

**FOOD AND BEVERAGE  
PLANNING GUIDE**  
FINE FOOD AND CREATIVE MENUS  
DESIGNED TO MAKE EVERY OCCASION A DELIGHT



**Westford  Regency**  
Inn & Conference Center

219 Littleton Road  
Westford, Massachusetts 01866  
Telephone 978-692-8200  
Website: [www.westfordregency.com](http://www.westfordregency.com)

# General Information

## *Group Function Food and Beverage Planning Guide*

### **Menu Selections**

Please submit your menu selections to the Sales/Catering Office two weeks in advance of the function date, otherwise menu selections may be limited. In the event your attendance falls below the minimum guarantee, please be advised that you are responsible for full payment for your guarantee or actual attendance, whichever is greater. For two entrée selections with a plated meal there will be an additional charge of \_\_\_\_\_ per person added to the entree with the lower count. For three entrée selections with a plated meal there will be an additional charge of \_\_\_\_\_ per meal to all prices.

### **Guarantees/Payment**

A guarantee and payment for the exact number of guests for all banquet functions is required 72 hours (three business days) prior to the function, otherwise the highest estimated number will be used as the guarantee. The final guarantee is not subject to reduction.

### **Prices**

All prices quoted are subject to change without notice. Prices may be confirmed 30 days prior to the function. Please consult with the Sales/Catering Office for our current pricing.

### **Taxes**

All prices quoted, unless otherwise noted, are subject to Massachusetts Sales tax, currently 5%.

### **Credit Arrangements**

Billing privileges may be established only by completing a written credit application which must be submitted to the Sales/Catering Office at least two weeks prior to the date of the function. Without established billing privileges, all balances must be paid three business days prior to the date of the function. No service will be provided without an approved credit application or advance payment of all charges. Payment must be made in the form of cash, credit card, certified check or approved direct bill.

### **Beverages**

The sale and service of alcoholic beverages is strictly regulated by the Massachusetts Alcoholic Beverage Commission. Alcoholic beverages brought into the function rooms must be provided by the Hotel.

### **Audio Visual**

Audio Visual equipment is coordinated through the Sales/Catering Office. Equipment is rented through an outside vendor and requires advance notice for price quotes and guarantee of delivery.  
The Hotel does not provide security.

### **Display/Decorations**

All displays and decorations proposed by the client shall be subject to the approval of the Hotel in each instance. The Hotel will not permit the affixing of anything to the walls, floors, light fixtures or ceilings in any room with materials other than those supplied by a representative of the Hotel.  
The Hotel prohibits the use of confetti or streamers of any type.

# MEETING BREAKS

## MEETING PLANNERS SPECIAL

### Pre-Meeting

Chilled Fruit Juices  
Sliced Fresh Tropical Fruits  
Bagels with Cream Cheese  
Croissants, Fruited Breads and Muffins  
Coffee, Tea and Decaffeinated Coffee

### Mid-Morning

Coffee, Tea and Decaffeinated Coffee

### Mid-Afternoon

Fresh Baked Cookies, Nutritional Bars and Walnut Fudge Brownies  
Assorted Soft Drinks and Bottled Water  
Coffee, Tea and Decaffeinated Coffee

Coffee, Tea and Decaffeinated Coffee  
Assorted Soft Drinks  
Bottled Water  
Assorted Soft Drinks and Water  
Chilled Fruit Juices  
Coffee, Tea, Decaffeinated Coffee, Soft Drinks and Water  
Croissants  
Fruited Breads  
Muffins  
Assorted Breakfast Pastries (Fruited Breads, Muffins, Croissants and Danish)  
Assorted Bagels with Cream Cheese  
Sliced Fresh Tropical Fruits (Melons, Pineapples, Citrus and Strawberries)  
Flavored Yogurts  
Fresh Baked Cookies  
Walnut Fudge Brownies

# Specialty Breaks

## CONTINENTAL

Fruit Breads, Muffins, Danish and Croissants  
Preserves and Creamery Butter  
Chilled Fruit Juice  
Coffee, Tea, and Decaffeinated Coffee

Add Sliced Fresh Fruit

Add Flavored Yogurts

Add Sliced Fresh Fruit and Flavored Yogurts

## SEVENTH INNING STRETCH

Warm Soft Pretzels with Whole Grain Mustard  
Assorted Ice Cream Bars  
Cracker Jacks  
Assorted Soft Drinks and Bottled Water  
Coffee, Tea and Decaffeinated Coffee

## BACK TO BASICS

Nutritional Bars  
Sliced Fresh Fruits  
Flavored Yogurts  
Chilled Fruit Juices  
Assorted Soft Drinks and Bottled Water  
Coffee, Tea and Decaffeinated Coffee

## SNACK TIME

Fresh Baked Cookies  
Fudge Brownies and Dessert Bars  
Assorted Soft Drinks and Bottled Water  
Coffee, Tea and Decaffeinated Coffee

## SUNDAY BAR

Vanilla Chocolate and Strawberry Ice Cream  
Hot Fudge, Butterscotch, and Strawberry Toppings  
Chopped Nuts and Cherries  
Chocolate Sprinkles and Whipped Cream  
Assorted Soft Drinks and Bottled Water  
Coffee, Tea and Decaffeinated Coffee

## BACK TO NATURE

Sliced Fresh Fruits  
Granola Bars  
Mixed Nuts  
Assorted Soft Drinks and Bottled Water  
Coffee, Tea and Decaffeinated Coffee

## TIME OUT

Cracker Jacks  
Assorted Bag Snacks  
Assorted Soft Drinks and Bottled Water  
Coffee, Tea and Decaffeinated Coffee

# Plated Breakfast

*(Served until 11:30am)*

## **REGENCY BREAKFAST**

Chilled Orange and Cranberry Juice  
Scrambled Eggs  
Fresh Fruit Garni  
Choice of: Hickory Smoked Bacon or Country Sausage  
Lyonnaise Potatoes  
Basket of Fresh Breakfast Pastries and Fruited Breads  
Fruit Preserves and Creamery Butter  
Coffee, Tea and Decaffeinated Coffee

## **WAFFLE HOUSE**

Chilled Orange and Cranberry Juice  
Fresh Seasonal Berries  
Choice of: Belgian Waffles or French Toast  
Choice of: Hickory Smoked Bacon or Country Sausage  
Warm Vermont Maple Syrup  
Basket of Fresh Breakfast Pastries and Fruited Breads  
Fruit Preserves and Creamery Butter  
Coffee, Tea and Decaffeinated Coffee

# BREAKFAST BUFFET

*(Served until 11:30am)*

## SUNRISE SPECIAL

*(Minimum of 25 Adults)*

Chilled Assorted Fruit Juices  
Fresh Sliced Fruits  
Assorted Flavored Yogurts  
Scrambled Eggs  
Hickory Smoked Bacon and Farmhouse Country Sausage  
Lyonnais Potatoes  
Freshly Baked Croissants, Fruited Muffins and Breads  
Preserves and Creamery Butter  
Coffee, Tea and Decaffeinated Coffee

## TOP OF THE MORNING

*(Minimum of 25 Adults)*

Chilled Assorted Fruit Juices  
Fresh Sliced Fruits  
Scrambled Eggs  
Hickory Smoked Bacon and Farmhouse Country Sausage  
Lyonnais Potatoes  
Cinnamon Apple Crepes with Vanilla Bean Sauce  
Choice of: Grand Marnier French Toast or Buttermilk Pancakes  
Warm Vermont Maple Syrup  
Freshly Baked Croissants, Fruited Muffins and Breads  
Preserves and Creamery Butter  
Coffee, Tea and Decaffeinated Coffee

## BREAKFAST ENHANCEMENTS

**\*\*Omelette Station:** Prepared to order with a variety of cheeses and fillings.

**\*\*Belgian Waffles:** Prepared to order with Warm Vermont Maple Syrup,  
Fresh Whipped Cream and Fruit Toppings.

# BRUNCH

*(Served until 3:00 pm)*

## THE REGENCY BRUNCH

*(Minimum of 35 Adults)*

Chilled Fruit Juices  
Sliced Fresh Tropical Fruits  
Hickory Smoked Bacon, Virginia Ham  
Farmhouse Country Sausage  
Scrambled Eggs  
Lyonnais Potatoes  
Fresh Baked Fruited Breads and Muffins  
Croissants, Danish, Bagels with Cream Cheese  
Preserves and Creamery Butter  
Crisp Mixed Garden Salad and Pasta Salad  
Chef's Selected Vegetable, Potato or Rice  
Warm Crusty Rolls

### **(Choice of One)**

Garlic Studded Roast Top Sirloin of Beef\*  
Roast Loin of Pork with Sage Dressing  
Apple Brie Chicken with Boursin Sauce  
Sautéed Breast of Chicken Picatta  
Baked Boston Haddock with Beurre Blanc  
Fresh Scallop, Shrimp and Littleneck Alfredo

### **Desserts**

Fancy Cream Puffs and Éclairs  
Homemade Cookies and Brownies  
Coffee, Tea and Decaffeinated Coffee

## THE WESTFORD BRUNCH

*(Minimum of 35 Adults)*

Chilled Fruit Juices  
Sliced Fresh Tropical Fruits  
Hickory Smoked Bacon, Virginia Ham  
Farmhouse Country Sausage  
Scrambled Eggs  
Lyonnais Potatoes  
Cinnamon Apple Crepes with Vanilla Bean Sauce  
Fresh Baked Fruited Breads and Muffins  
Croissants, Danish, Bagels and Cream Cheese  
Preserves and Creamery Butter  
Crisp Mixed Garden Salad and Pasta Salad  
Chef's Selected Vegetable, Potato or Rice  
Warm Crusty Rolls

### **(Choice of Two)**

Roast New York Sirloin Strip of Beef\*\*  
Roast Loin of Pork with Sage Dressing  
Breast of Chicken Cordon Bleu with Chateau Sauce  
Breast of Chicken Saltimbocca with Vermouth Sauce  
Baked Boston Haddock with Beurre Blanc  
Fresh Scallop, Shrimp and Littleneck Alfredo

### **Desserts**

Fancy Cream Puffs and Éclairs  
Homemade Cookies and Brownies  
Coffee, Tea and Decaffeinated Coffee

## BRUNCH ENHANCEMENTS

**\*\*Omelette Station:** Prepared to order with a variety of cheeses and fillings.

**\*\*Belgian Waffles:** Prepared to order with Warm Vermont Maple Syrup,  
Fresh Whipped Cream and Fruit Toppings.

# Plated Lunch

(Served 11:30am-2:00pm)

## APPETIZERS

(Choice of One)

Crisp Mixed Green Salad  
Classic Caesar Salad

New England Clam Chowder  
Chef's Soup du Jour

## ENTRÉES

### Grilled London Broil

Marinated, Char-Grilled and sliced thin with Fresh Broccoli Florets and Scalloped Potatoes

### Roast Loin of Englishtown Pork

Apple Sage Dressing with natural Pan Gravy, Jardinière of Carrots and Spun Potatoes

### Roast Breast of Vermont Turkey

Whipped Potatoes, Broccoli Florets, Savory Dressing, Giblet Gravy and Cranberry Sauce

### Pan Seared Breast of Chicken Marsala or Picatta

Choice of Wild Mushroom Marsala Sauce or Lemon Beurre Blanc with Herbed Rice and Tender Asparagus

### Stuffed Breast of Chicken: (Choice of one)

**Chicken Cordon Bleu** with Wild Mushroom Sauce

**Chicken Saltimbocca** with Vermouth Sauce

**Apple Brie Stuffed Chicken** with Boursin Sauce

(all served with Herbed Rice Pilaf and Fresh Whole Green Beans with Carrots)

### Baked Fresh George's Bank Haddock

Fresh daily catch with our Seasoned Crumb Topping, Lemon Beurre Blanc, Rice Pilaf and sautéed Blue Lake Whole Green Beans with Julienne Carrots

### Manicotti Pomodoro

Stuffed with Creamy Ricotta then baked with Mozzarella and Asiago cheeses topped with a Pomodoro Sauce and served with Garlic Bread and Broccoli Florets

### Roasted Vegetable Lasagna

Layers of Imported Cheeses, Pasta, Spinach and Fresh Roasted Vegetables draped with a Creamy Alfredo Sauce and served with our Crunchy Garlic Bread

## DESSERTS

(Choice of One)

Granny Smith Apple Pie  
Marbled Cheesecake with Raspberry Coulis

Walnut Fudge Brownie with Vanilla Bean Ice Cream  
Tuxedo Chocolate Mousse Cake

Raspberry Sorbet with Gaufrette

*Entrees Include a choice of one Appetizer and one Dessert along with  
Fresh Baked Rolls with Creamery Butter  
Coffee, Tea, Decaffeinated Coffee and Assorted Soft Drinks*

# Luncheon Buffet

(Served 11:30am to 2:00pm)

## DELI LUX BUFFET

(Minimum of 35 Adults)

Soup du Jour

Crisp Garden Salad, Savory Cole Slaw and  
Red Bliss Potato Salad

Deli Selections: Genoa Salami, Spicy Cappicola,  
Honey Glazed Ham, Roasted Breast of Turkey,  
Corned Beef and Albacore Tuna Salad

A Variety of Rye and Grain Breads, Lettuce,  
Vine Ripe Tomatoes, Garlic Pickles and Olives

**Choice of One:** Sweet Sausage and Peppers,  
Philly Cheese Steak or Fajita Chicken

**Dessert:** Assorted Cheesecakes

## ITALIAN BUFFET

(Minimum of 35 Adults)

Minestrone Soup

Caesar Salad and Antipasto di Casa  
Crusty Breads and Focaccia

**Choice of:** Chicken Picatta, Marsala, or Parmigiana  
Penne with Sweet Italian Sausage, Meatballs,  
and Bolognese Sauce

Stuffed Shells Formaggio with Marinara Sauce  
Chef's Selected Vegetable

**Dessert:** Tiramisu

## EXECUTIVE BUFFET

(Minimum of 35 Adults)

Soup du Jour

Sliced Fresh Tropical Fruits

Crisp Garden Salad

Warm Crusty Rolls with Creamery Butter

**(Choice of Two)**

Baked Boston Haddock with Beurre Blanc

Baked Filet Sole Florentine with Lobster Sauce

Apple and Brie Stuffed Chicken with Boursin Sauce

Roast Loin of Pork, Sage Dressing with Jus Lie

Roast Top Sirloin of Beef with Peppercorn Sauce

Porcini Mushroom Ravioli with Creamy Herb Sauce

Chef's Selected Potato or Rice and Vegetable

**Dessert:** Fancy Cream Puffs and Éclairs

Make Your Own Strawberry and Peach Shortcake

## SANTE FE BUFFET

(Minimum of 35 Adults)

Texas Three Alarm Chili with Monterey Jack Cheese

Marinated Chicken Fajitas with Sautéed Onions and Peppers

Served with warm Tortillas, Salsa, Shredded Lettuce,

Diced Tomatoes, Guacamole and Sour Cream

Southwest Salad with Avocado

Whitefish Veracruz: Baked with Fresh Tomatoes,

Onions and Cilantro

Jalisco Pork Loin with Chipotle Sauce

Spanish Rice and Refried Black Beans

**Dessert:** Dulce de Leche,

Churros with Chocolate Sauce and Strawberries

## NEW YORK DELI EXPRESS

(Minimum of 15 Adults)

Crisp Garden Salad, Red Potato Salad and Cole Slaw

Assorted New York Deli Selections: Hot Pastrami, Corned Beef

Roast Breast of Turkey, Honey Glazed Ham, Swiss and Provalone

Cheese, Assorted Ryes, Rolls, Olives, Pickles, Tomatoes, Grain

Mustards and Sauerkraut.

**Dessert:** Assorted Cheesecakes

*Luncheon Buffets are served with Coffee, Tea, Decaffeinated Coffee and Assorted Soft Drinks*

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[www.westfordregency.com](http://www.westfordregency.com)

(978) 692-8200

[info@westfordregency.com](mailto:info@westfordregency.com)

# Express Lunch

(Served Monday-Friday until 2:00pm)

## NEW YORK DELI SANDWICH

Fresh Roast Turkey Breast, Black Angus Roast Beef, Honey Ham and Swiss Cheese nestled on Marbled Rye with Lettuce and Tomato. Served with Cole Slaw, Potato Salad and Garlic Pickle.

## TURKEY AND BOURSIN CROISSANT

Creamy Herbed Boursin and Fresh Roasted Turkey Breast with Crisp Lettuce and Vine Ripe Tomato on a Flaky Croissant. Served with Cole Slaw, Potato Salad and Garlic Pickle

## TRIOS SALAD

Tender Chicken Salad, Albacore Tuna and Red Potato Salad, Bedded with Crisp Garden Greens, Cucumbers, Grape Tomatoes, Bermuda Onions and Imported Olives. Served with Warm Crusty Rolls.

## BRUSCHETTA BASILICATA

Prosciutto, Genoa Salami, Imported Cappicola, Aged Provolone, Red Onions and Vine Ripe Plum Tomatoes, layered on a Crusty Asiago Cheese Roll. Served with Roasted Vegetable Salad.

## SICILIAN CHICKEN

Garlic Grilled Breast of Chicken with Pesto Aioli, Roasted Peppers, Eggplant and Caramelized Onions on an Asiago Roll. Served with Tortellini Salad.

## ROASTED VEGETABLE ROLL UP

Baby Spinach, Grilled Sweet Red Peppers, Caramelized Onions, Roasted Eggplant and Grilled Portabella Mushrooms, Wrapped with Aioli in a Tomato Lavash. Served with Tortellini Salad.

## GRILLED CHICKEN CAESAR SALAD

Marinated Grilled Breast of Chicken, Crisp Romaine and Croutons, tossed with our Classic Caesar Dressing and Asiago Cheese. Served with Warm Crusty Rolls.

## CHEF SALAD

Crisp Salad Greens, Vine Ripe Tomatoes, English Cucumbers, Red Onion, Hard Cooked Egg, Broccoli, Smokehouse Bacon, Ham, Roasted Turkey and Swiss Cheese, Served with a Warm Crusty Roll.

## DESSERTS

(Choice of One)

Granny Smith Apple Pie  
Marbled Cheesecake with Raspberry Coulis  
Raspberry Sorbet with Gaufrette

Walnut Fudge Brownie with Vanilla Bean Ice Cream  
Tuxedo Chocolate Mousse Cake

*Express Luncheons include a choice of one Dessert along with Coffee, Decaffeinated Coffee, Tea and Assorted Soft Drinks*

# **Boxed Lunches**

*(No Minimum Requirements)*

## **ITALIAN ASIAGO**

Imported Cappicola, Genoa Salami, Sharp Provolone, Red Onion, Vine Ripe Tomatoes on a fresh baked Asiago Roll.

## **VEGETARIAN WRAP**

Grilled Portabella, Zucchini, Red Peppers, Vine Ripe Tomatoes, Avocados and fresh Mozzarella in a Tomato Wrap.

## **ROAST TURKEY AND BACON**

Slow Roasted Breast of Turkey, Smokehouse Bacon, Vine Ripe Tomatoes, Crisp Lettuce with Boursin nestled in a fresh Croissant.

## **FRESH TUNA SALAD**

Albacore Solid White Tuna Salad, Crisp Lettuce and fresh Vine Ripe Tomatoes, nestled on a fresh baked Kaiser roll.

## **HAM AND RYE**

Slivered Lean Virginia Ham, Crisp Lettuce and fresh Vine Ripe Tomatoes layered on our best Deli Marbled Rye.

## **CHEF SALAD**

Crisp Salad Greens, Vine Ripe Tomatoes, English Cucumbers, Red Onion, Hard Cooked Egg, Broccoli, Smokehouse Bacon, Ham, Roasted Turkey and Swiss Cheese served with a Crusty French Roll.

*All our Boxed Lunches include Condiments, a fresh piece of Whole Fruit, our Bakery Fresh Cookies, a bag of Chips and Soft Drink or Spring Water*

# Plated Dinner

## APPETIZERS AND SOUPS

*(Choice of One)*

Fresh Tropical Fruit Medley  
Casco Bay Lobster Bisque  
New England Clam Chowder  
French Onion Soup Gratinee

## SALADS

*(Choice of One)*

Crisp Mixed Garden Salad  
Classic Caesar Salad  
Baby Spinach and Fresh Mozzarella  
with Hot Bacon Dressing

## ENTRÉES

*(Price Per Person)*

Prime Rib of Beef, au jus with Creamed Horseradish  
Roast New York Sirloin Strip of Beef with Brandied Mushroom Sauce  
Roast Tenderloin of Beef with Madagascar or Bearnaise Sauce  
Surf and Turf with Roast Tenderloin of Beef and Baked Stuffed Shrimp  
Broiled Nantucket Swordfish with Piquant Butter  
Baked Stuffed Panamanian Shrimp (5)  
Broiled Fresh Eastern Salmon with Dill Butter  
Baked Stuffed Filet of Grey Sole with Lobster Sauce  
Baked Fresh Boston Haddock, Crumb Topping and Lemon Beurre Blanc  
Breast of Chicken Saltimbocca with Vermouth Sauce  
Breast of Chicken Cordon Bleu with Wild Mushroom Sauce  
Breast of Chicken Apple Brie with Boursin Sauce  
Sauteed Breast of Chicken Picatta with Lemon, Mushrooms and Capers  
Sauteed Breast of Chicken Marsala with Garlic, Mushrooms and Marsala Wine  
Roast Breast of Vermont Turkey, Sage Dressing, Giblet Gravy and Cranberry Sauce  
Sweet Basil and Smoked Mozzarella Ravioli with a Creamy Pesto Sauce

## DESSERTS

*(Choice of One)*

Warm Apple Pie with Vanilla Ice Cream  
Marbled Cheesecake with Raspberry Coulis  
Frozen Mud Pie with Mocha Sauce

Tiramisu  
Tuxedo Chocolate Mousse Torte  
Choice of Ice Cream: Black Raspberry  
Vanilla Bean, Chocolate or Strawberry

*Entrees include choice of one Appetizer or Soup, one Salad and one Dessert along with Chef's Selected Vegetable and Potato or Rice, Warm Crusty Rolls with Creamery Butter Coffee, Assorted Teas or Decaffeinated Coffee*

# Dinner Buffet

(Minimum of 50 Adults)

## SALADS

An Array of Fresh Sliced Tropical Fruits  
Crisp Mixed Garden Salad  
Classic Caesar with Smokehouse Bacon  
Cobb Salad  
Warm Crusty Rolls with Creamery Butter

## ENTREES

Roast Prime Rib of Beef au jus\*  
Roast Sirloin Strip of Beef with Chateau Sauce \*  
Roast Loin of Englishtown Pork with Sage Dressing  
Sautéed Breast of Chicken Picatta  
Breast of Chicken Marsala  
Breast of Chicken Cordon Bleu with Wild Mushroom Sauce  
Baked Stuffed Filet of Sole with Cardinale Sauce  
Baked Scallop and Shrimp Casino  
Char-grilled Fresh Eastern Salmon with Dill Butter  
Baked Fresh George's Bank Haddock with Beurre Blanc

## VEGETABLES

(Choice of two)

Steamed Fresh Broccoli Florets and Cauliflower  
with Herbed Butter  
Blue Lake Whole Green Beans Amandine  
Snow Peas with Wild Mushrooms  
Zucchini Lyonnaise with Toasted Almonds  
New Carrots with Fresh Ginger

## POTATOES

(Choice of one)

Herbed Baby Red Potatoes  
Whipped Potatoes  
Au Gratin Potatoes  
Scalloped Potatoes  
Regency Herbed Rice Pilaf

## DESSERTS

Marbled Cheesecake with Raspberry Sauce  
Tiramisu

Tuxedo Mousse Cake  
Assorted Mini Tarts, Squares and Flans

Coffee, Assorted Teas and Decaffeinated Coffee

**Choose Two Entrees**

**Choose Three Entrees**

# SUMMER FUN

## NEW ENGLAND CLAMBAKE

*(Minimum of 35 Adults)*

Creamy New England Clam Chowder  
Crisp Mixed Garden Salad  
Baby Red Potato Salad  
Macaroni and Smoked Ham Salad  
Fresh Ipswich Steamers with Natural Broth and Melted Butter  
Warm Crusty Rolls and Creamery Butter  
Wood Grilled Barbeque Chicken  
Native Butter and Sugar Corn on the Cob  
\*Boiled Live Native Casco Bay Lobsters  
Warm Cinnamon Apple Pie, Maine Blueberry Pie  
Seedless Summer Watermelon  
Iced Lemon Tea, Soft Drinks and Lemonade  
Coffee, Tea and Decaffeinated Coffee

1 Pound Lobster  
1 1\4 Pound Lobster  
1 1\2 Pound Lobster

*\*One Lobster Per Person*

## THE REGENCY COOKOUT

*(Minimum of 35 Adults)*

Crisp Mixed Garden Salad  
Baby Red Potato Salad  
Macaroni and Smoked Ham Salad  
Wood Grilled Hamburgers and Hot Dogs  
Bourbon Glazed Barbeque Baby Back Ribs  
Assorted Grilled Summer Sausages with Peppers and Onions  
Spicy Barbequed Chicken  
Native Butter and Sugar Corn on the Cob  
Condiments: Sliced Tomatoes, Red Onion, Garlic Pickles, Olives,  
Whole Grain Mustards, Mayonnaise and Relish  
Warm Cinnamon Apple Pie, Maine Blueberry Pie  
Iced Lemon Tea, Soft Drinks and Lemonade  
Coffee, Assorted Teas and Decaffeinated Coffee

# RECEPTION

## COLD HORS D'OEUVRES

### International Cheeseboard

A Variety of Domestic and Imported Cheeses

**Medium (Serves 50 People)**

**Large (Serves 100 People)**

### Old World Antipasti

An Array of Imported Delicacies

**Medium (Serves 50 People)**

**Large (Serves 100 People)**

### Vegetable Crudit 

A Lavish Display of Crisp Garden Vegetables and Various Dips

**Medium (Serves 50 People)**

**Large (Serves 100 People)**

### Tropical Fruit Display

A Wide Variety of Fresh Tropical Fruits

**Medium (Serves 50 People)**

**Large (Serves 100 People)**

### Regency Cold Canapes

(Per 100 Pieces)

### Spanish Tapas

Seasoned Pita Points, Hummus, Guacamole

Calamata Tapenade and Cheddar Dip

(Serves 100 People)

### Prosciutto Wrapped Asparagus

(Per 100 Pieces)

### Prosciutto Wrapped Melon

(Per 100 Pieces)

### Jumbo Panamanian Shrimp

Served with Traditional Cocktail Sauce

(Per 100 Pieces)

**Raw Bar** (Per 100 Pieces)

### Fresh Wellfleet Oysters

### Nantucket Little Necks

## HOT HORS D'OEUVRES

(Per 100 Pieces)

### Goat Cheese and Calamata Tart

Select Mushrooms Stuffed with

Seafood

Spinach and Feta

Peking Vegetable Dumplings, Ginger Sauce

Thai Spring Roll, Spicy Duck Sauce

Teriyaki Beef Skewers

Crab meat Rangoons

Coconut Shrimp

### Clams Casino

Scallops Wrapped in Bacon

Maryland Crab Cakes, Mustard Sauce

Scandinavian Meatballs

Cocktail Franks, Whole Grain Mustard

Spanikopita

Chicken Saltimboca

Chicken Sate in Peanut Sauce

## CARVING STATION\*\*

### Roast Top Round Beef

(Serves 50 People)

### Glazed Virginia Ham

(Serves 40 People)

### Roast Young Vermont Turkey

(Serves 25 People)

### Steamship Round of Beef

(Serves 150 People)

### Roast New York Sirloin Strip

(Serves 20 People)

### Roast Loin of Pork

(Serves 25 People)

### Roast Rib Eye of Beef

(Serves 30 People)

*The above carving station items are served with assorted rolls, condiments and appropriate garnishes.*

# VIP Hors D'Oeuvres Reception

(Minimum 35 Adults)

## **Shrimp Indienne**

Curried Panamanian Shrimp Laced with Chutney, Encased in Filo

## **Peking Vegetable Dumpling**

Far East Vegetables enveloped in a Wonton and served with a Thai Ginger Sauce

## **Chicken Saltimbocca**

Tenderloins of Chicken with Fresh Sage and wrapped with Parma Prosciutto

## **Bacon Wrapped Scallops**

Fresh Sea Scallops wrapped with Hickory Smoked Bacon

## **Calamata Olive and Goat Cheese Tart**

Imported Calamata Olive, Chopped Artichokes and Goat Cheese baked in a Mini Tart

## **Spinach and Goat Cheese Focaccia**

Fresh Spinach and Goat Cheese Nestled on Flat Bread

## **Antipasti di Casa**

An Array of Imported Italian Cheeses, Meats, Roasted and Marinated Vegetables

## **International Cheeseboard**

A Lavish Display of Imported Farmhouse Cheeses and Fresh Fruit Garni

## **Vegetable Crudite**

An Elaborate Presentation of Fresh Garden Vegetables and Savory Dips

*Served and Displayed for One and a Half Hours*

# BEVERAGE MENU

## The Westford Regency Standard Bar Consists of the Following Premium Products

Absolut Vodka, Stolichnaya Raspberry Vodka, Tangueray Gin, Cuervo Gold Tequila, Jack Daniels Bourbon, Dewars Scotch, Seagram VO, Seagrams 7, Malibu Rum, Bacardi Rum, Captain Morgan Rum, Southern Comfort, Kahlua, Baileys, Amaretto Dolce, Peach Schnapps, Triple Sec, Sweet Vermouth, Dry Vermouth

**House Wines:** Chardonnay, Pinot Grigio, Merlot, Cabernet-Merlot and White Zinfandel

**Beers:** *(Choice of three)* Budweiser, Bud Light, Samuel Adams, Heineken Light, and O'douls Amber (non- alcoholic)

*(Additional beer selections may be available)*

## HOST OPEN BAR BY CONSUMPTION

Mixed Drinks

Domestic Bottled Beer

Imported Bottled Beer

House Wine Glass

Soft Drinks

Cordials and Liqueurs

Single Malt Scotches

## CASH BAR

Mixed Drinks

Domestic Bottled Beer

Imported Bottled Beer

House Wine Glass

Soft Drinks

Cordials and Liqueurs

Single Malt Scotches

## SPECIALITY BARS, TOASTS OR PUNCHES

Martini Bar (isolated)

Margarita Bar (isolated)

Champagne Toast (per person)

Wine Toast (per person)

Mimosa (per gallon serves 25)

Bloody Mary (per gallon serves 25)

Sangria Red or White (per gallon serves 25)

Champagne (per gallon serves 25)

Fruit Punch (per gallon serves 25)

# AUDIO VISUAL EQUIPMENT RENTAL PRICING SHEET

## LCD DATA PROJECTION

Basic Data Projection Package  
XGA 1024 X 768 (1000 + Lumens)  
- 10'x10' Cradle Screen

Ballroom Data Projection  
- XGA 1024 X 768 (2000+ Lumens)

## BASIC A/V PROJECTORS

Overhead Projector

## SOUND SYSTEMS

Be heard with speakers and amplifiers of appropriate size for your event.  
Includes (1) microphone

System A for up to 150 people  
(One powered speaker on stand  
Additional companion speaker w/stand)  
System B for up to 250 people  
(8-Channel Stereo Mixer w/ 100 Watts  
per channel stereo power amplifier, on  
board EQ and 2 loudspeakers on stands)  
System C for up to 350 people  
(8 Channel Stereo Mixer w/ 175 Watts  
per channel stereo power amplifier, on  
board EQ and 2 loudspeakers on stands)

## PROJECTION SCREENS

Tripod and cradle screens include 25' power cord and power strip

6' X 6' Tripod Screen  
8' X 8' Tripod Screen  
10' X 10' Cradle Screen

Fast Fold screens come with either front or rear fabric and dress kit

- 6' X 8' Fastfold Screen  
- 7' X 10' Fastfold Screen

Pipe & Drape (per foot)

## VIDEO EQUIPMENT

- VHS Camcorder w/Tripod  
SVHS Camcorder w/Tripod  
Canon XL1 mini-DV  
Camcorder  
VHS Video Player/Recorder  
DVD Player  
27" Video Monitor  
20" Hi-Resolution Data  
Monitor  
27" Multi-Sync Data Monitor  
42" Plasma Monitor  
50" Plasma Monitor

## AUDIO EQUIPMENT

Table/Podium/Floor Microphone  
Hand Held Microphone  
(With 25' XLR Cable and Stand)  
Wireless Lavalier Microphone  
Wireless Handheld Microphone  
PZM (Conference Recording)  
4 – Channel Microphone Mixer  
6 – Channel Microphone Mixer  
8 – Channel Microphone Mixer  
16 – Channel Microphone Mixer  
Cassette Player/Recorder  
Compact Disc Player/Changer  
Boombox

## COMMUNICATION TOOLS

High Speed Internet Access  
Dedicated Line  
Analog Line  
Polycon Phone  
Wireless Hub

## BUSINESS OFFICE TOOLS

Fax Machine  
Laser Printer

## COMPUTER ACCESSORIES

Wireless Mouse  
25' VGA Cable  
(m-f extension)  
50' VGA Cable  
(m-f extension)  
Laptop Computer  
Wireless Remote  
Mini Cable  
VGA-DA

## ACCESSORIES

Flipchart w/ Markers  
3' X 4' Whiteboard  
4' X 6' Whiteboard  
3'X4' Message Board  
Laser Pointer  
Display Easel  
Speaker Timer

## INSTALLATION & LABOR

Larger shows require set-up labor. Half day minimum (up to 5 hours), standard rates apply between 7:00am – 5:00pm Monday – Friday

Technician, 1/2 Day  
Technician, Full Day  
Technician, Weekend  
1/2 Day  
Technician, Weekend  
Full Day  
Labor, Installation fee (min)