

# THE NEWPORT

HARBOR HOTEL AND MARINA

49 AMERICA'S CUP AVENUE

NEWPORT, RI 02840

## EXECUTIVE BANQUET MENU

SALES & CATERING OFFICE

TEL: (401) 848-3304

FAX: (401) 846-3932

E-MAIL: [NEWPORTSALES@SHANERCORP.COM](mailto:NEWPORTSALES@SHANERCORP.COM)

[WWW.NEWPORTHOTEL.COM](http://WWW.NEWPORTHOTEL.COM)

## PLATED BREAKFAST

**Our Plated Breakfast includes a Starter, a Side and an Entrée**

All Plated Breakfasts are served with Breakfast Potatoes,  
Assortment of Freshly Baked Breakfast Breads, Butter and Preserves,  
Freshly Brewed Regular and Decaffeinated Coffee and a Selection of Teas

**Please select one item from each category  
of Starters, Sides and Entrées.**

### Starters

Chilled Orange Juice  
Fresh Seasonal Fruit Cup

### Sides

Hickory Smoked Bacon  
Link Sausages

### Entrées

◆FARM FRESH SCRAMBLED EGGS  
**\$18.00 per guest**

TEXAS STYLE FRENCH TOAST  
*served with Maple Syrup and Whipped Butter*  
**\$19.00 per guest**

BUTTERMILK OR BLUEBERRY PANCAKES  
*served with Maple Syrup or Whipped Butter*  
**\$18.00 per guest**

◆PORTUGUESE WRAP  
*Farm Fresh Scrambled Eggs, Chourico and Muenster Cheese*  
**\$18.00 per guest**

## CONTINENTAL BREAKFAST

**Our Continental Breakfast is served for a period of 1 ½ hours**

Chilled Orange and Cranberry Juices  
Assorted Freshly Baked Muffins and Croissants  
Assorted Bagels with Cream Cheese, Butter and Preserves  
Seasonal Fruits  
Freshly Brewed Regular and Decaffeinated Coffee and a Selection of Teas  
**\$19.00 per guest**

Add The Newport Hangover Smoothie for an additional \$4.00 per guest

### CREATIVE ADDITIONS TO THE CONTINENTAL BREAKFAST

#### ◆PORTUGUESE WRAP

*Farm Fresh Scrambled Eggs, Chourico and Muenster Cheese*  
\$6.00 per guest

#### ◆WESTERN WRAP

*Farm Fresh Scrambled Eggs, Ham, Peppers, Onions and Cheddar Cheese*  
\$6.00 per guest

#### ◆VEGGIE WRAP

*Farm Fresh Scrambled Eggs, Array of Fresh Sautéed Veggies and Monterey Jack Cheese*  
\$6.00 per guest

### ★ THE COMMODORE PACKAGE ★

**Our Day Meeting Package includes all of the following:**

#### CONTINENTAL BREAKFAST

(Please See Above)

#### MID-MORNING BREAK

Assorted Granola bars

Fresh Whole Fruit or Assorted Individual Yogurts

Freshly Brewed Regular and Decaffeinated Coffee and a Selection of Teas

#### AFTERNOON BREAK

(Please Select One)

#### AT THE MOVIES

Assorted Penny Candy Station  
Assorted Freshly Baked Cookies  
Hot Popcorn Machine

#### AFTER SCHOOL SPECIAL

Milk and Cookies  
(Regular, Chocolate, Strawberry, Coffee and Soy)  
Assorted Freshly Baked Cookies  
Freshly Baked Brownies and Blondies  
Whoopie Pies

**\$38.50 per guest**

**The Newport Harbor Hotel and Marina**

All prices are subject to a 20% taxable service charge and 8% state sales tax

◆The Rhode Island Department of Health warns that eating partially cooked beef, eggs or raw seafood increases your risk of foodborne illness. Consumers who are especially vulnerable to foodborne illness should order their food thoroughly cooked. Children under 12 may not be served undercooked beef.

# THEMED BREAKS

## THE SWEET TREAT

Assorted Dessert Shots  
*with Chocolate Truffles or Petit Fours*

**\$18.50 per guest**

## AT THE MOVIES

Assorted Penny Candy Station  
Assorted Freshly Baked Cookies  
Hot Popcorn Machine

**\$16.50 per guest**

## THE WELLNESS BREAK

Assorted Granola Bars  
Fresh Seasonal Fruit Platter  
Assorted Individual Yogurts

**\$18.50 per guest**

## AFTER SCHOOL SPECIAL

Milk and Cookies  
*(Regular, Chocolate, Strawberry, Coffee and Soy)*  
Assorted Freshly Baked Cookies  
Freshly Baked Brownies and Blondies  
Whoopie Pies

**\$16.50 per guest**

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## COMPLIMENT YOUR EVENT WITH ANY OF THE FOLLOWING ITEMS

Freshly Brewed Regular and Decaffeinated Coffee with a Selection of Teas	\$3.75 per guest
V8 Juice, Ocean Spray Cranberry, Orange <u>or</u> Apple Juice	\$16.00 per pitcher
Assorted Soft Drinks	\$3.00 each
Assorted Vitamin Water	\$3.50 each
Bottled Sparkling Water	\$3.50 each
Bottled Spring Water	\$3.50 each
Freshly Brewed Iced Tea <i>with lemon wedges</i>	\$14.00 per pitcher
Country Style Lemonade	\$14.00 per pitcher
Seasonal Fruits	\$5.50 per guest
Assorted Freshly Baked Cookies	\$24.00 per dozen

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## PLATED LUNCHEON

**Our Plated Luncheon includes a Starter, an Entrée and a Dessert**

All Plated Luncheons are served with a Potato or Rice,  
Chef's Selection of Seasonal Vegetables, Freshly Baked Rolls and Butter,  
Freshly Brewed Regular and Decaffeinated Coffee and a Selection of Teas

### Starters

*(Please Select One)*

New England Clam Chowder

Soup of the Day

Mixed Field Greens Salad

*Arugula Salad with Mandarin Oranges and Bacon with Balsamic Vinaigrette*

*Spinach Salad with Blue Cheese, Spice Roasted Walnuts, Tomatoes and Maple Vinaigrette*

*Italian Roma Tomatoes and Fresh Mozzarella with Fresh Basil and Balsamic Vinaigrette*

### Entrées

*(Please Select One)*

Lemon Herb Grilled Chicken

Poached Cod *with Carrot Ginger Sauce, Topped with Orange Fennel Basil Salad*

♦Grilled London Broil *with Mushroom Demi Glaze*

\*Lobster Cobb Salad

Please note that Vegetarian options are also available

### Desserts

*(Please Select One)*

*Tiramisu with Crème Anglaise*

Chocolate Truffle Cake

*New York Style Cheesecake with Strawberry Topping*

*Assorted Freshly Baked Mini Pastries and Tarts, served Family Style*

**\$28.00 per guest**

\*This Entrée choice is an additional \$4.00 per guest

A choice of three (3) different Entrées is an additional \$5.00 per guest

Please note that Salad Entrées are not served with a Potato or Rice

## DELI MARKET BUFFET

Our Deli Market Buffet is served with Assorted Accompaniments,  
New York Cheesecake with Assorted Toppings

**Our Deli Market Buffet includes all of the following:**

### Soup / Salad

Minestrone Soup or New England Clam Chowder

Mixed Field Greens Salad

Red Bliss Potato Salad

### Entrées

Peppered Roast Beef

Roasted Turkey

Baked Ham

Tuna Salad

### Sliced Cheeses

Swiss

Cheddar

American

Monterey Jack

### Breads

Wheat Bread

Bulkie Rolls

Baguettes

**\$32.00 per guest**

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# PRE-ORDER LUNCH MENU

A Pre-Order Lunch Menu is given to each guest by 9am on the day of the event  
Each guest selects their own choice of a Starter and an Entrée

## Starters

(Each Guest Selects *One*)

New England Clam Chowder

Soup of the Day

Spinach Salad *with Blue Cheese, Spice Roasted Walnuts, Tomatoes and Maple Vinaigrette*

Arugula Salad *with Mandarin Oranges and Bacon with Balsamic Vinaigrette*

## Entrées

(Each Guest Selects *One*)

CHICKEN CAESAR WRAP  
Grilled Chicken and Romaine Lettuce  
Tossed in Caesar Dressing

JERKED CHICKEN SANDWICH  
Jamaican Jerk Spiced and Grilled Chicken Breast  
Topped with Monterey Jack Cheese on a Toasted Bulkie Roll

\*LOBSTER ROLL  
House made Fresh Lobster Salad on a Torpedo Roll

PEPPERED ROAST BEEF WRAP  
With Lettuce, Tomato and Boursin Cheese

VEGETABLE PANINI  
Herb Focaccia, Grilled Portobello Mushroom, Goat Cheese and Roasted Red Peppers  
with Basil Pesto

**\$21.00 per guest**

\*This Entrée choice is an additional \$4.00 per guest

# BOXED LUNCHES

**Our Boxed Lunches are perfect for a meal on the go!**  
**Select up to three sandwich options from the following:**

\*NARRAGANSETT LOBSTER SALAD WRAP  
With Lettuce

PEPPERED ROAST BEEF WRAP  
With Lettuce, Tomato and Boursin Cheese

CHICKEN SALAD WRAP  
With Lettuce and Tomato

ROAST TURKEY WRAP  
With Lettuce, Tomato and Monterey Jack Cheese

BAKED HAM WRAP  
With Lettuce, Tomato and Swiss Cheese

TUNA SALAD WRAP  
With Lettuce and Tomato

GRILLED VEGETABLE WRAP  
With Lemon Hummus

**\$21.50 per guest**

All Boxed Lunches are served with Potato Chips,  
Fresh Whole Fruit and Freshly Baked Cookies

\*This sandwich choice is an additional \$4.00 per guest

Add Assorted Soft Drinks at \$3.00 each  
Add Bottled Spring Water at \$3.50 each

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## HOT HORS D'OEUVRES

Hibachi Beef  
New England Puff  
Sesame Chicken  
Mushroom Tarts (Vegetarian)  
Potato Wrapped Shrimp

**\$160.00 per 50 pieces, per selection**

Chicken Pot Pie  
Butternut Squash Tarts (Vegetarian)  
Shepherd's Pie  
Scallops Wrapped in Bacon  
Roasted Eggplant & Tomato Crisp (Vegetarian)

**\$175.00 per 50 pieces, per selection**

Newport Lobster Pot Pie  
Mini Crab Cakes  
Miniature Beef Wellington  
Steak Churrasco  
Coconut Chicken Fingers  
Peking Duck Spring Rolls  
Mini Brie en Croute

**\$195.00 per 50 pieces, per selection**

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## COLD HORS D'OEUVRES

Bruschetta  
Watermelon Gazpacho with Rock Shrimp  
California Sushi Roll (Vegetarian)  
Chicken Waldorf

**\$160.00 per 50 pieces, per selection**

Rhode Island Lobster Salad  
♦Smoked Salmon Canapé  
♦Chilled Little Neck Clams  
♦Beavertail Oysters  
Chilled Gulf Shrimp  
Roast Beef Crostini

**\$210.00 per 50 pieces, per selection**

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# PLATED DINNER

**Our Plated Dinner includes a Salad, an Entrée and a Dessert**

All Plated Dinners are served with Chef's Selection of Seasonal Vegetables, Freshly Baked Rolls and Butter, Freshly Brewed Regular and Decaffeinated Coffee and a Selection of Teas

## Appetizers

The following are offered as a Fourth Course enhancement to the Plated Dinner menu

NEW ENGLAND CLAM CHOWDER

\$4.00 per guest

LOBSTER BISQUE

\$5.00 per guest

NEW ENGLAND CRAB CAKES *with Chipotle Aioli*

\$8.00 per guest

GULF SHRIMP COCKTAIL *with Traditional Cocktail Sauce*

\$8.00 per guest

## Salads

*(Please Select One)*

Mixed Field Greens Salad *with a Variety of Accompaniments and Dressings*

Spinach Salad *with Blue Cheese, Spicy Roasted Walnuts, Tomatoes and Maple Vinaigrette*

Arugula Salad *with Mandarin Oranges and Bacon with Balsamic Vinaigrette*

Italian Roma Tomatoes and Fresh Mozzarella *with Fresh Basil and Balsamic Vinaigrette*

## Desserts

*(Please Select One)*

Warm Apple Blossom

*Apples baked in Puff Pastry and Served with Fresh Whipped Cream*

Tiramisu *with Crème Anglaise*

Chocolate Truffle Cake

New York Style Cheesecake *with Strawberry Topping*

# PLATED DINNER

## Entrée Selections

### Poultry

CHICKEN PICATTA with Capers and Diced Tomatoes

*Served with Rice Pilaf*

**\$30.00 per guest**

ROASTED PESTO CHICKEN

*Served with Roasted Red Bliss Potatoes*

**\$31.00 per guest**

BOURSIN & PROVOLONE STUFFED CHICKEN with a Tarragon Cream

*Served with Roasted Red Bliss Potatoes*

**\$32.00 per guest**

### Beef

TENDERLOIN TIPS in Mushroom Demi Glaze

*Served with Red Bliss Smashed Potatoes*

**\$34.00 per guest**

◆ ROAST PRIME RIB OF BEEF with Horseradish Cream

*Served at Medium temp. with Red Bliss Smashed Potatoes*

**\$36.00 per guest**

◆ GRILLED FILET OF BEEF with Cabernet Demi Glaze

*Served at Medium temp. with Roasted Red Bliss Potatoes*

**\$40.00 per guest**

### Seafood

BAKED ATLANTIC COD with Bread Crumbs and Lemon Beurre Blanc

*Served with Rice Pilaf*

**\$30.00 per guest**

SOLE FILET with an Herb Crab Meat Stuffing and Lobster Cream Sauce

*Served with Rice Pilaf*

**\$32.00 per guest**

SALMON FILET with Soy Mirin Glaze

*Served with Rice Pilaf*

**\$32.00 per guest**

BAKED STUFFED SHRIMP

*Served with Rice Pilaf*

**\$35.00 per guest**

### Vegetarian

WILD MUSHROOM RISOTTO

*With Native Asparagus and Parmigiano-Reggiano*

**\$24.00 per guest**

VEGETABLE LASAGNA

**21.00 per guest**

## Combinations

◆ GRILLED TENDERLOIN OF BEEF with Roasted Shallot and Garlic Demi Glaze

and CRABMEAT STUFFED SHRIMP

*Served with Red Bliss Smashed Potatoes*

**\$54.00 per guest**

◆ FILET OF BEEF with Roquefort Cabernet Reduction

and LOBSTER TAIL with Tarragon Butter

*Served with Roasted Red Bliss Potatoes*

**\$66.00 per guest**

A choice of two (2) different Entrées is an additional \$2.50 per guest    A choice of three (3) different Entrées is an additional \$5.00 per guest

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# NEWPORT HARBOR CLAM BOIL BUFFET

## Our Clam Boil Buffet includes:

New England Clam Chowder or Mixed Field Greens Salad

Freshly Baked Skillet Cornbread  
*Served with Whipped Butter*

\*Steamed 1 ¼ pound Native Lobster, one per guest

♦Native Steamers and Mussels  
*With Drawn Butter and Clam Broth*

Corn on the Cob

Roasted Red Bliss Potatoes

Orange Creamsicle  
*Orange and White Chocolate Mousse Atop Moist Vanilla Cake*

Freshly Brewed Regular and Decaffeinated Coffee  
and a Selection of Teas

## Market Price per guest

Add Barbecued Breast of Chicken for an additional \$6.00 per guest

# PRE-ORDER DINNERS

A Pre-Order Dinner menu is given to each guest upon arrival to make their selections

**Each guest has their choice of Starter, Entrée and Dessert**

## Starters

*(Each Guest Selects One)*

New England Clam Chowder      Mixed Field Greens Salad  
*with Tomato, Cucumber and Red Onion*

## Entrées

*(Each Guest Selects One)*

LEMON HERB GRILLED CHICKEN  
*Served with Rice Pilaf*

♦MUSTARD CRUSTED FLAT IRON STEAK  
Eight ounce Flat Iron Steak, Pan Seared and Served with Pan Jus  
*Served with Roasted Red Bliss Potatoes*

POACHED COD  
With Carrot Ginger Sauce, Topped with Orange Fennel Basil Salad  
*Served with Rice Pilaf*

SPICE ROASTED SCALLOPS  
Scallops Dusted with Mustard Seed, Cumin and Fennel Seed and Pan Seared  
*Served with Rice Pilaf*

PASTA FRA DIABLO  
Spaghetti Tossed with Fresh Veggies in a Spicy Marinara Sauce

## Desserts

*(Each Guest Selects One)*

Warm Apple Blossom      Chocolate Truffle Cake  
*with Fresh Whipped Cream*

**\$32.00 per guest**

**Each guest has their choice of Salad, Starter, Entrée and Dessert**

## Salads

*(Each Guest Selects One)*

Salada Caprese      Arugula Salad  
*in a Radicchio Cup*      *with Mandarin Oranges and Bacon*  
*with Balsamic Vinaigrette*

## Starters

*(Each Guest Selects One)*

Shrimp & Crab Tower      ♦Roast Seafood Trio  
*Lump Crab Meat and Grilled Shrimp*      *Clams Casino, Oyster Rock and Mussels*  
*Finished with Lobster Cream*      *with Chourico and Garlic*

## Entrées

*(Each Guest Selects One)*

♦GRILLED FILET MIGNON  
Served with Roasted Fingerling Potatoes and Ginger Carrot Puree

HERB AND LEMON ROASTED HALF CHICKEN  
Served with Red Bliss Mashed Potatoes,  
Baked Butternut Squash and Pan Herb Gravy

BAKED STUFFED LOBSTER  
Served with Roasted Pearl Onions and Potato Noisette

## Desserts

*(Each Guest Selects One)*

Warm Apple Blossom      Warm Chocolate Lava Cake  
*with Fresh Whipped Cream*      *with Crème Anglaise*

**\$70.00 per guest**

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# BANQUET BEVERAGE ARRANGEMENTS

The Newport Harbor Hotel offers both Hosted and Cash Bar options for Banquet functions.

Each Bartender can professionally accommodate 75 guests.

A required \$75.00 Bartender fee, per 75 guests, will be applied to the Master Bill for each function.

LIQUOR		CORDIALS
Premium Selections	House Selections	
Absolut	Svedka	Amaretto di Saronno
Dewars	J&B	Baileys Irish Cream
Canadian Club	Seagram's 7	Chambord
Tanqueray	Beefeaters	Courvoisier VS
Jack Daniels	Jim Beam	Drambuie
Captain Morgan	Bacardi	Grand Marnier
Cuervo Gold	Durango	Kahlua
		Sambuca Romana
Hosted Bar: \$8.00 each	Hosted Bar: \$7.00 each	Hosted Bar: \$9.00 each
Cash Bar: \$8.50 each	Cash Bar: \$7.50 each	Cash Bar: \$9.50 each

Please note that these prices are for beverages made with a single liquor/cordial; beverages made with multiple liquors/cordials would be an additional \$1.00 each.

BEERS		HOUSE WINES*
Domestic	Imported	
Budweiser	Amstel Light	Cabernet Sauvignon
Bud Light	Heineken	Chardonnay
Buckler Non-Alcoholic		Merlot
		Pinot Grigio
		White Zinfandel
Hosted Bar: \$4.00 each	Hosted Bar: \$5.00 each	Hosted Bar: \$7.00 each
Cash Bar: \$4.50 each	Cash Bar: \$5.50 each	Cash Bar: \$7.50 each

\*Please inquire about additional available wines

# AUDIOVISUAL ARRANGEMENTS

The Newport Harbor Hotel offers complete audiovisual services through the Hotel and via the services and equipment of an outside vendor. Equipment may be subject to availability of terms requested.

## Meeting Accessories

Flipchart (includes Easel, Pad, 4 Markers and Tape)	\$35
Standard Flipchart Pad	\$15
Post-It brand Pad	\$40
Polycom Speakerphone	\$95
With External Mics	\$100
RF Wireless Remote for Laptop Control	\$45
Whiteboard with Markers and 2 Easels	\$35
Corkboard with 2 Easels	\$25
Power Strip	\$15
Extension Cord	\$15
Laser Pointer	\$25
13 foot Black Velour Drape	\$65
P&D Upright with Base	\$25
P&D Crossbar	\$20

## Video Accessories

17 inch Flat Panel Monitor	\$65
Folsom Pres. Pro Swit.	\$250
4 Port VGA Switcher	\$50
15 foot VGA Extension	\$15
25 foot VGA Extension	\$25
50 foot VGA Extension	\$45
VGA Distribution Amp	\$55
32 inch Flat Panel Monitor	\$135
With Rolling Stand	\$195

## Projection

2500 Lumen LCD Projector	\$550
3300 Lumen LCD Projector	\$425
4000 Lumen LCD Projector	\$425
2000 Lumen Overhead Projector	\$40
35mm Slide Projector	\$50
Long Throw Lens for 35mm	\$35
Remote for 35mm	\$35
Projector Stand for 35mm	\$20

## Screens

4 foot Tripod Screen	\$20
6 foot Tripod Screen	\$35
7 foot Tripod Screen	\$35
8 foot Tripod Screen	\$40
6' by 8' Fastfold Screen	\$95
7.5' by 10' Fastfold Screen	\$115
7.5' by 10' Dress Kit for Fastfold Screen	\$65
9' by 12' Fastfold Screen	\$140
9' by 12' Dress Kit for Fastfold Screen	\$95

## Lighting

Source Four Par (floor)	\$40
Source Four Leko	\$50
Leprecon Dimmer Pack	\$50
Leprecon Control Board	\$50
Magic Gadget Dimmer	\$35
Lighting Tree (2-4 lights)	\$45
Gobo Patterns	Call for Price
Colored Gels	\$2 each

## Audio

Wired Microphone	\$35
Floor Microphone Stand	\$10
Boom Arm for Above	\$10
Table Microphone Stand	\$10
Wireless Microphone (Handheld or Lavalier)	\$175
4 Channel Mixer	\$50
Mackie 1202 Mixer	\$75
Mackie 1604 Mixer	\$100
JBL EON 15 Powered Speaker	\$75 each
Ultimate Speaker Stand	\$10
Portable Stereo AM/FM, CD	\$50
Computer Speakers	\$35

## Printers

HP 1320 Black & White Printer	\$100
HP 1600 Color LaserJet	\$150

## Computers

Laptops	Call for Price
Desktops	Call for Price

## Technicians

In room Technician	\$65 per hour
(Please call at least two weeks ahead to schedule)	(4 hour min.)
Set Up/Strike Labor	Call for Price
Delivery	Call for Price

Please note that set up / delivery fees may apply to some equipment.

# BANQUET POLICIES & PROCEDURES

## Menu Pricing

Menu prices are guaranteed by the Hotel for 90 days or less prior to the function.

## Menu Selection

Please submit your menu selections to our Catering Office at least three weeks prior to the function or menu selections may be limited. If the client wishes to offer a third choice of entrée, there will be an additional \$5.00 per person charge plus service charge and tax.

## Guarantees

The exact number of persons to be in attendance for all banquet functions must be confirmed by 12:00pm three (3) business days (Monday thru Friday) prior to the date of the event. For menus with multiple entrée selections, guaranteed choices for the multiple entrees selected also need to be confirmed by 12:00pm three (3) business days (Monday thru Friday) prior to the date of the event. **After the guarantee is received, it is not subject to reduction.** The hotel will prepare for and service up to 5% more than the guarantee. If the guarantee is not given at the required time, the original estimated attendance on the fully executed Group Sales Agreement will become the guarantee.

## Service Charge, Labor Charge and Taxes

A taxable service charge of 20% will be added to all food and beverage items. All prices quoted are subject to Rhode Island State Sales Tax, currently 8%. Additionally labor charges for special services such as bartenders, chef attendants and groups under 20 may also apply.

## Payment Policy (Catered Events Only)

Full payment in the form of a credit card, cashiers or certified check is required at least 3 days prior to the function.

## Outdoor Functions

In the event of inclement weather, a decision regarding the relocation of outdoor events will be made at least 4 hours prior to the function's start time. Every attempt will be made to consult with the group contact. However, we reserve the right to make the final decision.

## Noise Ordinance

All outdoor entertainment must cease by 9:00pm.

## Liquor Policy

The Hotel holds a liquor license granted by the Rhode Island State Liquor Commission and is held responsible for complying with its regulation. To ensure compliance, no alcoholic beverages may be brought to the Hotel. Rhode Island does not permit any service of alcoholic beverages after 1:00am or on Sundays before 12pm.

## Food Policy

Neither the patron nor its guests will be permitted to bring food of any kind to the Hotel. Due to insurance regulations, no remaining food or beverage shall be removed from the premises. Upon the conclusion of the function, such food and beverage becomes property of the Hotel.

## Function Rooms

The Hotel reserves the right to move function or meeting space based on space availability and increases or decreases in final guaranteed numbers. If a change from the original set-up is requested by the group on the day of the function or meeting, a labor charge will be assessed to your group, as follows:

Marine Suite or Salon A, B, C, or D	\$150.00
Salon A/D or Salon B/C	\$250.00
Ballroom	\$500.00

## Audio Visual

Complete audio visual services are available, if requested, through the Hotel via the services and equipment of an outside vendor. This equipment is subject to availability of terms requested.

## Decorations

You may provide your own decorations or flowers. All decorations must comply with local fire laws. No crepe paper or candles with an open flame may be used in the hotel. Use of nails, tacks or glue to hang banners, posters or decorations is prohibited.

## Liability

The Newport Harbor Hotel & Marina will not assume responsibility for articles left unattended, personal property or equipment brought onto hotel premises. Safety deposit boxes are available for your valuables.

## Shipments

Packages shipped to the hotel should be labeled with the recipient's name, group name and date of event. We will accept delivery of up to five (5) items three (3) days in advance of your event. A \$2.50 service fee will be charged for each additional shipped item. Delivery will not be accepted on shipments in excess of 35 pounds without prior approval from the hotel. A service fee of \$2.50 will be charged for each package shipped from the hotel following the event. This charge is in addition to the normal carrier fee.

## Parking Policy

Onsite parking is guaranteed for overnight hotel guests **ONLY** and only one vehicle per room is permitted. From Friday of Memorial Day Weekend until Monday of Columbus Day Weekend, there is a Parking Fee of \$15.00 per car, per night. For those guests attending a meeting or function who do not have an overnight room, the availability of onsite parking is not guaranteed. Alternate parking is available at numerous street lots adjacent to the hotel. On the day of the meeting or function, if onsite parking is available, there is a Parking Fee as follows:

Memorial Day Weekend to	
Columbus Day Weekend:	\$15.00 per car
All Other Dates:	\$5.00 per car

## Cancellation Policy

Any notification of cancellation must be received in writing. If a definite booking is cancelled for any reason other than fire, natural catastrophe or Act of God, the client is liable for the following: as follows:

<u>Notice of Cancellation</u>	<u>% of Estimated Revenue</u>
Within One Month:	100%
One to Three Months:	75%
Three to Six Months:	50%

*Updated June 2011*