

If you have question or concerns please feel free to contact

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Event Checklist

The following is a checklist of things to consider when booking your event

- What date are you looking to hold your event
- What time
- o How many people are you expecting
- o Do you have a budget
- o Are you interested in a sit down dinner, cocktail party, both
- Which menu options would you like
- Which bar option would you like
- o Are there any special dietary needs or food allergies we should be aware of
- o What kind of desserts or cake would you like for your event
- o Do you require valet parking and how many cars do you expect
- What are your floral needs or do you require any specialty decorations
- Do you need any entertainment for your event (like a DJ) are you bringing your own or do you need VL to provide a DJ
 - o Is there a certain type of music
- o Do you require any special display needs signs, video, computer hook up, DVD hook up

Vintage Restaurant & Lounge Private Dining & Events

72 Broad Street Boston











Vintage Lounge will make your event unforgettable. With private function space for groups ranging from 6 to 300 people, our management and staff is ready to serve you - there is no party too big or too small for our attentive staff. We can provide a sit down dinner, a buffet style dinner, carving stations or a nice place to gather for cocktails and hors d'oeuvres. You have the option to host an event in one of our two spacious bar areas, the chic lounge, the elegant dining room or outside on our patio. Simply let us know the purpose of your event and our talented planners will help you to create the perfect environment. We're also available for offsite catering.

PRIVATE DINING & EVENT INFORMATION

(includes private dining in the dining room, lounge, bar area and patio)

Reservations: All private dining room reservations are taken on a first-come first serve basis. A contract and a non-refundable deposit is required to retain a reservation and will only be accepted via credit card, cash or bank check.

Food & Beverage: All rooms have a food and beverage minimum as stated in your contract and are required for private dining room reservations. This amount does not include taxes or gratuities.

Deposit: A portion of the food and beverage minimum must be paid in advance as a deposit to book the room. This deposit is redeemed towards your final bill on the night of your event.

Taxes & Gratuities: Additional charges of 7% Massachusetts & Boston Meals Tax, 3% administrative fee, and 20% gratuity will automatically be added to your final bill.

Menu Selections: All menu selections are required to be finalized 10 days prior to the event. Last minute events can be accommodated based on availability.

Guest Count: The final guest count must be given to the Private Dining Manager 72 hours in advance.

Cancellation: The reservation deposit is non-refundable. In the event of a cancellation, written notification of cancellation must be received by Vintage Lounge no later than 21 days prior to your event, in order to avoid a cancellation charge equal to your minimum food and beverage requirement.

Room arrangement: The Private Dining Manager will recommend the best seating layout for your event. The room layout must be finalized 72 hours prior to the event.

Personalized Event

Planning: Your Private Dining Manager will review your needs and assist you with menu planning, room configuration, A/V needs, floral arrangements, etc.

Bakery: Vintage Lounge, can accommodate requests for **special desserts** or personalized **cakes**. Please make such requests at the time you make your menu selections. If you provide your own cake a kitchening/ service fee will be required.

Valet: Valet service is provided with the Folio Building. Please speak with your Private Dining Manager in advance about your parking needs for the evening so they can work with the Valet Manager to ensure parking needs are taken care of for your event.

Billing: All balances must be paid in full on the evening of your event by credit card, cash. Personal and business checks will not be accepted. Vintage Lounge does not offer direct billing.

We are open 7 days a week until 2AM with service as follows:

Monday through Friday for lunch: 11:30am-3pm

Sunday through Saturday for dinner: 5pm-11pm

Bar is open daily until 2am with food service available until 12:30am Su-W 2am Th-Sa



CATERING & EVENT MENU

Any special requests will be accommodated

Appetizer / Hors d'Oeuvres

Pricing is hourly and each item can also be ordered individually

<u>Silver</u>

Open-faced goat cheese, Tomato and Bacon Wild Mushroom on Crostini vAssorted Mini Pizzas vChicken Satay with Spicy Lime Sauce Δ

Chef's Selection

\$24 per person

Gold

Filet Mignon Spring Roll Stuffed Mushroom Caps Fried Coconut Shrimp with Mango Salsa, Δ Fresh Mozzarella and Tomato Bruschetta v Chefs Selection

\$29 per person

Platinum

Scallops Wrapped in Bacon Δ Slider Style Kobe Beef Burger Oysters on the Half Shell Δ Smoked Duck Breast and Sherry Glaze Chef's Selection \$34 per person

<u>Chef Specialty Hors d'Oeuvres</u> Available individually*

- Peking Duck in Crispy Spring Roll Wrapper (\$5.50)
- House made Hummus served on Garlic Infused Crostini (\$3) v
- Grilled Shrimp with Lemon Rosemary Crust (\$5.50) \(\Delta \)
- Mascarpone, Fig & Blue Cheese Tartlets (\$5.50) v
- Andouille Stuffed Mushrooms (\$4.75) \(\Delta \)
- Grilled Pancetta Wrapped Prawns (\$5.75) \(\Delta \)
- Apple Stuffed Baked Brie Bites (\$4.50) v
- Lobster Wontons (\$5.5)
- Mini Zucchini Cake with Chipotle Aioli (\$4.5) v
- Filet Mignon Spring Rolls (\$5.5)
- Fried Goat Cheese with Red Wine Syrup (\$4.5) v
- Grilled Open Face Chicken Breast Finger Sandwich (\$5)
- Sesame Orange Crusted Beef Sate (\$4.5) \(\Delta \)
- Toasted Ciabatta with Roasted Olive Tapenade (\$4.5) v
- Spicy Tuna Tar Tare on House Made Pita Chips (\$5.5)
- Miniature Peking Duck and Shiitake Mushroom Crepes (\$5.75)
- Coconut Battered Chicken Skewers with Spicy Peanut Lemongrass Sauce (\$5) A
- Wild Mushrooms Tartlets with Chanterelles, Porcini and Shiitake (\$4.5) Δv
- Miniature Jonah Crab Cakes with Spicy Lime Aioli (\$5.5)
- Sweet Corn Fritter Topped with Roasted Red Pepper Aioli (\$3.75) v
- Bib Lettuce Spring Rolls with Sesame Soy Sauce (\$4.25) v
- Lollipop Lamb Chops (\$6.50) \(\Delta \)

*Minimum order quantities apply for each item

- Anjou Pear & Goat Cheese Fritters (\$5) v
- Miniature Cuban Sandwich (\$5.25)
- Open Faced Sirloin Sandwich with Horseradish Sauce (\$6.50)
- Humane Foie Gras Pate on Toast (\$7)
- Oysters on the Half Shell (\$4.75) \(\Delta \)
- Atlantic Shrimp, White Wine and Lemon Zest served with Classic Cocktail Sauce (\$5.75) \(\Delta \)
- Slider with Pickles and Mustard (\$6.5)
- Bacon, Broccoli & Cheddar Frittata (\$4.5) Δ
- Roasted Tenderloin Crostini with Horse Radish Cream (\$6.75)
- Moroccan Chicken Salad in Phyllo Cup (\$4.75)
- Bacon Wrapped Jumbo Scallop (\$5.75) Δ
- Ratatouille Quesadilla with Goat Cheese (\$4.50) v
- Pistachio Crusted Chicken Sate with Tangerine Sauce (\$5.25) \(\Delta \)
- Tenderloin Skewer with Mushroom Port Demi (\$6.75) Δ
- Hummus Platter (\$5pp) v
- Cheese Platter (\$6pp) Δv
- Imported Cheese Platter (\$14pp) Δ v
- Crudités Platter (\$6pp) Δv

COCKTAIL PARTY STATIONS

Raw Bar Station

Oysters on the half shell, Cherrystone Clams, Tuna Sashimi, Jumbo Shrimp Cocktail, Scallop Ceviche & Chilled Smoked Mussels served with Dipping Sauces \$38.50/pp4

Oyster Bar

Various East Coast Oysters shucked to order with Cocktail Sauce, Horseradish, Mignonette & Lemon wedges $$32.50/pp\Delta$

Authentic Tuscan Antipasto Station

Prosciutto, Cappacola, Salami, Mortadella, Marinated Artichokes, Roasted Olives, Grilled & Chilled Vegetables, Provolone, Asiago, Marinated Fresh Mozzarella & Parmesan \$24.50/ppΔ

Maine Crab Cakes

Lump Crabmeat Cakes made in the New England Tradition Griddled to order and served with Chive Aioli & Lemon Remoulade \$28.75/pp

CARVING STATIONS

Turkey Breast \$29

Sirloin \$36

Tenderloin \$42

Lamb \$37

Pork Loin \$33

BUFFET ITEMS

Chicken, Broccoli and Ziti \$425

Spicy Sausage with Penne Pasta $$^{$425}$

Chicken Piccata \$425

Portuguese Seafood Stew with Clams, Shrimp, Chorizo Sausage and White Bean $$^{\$485}$$

BUFFET SIDES

Each Platter serves 15ppl \$85 each

Roman Caesar Salad) v

Roasted Vegetables Δv

Smashed Truffled Potatoes Δv

Twice Baked Sweet Potatoes Δv

Garden Salad Δv

Pesto Pasta v

Steamed Seasonal Butter Vegetables Δv

SWEETS

Mini Brownies and Cookies v

Assorted Pastries v

Fresh Fruit Δv

Individual Cakes- Chocolate, Pound Cake, Cheese Cakes v

Assorted Flavors of Crème Brule Δv

Chocolate Covered Strawberries Δv

Chocolate Soufflé v

House Made Sorbet and Gelato Δv

Special order cakes v

*Please note there is a cake fee for bringing in your own cake or desserts. The fee is based on the number of people in your party.

v – Vegetarian Items Δ - Indicates Gluten Free products – some others can be made gluten free upon request. Please identify an allergy to your order taker.