wine and butter.  
\$28.95

## *Seared Cod*

Coated in fresh herbs and seared in butter, and served with cream stewed tomatoes.  
\$26.95

## *Baked Stuffed Sole*

Twin fillets filled with a seafood stuffing and topped with a creamy lobster sauce.  
\$27.95

## *Pasta Prima Vera*

Penne pasta tossed with fresh vegetables in a creamy roasted garlic Alfredo sauce.  
\$20.95

## *Wild Mushroom Ravioli*

Garnished with a mélange of sautéed wild mushrooms, sweet red peppers, and chives with a truffle cream sauce.  
\$21.95

## *Roasted Stuffed Pepper*

Filled with a mushroom, spinach, and chickpea stuffing on a bed of white rice  
\$20.95.

## *Grilled Polenta*

Served with a hearty roasted vegetable ragout.  
\$20.95

## *Stuffed Portabella*

Extra-large portabella cap roasted with spinach and ricotta cheese.  
\$20.95

## Event Room Floor



Champlain Ballroom	3,750	50' x 75'	12	170	300	250	300	65	90
Chateaugay	700	25' x 28'	10	25	40	40	40	16	20
Library	740	20' x 37'	10	25	40	40	40	16	20
McDonough	700	25' x 28'	10	25	40	40	40	16	20



## *Split Menu*

A colored ticket or other identification system will be required for a split menu event. The Vermont Event Center has a maximum of three entrée choices for a split menu. Other choices can be added for a \$2.50 per person extra charge added.

## *Minimums*

For any function with food service, there is a 25 person minimum. Functions under 25 people are subject to a \$50.00 service fee.

## *Guarantee Policy*

To ensure the success of your food and beverage event, a guaranteed attendance count is required 72 hours prior to your event. The final billing will be based on the guaranteed attendance or actual headcount whichever is higher. If a guarantee is not submitted in a timely manner, the original attendee figure will be used as the guarantee. If the Catering Manager is unable to reach the event planner, it is the responsibility of the planner to reach the Catering Manager with a guarantee confirmation in a timely manner.

## *Pricing*

A 19% service charge and applicable Vermont State food and beverage taxes will be applied to all food and beverage sales. Due to market fluctuations, menu prices are subject to change up to 90 days before the event.

## *Food and Beverage*

The Vermont Event Center will provide all food and beverage for an event. There must be prior approval if outside food or beverage will be served. The Vermont Event Center does not allow food to be removed from the property.

## *Event Space and Room Rental*

To confirm that a function space is definite, The Hampton Inn must have a signed contract for an event. The Vermont Event Center may release a function space if there is no signed contract or deposit. Function rooms are assigned according to anticipated number of guests or participants. Event room rates are based on agenda requirements. The Vermont Event Center reserves the right to change function spaces accordingly with fluctuations in the number of attendees.

## *Security*

The Vermont Event Center is not responsible for any damage or loss of articles left in the hotel, event rooms, storage areas, or parking lots. Displays, decorations, or other property associated with a group is the responsibility of said group and the Hampton Inn is not responsible for any loss or damage to those items. The Vermont Event Center will post a daily program of your event on daily schedules posted throughout the hotel, unless instructed otherwise. Approval from management must be given before anything is affixed to walls, floors, or ceilings. Signs or banners may not be placed in public areas without managerial approval.

## *Liability*

The Vermont Event Center reserves the right to inspect and control all private functions. The conduct of a function's attendees, individuals associated with or working for a group's organization, or any damage incurred to the premises associated with a function is the responsibility of the group. Damage to the premises will be charged accordingly to the group.

## *Shipping and Receiving*

Packages for events may be delivered to The Vermont Event Center no more than one-week prior to the event due to limited storage space. Packages should indicate the name of the on-site contact, date of the event, and number of boxes. Packages should be labeled "Hold for Arrival." Please arrange for the return shipment of packages immediately following your event.



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