



ALL WEDDING PACKAGES INCLUDE THE FOLLOWING

Personal Wedding Planner

Professional Event Manager day of event

Complimentary Tasting for the couple to select your wedding menu

Fresh Floral Centerpieces for Guest Tables and Head Table

Personalized Wedding Cake

Champagne Toast

Private Hospitality room during cocktail hour for your wedding party with Host beer and wine accompanied with The Cheese Board

Floor Length White Linen

Choice of White or Black Napkins

Chiavari Chairs

Bartenders based on your Guest Count

Discounted Overnight Rooms Rates for Guests

Complimentary overnight accommodation for the bride and groom in one of our well-appointed Suites, followed by breakfast in the morning

All pricing is subject to 13% gratuity, 9% administrative fee and 7% tax. The 9% administrative fee does not represent a tip or service charge for wait staff, employees or bartenders.

*Westford Regency Inn & Conference Center, 219 Littleton Road, Westford, MA 01886 (978)692-8200
www.westfordregency.com*

Silver Package

STATIONARY HORS D' OEUVRES – SELECT ONE

THE FARMERS MARKET

Medley of crisp Garden Vegetables accompanied by your choice of bleu cheese, garlic herb aioli, herb buttermilk ranch or smoked tomato and spinach dip in a hollowed French Round

THE CHEESE BOARD

Domestic & International cheese, garnished with seasonal fruit and presented with assorted crackers and sliced baguettes

SLICED FRUIT

Selection of seasonal fruits: cantaloupe, honeydew, watermelon, pineapple and mixed berries. Served with honey and minted yogurt.

THE MEDITERRANEAN STATION

Traditional Hummus, Grilled Vegetable Relish, Tabbouleh and Tzatziki. presented with Roasted Red Peppers, Kalamata Olives, Pepperoncini, and Artichoke Hearts, served with Grilled Pita Bread

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Silver Package

SERVER PASSED HORS D' OEUVRES – SELECT FOUR

COLD

Fresh Caprese Skewer

Shrimp Cocktail

Farmer's Market Flat Bread

Prosciutto & Parmigiano Bruschetta

Watermelon and Feta Skewer

Profiterole with Lobster Salad

Antipasto Skewer

HOT

Mini Mac N' Cheese Melts

Crispy Asiago Asparagus

Tomato Basil Soup Sip

Spanakopita

Almond, Cranberry and Brie Roll

Vegetable Spring Roll

Buffalo Chicken Spring Roll

Chicken Saltimbocca Bites

Chicken Lemongrass Potsticker

Chicken Quesadilla Cones

Coconut Fried Chicken

Mini Chorizo Calzone

Bacon Cheddar Chive Tater Tot

Pulled Pork Buttermilk Biscuit

Beef Tenderloin Kabob, Peppers & Red Onion

Maryland Style Crab Cakes

Coconut Fried Shrimp

Clam Chowder Soup Sip

Sea Scallops Wrapped in Bacon

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Silver Package

FIRST COURSE – SELECT ONE

SERVED WITH FRESH BAKED ROLLS & BUTTER

(Add a Fourth Course for \$6.00 more per person)

Tomato Basil Soup

Butternut Squash Bisque

New England Clam Chowder

Lobster Bisque (add \$2.00pp)

Cheese Tortelloni, Alfredo Cream Sauce

Seasonal Ravioli

Mixed Greens Garden Salad with Choice of Dressing

Caesar Salad with House-Made Dressing, Croutons and Shaved Parmesan

Baby Green Salad with Candied Pecans, Cranberries and Goat Cheese

Caprese Salad with Fresh Tomatoes, Mozzarella and Basil with Balsamic Glaze

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ENTRÉE – SELECT TWO, HIGHER PRICE PREVAILS

SERVED WITH A CHOICE OF STARCH & VEGETABLE - SEE ACCOMPANIMENTS PAGE

Parmesan Crusted Chicken <i>Crowned with an Artichoke Chardonnay Sauce</i>	\$71.00
Statler Chicken Breast <i>Pan Seared in a Rosemary Garlic Jus</i>	\$74.00
Chicken Saltimbocca <i>Prosciutto, Sage, Provolone Cheese with a Vermouth Sauce</i>	\$74.00
Spinach and Mozzarella Stuffed Chicken <i>Crowned with a warm Tomato Bruschetta</i>	\$ 74.00
Slow Roasted Salmon <i>Served with a Lemon Garlic Butter Sauce</i>	\$75.00
Baked Haddock <i>Served with a rich Maine Lobster Sauce</i>	\$77.00
New York Sirloin <i>8oz Grilled Sirloin with a Wild Mushrooms Madeira Sauce</i>	\$77.00
Roast Prime Rib <i>Slow Roasted with Au Jus</i>	\$79.00
Filet Mignon <i>Pan Seared Pepper – Crusted Filet Mignon with a Béarnaise Sauce</i>	\$81.00
Duo of Filet Mignon, Shrimp Oscar <i>Served with a cream Crab Béarnaise Sauce</i>	\$91.00
Duo of Filet Mignon, Lobster Tail <i>Served with a Truffle Cognac Sauce</i>	\$91.00

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Gold Package

Buffet Station Package \$81.00 per person

STATIONARY HORS D' OEUVRES – SELECT ONE

THE FARMERS MARKET

Medley of crisp Garden Vegetables accompanied by your choice of bleu cheese, garlic herb aioli, herb buttermilk ranch or smoked tomato and spinach dip in a hollowed French Round

THE CHEESE BOARD

Domestic & International cheese, garnished with seasonal fruit and presented with assorted crackers and sliced baguettes

SLICED FRUIT

Selection of seasonal fruits: cantaloupe, honeydew, watermelon, pineapple and mixed berries. Served with honey and minted yogurt.

THE MEDITERRANEAN STATION

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Gold Package

SERVER PASSED HORS D' OEUVRES – SELECT FOUR

COLD

Fresh Caprese Skewer

Shrimp Cocktail

Farmer's Market Flat Bread

Prosciutto & Parmigiano Bruschetta

Watermelon and Feta Skewer

Profiterole with Lobster Salad

Antipasto Skewer

HOT

Mini Mac N' Cheese Melts

Crispy Asiago Asparagus

Tomato Basil Soup Sip

Spanakopita

Almond, Cranberry and Brie Roll

Vegetable Spring Roll

Buffalo Chicken Spring Roll

Chicken Saltimbocca Bites

Chicken Lemongrass Potsticker

Chicken Quesadilla Cones

Coconut Fried Chicken

Mini Chorizo Calzone

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Maryland Style Crab Cakes

Coconut Fried Shrimp

Clam Chowder Soup Sip

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Gold Package

PASTA STATION – SELECT TWO

SERVED WITH CAESAR SALAD AND GARLIC BREAD

Baked Rigatoni

Italian Sausage, Tomato Sauce and Mozzarella Cheese

Chicken Milano

Chicken, Sun Dried Tomatoes, Fresh Basil with a Garlic White Wine Sauce

Shrimp Carbonara

Baby Shrimp, Bacon, Fresh Herbs in a Cream Sauce

Pasta Pizzaz

Sautéed Onions, Garlic, Zucchini, Mushrooms and Fresh Tomatoes

Alfredo Primavera

Rich Alfredo Sauce with Fresh Seasonal Vegetables

CHEF ATTENDED CARVING STATION – SELECT ONE

Roast Tenderloin of Beef

Served with Caramelized Onion Demi-Glace and Horseradish Sauce

Golden Roasted Whole Turkey

Served with an All-Natural Gravy and Cranberry Sauce

Baked Virginia Ham

Served with a Honey Mustard Sauce

Roast Prime Rib of Beef

Served with Au Jus

ENTRÉE STATION – SELECT ONE

SERVED WITH A CHOICE OF STARCH & VEGETABLE - SEE ACCOMPANIMENTS PAGE

Baked Haddock

Topped with a Buttered Cracker Crust

Grilled Salmon

Served with a Balsamic Glaze

Chicken Scallopini

Served with a Garlic, White Wine Butter Sauce and Capers

Stuffed Chicken

Balsamic Goat Cheese Stuffed Chicken

Roasted Vegetable Ricotta Napoleon

Served with a Tomato Basil Sauce

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Platinum Package

Wine Service included in package

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Platinum Package

SERVER PASSED HORS D' OEUVRES – SELECT FIVE

COLD

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Shrimp Cocktail

Farmer's Market Flat Bread

Prosciutto & Parmigiano Bruschetta

Watermelon and Feta Skewer

Profiterole with Lobster Salad

Antipasto Skewer

HOT

Mini Mac N' Cheese Melts

Crispy Asiago Asparagus

Tomato Basil Soup Sip

Spanakopita

Almond, Cranberry and Brie Roll

Vegetable Spring Roll

Buffalo Chicken Spring Roll

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Chicken Lemongrass Potsticker

Chicken Quesadilla Cones

Coconut Fried Chicken

Mini Chorizo Calzone

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Maryland Style Crab Cakes

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Tomato Basil Soup

Butternut Squash Bisque

New England Clam Chowder

Lobster Bisque (add \$2.00pp)

Cheese Tortelloni, Alfredo Cream Sauce

Seasonal Ravioli

Mixed Greens Garden Salad with Choice of Dressing

Caesar Salad with House-Made Dressing, Croutons and Shaved Parmesan

Baby Green Salad with Candied Pecans, Cranberries and Goat Cheese

Caprese Salad with Fresh Tomatoes, Mozzarella and Basil with Balsamic Glaze

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ENTRÉE – SELECT TWO, HIGHER PRICE PREVAILS

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Chicken Saltimbocca <i>Prosciutto, Sage, Provolone Cheese with a Vermouth Sauce</i>	\$84.00
Spinach and Mozzarella Stuffed Chicken <i>Crowned with a warm Tomato Bruschetta</i>	\$84.00
Slow Roasted Salmon <i>Served with a Lemon Garlic Butter Sauce</i>	\$85.00
Baked Haddock <i>Served with a rich Maine Lobster Sauce</i>	\$87.00
New York Sirloin <i>8oz Grilled Sirloin with a Wild Mushrooms Madeira Sauce</i>	\$87.00
Roast Prime Rib <i>Slow roasted with Au Jus</i>	\$89.00
Filet Mignon <i>Pan Seared Pepper – Crusted Filet Mignon with a Béarnaise Sauce</i>	\$91.00
Duo of Filet Mignon, Shrimp Oscar <i>Served with a cream Crab Béarnaise Sauce</i>	\$101.00
Duo of Filet Mignon, Lobster Tail <i>Served with a Truffle Cognac Sauce</i>	\$101.00

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Entrée Accompaniments

Starches

Potato au Gratin Dauphinoise
Herb Roasted Yukon Gold Potatoes
Roasted Fingerling Potatoes
Truffle Infused Mashed Potatoes
Almond Basmati Rice Pilaf

Vegetables

Brussel Sprouts with Garlic and Pancetta
Sautéed Asparagus
Steamed Broccoli
Maple Glazed Demi-Carrots
Sautéed Yellow and Green Beans with Carrots

CHILDREN'S MENU – SELECT ONE

OFFERED FOR CHILDREN UNDER 12.....\$30.00 per child

Chicken Tenders with French Fries

Grilled Cheese with French Fries

Mac & Cheese

Penne Pasta Pomodoro

VENDOR MEALS

Chef's Selection, Determined day of..... \$40.00 per person

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Wedding Enhancements

Petit Treat \$15.00 per person

Tortes, Miniature French Pastries, Eclairs, Petit Fours and Seasonal Fruit and Berries served with Freshly Brewed Regular Coffee, Decaffeinated Coffee and a Selection of Herbal Teas

Chocolate Fountain \$12.00 per person

Pretzel Rods, Rice Crispy Treats, Pineapple, Strawberries, Marshmallows and Biscotti

Cannoli Station \$15.00 per person

A Pastry Chef will hand fill and top each cannoli for your guests with this impressive live station. Each person is able to pick their cannoli, filling and topping and watch each cannoli made before their eyes. 100 person minimum, chef fees are included in pricing.

Vanilla Bourbon Bon Bon (to accent cake) \$7.00 per person

Chocolate Covered Strawberries (to accent cake) \$7.00 per person

Linen Upgrade Varies by Fabric Selection

Up-lighting in your Choice of Colors \$1,000.00

We also offer menus for Bridal Showers, Rehearsal Dinners, Late Night Parties and Post Wedding Breakfasts or Brunches.

Your Catering Manager is available to answer any questions regarding adding additional touches and pricing for your wedding day!

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Wedding Pricing Minimums

Friday & Sunday

F&B Minimum - \$8,000.00

Regency Ballroom Rental - \$500.00

Westford Ballroom Rental - \$250.00

Outdoor Tent Rental (May – October) - \$550.00

*Sundays on Holiday weekends are subject to Saturday pricing

Saturday

F&B Minimum - \$11,000.00

Regency Ballroom Rental - \$750.00

Westford Ballroom Rental - \$350.00

Outdoor Tent Rental (May – October) - \$800.00

Monday- Thursday

F&B Minimum - \$5,000.00

Regency Ballroom Rental – Waived

Westford Ballroom Rental – Waived

Outdoor Tent Rental (May – October) – Waived

Ceremonies

Ceremonies are available and include an additional hour to a total of six (6) hours.

No additional overtime is allowed.

On-site Ceremony Fee - \$600.00

***November through March weddings are offered Friday & Sunday pricing and waived room rental fees.*

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Preferred Vendors

The vendors you chose can have a big impact on your special day. We at The Westford Regency Inn are delighted to offer you this list of our preferred vendors to take the guess work out of your planning process and ensure a fantastic day! We have worked closely with these professionals and encourage you to consider them for your wedding. *Flowers and Cake are included in your package.

Feel free to contact them all to book appointments!

Flowers*

A Belvidere Florist

978-937-1313

www.belvidereflorist.com

A Floral Moment

978-256-2444

www.floralmomentsma.com

Pinard's Florist

978-772-3883

www.pinardsfloristandgifts.com/

Wedding Cake*

Frederick's Pastries

978-208-7806

www.pastry.net

Cakes for Occasions

Peanut / tree nut Free bakery

978-774-4545 ext. 3

www.cakes4occasions.com

Gerardo's Italian Bakery

Cannoli Station

508-853-3434

www.gerardositalianbakery.com

DJ's/Lighting/Photo Booths

Sound City Entertainment

(Photography as well)

888-828-7664

www.soundcityentertainment.com

Crown Special Events

978-483-0776

www.crownspeialevents.com

Transportation

R.C. Herrmann Bus Co., Inc.

978-692-3143

www.herrmannbus.com

Grace Limo

603.666.0203

www.gracelimo.com

Photography

Piper Jo Nevins

978-577-6084

www.piperjophoto.com

Tuccelli Photography

(978) 408-9750

www.facebook.com/tuccelliphotography

Décor/Linens

The Party Lab

978-362-2961

www.partylabllc.com

PS Event Rentals

508-925-4745

www.pseventrentals.com

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Taxes and fees

All prices are subject to a 13% service charge, 9% taxable administrative fee, 6.25% Massachusetts state sales tax and 0.75% local meals tax. Prices and fees are subject to change without notice. The service charge is distributed to banquet employees. The administrative fee is retained by the hotel and is not a tip, gratuity or service charge for wait staff employees.

Guarantees/payment

A guarantee and payment for the exact number of guests for all banquet functions is required **four** 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. If your guarantee increase is 50% or more within those four business days the hotel reserves the right to charge at 25% surcharge on menu prices due to increased costs incurred. Additionally, the contracted menu items may not be available for the additional guests added. Food and beverage selection for these guests, if the same menu items are unavailable, are at the discretion of the hotel. Alternate menu selections (vegetarian, etc.) will be included in your total guarantee.

Split 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 or more entrée selections with a plated meal, the higher entrée price prevails.

Buffet menu selections

An additional server fee of \$50.00 will be added for buffets with guarantees less than 25 guests.

Pricing

All prices and fees quoted are subject to change without notice. Prices will be confirmed when beos (banquet event orders) have been signed and returned to your sales / service manager. Please consult with the sales/catering office for our current pricing and fees.

Food & beverage policies

Due to licensing requirements and quality control issues, all food & beverage to be served on hotel property must be supplied and prepared by the hotel and may not be removed from hotel property.

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. Staffing regulations require (1) bartender per 100 guests, a bartender fee of \$95.00 will be charged per bartender.

Labor charges

In the event your function has a bar(s) and/or action station(s) associated with it there are fees over and above your menu pricing for chef attendants, bartenders, cocktail servers or any additional labor requested or required for extensive cleaning due to the use of glitter, confetti or similar items. Labor fees / charges are retained by the hotel and is not a tip, gratuity or service charge for wait staff employees.

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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. State tax of 6.25% and 9% administrative fee will be charged on all audio visual orders.

Assignment of function space

The room(s) designated for your event will require a minimum revenue guarantee for use. The hotel reserves the right to relocate your event to an appropriate size space or charge additional rental fees based upon the final guarantee received by your sales / service manager. Any changes will be communicated in writing to you. You will still be responsible for your full contracted minimum revenue guarantee if your function room is changed or increased rental charges are incurred.

Display/decorations/entertainment

All displays, exhibits, decorations, equipment, musicians/ entertainers proposed by the client shall be subject to the approval of the hotel in each instance.

All displays, exhibits, decorations, equipment, musicians/ entertainers must enter the hotel via the loading dock or other preauthorized entrance by your sales manager. All delivery times must be coordinated in advance with the hotel.

Proof of insurance and security requirements may apply in the case of events with décor, sets, special lighting or special sound, please consult with your sales / service manager prior to finalizing such arrangements.

The hotel does 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 glitter, confetti, streamers or similar items. A cleanup or repair fee will be imposed for violation of these rules.

You are responsible for obtaining all applicable fire marshal approval or permits required for your event. You are also responsible for obtaining all required ascap or bmi licenses for entertainment or music performances at your event.

Shipping & storage

Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to the hotel may arrive no earlier than 3 days in advance. Please contact your sales / service manager for any handling and storage fees. Any incurred fees will be added to your final invoice. Hotel will not be responsible for any loss or damage to materials sent to the hotel prior to your event date.

Please inform your sales manager if a person in your party has a food allergy.

Consuming raw or under cooked meat, shellfish, eggs or poultry may result in food-borne illness, especially if you have certain medical conditions.

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