

R·I·T·I·N·N

C O N F E R E N C E C E N T E R

Classic Reception

Cocktail Hour

Duo Hors d'oeuvres Display
Vegetable Crudité & Imported & Domestic Cheeses
Or

Two Hand-Passed Hors d'oeuvres

3 Hour Open Bar, Serving Premium Spirits, Beer & Wine
Personalized Signature Drink & Custom Beer Selections

Dinner

Champagne or Sparkling Grape Juice Toast

Starter Course

(Select One)

Home-made Soup

Seasonal Salad

Classic Caesar Salad

Field Greens and Market Vegetables with House Vinaigrette

Main Course

Beef, Fish, & Medley's \$63

Chicken, Pork, & Vegetarian \$53

All served Dinners include Dinner Roll Basket, Appropriate Accompaniments,

Freshly Brewed Coffee, Decaffeinated Coffee and Tea

Wedding Cake or Assorted Pastries

This Establishment charges a 20% Administrative Fee to offset costs Associated With the Administration of your event. This Administrative Fee is not a Gratuity and is not distributed to the employees who service your event.

Prices subject to Change (P) 585-359-1800 www.ritinn.com 2015

R·I·T·I·N·N

C O N F E R E N C E C E N T E R

Premier Reception

Cocktail Hour

Trio Hors d'oeuvres Display
Vegetable Crudit  & Imported & Domestic Cheeses
Fresh Fruit & Berries
Or

Three Hand-Passed Hors d'oeuvres
3 Hour Open Bar, Serving Premium Spirits, Beer & wine
Personalized Signature Drink & Custom Beer Selections

Dinner

Champagne Toast or Sparkling Grape Juice

Starter Course

(Select One)

Home-made Soup

Seasonal Fruit

Second Course

(Select One)

Classic Caesar Salad

Seasonal Salad

Field Greens & Market Vegetables with House

Vinaigrette

Main Course

Beef, Fish & Medley's \$69

Chicken, Pork, & Vegetarian \$56

All Served Dinners Include Dinner Roll Basket, Appropriate Accompaniments,
Freshly Brewed Coffee, Decaffeinated Coffee & Tea

Wedding Cake or Assorted Pastries

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R·I·T·I·N·N

C O N F E R E N C E C E N T E R

Exquisite Reception
Includes White or Ivory Chair Covers & Sashes

Cocktail Hour
Duo Hors d'oeuvres Display
Vegetable Crudit  & Imported & Domestic Cheeses
Plus Two Hand-Passed Hors d'oeuvres
Or
Four Hand-Passed Hors d'oeuvres

4 Hour Open Bar, Serving Premium Spirits, Beer and Wine
Personalized Signature Drink & Custom Beer Selections

Dinner
Champagne Toast or Sparkling Grape Juice

Home-made Soup	<i>Starter Course</i> (Select One) Seasonal Fruit	Pasta or Risotto Appetizer
Seasonal Salad Classic Caesar Salad	<i>Second Course</i> (Select One) Caprese Salad	Field Greens and Market Vegetables
	<i>Third Course</i> Intermezzo	

Main Course
Wine Service with Entr e Course

Beef, Fish, and Medley's \$83

Chicken, Pork and Vegetarian \$71

All Served Dinners Include Dinner Roll Basket, Appropriate Accompaniments,
Freshly Brewed Coffee, Decaffeinated Coffee and Tea
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C O N F E R E N C E C E N T E R

Entrée Selections

(Maximum Three Principal Dishes, Includes Chef Selected Starch & Vegetable)

Medley

Tenderloin of Beef with caramelized Red Onions &
Peppercorn Dem-Glazed Coupled with Chicken
Basil

Chicken Basil

Grilled Chicken Topped with Roasted Red Peppers,
Baby Bellas, Fresh Basil, Asiago Cheese & Basil
Cream Sauce

Chicken French

Sautéed Breast, Lemon-Sherry Sauce, Topped with
Artichokes

Rustic Chicken

Topped with Fennel, Pancetta with Roasted Garlic
and Lemon Sauce

Pork Medallions

In a Mustard Rub with Creamy Dijon Sauce

Seared Scallops

Over Mushroom Risotto with Asparagus

Seasonal Strudel

In-Season Roasted Vegetables with Fresh Herbs &
Feta Cheese, Rolled in Phyllo Dough, Topped with
Tomato Coulis

Mushroom Raviolis

Wild Mushroom Raviolis with Julienne Radicchio in
Brandy Cream Sauce

Medley di Mare

Tenderloin of Beef with Caramelized Red Onions &
Peppercorn Demi-Glaze with Jumbo Crab Cake

Lobster Tail Upgrade Available

Filet Au Poivre

Premium Eight Ounce Peppercorn Filet, Red Wine
Velouté

Prime Rib

Ten ounces, Slow-Roasted with natural Juices

Seared Duck

Duck Breast with Cherry Bourbon

Red Snapper

Grilled, Topped with Mango Rum Sauce

Seared Salmon

With a Prosecco Cream Sauce

Lobster Raviolis

In a Roasted Tomato Cream Sauce

Smoked Portobello

Layered with Red Peppers, Grilled Squash, Garlic &
Tomato Cream Sauce

Children's Menus Available

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Buffet Reception \$69

Cocktail Hour

Duo Hors d'oeuvres Display

Vegetable Crudit  & Imported & Domestic Cheeses

Or

Two Hand-Passed Hors d'oeuvres

3 Hour Open Bar, serving Premium Spirits, Beer and Wine

Personalized Signature Drink & Custom Beer Selections

Dinner

Champagne or Sparkling Grape Juice Toast

Pre-Set Field Greens & Market Vegetables with House Vinaigrette

Tableside Warm Rolls & Butter

Buffet

In-Season Vegetable Medley

Fingerling Potatoes

Cheese Tortellini with Marinara or Alfredo

Prime Rib

Au Jus, Complimentary Carver

Red Snapper

Grilled, Topped with Mango Rum Sauce

Chicken Basil

Grilled Chicken Topped with Roasted Red Peppers, Baby Bellas, Fresh Basil, Asiago Cheese & Basil Cream Sauce

Wedding Cake or Assorted Pastries

Freshly Brewed Coffee, Decaffeinated Coffee & Tea

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CONFERENCE CENTER

HORS D'OEUVRES

Packages

<p>Simple Elegance \$7 (<i>Select Three</i>-Price Based on Five Pieces Total per person)</p> <p>Assorted Cold Canapés Sausage, Rockefeller Or Casino Filled Mushroom Caps Bruschetta Crostini Andouille Sausage Stuffed Artichoke Hearts Goat Cheese & Wild Mushroom Purses</p>	<p>Elite \$11 (<i>Select Three</i>-Price Based on Five Pieces Total per Person)</p> <p>Assorted Cold Canapés Miniature Beef Wellingtons Smoked Chicken Quesadillas Sausage, Rockefeller Or Crab Mushroom Caps Goat Cheese & Wild Mushroom Purses</p>
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Displays

<p>Baked Brie Wheel \$75 Served in Brioche with a House-made Orange Marmalade</p>	<p>Duo Display of Cheeses & Vegetables \$6 Imported & Domestic Cheeses coupled with Vegetable Crudité</p>
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Fresh Fruit Kabobs \$4

Action Stations

Pricing reflected is per person & does not include Culinary Attendant Fees \$50 per attendant

Make-Your-Own Mac & Cheese \$11

Cavatappi & Orecchiette Pastas Cheddar, Swiss, Asiago, Parmesan Cheeses.
Toppings include Bacon, Broccoli, Tomato

Build your Own Pasta \$9

Orecchiette & Cheese Tortellini Pastas
Marinara or Alfredo Sauces
Includes Assorted Veggies

A la Carte (Priced Per 100 Pieces)

Prosciutto & Melon Puree Shooters	\$125	Bacon Wrapped Gorgonzola Stuffed Figs	\$150
Assorted Cold Canapés	\$125	Andouille Sausage Stuffed Artichoke Hearts	\$175
Bruschetta Crostinis	\$150	Smoked Chicken Quesadilla	\$225
Brie and Raspberry in Phyllo	\$175	Chorizo Sausage Caps	\$190
Caprese Brochettes	\$200	Miniature Reubens	\$250
Spanakopita or Phyllo Wrapped Asparagus Asiago	\$225	Crab Mushroom Caps	\$200
Goat Cheese and Mushroom Purses	\$175	*Miniature Beef Wellingtons	\$325
Fruit Kabobs	\$300	*Tenderloin Crostinis with Horseradish Cream	\$350
Rockefeller or Casino Mushroom Caps	\$150	*Scallops Wrapped in Bacon	\$250
B.L.T. in Rye Bread Tart	\$125	*Crab & Corn Soup Shooters	\$225
Prosciutto Wrapped Melon Balls	\$125	*Crab Cakes with Remoulade	\$250
Martini Vegetable Crudité	\$135	*Jumbo Shrimp Cocktail	\$325
Garlic Risotto Balls	\$135	*Sushi (Spicy Shrimp, California & Veg. Rolls)	\$290

*Items with asterisk are not included in wedding packages. They may be selected for an upgrade price.

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Suggested Dinner Additions

Crab Cakes \$8
Shrimp Cocktail \$7
Antipasto Platter \$7

Risotto or Pasta Appetizer \$3
Seasonal Fruit Appetizer \$3

Sweet Additions

Sweet Additions also include our Gourmet Coffee Station

Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas, Flavored Coffee, Whipped Cream, Chocolate Shavings, Chocolate Dipped Spoons, Caramel Bites, Lemon Wedges & Flavored Syrups

Half Dipped Treats \$7

Milk chocolate Dipped PB&J, Oreos, Fruit, Rice Krispies Treats®, Marshmallows, Pretzels & Shortbread Cookies

Candy Shoppe \$8

Chocolate Covered Pretzels, Assorted Candies, Variety of Chocolates & homemade Caramel Crunch

Patisserie \$10

Variety of Miniature Pastries & Chocolate Covered Strawberries

Cookie Table \$6

Assorted Tea Cookies

The Extras

Jumbo Salted Caramel Cream Puffs \$75/dozen

Gourmet Coffee Station (Min. 3 Gallons Required)
Per Gallon \$48

Hot Cocoa Shooters \$2

Set-Up & Display of Pastries (Provided by your own bakery)
\$2 per Person

Italian cookie Tray \$38 per table

Cake Cutting Service Fee (Provided by your own bakery)
\$2 per Person

Ballroom Enhancements

Deluxe Enhancement Package \$8

Three Votive Candles & Hurricane Globe or Glass Pond Centerpiece-Displayed on a Round Mirror
White or Ivory Chair Covers (with White or Ivory Sashes) in Dinner Room & Cocktail Area
Illuminated Back Drop with Twinkle Lights behind Head Table
Tulle Swag with Lights-Above Dance Floor & Cake/Pastry Table

Signature Enhancement Package \$6.50

White or Ivory Chair Covers (with White or Ivory Sashes) in Dinner Room only
Illuminated Back Drop with Twinkle Lights behind Head Table

White or Ivory Chair Covers \$6 per Chair
Includes White or Ivory Sash-Colored Sash +\$1 per Chair

Chivari Chairs Silver or Gold \$7.25 per Chair

Tulle Swag with White Lights \$200
Illuminated Twinkle Back drop \$250
Colored up-lights, 4 pack \$150
Concierge Lounge Amenity Pack \$55
Ceremony Set Up Fee \$500

Outdoor includes 150 standard chairs, each adtl. Chair \$1.50)

Ice Sculptures Starting at \$435

3-Tiered Candlestick Centerpiece \$16 per table

Variety of Signature Centerpieces \$6-\$10 Each

Set-up of your own decorations
Priced Determined by labor required

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Late Night Menu

Pricing Applies for Food Service after 9pm
Requires a Minimum Purchase for 35 guests

Pizza Stop \$6

Three Cheese & Pepperoni Pizzas
Buffalo Chicken Bites with Bleu Cheese & Celery
Pricing based on 1 slice of Pizza & 3 bites per person

Add-On

Mozzarella Sticks with Marinara \$3
Chicken Wings \$3.50
Marinara Meatballs \$75 per 100 pieces

Sliders Station \$5

Assorted Miniature Burger & Chicken sliders

Buffalo Chicken Mac-&-Cheese \$6

Spinach & Artichoke Dip \$3

The Grooms Late Night Buffet \$8.50

Chef created personalized Late Night Buffet designed specifically for your requested Theme. We have created based on Groom's must haves, his favorite Sports Themes, Farm-to-Plate and more!

Garbage Plate Station \$10

Macaroni Salad or Potato Salad
Homefries
Cheeseburgers & Hamburgers
Zweigles® Hot Dog Minis
Home-made Meat Hot Sauce
Diced Onions, Bread & Classic Condiments

Brownie Sundae Bar \$6.50

Vanilla & Chocolate Ice Cream
Fresh Baked Brownies
Chocolate & Caramel Sauces, Nuts, M&Ms®, Cherries, Whipped Cream \$50 Culinary Attendant Fee for 1 Hour of Service

Goodnight Snack \$5

Favor Bags that include:
Bottle of Water, Colossal chocolate Chip Cookie, Bag Potato Chips, Mints & a Pack of Tylenol 2s® or Advil®

Late Night Breakfast \$6

Assorted Breakfast Sandwiches & Bottled Water

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Bar Features

Selection	Premium	Top Shelf
VODKA	<i>Organic Prairie Vodka</i>	<i>Grey Goose</i>
GIN	<i>Organic Prairie Gin</i>	<i>Bombay Sapphire</i>
RUM	<i>Bacardi</i>	<i>Bacardi & Captain Morgan's Spiced</i>
SCOTCH	<i>Dewars</i>	<i>Johnny Walker Red</i>
WHISKEY	<i>Seagrams 7</i>	<i>Crown Royal</i>
BOURBON	<i>Jim Beam</i>	<i>Makers Mark</i>
		<i>Jack Daniels</i>
COFFEE	<i>Kahlúa</i>	<i>Kahlúa</i>
AMARETTO	<i>DiSaronno</i>	<i>DiSaronno</i>
SCHNAPPS	<i>Peach DeKuyper</i>	<i>Peach DeKuyper</i>
VERMOUTH	<i>Martini & Rossi Sweet & Dry</i>	<i>Martini & Rossi Sweet & Dry</i>
BEER	<i>Please Select Your Three Options</i>	<i>Please Select Your Four Options</i>
	<i>Labatt Blue, Labatt Blue Light, Budweiser, Bud Light, Michelob Ultra, Miller Light, Coors Light and Molson</i>	<i>Premium Options Available Plus... Heineken, Corona, Sam Adams, Amstel Light, Blue Moon and Saranac Pale Ale</i>
NON - ALCOHOLIC	<i>O'Douls</i>	<i>O'Douls</i>
	<i>Premium Wine</i>	<i>Top Shelf Wine</i>
REDS	<i>Canyon Road Merlot</i>	<i>Red Rock Merlot</i>
	<i>Dark Horse Cabernet Sauvignon</i>	<i>Dark Horse Cabernet Sauvignon or Mirassou Pinot Noir</i>
BLUSH	<i>Woodbridge White Zinfandel</i>	<i>Woodbridge White Zinfandel</i>
WHITE	<i>Canyon Road Chardonnay</i>	<i>Fox Run Chardonnay</i>
	<i>Blufeld Riesling</i>	<i>Choice of</i>
		<i>Chateau St. Michelle Harvest</i>
		<i>Select Riesling or</i>
		<i>Mirassou Pinot Grigio</i>

It would be our pleasure to create a specialty drink menu to be featured during your event.
Special requests also welcome, just ask your Sales Manager!

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Additional Beverage Arrangements

Open Bar

(Unlimited Consumption - Minimum 30 Guests)

	Premium	Top Shelf
Additional Hour Added to Package	\$4.00	\$6.00

Cash Bar

(Guests Pay for Their Own Beverages - Pricing Includes Tax)

	Premium	Top Shelf
Manhattans and Martinis	\$8.25	\$9.25
Cocktails	\$6.50	\$8.00
Beer	\$4.25	\$5.50
Wine	\$7.00	\$9.00
Perrier Water	\$3.00	\$3.00
Sodas, Juices and Bottled Water	\$2.00	\$2.00

Hosted Bar

(Host Pays for Beverages Consumed)

	Premium	Top Shelf
Manhattans and Martinis	\$7.75	\$8.75
Cocktails	\$6.00	\$7.50
Beer	\$4.00	\$5.00
Wine	\$6.50	\$8.50
Perrier Water	\$3.00	\$3.00
Sodas, Juices and Bottled Water	\$2.00	\$2.00

For all Cash and Host bars, there will be a \$30.00 per hour charge for each bartender, until a minimum of \$100.00 in sales per hour, per bartender is reached.

Beer, Wine & Soda Bar

(Unlimited Consumption - Minimum 30 Guests)

	Premium	Top Shelf
One Hour	\$11.00	\$14.00
Two Hours	\$14.00	\$17.00
Three Hours	\$17.00	\$22.00
Four Hours	\$20.00	\$27.00

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Punch

(Per Gallon, Serves Twenty)

Sangria	\$65.00
Customized	\$55.00
Citrus Berry	\$45.00
Non-Alcoholic	

Soda Bar

One Hour	\$4.00
Two Hours	\$6.00
Three Hours	\$8.00
Four Hours	\$10.00

Wine Service with Meal Function

	House	Premium	Top Shelf
One Glass with Entrée	\$3.00	\$5.00	\$7.00
Throughout Service (Maximum 1 & ½ hours)	\$7.00	\$9.00	\$13.00
Sparkling Toast	\$3.00	\$6.00	Per Bottle

Additional Options Available Upon Request

White

Casa Lapostolle Sauvignon Blanc (<i>Chili</i>)	\$38.00
Fox Run Chardonnay (<i>New York</i>)	\$26.00
Canyon Road Chardonnay (<i>California</i>)	\$22.00
William Hill Chardonnay (<i>California</i>)	\$32.00
Mirassou Pinot Grigio (<i>Italy</i>)	\$28.00
Bluefeld Riesling (<i>Germany</i>)	\$26.00
Bully Hill Riesling (<i>New York</i>)	\$32.00

Red

Red Rock Merlot (<i>California</i>)	\$32.00
Canyon Road Merlot (<i>California</i>)	\$22.00
Dark Horse Cabernet Sauvignon (<i>California</i>)	\$18.00
William Hill Cabernet Sauvignon (<i>California</i>)	\$32.00
Mirassou Pinot Noir (<i>Italy</i>)	\$28.00
Alamos Malbec	\$28.00
Wyndham Bin 555 Shiraz (<i>Australia</i>)	\$30.00

Blush

Woodbridge White Zinfandel (<i>California</i>)	\$18.00
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Sparkling

House Champagne (<i>France</i>)	\$18.00
Mionetto Prosecco Brut (<i>Italy</i>)	\$28.00
Martini and Rossi Asti Spumante (<i>Italy</i>)	\$35.00
Môet and Chandon White Star (<i>California</i>)	\$75.00

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Saying Goodbye \$19
(Minimum of 20 guests)
Children 10 and under \$15

Beverage Station

Assorted Juices

Attended Mimosa Service

Gourmet Coffee Station

Freshly Brewed Coffee, Decaffeinated Coffee, Herbal teas, Flavored Coffee, Whipped Cream, Chocolate Shavings, Chocolate Dipped Spoons, Caramel Bits, Lemon Wedges and Flavored Syrups

Buffet to Include

Assortment of Bagels, Muffins & Freshly Baked Pastries

Served with Assorted Cream Cheeses, Butter, Margarine & Fruit Preserves

Sliced Fresh Fruit with Yogurt Dips

Variety of Cereals & Milk

Scrambled Eggs

Breakfast Potatoes

Country Sausage Links

Suggested Menu Enhancements

*Pancakes \$3

Applewood Smoked Bacon \$4

*Belgian Waffle Station \$4

Egg Accompaniments to include Salsa, Shredded Cheddar & Diced Ham \$2

Texas Style French Toast \$3

Sausage Gravy & Biscuits

*Omelet Station \$4

Oatmeal Bar with a Variety of Toppings \$3

Culinary Station Attendant Fee \$50

*Denotes Enhancement is Available as an Action Station

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Casual rehearsal Dinner \$39
3 Stations (minimum 25 guests)

Upon Arrival

1 Hour Premium Beer, Wine & Soda Bar &
Hand-Passed Bruschetta Crostinis

Stations include

Salad

Artisan Breads with Butter

Greens: Romaine & Field Greens

Toppings: Cucumbers, carrots, Grape Tomatoes, Diced Bell Peppers, Red Onions, Black Olives, Pepperoncini,
Croutons, Asiago & Cheddar Cheeses &
Selection of Dressings

Carving

Includes Warm Rolls with Butter

Rosemary Flank Steak

Smoked Turkey Breast

\$50 Culinary Attendant Fee per Carver

Pasta Station

Pasta

Garlic Bread

Marinara, Alfredo & Pesto Cream Sauces

(Select Two Pastas)

Orecchiette, Cavatappi, Cheese Tortellini or

Mushroom Raviolis

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Taste of Florence Rehearsal Dinner \$35

Upon Arrival

1 Hour Premium Beer, Wine & Soda Bar &
Hand-Passed Bruschetta Crostinis

Dinner Buffet

Garlic Bread
Classic Caesar Salad
Sautéed Zucchini
Penne Pasta with House-made Marinara

Entrée

(Select One)

Chicken or Eggplant Parmesan

Breaded Breast with Mozzarella & Parmesan,
House-made Marinara

Chicken Basil

Grilled Chicken with Roasted Red Peppers, Baby
Bellas, Fresh Basil, Asiago Cheese, Basil Cream
Sauce

Marinara Meatballs

Pork Loin Braciola

Spinach, Sun-dried Tomatoes, Mushrooms & Feta
Cheese Topping, Garlic Cream Sauce

Vegetable Lasagna

Layers of Ricotta, Pasta, Mozzarella & Parmesan
with Fresh Vegetables, Creamy Alfredo

Dessert

Cannolis & Pizzelles

With Freshly Brewed Coffee, Decaffeinated Coffee, & Herbal Teas

Suggest Menu Enhancements

Additional Entrée Selection \$4

Minestrone Soup \$2

**Menu Minimum 15 People or Additional Charges May Apply*

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C O N F E R E N C E C E N T E R

Thank you for considering the RIT Inn & Conference Center for your upcoming Wedding Reception. Our Hotel offers you comfortable, elegant surroundings and a staff with the sincere desire to provide you with an enjoyable and memorable reception. As is the case with most successful businesses, we find that certain guidelines and procedures help us ensure that you will be totally satisfied with your event. The following is included for your information.

Payments

We require a \$1,000.00, non-refundable deposit in order to confirm your date. A second deposit will be due nine (9) months prior to your function. The next deposit, equal to three-fourth's (3/4) of the estimated cost, is due three (3) months prior to the function. **Payment in full is due three (3) days prior to the function.** All advance deposits will be applied toward your final bill at full value. In the event that your scheduled event is cancelled, your deposits shall become the property of the hotel.

Payments are accepted in the form of cash, check or major credit cards. A valid credit card number will also be needed on file. This credit card will be used for any unpaid charges at the conclusion of your reception. In the event that you over-pay the hotel, we will promptly refund the difference.

Guarantees

We must be informed as to your guaranteed attendance at least ten (10) **business days** prior to your gathering. This will be considered your minimum guarantee, which is not subject to reduction. We will be prepared to serve 5% over your guaranteed number.

Menus

Menu prices are subject to an increase on an annual basis. The enclosed menus are offered as a guideline. Please note that our Event Managers and Executive Chef will be more than glad to work with you in designing a menu tailored to your specific needs.

Security

The Hotel will not assume responsibility for items such as gifts, money boxes, gift envelopes, cake tops, etc. Special arrangements can be made with your Event Manager.

Administrative Fee and Sales Tax

All food, beverage, sundry and administrative fee are subject to applicable sales tax. All food, beverage, audio-visual and sundry are subject to 20% taxable administrative fee

Beverage Service

We offer a complete selection of beverages to compliment your event. Please note that alcoholic beverage sales and service are regulated by the State of New York. The Hotel, as a licensee, is responsible for administration of these regulations. Therefore, it is a policy, that no liquor, beer or wine may be brought into the Hotel from outside sources. Note that all servers are directed to refrain from serving any guest avoiding moderation.

Baked Goods

No food may be brought into or taken out of the hotel. However, baked goods may be brought in for your reception if it is from a Monroe County Health Department approved bakery. A copy of the Health Department certificate and also certificate of insurance will be required from the chosen bakery. Any other source such as home baked products, are in violation of the New York Sanitary Code.

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Insurance

The RIT Inn and Conference Center is owned by a third party and managed by Gunther & Associates, LLC. In this agency relationship Gunther & Associates, LLC carries general liability insurance for the purpose of protecting itself, the ownership and legal entity from claims made against such for many actions. It does not cover any acts, omissions, etc. from third parties; therefore we require All third party vendors, purveyors or the like to provide the insurance exactly as scripted in the following paragraph.

Supplier shall, at its own expense, maintain insurance as outlined below with minimum limits as referenced. "Gunther & Associates, LLC" and "The 5257 West Henrietta Road, LLC" and "Rochester Institute of Technology" (for Suppliers working on or using the RIT Inn & Conference Center) shall be named as an additional insured on policies providing coverage for #1 and #3 below.

1. Commercial General Liability (1986 ISO form or later) with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate written on an occurrence basis.
2. Auto Liability (included owned, hired and non-owned autos): \$1,000,000 combined single limit (each accident).
3. Excess Liability: \$3,000,000 minimum limits in excess of underlying limits. The umbrella shall be no more restrictive than underlying coverage.
4. Worker's Compensation and Employer's Liability: Statutory New York State limits. Additionally, if applicable:
5. Professional Liability: Minimum limits of \$1,000,000. Coverage shall be maintained for at least four years subsequent to the termination date of this contract; during such four year period, Supplier shall assure that there is no change to the retroactive date of coverage.

These coverage's and limits are to be considered minimum requirements under this Agreement/Purchase Order and in no way limit the liability of the Supplier.

This insurance shall be written by a company licensed to do business in New York State with a minimum A. M. Best rating of A- VII. Each policy shall provide for notification to Gunther & Associates, LLC (30) days prior to termination, material change, or restrictive amendments. The insurance companies issuing the policies shall have no recourse against Gunther & Associates, LLC for payment of any premiums or for any assessments under any form of policy. Gunther & Associates, LLC reserves the right to request copies of insurance policies. The insurance policies referred to above shall be primary insurance ahead of any insurance carried by Gunther & Associates, LLC with respect to the Purchase Order.

This Establishment charges a 20% Administrative Fee to offset costs Associated With the Administration of your event. This Administrative Fee is not a Gratuity and is not distributed to the employees who service your event.

Prices subject to Change (P) 585-359-1800 www.ritinn.com2015