



# WEDDING AND PRIVATE EVENTS

**For more information or to arrange a tour  
please call 651-439-6000 or email [info@waterstreetinn.us](mailto:info@waterstreetinn.us)**

**See our profile on the [Knot.com](https://www.knot.com)**

101 Water St S, Stillwater, MN 55082 | [waterstreetinn.us](http://waterstreetinn.us)



## **ABOUT THE WATER STREET INN**

Nestled on the banks of the scenic St. Croix River, The Water Street Inn is Stillwater's only riverfront hotel. With 61 beautifully appointed guest rooms and suites, excellent onsite dining, stylish special event spaces, and modern amenities, The Water Street Inn is Stillwater's best stay.

The Water Street Inn gives guests a perfect balance of contemporary and historic elegance, just a short drive from the Twin Cities. Centrally located steps away from the scenic St. Croix River and historic Downtown Stillwater, the Water Street Inn offers guests a mix of modern and historic guest rooms and suites, each with its own charm and sophistication. The passionate staff exceeds expectations, bringing the magic of historic Stillwater to every guest experience.

The Water Street Inn boasts two onsite dining options for guests, locals, and visitors alike. Charlie's Restaurant and Irish Pub features a delicious daily breakfast, fresh lunch favorites, Irish tavern classics, beautifully cooked proteins, and signature chef specials. With a sweeping 270-degree view of Stillwater and the St. Croix River, Papa's Rooftop Patio offers a carefully curated menu of fresh, wood-fired favorites and refreshing, creative cocktails. And, with over 7,000 square feet of conference and event space, The Water Street Inn is a gorgeous setting for weddings and special occasions, milestone celebrations, private events, holiday parties and business meetings.

Whether you're orchestrating a dream wedding, gathering loved ones for a special celebration, inviting guests from various locations, or curating a serene locale for a blissful wedding staycation, The Water Street Inn offers a sophisticated and calming retreat in the heart of historic Stillwater.



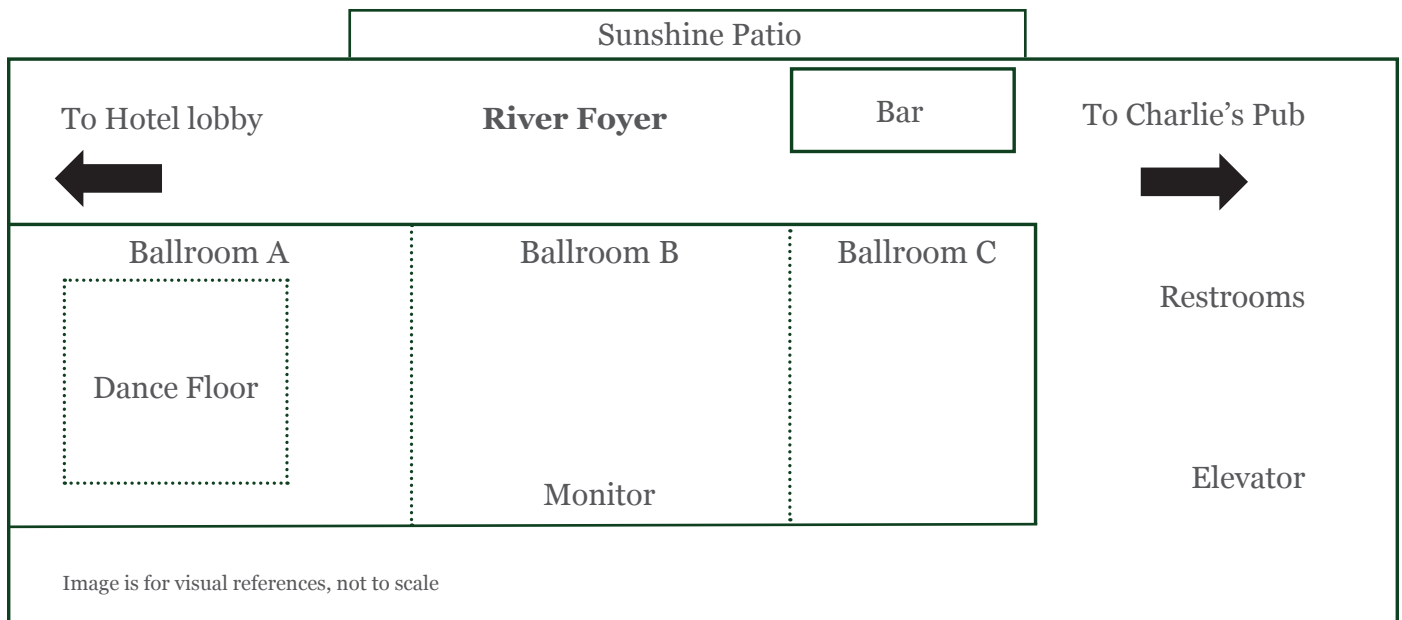
## TABLE OF CONTENTS

Rental Rates.....	4-5
Commander's Package.....	6
Captain's Package.....	7
Admirals Package .....	8
Catering Menu.....	9-16
Menu Information.....	17
Event Enhancement Informatio.....	18
Facility Information .....	19-20

# RENTAL INFORMATION



*St. Croix Ballroom*



## RENTAL RATES

Venue	Per day
St. Croix Ballroom*	1000
Ballroom A	400
Ballroom B	400
Ballroom C	400

Our St. Croix Ballroom consists of Ballrooms A, B and C and can be configured with round or rectangle tables to create comfortable seating for up to 250 guests. It features a built-in dance floor, 75-inch monitor, public announcement system and four sets of French doors that open up to the foyer with breathtaking views of the St. Croix River.

# RENTAL INFORMATION



## RENTAL RATES *(Continued)*

### Boardroom A

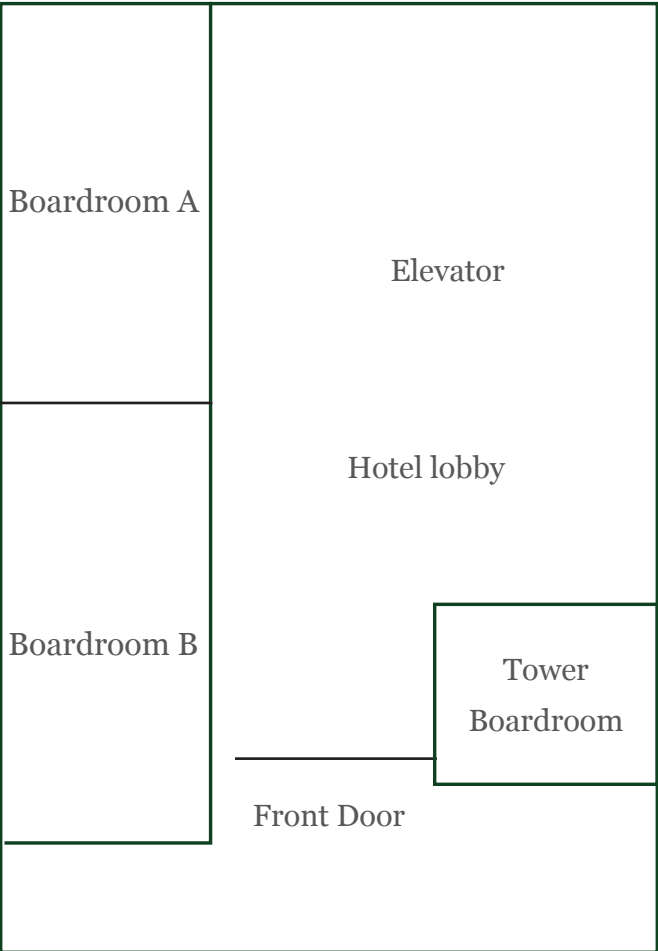
- Spectacular views of the St. Croix River and historic Stillwater Lift Bridge
- Can accommodate up to 24 people
- Includes a 70" wall mounted television monitor
- This room can be configured into a variety of styles: conference/boardroom, classroom u-shape, or theater with our versatile 4 foot tables.

### Boardroom B

- Spectacular view of the St. Croix River and historic Stillwater Lift Bridge
- Can accommodate up to 12 people
- One large boardroom style table
- Includes a 70" wall mounted television monitor

### Tower Boardroom

- A versatile room with a view of downtown Stillwater
- Perfect for additional breakout space
- This room can be configured into a variety of styles: conference/boardroom, classroom u-shape, or theater with our versatile 4 foot tables.





# COMMANDER'S PACKAGE



1 Hour hosted reception-Classic Brands



## Hors d'oeuvres served butler style

### **Caprese Skewers**

*fresh mozzarella, grape tomato and basil with a balsamic drizzle*

### **Peppered Beef Crostini**

*horseradish cream*

### **Chicken Satay**

*peanut sauce*

## Salad Course (select one)

### **Mixed Green**

*cucumber, red onion and tomato finished with white balsamic vinaigrette*

### **Caesar**

*romaine, croutons and shaved parmesan cheese*

## Entrée (Select Two)

### **Asiago Chicken**

*asiago crusted chicken with pommery cream sauce*

### **Chicken Soubise**

*pan seared chicken topped with gruyere cheese and classic soubise sauce*

### **Salmon**

*grilled with an orange-soy glaze*

### **Roasted Pork Loin**

*herb crusted with apple demi-glaze*

### **Bistro Steak**

*Red wine and mushroom demi*

---

***Fresh Rolls and butter***  
***Chef choice starch and vegetable***

**Wine Service:** One glass of wine with salad course, House red or white

**Add champagne toast:** \$8.00 per person

---

\$75.00 per person

# CAPTAIN'S PACKAGE

1 Hour hosted reception-Classic Brands



## Hors d'oeuvres served butler style

### **Bourban Beef Skewers**

*bourbon glaze*

### **Mini Crab Cakes**

*chipotle aioli*

### **Bloody Mary Shrimp Shooter**

*celery, pickle and olive*

### **Tomato Basil Bruchetta**

*olive oil and balsamic reduction on crostini*

## Salad Course (select one)

### **Spinach Strawberry**

*spinach, sliced strawberries, goat cheese, candied nuts finished with Door County cherry vinaigrette*

### **Harvest**

*spring greens, candied walnuts, dried cranberries, blue cheese, finished with sherry vinaigrette*

## Entrée (Select Two)

### **Walleye**

*pan fried with lemon caper butter*

### **Lemon Caper Chicken**

*sauteed chicken with lemon caper butter sauce*

### **Roasted Pork Loin**

*herb crusted with apple demi-glace*

### **Twin Medallions of Beef**

*sirloin medallions of beef with port wine bordelaise*

### **Short Rib**

*braised short rib with bordelaise*

---

### **Fresh Rolls and butter**

***Chef choice starch and vegetable***

**Wine Service:** One glass of wine with salad course, House red or white

**Add champagne toast:** \$8.00 per person

---

*\$85.00 per person*

# ADMIRAL'S PACKAGE

1 Hour hosted reception-Classic Brands



## Hors d'oeuvres served butler style

### **Bourban Beef Skewers**

*bourbon glaze*

### **Mini Crab Cakes**

*chipotle aioli*

### **Bloody Mary Shrimp Shooter**

*celery, pickle and olive*

### **Tomato Basil Bruchetta**

*olive oil and balsamic reduction on crostini*

## Salad Course (select one)

### **Spinach Strawberry**

*spinach, sliced strawberries, goat cheese, candied nuts finished with Door County cherry vinaigrette*

### **Harvest**

*spring greens, candied walnuts, dried cranberries, blue cheese, finished with sherry vinaigrette*

## Duet Entrée

*(served with Rolls/Butter/chef choice starch and vegetable)*

### **Medallion of Beef**

*4 oz. medallion of beef with port wine bordelaise*

Champagne Chicken | Salmon | Walleye

### **Short Rib**

*4 oz. burgundy braised with bordelaise*

Lemon Caper Chicken | Salmon

### **Filet Mignon**

*4 oz. center-cut filet mignon with rosemary demi-glace*

Chardonnay Chicken | Walleye | Crab Cake

---

**Wine Service:** One glass of wine with salad course, House red or white

**Add champagne toast:** \$8.00 per person

---

*\$95.00 per person*

# CATERING



## COLD HORS D'OEUVRES

### ***Buffalo Chicken***

herb crostini with blue cheese crumbles

### ***Tomato Basil Bruschetta***

olive oil and balsamic reduction on crostini

### ***Pork Tenderloin Crostini***

apple relish

### ***BLT Skewer***

pork belly, romaine and cherry tomato

### ***Caprese Skewer***

fresh mozzarella, grape tomato and basil with a balsamic drizzle

### ***Mango Chutney Shrimp***

Cajun aioli in wonton cup

### ***Peppered Beef Crostini***

horseradish cream

### ***Bloody Mary Shrimp Shooter***

celery, pickle and olive

### ***Tuna Poke***

marinated yellowfin tuna on a wonton crisp

### ***Smoked Trout***

on pumpernickel toast

## HOT HORS D'OEUVRES

### ***Mini Meatball Skewer***

barbeque sauce

### ***Chicken Potstickers***

plum sauce

### ***Bourbon Beef Skewers***

bourbon glaze

### ***Coconut Shrimp***

sweet chili sauce

### ***Chicken Satay***

peanut sauce

### ***Vegetable Spring Roll***

sweet red chili sauce

### ***Mini Crab Cakes***

chipotle aioli

### ***Baked Brie***

raspberry in phyllo roll

### ***Irish Purse***

thousand island

### ***Bacon Wrapped Date***

maple glaze

### ***Mini Beef Wellington***

béarnaise sauce

### ***Bacon Wrapped Scallop***

bourbon glaze

## RECEPTION COLD DISPLAYS

*Serves approximately 25 people.*

### ***Kettle Chips and Dips***

spinach and French onion dips

### ***Fruit***

seasonal fruit

### ***Crudité***

vegetables with spinach dip

### ***Tortilla Chips and Dips***

salsa, guacamole and beer cheese dip

### ***Meat and Cheese***

sliced Italian ham, pepperoni, salami, cheddar and pepper jack cheeses, assorted pickles and peppers served with gourmet crackers and garnished with red and green grapes

### ***Grilled Vegetables***

grilled asparagus, red onion, mushrooms, zucchini, peppers, yellow squash and mozzarella drizzled with balsamic reduction, served with toasted focaccia

### ***Petite Sandwiches***

assorted petite sandwiches including: turkey and swiss with cranberry mayo, chicken salad and ham and cheddar cheese with dijonnaise served on slider buns

### ***Chicken, Tomato and Mozzarella***

sliced grilled chicken layered between tomatoes and mozzarella, drizzled with balsamic reduction and basil pesto, served with toasted focaccia

### ***Tenderloin and Marinated Grilled Vegetables***

sliced herb-crusted beef tenderloin with creamy horseradish sauce, marinated grilled vegetables and toasted focaccia

### ***Iced Jumbo Shrimp***

seventy five jumbo shrimp, peeled, chilled and served with tabasco sauce, cocktail sauce and lemon wedges

## DISPLAYS

*Serves approximately 25 people.*

### ***Salad on the Rocks***

harvest salad with spring greens, candied walnuts, dried cranberries, tomatoes, blue cheese and sherry vinaigrette, Caesar salad with croutons and shaved parmesan, served in rocks glasses

### ***Vegetable Crudité Shooters***

carrots, celery, and pepper sticks with ranch, served in square shot glasses

### ***Shrimp Shooters***

jumbo shrimp, cocktail sauce with micro lemon wedge, served in shot glasses



## RECEPTION HOT DISPLAYS

*Serves approximately 25 people.*

### **Signature Meatballs**

honey bbq sauce

### **Chicken Tenders**

breaded chicken strips with honey mustard and ranch dipping sauces

### **Jumbo Soft Pretzels**

served with beer cheese and Carolina mustard

### **Wing Sampler**

dry rubbed, buffalo and sweet chili wings with celery sticks, ranch and blue cheese dipping sauces

### **BBQ Sliders**

pulled chicken and pulled pork with bbq sauce served on mini slider buns with pickles

### **Pasta Bar**

diced grilled chicken in chardonnay sauce with cavatappi pasta, sautéed shrimp in vodka sauce with fettuccine and grilled vegetables in arrabbiata sauce with penne pasta, served with garlic bread sticks

### **Mini Crab Cakes and Hot Peppered Shrimp**

mini crab cakes with chipotle aioli and Cajun dusted shrimp, tossed in sweet, tangy hot sauce

### **Steak Bites and Walleye Cakes**

tender steak bites topped with bourbon glaze and fried onions served with horseradish cream and walleye cakes with chipotle aioli

### **Flatbread Trio**

#### **Roasted Garlic and Wild Mushroom**

caramelized red onion, boursin cheese and mozzarella blend drizzled with balsamic glaze

#### **Buffalo Chicken**

buffalo sauce, red onion, blue cheese, chives & drizzled with ranch

#### **Prosciutto Flatbread**

prosciutto, arugula, pesto, mozzarella and boursin chesse

## HOT DIPS

*Serves approximately 25 people*

### **Spinach and Artichoke**

toasted focaccia

### **Buffalo Chicken**

pita chips

### **Reuben Dip**

rye toast points

## PIZZA

*16"pizza pie. Serves 8-10 guests.*

### **Cheese**

three cheese blend and Italian seasonings

### **Sausage**

three cheese blend, Italian seasonings and sausage

### **Pepperoni**

### **Supreme**

three cheese blend, Italian seasonings, pepperoni, sausage, mushrooms, peppers and onions



## PLATED DINNERS

*Includes bread basket, your choice of one starter salad, entree selection(s), Chef's selected accompaniments, coffee, decaffeinated coffee, assorted hot teas and ice water. Gluten-free options available.*

### Starter Salads

#### **Mixed Greens**

cucumber, red onion and tomato  
finished with white balsamic vinaigrette

#### **Caesar**

romaine, croutons and shaved parmesan cheese

#### **Harvest**

spring greens, candied walnuts, dried cranberries,  
blue cheese, finished with sherry vinaigrette

#### **Wedge**

bacon, blue cheese, and tomato, finished with ranch  
dressing

#### **Strawberry Spinach**

spinach, sliced strawberries, goat cheese, candied nuts  
finished with Door County cherry vinaigrette

## Dinner Entrees

### Poultry

#### **Pesto Chicken**

grilled chicken with pesto cream sauce

#### **Lemon Caper Chicken**

sautéed chicken with lemon caper butter sauce

#### **Asiago Chicken**

asiago crusted chicken with pommery cream sauce

#### **Champagne Chicken**

marinated grilled chicken with champagne cream sauce

#### **Chicken Soubise**

pan seared chicken topped with gruyère cheese and  
classic soubise sauce

#### **Chardonnay Chicken**

grilled chicken, prosciutto ham, mushrooms,  
artichokes, sun-dried tomatoes and chardonnay cream  
sauce

### Fish

#### **Salmon**

grilled with an orange-soy glaze

#### **Mahi Mahi**

pan seared with mango chutney

#### **Walleye**

pan fried with lemon caper butter

### Pork and Beef

#### **Roasted Pork Loin**

herb crusted with apple demi-glace

#### **Twin Medallions of Beef**

sirloin medallions of beef with port wine bordelaise

#### **Short Rib**

braised short rib with bordelaise

#### **Prime Rib**

12 oz. slow roasted with horseradish cream sauce and  
au jus

#### **Filet Mignon**

6 oz. center-cut with rosemary demi-glace

### Dinner Duets

#### **Medallion of Beef**

4 oz. medallion of beef with port wine bordelaise  
accompanied by one of the following selections

champagne chicken  
salmon  
mahi mahi

#### **Short Rib**

4 oz. burgundy braised with bordelaise  
accompanied by one of the following selections

lemon caper chicken  
chicken soubise  
salmon

#### **Filet Mignon**

4 oz. center-cut filet mignon with rosemary demi-glace  
accompanied by one of the following selections

chardonnay chicken  
walleye  
crab cake

## DINNER BUFFET

*Includes coffee, decaffeinated coffee, assorted hot teas and ice water.  
Minimum of 10 guests. Limited to two hours of service.*

### **Italian**

garlic bread sticks, Caesar salad, caprese salad, chicken penne with garlic parmesan sauce, Italian sausage rigatoni with marinara and butternut squash ravioli with sage cream sauce

### **Herb Crusted Pork & Chicken Marsala**

rolls with butter, mixed greens salad with white balsamic vinaigrette and ranch dressings, cucumber and feta salad, seasonal vegetables, creamy garlic parmesan mashed potatoes, herb crusted pork loin with roasted apple demi-glace and chicken with wild mushroom marsala sauce

### **Medallion of Beef & Asiago Chicken**

rolls with butter, harvest salad with sherry vinaigrette, Italian pasta salad, seasonal vegetables, roasted rosemary baby red potatoes, medallion of beef with rosemary mushroom demi-glace, asiago crusted chicken with pommery cream sauce

### **Medallion of Beef & Salmon**

rolls with butter, Caesar salad, quinoa salad, seasonal vegetables, garlic mashed potatoes, medallion of beef with rosemary mushroom demi-glace and salmon with dill cream

### **Short Rib & Herb Roasted Chicken**

rolls with butter, harvest salad with champagne vinaigrette, Cajun coleslaw, asparagus, roasted red potatoes, burgundy braised short rib with bordelaise sauce and herb marinated chicken, au jus lie

### **Short Rib & Chardonnay Chicken**

rolls with butter, Caesar salad, beet and strawberry spinach salad, seasonal vegetables, creamy mashed potatoes, burgundy braised short rib with bordelaise sauce and grilled chicken with a chardonnay cream sauce

### **Prime Rib, Salmon & Lemon Caper Chicken**

rolls with butter, mixed greens salad with white balsamic vinaigrette and ranch dressings, caprese salad, seasonal vegetables, mashed potatoes, carved herb crusted prime rib with au jus and horseradish, salmon with dill cream sauce and chicken with lemon caper butter sauce

### **Tenderloin, Walleye & Champagne Chicken**

rolls with butter, Caesar salad, beet and harvest salad, roasted vegetables, roasted fingerling potatoes, tenderloin with béarnaise sauce, walleye with lemon caper butter sauce and chicken with champagne cream sauce

## VEGETARIAN ENTREES

*Price equivalent to the lowest priced regular entrée served.*

### **Penne alla Vokaa**

penne tossed in rich tomato and vodka cream sauce, shaved parmesan cheese & roasted vegetables

### **Pasta Primavera**

penne pasta with heirloom tomatoes, carrots, broccoli & wild mushrooms tossed in white wine cream sauce

### **Three Cheese Stuffed Shells**

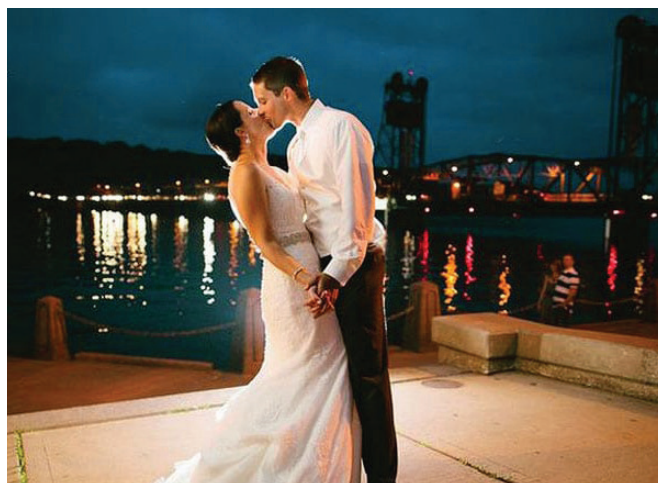
three cheese and italian herb stuffed shells with creamy alfredo sauce with rich tomato sauce & seasonal vegetables

### **Butternut Squash Ravioli**

squash stuffed ravioli topped with sage cream sauce, toasted pepitas, raisins and fried sage leaves

### **Baked Acorn Squash**

acorn squash stuffed with lentils, almonds, green onions, and dried cherries, served over saffron rice and topped with maple cream sauce



## CARVERY STATIONS

*\*Chef attended carvery stations, 150 per Chef per 2 hour period. One station recommended for every 50 to 75 guests. Each order serves approximately 25 people.*

### **Roasted Pork Loin\***

roasted apple dijon sauce and mini slider rolls  
(one pork loin serves approximately 25 guests)

### **Roasted Turkey Breast\***

cranberry chutney, garlic aioli and mini slider rolls  
(one turkey breast serves approximately 25 guests)

### **Peppercorn New York Strip\***

red wine demi, garlic aioli and mini slider rolls  
(one half new york strip serves approximately 25 guests)

### **Herb Crusted Prime Rib\***

au jus, horseradish cream sauce and mini slider rolls  
(one half prime rib serves approximately 25 guests)

### **Tenderloin\***

rosemary mushroom demi-glace, béarnaise sauce and horseradish cream with mini slider rolls  
(two tenderloins serve approximately 25 guests)



## DESSERT SELECTIONS

### Martinis

#### **Black Forest**

chocolate cake, sweet dark cherries,  
fresh whipped cream

#### **Cranberry, apple panna cotta**

roasted apples, stewed fresh cranberries and  
cinnamon panna cotta

#### **Peanut Butter Cup**

chocolate pot de creme, peanut butter mousse,  
whipped cream

#### **Tres Leches**

light sponge cake soaked in a sweet milk mixture,  
fluffy whipped topping

### Verrines

#### **Whiskey Budino**

salted, scotch-whiskey pudding, caramel,  
fresh whipped cream

#### **Lemon Meringue**

graham cracker crumble, fresh-made lemon curd,  
meringue topping

#### **Salted Caramel panna cotta**

our house recipe of pot de creme,  
vanilla panna cotta, salted caramel

### Cakes

#### **Traditional Chocolate Layer Cake**

three layers of chocolate sponge cake,  
rich chocolate icing

#### **Carrot**

grated carrot, walnuts, spices and  
cream cheese frosting

#### **Seasonal Cheesecake**

some of our favorites are, raspberry, salted caramel,  
peanut butter, chocolate and red velvet. others are  
available by request.

## DESSERT SELECTIONS

### Dessert Minis

Choose one 5 / Choose two 9 / Choose three 13

#### **Mini Cheesecake**

seasonal mini cheesecake

#### **Chocolate Truffle**

chocolate ganache flavored with raspberry liquor

#### **Whiskey Budino Shooter**

salted, scotch-whiskey pudding, caramel, fresh whipped cream

#### **Salted Caramel Panna Cotta Shooter**

our house recipe of pot de creme, vanilla panna cotta, salted caramel

#### **Peanut Butter Cup Shooter**

chocolate pot de creme, peanut butter mousse, whipped cream

#### **Fruit Tartlet**

french pastry cream, glazed fresh tropical fruits

#### **Apple Streusel Tartlet**

petite tart shell filled with apple filling, topped with streusel and striped with caramel

#### **Chocolate Ganache Tartlet**

petite tart shell filled with chocolate ganache, topped with fresh whipped cream

#### **Chocolate Dipped Strawberry**

jumbo strawberry, dipped in dark chocolate and painted with white chocolate

### Dessert Minis

Choose one 5 / Choose two 9 / Choose three 13

#### **Mini Cheesecake**

seasonal mini cheesecake

#### **Chocolate Truffle**

chocolate ganache flavored with raspberry liquor

#### **Whiskey Budino Shooter**

salted, scotch-whiskey pudding, caramel, fresh whipped cream

#### **Salted Caramel Panna Cotta Shooter**

our house recipe of pot de creme, vanilla panna cotta, salted caramel

#### **Peanut Butter Cup Shooter**

chocolate pot de creme, peanut butter mousse, whipped cream

#### **Fruit Tartlet**

french pastry cream, glazed fresh tropical fruits

#### **Apple Streusel Tartlet**

petite tart shell filled with apple filling, topped with streusel and striped with caramel

#### **Chocolate Ganache Tartlet**

petite tart shell filled with chocolate ganache, topped with fresh whipped cream

#### **Chocolate Dipped Strawberry**

jumbo strawberry, dipped in dark chocolate and painted with white chocolate

## DESSERT DISPLAYS

Serves approximately 25 people.

#### **Cookies**

assorted house made

#### **Homemade Apple Crisp**

served warm with fresh whipped cream

#### **Assorted Cakes and Pies**

seasonal selection of assorted cakes and pies

#### **Petite Cheesecakes**

assorted mini cheesecakes

#### **Dessert minis**

mini cheesecake, salted caramel panna cotta shooter and apple streusel tartlet

## BAR MENUS

*Bartenders will be provided for a fee of \$50 per hour, per bartender, with a minimum of (3) hours*

### ***Signature Drinks***

Customize your event with a unique, signature cocktail or martini specially crafted for your event. Please inquire with your Catering Sales Representative.

### ***Wine List***

Wine pairings and pricing to complement your selected menu are available upon request.

### ***Host Bar***

All beverages consumed are paid by the host. One bartender will be scheduled per every 75–100 guests. A 22% service charge is applicable to all hosted bars.

### ***Cash Bar***

All beverages consumed are paid in cash by the individual. One bartender will be scheduled per every 125–150 guests.

## BAR PRODUCTS

### **Sparkling Wine**

*Price by Bottle*

Napolean Dry Champagne

### **House Wines**

*Prices by Glass/Bottle*

Frontera Chardonnay, Moscato, Merlot, Cabernet

### **Tap Beer**

Michelob Golden Draft Light

Harp

Guinness

Smithwick's

### ***Soft Drinks***

Coke, Diet Coke, Sprite, Mellow Yellow, Mr. Pibb, Bottled Water

### ***Domestic Bottles***

Coors Light, Bud Light, Budweiser, Michelob Ultra, Blue Moon

### ***Craft Cans***

Lift Bridge Hop Dish IPA, Indeed Daytripper, Fulton Lonely Blonde, Lagunitas IPA

### ***Import Bottles***

Stella Artois Pilsner Lager, Corona, Peroni

### ***Non Alcoholic***

Kaliber

### ***Ciders, Seltzers***

White Claw (black cherry, mango), Ace Pear Cider, Angry Orchard Crisp Apple

High Noon (pineapple, peach) Nutrl (watermelon, pineapple)

### **Keg Beer**

Michelob Golden Draft Light

Harp

Guinness

Smithwick's

### **Cocktails**

Call brands

Barton: vodka, gin, rum, whiskey

El Toro: tequila

Premium Brands

Jameson, Makers Mark, Dewars, Patron Tanqueray, Titos, Bacardi, Captain Morgan, E&J

# MENU INFORMATION



## Menu Selection

Our menus offer a variety of food and beverage options in a wide range of price points. Please select your favorite menu from the varied options or if you have something specific in mind, our executive chef and catering representative can tailor a menu to your preferences. Arrangements can be made to accommodate special dietary needs.

## Substitutions

Water Street Inn has the right to substitute products or services originally intended to be used in the event to account for market conditions and availability. Such substitutions shall be made and communicated to the Client to ensure the highest quality possible of equal value within the price range quoted.

## Food with a Conscience

We can create menus using food that is sourced locally and grown and raised naturally without antibiotics or hormones. Our Culinary Team will utilize these fresh and delicious ingredients to create farm to table offerings. Sustainable menus and pricing are based upon seasonal market conditions and the availability of products.

## Sustainability

We've been recognized as a regional leader in sustainability with experience designing and implementing recycling and compost programs. To learn more about our efforts and how your event can contribute, please contact your catering representative.

## Pricing

Pricing is quoted in advance of an event, but is subject to change due to fluctuating market prices. Menu pricing will be guaranteed for a maximum of 60 days with a signed catering event agreement and deposit on file. All pricing is subject to a 22% service charge which is not exclusively a gratuity to the staff working the event. Applicable state sales and liquor taxes will be applied to all orders including the service charges applied to those orders.

## Multiple Entrée Fee

When selecting more than one protein as the entrée, a multiple entrée fee of \$2 per selection, per person will apply. We request that the same accompaniments be selected for all entrées.

## Dessert Waiver Fee

Due to exclusivity rights, outside food & beverage is not permitted within Water Street Inn with the exception of pre-approved specialty wedding cakes that are purchased from and delivered by a licensed bakery, to which a dessert waiver fee of \$3 per person will apply.

## Catering Event Orders

Signed catering event orders need to be received by the catering office seven (7) business days prior to the event day in order to ensure the availability of all items.

## Guarantees

So that proper planning and execution of the event may occur, the Client is required to guarantee the number of attendees. The number of attendees estimated by Client on the event order will be deemed the guaranteed number of attendees for purposes of this agreement unless Client notifies Water Street Inn, in writing changing the number of guaranteed attendees within the time frames discussed below.

The Client is responsible for payment of the final guaranteed number even if fewer guests actually attend the function- It is necessary that the guaranteed number of guests be confirmed by 12:00 noon, seven (7) business days prior to the event. For example, an event scheduled on a Monday must be confirmed by 12:00 noon the preceding Monday.

## Bar Services

Catering bar services will be provided for a fee of \$50 per hour, per bartender, per three hour minimum period.

For cash bar service, one bartender will be scheduled for every 50 to 100 guests. For host bar service, one bartender will be scheduled for every 50 to 75 guests. If requested, additional bartenders can be provided for a fee of \$50 per hour, per bartender, per three hour minimum period.

## Group Tastings

The WSI hosts quarterly group tastings for all wedding clients that have booked an event and paid a deposit. A private tasting for social or corporate clients can be scheduled for a fee

# EVENT ENHANCEMENT INFORMATION



## 1. Internet Services

---

Wireless Internet ..... Complimentary

## 3. Security Services

---

(Minimum of Four (4) Hours Required for Wedding Receptions)

Security Guard (Per Hour) ..... 120

## Decor & Linen

---

The Water Street Inn provides tablecloths and napkins in either white or black for your event for all tables used by guests dining, and buffet or service tables. Additional tablecloths are charged at \$5 each when needed. Events such as silent auctions require an additional linen expense. Should you require a unique color scheme for your event, the Water Street Inn will work with our partner vendors to obtain your items at an additional cost.

You may bring in outside decor items. A few restrictions apply.

- There is a fee for the Water Street Inn to place items on the tables.
- No glitter, confetti, or other substances which are difficult to remove are allowed.
- Items must be removed by the client at the end of the event. The Water Street Inn is not responsible for items not removed after a function.

Table numbers and stands are available for \$1.00 per table

The Water Street Inn does not allow any open flame candles in the venue. Our electronic votive candles are available to rent for \$2 each. Or, the client may bring in their own.

## 6. Audio

---

Background Music ..... Complimentary

Wired Hand Held Mic, Cable & Stand ..... 25

Wireless Lavalier Mic ..... 75

## 7. Video

---

55" Monitor on Mobile Stand ..... 50

## Chairs & Covers

---

Ballroom Banquet Chair ..... Complimentary

Chiavari Ballroom Chair (Each up to 250) ..... 10-30

Chair Covers (Colors vary on availability) ..5-10 per chair

## Wedding Ceremony Packages

---

Indoor Ceremony Package ..... 1,500

- Distinctive setting of Water Street Inn
- Facility fee, ceremony set-up & reset for reception
- Up to 250 chairs
- Up to 4 chairs for lectors, officiate, vocalists or readers
- Tables with linen for the unity candle, guest book & ceremony programs
- Sound system with wired microphone

# FACILITY INFORMATION



## Facility Fees

Facility fees apply per contracted space, per day, for standard set-up, breakdown, wireless internet, event & facility maintenance. Service charge & applicable taxes apply to all facility fees.

## Confirmation of Event/Deposit

A non-refundable deposit of the applicable facility fee & 25% of the estimated charges is required with a fully executed Catering Event Agreement to confirm the event. A schedule of non-refundable deposits and estimated fees will be outlined in your Catering Event Agreement. Signed Event Orders are required seven (7) days prior to the function. A signed Catering Event Agreement, signed Catering Event Orders along with a 100% deposit are required in order for services to occur. Host bars will require an estimated bar deposit based on industry standards. To secure replenishment privileges, credit card authorization information must be on file in our office prior to the event.

Water Street Inn accepts MC, Visa, Discover and American Express. In the event the amount owed to Water Street Inn pursuant to the terms of the Catering Event Agreement falls below the deposit paid, a refund check or credit card will be issued within 30 business days. The above policies may not be modified without the written consent of an Executive Officer of Water Street Inn.

## Event Space minimum and room rental fees

Some of our event spaces require a minimum charge for food and beverage. These minimums are met by adding the qualifying food and beverage items together and calculating the total to reach the minimum, before service fees and taxes.

Room rental fees shall include, standard linens, napkins, tables, chairs glassware, flatware, dishware and buffet pieces. Service charges and taxes are not included in room rental fees and are calculated on all applicable items.

## Facility Rental Time Periods

- Day events for board rooms are contracted from 7am until 4pm, or 8am until 5pm
- Evening events are contracted from 4pm until 12am
- Partial day events may be contracted upon the discretion of Water Street Inn

## Extended Hours of Service/ Service After Midnight

A service fee based on the space contracted of up to \$1,000 per hour will apply to extended hours of service & service after midnight.

# FACILITY INFORMATION



## **Exclusivity**

Due to exclusivity rights, outside food & beverages are not permitted within Water Street Inn.

## **Security**

Security services are required for wedding receptions and social events in which alcoholic beverages are served. Security services will be provided for a fee of \$120 per hour, with a minimum of (4) hours.

## **Decor**

Water Street Inn does not permit the affixing of anything to the walls, floors, ceilings, or outdoor poles with nails, staples, tape or other substances unless approved by your Catering Representative. Water Street Inn requires that all candles be electronic. Water Street Inn does not allow the use of any confetti, glitter, or balloons.

## **Health & Insurance Regulations**

Food safety and licensing regulations prevent the removal of prepared food from the premises once it has been served.

## **Alcoholic Beverages**

No alcoholic beverages shall be brought into the facility for sampling or consumption. Water Street Inn policy prohibits persons under the age of 21 to purchase or consume alcoholic beverages. Persons who appear to be intoxicated are not permitted to purchase or consume alcoholic beverages.

## **Last Call for Alcohol**

Bar service will conclude at least 30 minutes prior to the building vacate time contracted with last call occurring at least 45 minutes prior to the building vacate time.

## **Smoking/Vaping Policy**

Water Street Inn is smoke free. Guests are not permitted to smoke or vape anywhere indoors. Designated smoking areas are available outside.

## **Liability**

Water Street Inn shall not assume responsibility for the damage to or loss of any merchandise, equipment, or personal belongings left in the facility prior to, during or following the event. Client agrees to indemnify, defend, and hold Water Street Inn and it's agents and employees harmless from and against any and all actions or causes of action, claims, demands, liabilities, losses, damages, injuries, costs or expenses of whatever kind or nature, for injuries to or the death of any person or persons, or damage to or loss of property alleged or claimed to have been caused by, or to have arisen out of or in connection with the event which is the subject of the Catering Event Agreement.

## **Entertainment & Third-Party Vendors**

All third-party vendors that are contracted to provide services for the event on behalf of the Client must have appropriate license, insurance and be pre-approved by Water Street Inn.

Should the client request Water Street Inn to contract with third- party vendors on behalf of the Client, the Client shall approve each vendor & their proposal in writing prior to Water Street Inn entering into an agreement with the vendor. The Client shall also be responsible for all advanced deposits required to secure services.

In the event Water Street Inn contracts the services for third-party vendors to enhance the event on Client's behalf, an up-charge to all third-party vendor services will apply.

Water Street Inn reserves the right to regulate volume, conduct, set-up & tear-down of vendors to ensure a pleasant experience for all of our guests. No entertainment may be allowed to perform later than 11:30 p.m. unless extended hours of service are contracted.

One hour is allowed after the entertainment is concluded to take down & remove equipment from the facility. Any extraordinary set-up or take down requirements will be charged at an appropriate rate; the charge will be based upon the request & agreed upon in advance of the event.