



“Elegance in Any Season”

Congratulations!

2019-2020



On behalf of the staff at Springside Inn, we congratulate you on your recent engagement and thank you for considering our premier historic facility for your special celebration.



Springside Inn is one of Central New York's most experienced and trusted caterers. Our friendly and experienced staff will make planning your event effortless. We offer complete event catering services at Springside Inn, The Point at Sand Beach, as well as off-premise services at your own special location.

A wedding reception at Springside Inn is always a unique and glorious celebration. Our lavish grounds provide the perfect backdrop for wedding photos or outdoor cocktail events. Springside Inn's original blend of historic charm and modern day comfort creates an atmosphere both elegant and inviting.

Your celebration includes the following amenities & services...

Dedicated Wedding Coordinator

Family Owned and Operated

Five Hour Wedding Reception

Manicured Lawns for Photographs

Complimentary Cake Cutting

House Floral Arrangement for Center Pieces

Mahogany Chiavari Chairs with Black Pads (Springside Inn location)

Standard White Linens

China, Glassware, and Flatware Services

For further information, please contact the Sales Office

(315)252-7247

E-mail: christine@springsideinn.com



STATIONED RECEPTION / BUFFET MENU

Includes coffee station with creamer and sugar

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STATIONED HORS D'OEUVRES

(First hour only)

Antipasto

Artichokes, salami, pepperoni, provolone and swiss cheese, assorted marinated olives roasted red peppers, pepperoncini and hot ring peppers on a bed of assorted greens and crustini's

Crudités

A colorful bounty of the freshest produce complimented with a creamy ranch dipping sauce

Spinach and Artichoke Dip

with pita chips

PASSED HORS D'OEUVRES ~ Found on Page 8

(First hour only– est 3 pieces per person)

Please choose 5 selections



STATIONED RECEPTION / BUFFET MENU cont.

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Salads

(Select one)

Mixed Greens or Caesar
(individually served)

Vegetable

(Select one)

Seasonal Fresh Vegetables
or Sautéed Green Beans

Starch

(Select one)

Oven Roasted Potatoes,
Mashed Potatoes or Rice Pilaf

Hot Stationed Selections

Grilled Salmon Filet

*Grilled Salmon Filet with a choice of
a lemon dill cream sauce or a maple glaze*

Chicken Marsala

*Floured & pan seared chicken breast with
sautéed mushrooms and a rich
Marsala wine sauce*

Roasted Turkey Breast

With cranberry sauce

Seasoned Pork Loin

Herb crusted pork loin with a rosemary au jus

Beef Tenderloin

With horseradish sauce

**this item will incur a supplemental price
increase due to current market conditions*

Pasta Primavera

*Tossed with fresh julienned vegetables with a
choice of light white wine sauce, marina sauce
or traditional cream sauce*

Chicken Picatta

*Floured & pan seared chicken breast,
with mushrooms, capers and peppers in a light
white wine sauce*

Roast Sirloin of Beef

Roast Sirloin of Beef thinly sliced with au jus

Baked Haddock

Baked haddock topped butter crumb

Chicken French

*Sauteed egg battered chicken breast in a
lemon white wine butter sauce*

Chicken Parmesan

*Breaded & fried chicken breast marinara
sauce and mozzarella*

~ ADD ~

Cheese Souffle \$3.00 per person

Two Entrees	\$60 per person
Three Entrees	\$70 per person



PLATED DINNERS

Plated dinners include two stationary displays during cocktail hour, as well as garden salad, fresh rolls and butter, fresh roasted coffee, and tea

STATIONARY DISPLAYS

(First hour only)

Domestic Cheese

A four cheese blended display garnished with grapes and served with crackers

Crudités

A colorful bounty of the freshest produce with a creamy ranch dipping sauce

*Please select up to three entrees **guest meal cards are required at event***

Roasted Prime Rib

Choice prime rib

Served with baked potato

Fresh vegetables and rosemary au jus

Seasoned Pork Loin

Pork loin with apple compote

Served with mashed potatoes

and fresh vegetables

Filet Mignon

Filet mignon with a shallot demi glace

Served with mashed potatoes and fresh vegetables

Baked Haddock

Baked haddock filet topped with butter crumb

Served with rice pilaf and fresh vegetables

Grilled Ribeye

Choice ribeye topped with

Maitre d' butter

Served with mashed potatoes and fresh vegetables

Roasted Turkey

Roasted turkey breast

Served with mashed potatoes, fresh vegetables, yankee stuffing, pan gravy and cranberry sauce

Grilled Sirloin Filet

Sirloin filet with a shallot demi glace

Served with mashed potatoes and fresh vegetables

Grilled NY Strip Steak

Choice strip steak topped

with maitre d' butter

Served with mashed potatoes and fresh vegetables

Chicken Marsala

Sauteed chicken breast in a marsala wine sauce

Served w/ rice pilaf and fresh vegetables

Chicken Cordon Bleu

Breaded chicken breast stuffed with baked ham, swiss and topped with a chicken gravy

Served with rice pilaf and fresh vegetables

Plated Dinner selections continued



PLATED DINNERS

continued

Chicken French

Sauteed egg battered chicken breast in a lemon white wine butter sauce.

Served with rice pilaf and fresh vegetables

Grilled Salmon Filet

Grilled Salmon Filet with a choice of lemon dill cream sauce or a maple glaze.

Served with rice pilaf and fresh vegetables

Chicken Piccata

Floured & pan seared chicken breast with mushrooms, capers and peppers in a light white wine sauce.

Served with rice pilaf and fresh vegetables

Stuffed Tuscan Chicken

Fontina, spinach, & roasted red peppers on bed of marinara.

Served with rice pilaf and fresh vegetables

Brie & Apple Stuffed Chicken Breast

Stuffed chicken breast with sautéed apples, brie cheese and finished with a light chicken gravy.

Served with rice pilaf and fresh vegetables

Pasta Primavera

Tossed with fresh julienned vegetables with a choice of a light white wine sauce, marinara sauce or traditional cream sauce

~ ADD ~

Cheese Souffle \$3.00 per person

<p>\$65 per person \$70 per person— combo plate</p>



FAMILY STYLE DINNER

Plated dinners include two stationary displays during cocktail hour, as well as garden salad, fresh rolls and butter, fresh roasted coffee, and tea

Domestic Cheese

A four cheese blended display garnished with grapes and served with crackers

Crudités

A colorful bounty of the freshest produce with a creamy ranch dipping sauce

Please select from the following

Salads

(Select one)

Mixed Greens or Caesar
(individually served)

Vegetable

(Select one)

Seasonal Fresh Vegetables
or Green Beans

Starch

(Select one)

Oven Roasted Potatoes,
Mashed Potatoes, Rice Pilaf

Stuffed Shells

Stuffed with a seasoned ricotta cheese and topped with marinara sauce

Baked Haddock

Baked haddock filet topped with butter crumb

Chicken Parmesan

Italian breaded boneless breast of chicken topped with marinara sauce and mozzarella cheese

Chicken Picatta

Floured & pan seared chicken breast with Mushrooms, capers & peppers in a light white wine sauce

Chicken Marsala

Sautéed chicken breast finished in a Marsala wine sauce

Pasta Primavera

Tossed with fresh julienned vegetable with a choice of light white wine sauce, marinara sauce or traditional cream sauce

Roast Sirloin of Beef

Roast sirloin of beef thinly sliced with au jus

Grilled Salmon Filet

Grilled salmon with a choice of a lemon dill cream sauce or a maple glaze

Oven Roasted Turkey

Served with cranberry sauce

Seasoned Pork Loin

Herb crusted pork loin with a rosemary au jus

~ ADD ~

Cheese Souffle ~ \$3.00 per person

Two Entrees	\$60 per person
Three Entrees	\$65 per person



PASSED HORS D'OEUVRES

Passed during cocktail hour

Minimum 30 per selection

\$2.25 each

Antipasto Skewers Caprese Skewers	Fancy Grilled Cheese with Apple & Brie	Smoked Chicken Quesadillas with Salsa & Sour Cream
BBQ Pork Sliders	Fried Mac & Cheese Bites	Spinach & Feta or Sausage Stuffed Mushrooms
Bacon Wrapped Goat Cheese Stuffed Dates	Grilled Ham & Swiss Sliders	Spanakopita
Bourbon Bacon Wrapped Scallops	Grilled Lamb Lollipops	Sirloin of Beef crostini topped with horseradish cream
Coconut Shrimp with plum dipping sauce	Mini Cheeseburger Sliders w/ sautéed onion, pickle & cheese	Bruschetta with Basil Pesto
Chicken & Pineapple Kabobs	Raspberry & Cheese Stuffed Puff Pastry	Tomato and Goat Cheese Bruschetta
Coconut Chicken with plum dipping sauce		Vegetable Egg Rolls with plum dipping sauce
Miniature Crab Cakes with remoulade		Warm Tomato Soup Shooter with Grilled Cheese Skewer



STATIONARY DISPLAYS

(Priced per person unless noted)

Antipasto ~ \$5.00

Artichokes, ham, salami, pepperoni, provolone cheese, assorted marinated olives, roasted red peppers, pepperoncini & hot pepper rings on a bed of greens w/ crustini

Spinach & Artichoke Dip ~ \$4.00

Creamy spinach and artichoke dip served with pita chips

Fresh Fruit ~ \$3.00

Fresh seasonal fruit which typically includes; pineapple, cantaloupe, honeydew, grapes, and berries based on availability and seasons

Crudit  ~ \$3.00

A colorful bounty of the freshest produce complimented with a creamy ranch dipping sauce

Domestic Cheese ~ \$4.00

A four cheese blended display garnished with fresh fruit and served with crackers

Quiche ~ \$5.00

Lorraine ~ Ham & Swiss Cheese
Vegetarian ~ Spinach & Cheese

Mashed Potato Bar ~ \$6.00

(can be served during cocktail hour or dinner service)

Mashed regular and sweet potatoes with various toppings such as shredded mixed cheeses, gravy, bacon bits, sour cream, chives, brown sugar & mini marshmallows

Shrimp Display

(Priced per display)

120 pieces of shrimp boiled with a hint of Old Bay and served with cocktail sauce and lemon

Large Shrimp ~ \$235

Medium Shrimp ~ \$175

Baked Wheel of Brie

(Serves 30 to 50 people)

Accompanied by seasonal fruit and crackers

\$75 Per Display



VENETIAN HOUR

\$8.00 per person

Dessert items such as Cannoli, Dessert Bars, Brownies, and Chocolate Fondue with dipping fruits and sweets

Also a coffee station with creamers and sugars

CARMEL APPLE STATION

\$6.00 per person

Mix of sliced and whole apples on dipping sticks, sprinkles, chopped nuts with warm Carmel for dipping

GRAND FINALE

\$4 per person
(Select one)

Nacho Bar

Nacho cheese sauce, olives, tomatoes, banana peppers, jalapenos, sour cream and salsa

Sheet Pizza

Cheese pizza, Garlic or Pepperoni

Chocolate Fondue

With marshmallows, strawberries, pineapple, pretzels and rice krispies treats

Sliders Station

Mini Cheeseburger Sliders w/sautéed onion, pickle, & cheese

Ice Cream Bar

Pre scooped Vanilla, Chocolate, and Strawberry ice cream ready to be topped with warm hot fudge, strawberry sauce, caramel, nuts, brownies, sprinkles....and much more

Smores Station

Toast your own Smores at this station with marshmallows, chocolate squares, honey graham crackers



BEVERAGE OPTION

Cash or Consumption Bar option and priced per Drink
 Add \$250.00 set up fee for Cash Bar option

Standard Cocktails	\$6.00 (House)	\$8.00 (Premium)
Martini / Manhattans	\$7.00 (House)	\$9.00 (Premium)
Bottled Beer	\$3.50 (Domestic)	\$4.00 (Premium)
Wines by the Glass	\$5.00 (House)	\$6.00 (Premium)

*The following Bar Options below are hourly rates
 and calculated by the person for guests who are 21 yr or older
 Guests under 21: \$8.00 each*

Beer, Wine & Soda Bar

	One Hour	Two Hours	Three Hours	Four Hours
House	\$10	\$14	\$18	\$22
Premium	\$12	\$16	\$20	\$24

Beer, Wine, Liquor & Soda Bar

	One Hour	Two Hours	Three Hours	Four Hours
House	\$12	\$17	\$22	\$27
Premium	\$14	\$19	\$24	\$29

House Wine

*Rex Goliath Pinot Grigio, Fox Brook Merlot, Robert
 Mondovi Riesling, Rex Goliath Chardonnay,
 Rex Goliath Cabernet Sauvignon*

Premium Wine

*Josh Cabernet, Mark West Chardonnay,
 Torresella Pinot Grigio, Mark West Pinot Noir,
 Lamoreaux Landing Riesling, Red Rock Merlot*

House Liquors

*(Selections may change from month to month)
 Glenmore Gin, Vodka & Scotch, Ten High Bourbon
 & Whiskey*

Premium Liquors

*Svedka Vodka, Tanqueray Gin, Captain Morgan Rum,
 Canadian Club, Jim Beam, Dewar's White Label Scotch*

House Beer Selection (Choose 4):

*Labatt Blue, Labatt Blue Light, Michelob Ultra,
 Budweiser, Bud Light and Miller Light*

Premium Beer Selection (Choose 4):

*Heineken, Amstel Light, Sam Adams,
 Yuengling, Corona, 1911 Cider ~regular*

**Only a total of four brands of beers to be served *Brands subject to availability*



“EVENT ENHANCEMENTS”

Wine Service

Between Salad & Entrée courses

\$6.00 per person

Signature Drink Features

\$6.00 per drink

Wine Beverage Container

\$70 per Container

(est. 40 glasses)

Non-Alcoholic Fruit Punch Beverage Container

\$40 per Container

(est. 40 glasses)

Champagne Toast

\$3 per person

Colored Napkin Rental

\$.85/\$1.50 per napkin



FACILITIES & VENUES

ROOM RENTAL CHARGES

(with Food & Beverage)

This taxable charge will be added to the final bill and gratuity does not apply. Includes: private use of space for time period booked, experienced service staff, 5' round dinner tables, Mahogany Chiavari chairs, white linen tablecloths white linen napkins, fresh seasonal flowers for table centerpieces, custom floor planning and table arrangements, custom head table design, set up and tear down of your banquet spaces.

Heritage Room ~ \$3,500

The Heritage Room is a spacious ballroom with an elegant décor and hardwood floors. This rental includes the use of the Patio. If F&B setup is required on patio, a setup fee may apply. We provide high quality plasticware on Patio events. Heritage room is recommended for groups numbering 100-230

The Grove

(plus rentals if required)
(Events must end by 11pm)

Our private outdoor, rustic, backyard
We provide high quality plasticware
for Grove events.

Pricing will range depending on the event

Full Event/Reception ~ \$2,500

Plastic barware included

Glass tableware included

(ex: Water & Champagne glasses)

Terrace Room ~ \$725

The Terrace Room features magnificent views with a beautiful fireplace along with the adjoining room, the Abby.

Recommended for groups numbering 40-65.

The Point at Sand Beach ~ \$1,500

An elegant historical church private facility for any event, wedding or small function. Point

Décor must remain for events.

Recommended for groups
numbering up to 50-100 people

The Porches ~ \$250

The Porches are furnished with Mahogany Chiavari chairs for a quaint and intimate atmosphere.

Upper East Porch: Up to 30 pp

Lower East Porch: Up to 18 pp

Wedding Ceremony~ \$1,000

Lawn Ceremony at Gazebo or Pond ~ Wooded

Ceremony in The Grove~

The Point at Sand Beach Ceremony



2019-2020 WEDDING POLICIES AND PROCEDURES

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FOOD & BEVERAGE MINIMUMS

We offer a complete selection of beverages to enhance your event. Please note that the State of New York regulates alcoholic beverage sales and services. The Inn, as a licensee, is responsible for the administration of these regulations. Therefore, it is the policy that no liquor, beer, or wine may be brought into or carried out of the Inn without the advanced permission of Springside Inn. In addition, anyone supplying their own alcohol for off-site events will be responsible for supplying the labor necessary to set up, serve, tear down and pricing of the alcohol service. For off-site functions, if Springside Inn is providing food only and no alcoholic beverage service, our staff will depart after food is served & cleared.

If an event or a host of an event does not allow Springside Inn the opportunity to sell alcohol beverages as our liquor license states, (May 1st to October 31st) a minimum of \$10,000 must be spend on **Food & Beverage** to reserve the Heritage Room and \$4,000 to reserve The Point at Sand Beach (excluding room charges, fees, taxes & gratuities). If during peak season the minimum required to spend on **Food & Beverage** is not met, a charge will be added to your **Food & Beverage** total to meet the minimum Food & Beverage standard. During non-peak season (November – April) see sales departments for minimums.

SERVICE CHARGES AND TAXES

All food and beverage arrangements are subject to applicable sales tax and a combined 21% gratuity & taxable service charge.

CANCELLATION POLICY

Should you decide at any time to cancel a function, the following cancellation policy applies: cancellation within two-six months 50% of estimated revenue, within one-two months 75% of estimated cost, within one month 100% of the estimated revenue will be charged. All deposits submitted are non-refundable and will be applied to your final bill.

PRICING / FINAL GUARANTEE & FLOOR PLAN

Quoted prices are subject to proportionate increases to meet increased costs of food, beverage and labor. **Menu price for your event will be confirmed 60 days prior to the event.** All food and beverage purchases are subject to the prevailing sales tax and service charge percentages. For organizations that are tax exempt, a copy of your exemption certificate must be received with your signed event contract. **Minimum guaranteed attendance must be received within 2 weeks prior to event along with a finalized copy of the floor plan that indicates number of guests per table.** If attendance falls below the guaranteed number the client will still be charged for the guaranteed number indicated 2 weeks prior

Clients Initials _____

6141 West Lake Road * Auburn, NY 13021 * 315-252-7247* springsideinn.com (revised 6/27/19)

FACILITY DEPOSITS

All deposits are required at the time your event is confirmed and contracted.

All deposits are **non-refundable, non-transferable**, and will be credited to your final bill.

Heritage Room (*Ballroom*) \$3,500

Terrace Room \$725

Porches \$250

The Point at Sand Beach \$1,500

Deposits are required within two weeks after booking your event. Deposits are also non-refundable if cancelling your event at any time.

Deposits are applied only to the date and Room you have committed to.

Your deposit is deducted from your final bill the day of the function. Upon contract signing, additional deposits are required in 3 installments. The second deposit will consist of 25% total estimated cost, the third deposit is another 25% estimated cost and the final deposit is another 25% total estimated cost. The remainder of your bill is due one week before your event. All Advance Deposits are non-refundable, and will be applied to your final bill. Checks should be made payable to Springside Inn.

SALES OFFICE REQUIREMENTS

Sales Office will need to see a copy of intended invitation to insure proper timing and dinner choices prior to the ordering of the invitations. A list of vendors, phone numbers and contact information must be supplied to sales office. Any setup or tear down on days adjacent to the function date must be approved by Springside Inn.



2019-2020 WEDDING POLICIES AND PROCEDURES

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PLEASE NOTE:

Your reception will not be set-up until 1 hour prior to event.

If you would like early access to decorate, there may be an additional early set-up fee required. Please see Sales Office. We reserve the right to book a prior event as long as it falls within the time ranges.

OVERNIGHT ACCOMMODATIONS

We do not offer room blocks, but do HIGHLY RECCOMEND you book guest rooms as soon as possible. Please visit springsideinn.com to book rooms.

Overnight lodging is available and includes a continental breakfast and if staying a Saturday night, lodging guests will receive Sunday Brunch Buffet at 50% off cost and the Bride and Groom are free.

GUEST COUNTS

Guest counts are due 2 weeks prior to your event for ordering and planning purposes. We are committed to our “scratch cooking” and some items may not be able to be made *on the fly* for last minute guest add ins (i.e. cheese soufflé). For plated meals and buffets the kitchen is prepared to serve +5 on your guest count. Any additional guest outside of the “+5” will incur an additional \$5 per person fee.

ROOM FEES

Room fees are for the set up and break down of the room(s) for your event. They ensure clean linens, impeccable table settings, a professional floor plan to ensure a proper flow to your event and experienced service staff.

PRICING

Our menus are priced to be fair and competitive. Room fees, food and beverage prices have been set to offset the cost of goods and labor while still providing a modest profit. We are happy to tailor a menu to fit your budget but kindly request that you do not ask us to alter our pricing or waive fees.

OUTSIDE FOOD AND BEVERAGE

Any outside food or beverage for your event must be brought to the attention of the sales person prior to your event. Due to the volume of business and our limited space, we are only able to receive the day of your event and will only be responsible up to 24 hours after your event. In the event we don't have coolers available, we ask that you please hold onto your food. We strongly encourage that all leftover food is taken at the end of your event. All food must be received in CLEAN food grade containers. No food can be received, stored, or served that has come from a home kitchen without signing a waiver of responsibility. No food will be accepted if it hasn't been properly stored or refrigerated (food received in the temperature danger zone 40°-140°).

FOOD ALLERGIES AND DIET RESTRICTIONS

We are happy to accommodate to you or your guests needs. All food allergies and dietary restrictions must be brought to the sales person's attention 5 days prior to your event for the kitchen to properly plan and prepare for them. Please be specific; a gluten “sensitivity” is far different than someone who has celiacs disease. Our kitchen is used to prepare food items that contain nuts, flour, etc. and therefore we cannot guarantee cross-contamination.



2019-2020 WEDDING POLICIES AND PROCEDURES

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FACILITIES

Adherence to the times agreed upon for your event is mandatory, as other groups may be scheduled for the same room following your function. If your time schedule changes, please contact our Sales Department and they will make every effort to accommodate you. Most are based on a minimum time block of 5 hours. In the case of an outside event, the Act of Nature Clause will be applied: Springside Inn is not responsible for wind, rain, lightening, or insects for your outdoor event. Décor arrangements can be made through our event planners. Special additional pricing for colored linens, music and audio visual equipment is also available. In addition, the following items are prohibited at the Inn before, during and after the wedding: Rice, confetti, or confetti like pot-pourri, bubbles and bird seed. Seasonal decorations may be in place at the time of your event. You must accept the interior as is. No smoking anywhere in the building. In adherence of the New York State Law, smoking must not be less than 100 feet from the building.

Springside Inn will not be held liable for any loss or damages to the customers' or their guests property left on the premises prior to, during or following a function. The customer assumes full responsibility for the conduct of all persons in attendance of the event and for any damages incurred by Springside Inn or its employees as a result of misconduct and agrees to pay for all charges for repairs and/or replacement of damaged property. All vendors must have a current liability insurance policy for their insurance will be primary. Guests found to be disruptive or abusive may be asked to leave. Damages and cleaning over and above normal circumstances are your responsibility and appropriate charges will be added.

I have fully read, understood, and agree to the follow the above Banquet Policies and Procedures stated on this page unless otherwise agreed upon and written in the Contract prepared by Springside Inn.

Please submit this signed form along with your Contract to Springside Inn.

Signature (s): _____ Signature (s): _____

Clients Name (s) _____ Date _____