

A romantic dinner table setting featuring a bouquet of pink and orange tulips and orchids, lit candles in glass holders, and a wine glass. The background is dark and blurred.

# OUTSIDE CATERING PACKAGE

A stylized logo consisting of a vertical line with a curved shape at the top, resembling a 'J' or a stylized 'C'.

COUNTRY  
INN & SUITES™

BY RADISSON



## COCKTAIL RECEPTION SET UP

- Complete set-up of cocktail reception location
- guest book table and gift table
- cocktail tables
- white floor length linen
- complimentary self-parking for your guests on the day of the Event
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## BALLROOM SET-UP

- white floor length linen and napkins
- 24" tabletop round mirrors and up to (3) votive candles per table
- table numbers on silver stands
- choice of head table style
- raised cake table
- guest book table, gift table and place card table
- custom size wood parquet dance floor
- \$500 set up fee

*Country Inn & Suites By Radisson Albany, NY*  
*300 Broadway, Albany NY 12207*  
*518-434-4111*



## ONE HOUR COCKTAIL RECEPTION

- water station ☐
- china, silverware,
- stemware and induction units

## IN THE BALLROOM

- attentive banquet staff to serve meal provided by outside caterer, served buffet-style ☐
- (2) soda pitchers per table to be refreshed as needed ☐
- china, silverware, stemware and induction units ☐
- after-dinner coffee service, featuring freshly brewed coffee and decaffeinated coffee, and herbal teas ☐
- complimentary cake cutting (cake not included)

OUTSIDE CATERING PACKAGE  
PRICING \$50.00 PER PERSON  
(TO INCLUDE ALL TAXES AND  
SERVICE CHARGES)

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# ADDITIONAL INFORMATION

To be considered for approval, all outside caterers must supply: ☐

- A copy of the business license ☐ Proof of a two million dollar liability insurance policy with Country Inn & Suites by Radisson Albany, NY listed as additionally insured.
- Any and all permits required by the city of Albany ☐
- If Serving Liquor a copy of the liquor license
- Signed copy of Vendor Agreement two (2) weeks prior to arrival

Once they are approved, the outside catering company signs and abides by the following regulations: ☐

- Any items the caterer brings to the hotel must be checked in and out by our Loss Prevention Department and/or the Event Manager.
- The caterer must meet with the hotel Management and provide an exact count of equipment needed at least two (2) weeks prior to the event. ☐
- Any necessary equipment which exceeds our available inventory will need to be rented and paid for by the catering company. ☐
- The caterer will only be permitted in certain areas of the kitchen, and may only use equipment which the hotel has granted express permission.
- ☐ The caterer is responsible for the clean up of the kitchen area and any other areas they have been given to work in after the function. ☐ The caterer must abide by the Anaheim Marriott policies and safe food handling procedures.

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# EVENT POLICIES & PROCEDURES

## AMPLIFICATION

One standing microphone (corded) is provided free of charge in the Ceremony Location. Additional microphones are available at an additional cost.

## AVAILABILITY

Daytime events may be scheduled between 9:00am and 4:00pm. Evening events may be scheduled between 6:00pm and 12:00am. Hours are subject to availability. The hotel provides a total of 7 hours within the ceremony/reception package from the ceremony start time and 6 hours within the reception only package from the cocktail hour start time.

## CAKE

Cake is not included in the Outside Catering Wedding Package. Rossmoor Pastries will be pleased to prepare your wedding cake. Cake cutting is complimentary.

## CORKAGE FEE

Corkage fees for wine brought in to the hotel is available at \$20.00 plus tax and service charge per .750ml bottle and arrangements must be made in advance and approved by either your Wedding Sales or Event Management representative. Corkage fee for cognac brought in to the hotel is available at \$25.00 plus tax and service charge per bottle and arrangements must be made in advance and approved by either your Wedding Sales or Events Management representative.



# EVENT POLICIES & PROCEDURES

## DECORATIONS

All decorations incorporating candles must meet with the approval of the Albany Fire Department. Hotel will not permit the affixing of anything to the walls, floors or ceilings of rooms with nails, staples, tape or any other substance.

## DEPOSITS

A non-refundable deposit based on 25% of the estimated charges is required to confirm your reservations. A second deposit of the same amount is required half way to the event date. A third deposit is due three quarters of the way to the event date. The final estimated balance is due ten working days prior to your event in the form of a personal or cashiers check or credit card. Any charges remaining after the event will be placed on a prior authorized credit card.

## GUARANTEE

Your minimum revenue guarantee is determined by your Wedding Sales Representative at the time of booking your event. The following charges will apply to your minimum revenue guarantee: Outside Catering per person fees. This will be considered your minimum financial guarantee, not subject to reduction, for which you will be charged, should less attend. Your actual attendance must be specified three (3) business days prior to your event. For all buffets the hotel will set-up for the guarantee number only.





# EVENT POLICIES & PROCEDURES

## LINEN

The Hotel offers White Floor Length Linen and White Napkins included in the Wedding Package.

## MENU PRICING

All prices contained in this portfolio of services are subject to change without notice. This applies to applicable service charges and state sales tax as well.

## OUTSIDE CATERING POLICIES

Clients may not combine the use of outside catering with any in-house catering. Clients may only utilize one outside caterer per day, per event.

**PARKING** Complimentary Self-Parking is available for your guests the day of the wedding only and is included in the Wedding Package. Prices are subject to change without notice.

**WELCOME BASKETS** Welcome baskets can be delivered by our bell staff directly to the guest room. In this event, a handling fee will apply. Please contact your event manager for specific pricing.



# EVENT POLICIES & PROCEDURES

## SEATING

Seating will be at round tables of 10 people. If there is to be assigned seating, special seating diagrams with numbered tables are available with different numbers of people at each table from 8-10 people with an average of 10 people per table. A 66" round accommodates up to 10 guests.

## SERVICE CHARGE AND SALES TAX

A 22% Service Charge and 7% State Sales Tax are included in the outside catering per person charges. Service Charge and State Sales Tax are subject to change without notice, and cannot be applied toward the minimum revenue guarantee.

**SLEEPING ROOMS** Special rates for your guests will be offered and are subject to availability.

**ELECTRICAL** Electrical needs exceeding existing 120-volt/20-amp wall plug service must be arranged in advance and will require additional charges.