

Radisson Hotel-Utica Centre Banquet Capacity

	Theatre	Classroom	Conference	Banquet	Reception	U-shape	Sq. Ft	Dimensions
Grande Ballroom	500	240	N/A	400	500	N/A	4503	79x57
Grande I	250	130	50	180	200	50	2166	38x57
Grande II	100	60	24	80	100	24	1120	40x28
Grande III	100	60	24	80	100	24	1020	40x28
Grande II/III	250	130	50	180	200	50	2280	40x57
Boardroom	N/A	N/A	12	N/A	N/A	N/A	450	25x18
Conference Center	N/A	40	N/A	N/A	N/A	N/A	945	35x27
Adirondack Room	80	54	24	70	70	22	1064	38x28
Allegheny Room	30	18	14	38	38	15	432	24x18
Garden Grille	N/A	N/A	N/A	200	150	N/A	4288	67x64
Mohawk Room	120	60	30	100	120	32	1568	56x28
Seneca Room	40	18	12	30	40	14	418	22x19

Grande Ballroom Dance Floor: 18x20 Ceiling Height: 13ft

Please take into consideration the following:

- Audio/visual equipment
- Displays and special requirements
- No coffee breaks are included in rental price
- All room rental pricing is negotiable with sales managers, by room nights and/or value of food and beverage.

Information & Arrangements

Food and Beverage

The hotel must supply all food items. Menu selections, room requirements and all other arrangements must be received thirty days prior to the function. These menus are only a general suggestion as to the selection and variety of entrees and complements available to you. We take great pride in developing specific ideas and themes or simply expressing your taste in a personally tailored-menu. No food may be taken off hotel premises. If alcoholic beverages are to be served on the hotel premises (or elsewhere under the hotel's alcoholic beverage license) the hotel will require that only the hotel servers and bartenders dispense beverages. The hotel's alcoholic beverage license requires the hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who in the hotel's judgment appears intoxicated.

The Radisson Hotel-Utica Centre as a Licensee is responsible for the administration of the sale and service of alcoholic beverages in accordance with the NY State L.C.B. regulations. It is a house policy therefore that the hotel must supply all alcoholic beverages.

Guarantees/Cancellations

It is a requirement that the sales office is notified of the exact number of attendees by noon four business days prior to the event (96 hours). This minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. An increase in the guaranteed attendance will be accepted up to 24 hours before the function (48 hours on weekends). The hotel will prepare 5% over the final guaranteed figure. If the guarantee attendance is not received in the Sales Office, the expected number of people will serve as the guarantee. Functions cancelled less than 60 days prior to scheduled date will be assessed a cancellation fee per hotel policy. Full charges will be assessed for any function-cancelled within five working days of the scheduled date. Cancellation must be made with our Sales Office between the hours of 8:30am-5pm, Monday through Friday. All cancellations must be confirmed in writing.

Room and Set-Up Fee

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign the banquet function room accordingly. It is hotel policy to charge meeting space set-up fees, details are outlined on the Catering Contract.

Request for Multiple Entrées

If multiple entrees are requested, the following stipulations will apply:

1. Additional entrées may be selected at an additional cost.
2. Normal guarantee procedure is required with indication for each entrée.
3. Some form of entrée indications is required at the guest table, i.e., colored ticket, coded name tags, etc. This will enable better service by our staff during the meal service.
4. Minimum of 20 guests guaranteed.

Security

If, in the sole judgment of the hotel, security is required in order to maintain order due to size and nature of your event, the hotel may require you to provide, at your expense, uniformed or non-uniformed security personnel. Any and all provisions for security must be arranged through the Hotel's Coordinator. The hotel shall have final approval on any and all security personnel to be utilized during your function.

Service Charge & Tax

All food and beverage prices are subject to 19% service charge plus applicable sales tax. If you are a tax-exempt group you must furnish a valid New York State Exemption certificate and ensure that the name matches the name on the method of payment.

Payment

All banquet charges, coffee breaks, meeting room rental, and audiovisual charges will be placed on your Master Account. Any other charges will be paid for on an individual basis unless you specifically request items to be applied to your Master Account. Payment will be made prior to the day of the function unless credit has been established to the satisfaction of the hotel.



RADISSON HOTEL -
UTICA CENTRE

Breakfast



Select one of the following to be served to your guests with carafes of coffee on each table and an assorted juice station.

Adirondack _____ \$10.95

Gourmet French Toast with breakfast sausage drizzled with 100% pure maple syrup and pecans

Old World _____ \$9.95

Fresh exotic fruit platter with yogurt and a hot multigrain crisp

Mediterranean _____ \$10.95

Italian style quiche with sautéed broccoli and green apples with hollandaise sauce

Traditional _____ \$10.95

Scrambled eggs with sausage, bacon and homefries served with a fresh danish platter

Breakfast Buffet



(minimum of 35 attendees required where applicable)

Elegant Buffet _____ \$12.95

- Assortment of Fresh Fruit
- Variety of Breakfast Pastries
- Assortment of Baked Muffins
- French Toast
- Fluffy Scrambled Eggs
- Crisp Bacon and Country Sausage
- Home Fried Potatoes
- Selection of Fruit Juices
- Freshly Brewed Coffees and Teas

Grande Brunch _____ \$15.95

- Fresh Fruit Salad
- Mini Belgian Waffles
- Fluffy Scrambled Eggs
- Crisp Bacon and Country Sausage
- Home-Fried Potatoes
- Garden Tossed Salad with Dressings
- Selection of Fruit Juices
- Freshly Brewed Coffees and Teas

Garden Grille Champagne Brunch _____ \$21.95

Available on Sunday from 10:30am to 2pm in our Garden Grille. Bring the entire family and enjoy Central New York's #1 Champagne Sunday Brunch. Featuring omelet's, waffles, pancakes, hand-carved meats, smoked salmon display, fresh seafood and pasta, an extensive salad bar, fresh fruits, fresh fruit fondue, cheeses, breads and a vast array of delectable desserts. There's something to satisfy everyone!

In addition to chef's selection of vegetable please choose one from the following:

- Broiled Haddock Oreganato
- Chicken Francaise
- Sliced Roast Beef Portobello
- Roast Pork Loin with Apple Stuffing
- Grilled Balsamic Chicken

Select one of the following pastas:

- Sun Dried Tomato Pasta Primavera
- Hats and Broccoli Alfredo
- Vegetarian Lasagna

Breaks & Refreshments



All breaks are replenishable for one hour unless otherwise noted.

Continental Breakfast _____ **\$8.25**
 Orange and other assorted juices, assorted breakfast pastries, bagels and muffins, butter, preserves and cream cheese. Freshly brewed coffees and teas

Health Break _____ **\$8.25**
 Yogurt, sliced fresh fruit, granola bars, bottled water, freshly brewed coffees, teas and assorted fruit juices

The Fruitful Continental _____ **\$8.95**
 Freshly squeezed orange and other assorted juices, assorted breakfast pastries, bagels and muffins, butter, preserves and cream cheese, sliced fresh fruit and freshly brewed coffees and teas

Ultimate Coffee Break _____ **\$4.95**
 Freshly brewed coffees and teas replenishable for three hours

Cookie Break _____ **\$7.95**
 An assortment of jumbo sized Otis Spunkmeyer cookies, freshly brewed coffees, teas, assorted soft drinks and milk

Pizza Break _____ **\$8.50**
 Freshly brewed coffees, teas, assorted sodas and your choice of vegetable, greek, mexican confetti or buffalo chicken pizza (select two)

Ice Cream Sundae Break _____ **\$7.25**
 Staffed attended ice cream station. Premium chocolate and vanilla ice cream with hot fudge, Oreo cookie crumbs, M&M's, strawberries, nuts and whipped cream

Fondue Break _____ **\$9.50**
 An assortment of jumbo sized Otis Spunkmeyer cookies, brownies, strawberries, pineapple, chocolate fondue and freshly brewed coffees, teas, assorted soft drinks and milk

To complement your break, you may select any of the following a la Carte items based upon consumption:

Jumbo Otis Spunkmeyer Cookies	\$24.00	per dozen
Seasonal Vegetable Tray with Ranch Dip.....	\$4.00	per person
International Cheese Display with Fresh Fruit.....	\$4.00	per person
Premium Bar Mix.....	\$16.00	per pound
Assorted Soft Drinks	\$2.00	each
Bottled Water	\$2.00	each
Freshly Brewed Coffees, Teas & Soda.....	\$5.00	per person
Baskets of Assorted Whole Fruit.....	\$3.00	per person
Assorted Miniature Pastries	\$16.00	per dozen

Luncheon



Appetizers

Please choose one appetizer to complement your hot luncheon entrée.

Tossed Garden Salad

Fresh garden greens with sliced peppers, cucumbers, tomatoes, crisp herbed croutons, topped with our balsamic dressing

Fresh Fruit Cup

A fresh assortment of seasonal fruit

Caesar Salad

Chilled romaine lettuce with sliced black olives served with a zesty caesar dressing and topped with parmesan cheese

Hot Luncheon Entrées

All selections include a fresh vegetable and potato (where appropriate) selected by our chef, oven fresh rolls and butter, freshly brewed coffees and teas.

Chicken: _____ \$14.95

Boneless breast of chicken lightly breaded, baked and topped with one of the following sauces:

- Francaise
- Piccata
- Marinara

Chicken: _____ \$14.95

Boneless breast of chicken grilled and topped with one of the following:

- Balsamic Vinaigrette
- Mango Pineapple Salsa
- Teriyaki Glaze

Beef: _____ \$15.50

Sliced London Broil topped with one of the following:

- Portobello Mushroom Sauce
- Brandy Peppercorn Sauce
- Zesty Lime and Horseradish Sauce

Pasta: _____ \$12.95

- Sautéed broccoli and tossed with penne pasta in an alfredo sauce
- Tri-Colored Tortellini with Vodka Blush Sauce
- Pasta Purses with Lemon Basil Sauce

Fish: _____ \$14.50

Fresh Haddock lightly breaded and topped with one of the following:

- Lemon Basil
- Fruit Salsa
- Eggplant Caponata

All entrées include a choice of the following dessert:

- Oreo Cookie Mousse
- Strawberry Cheesecake in a Champagne Glass
- Warm Fruit Crisp

Vegetarian options upon request

Garden Lunch Buffet



Garden Grille Buffet _____ \$14.50

- Complete Salad Bar with Soups
- Crisp Garden Greens
- Fresh Vegetables
- Freshly Prepared Salads
- Chef's Five Daily Hot Entrees
- Fresh Rolls and Butter
- Assorted Dessert Display
- Ice Cream Sundae Bar
- Coffee, Tea or Beverage

Available Monday-Friday 11am-2pm in our Garden Grille Restaurant
Private dining rooms available see your sales consultant for details

Chilled Luncheon Entrées



All selections include oven fresh rolls and butter, freshly brewed coffees, teas, beverage and your selection of dessert.

Chilled Luncheon

Chicken Caesar Salad _____ **\$12.95**
Char-grilled julienne chicken breast served over a bed of crisp romaine lettuce and black olives accompanied by a zesty caesar dressing

Grilled Shrimp Caesar Salad _____ **\$13.95**
Grilled shrimp served over a bed of crisp romaine lettuce accompanied by a zesty caesar dressing

Asian-style Chicken Breast _____ **\$13.50**
Marinated julienne chicken breast tossed in a soy sesame ginger dressing served over lo mein noodles with mixed seasonal vegetables

New York Deli _____ **\$13.50**
Sliced salami, ham, turkey, Swiss and American cheese on a bed of crisp mixed greens complemented with coleslaw, pasta salad, ripe tomato, fresh rolls, breads and wraps (Served or presented buffet style)

Fruit Supreme _____ **\$11.95**
A medley of seasonal fruits with ripe melon wedges, accompanied by cottage cheese and Waldorf salad

Boxed Lunch _____ **\$12.95**
Your choice of ham and swiss, turkey sandwich, or grilled vegetable wrap accompanied by pasta salad, potato chips and whole fresh fruit, with a fresh baked brownie or cookie and soda

All entrées include a choice of the following:

- Oreo Cookie Mousse
- Strawberry Cheesecake in a Champagne Glass
- Double Chocolate Cake with Raspberry Drizzle

Dinner



Dinner Salad

Please select a salad to complement your entrée.

Garden Salad

Traditional iceberg lettuce with tomatoes, cucumbers and croutons with your choice of dressing

Lemon Caesar Salad

Chilled romaine lettuce served with a lemon caesar dressing and topped with asiago croutons and sliced black olives

Mesculin Salad

Mesculin mix salad with fresh strawberries and a balsamic vinaigrette dressing

Spinach Salad

Fresh spinach with Gorgonzola cheese, slivered almonds and topped with sesame ginger dressing

Optional Enhancements

•Shrimp Cocktail _____ \$7.00
•Fresh Mozzarella and Tomato Salad _____ \$4.00

•Penne Pasta with Marinara _____ \$3.00
•Individual Antipasto _____ \$3.00
•Lemon Sorbet _____ \$3.00

Dinner Entrées

All selections include chef's choice of vegetable, potato, oven fresh rolls and butter and freshly brewed coffees, teas and beverage

Stuffed Chicken _____ **\$21.95**
Boneless breast of chicken lightly breaded, stuffed with one the following and topped with complementing sauces

- Traditional Herb Stuffing
- Italian Greens
- Artichokes
- Mushroom Risotto
- Petite Shrimp

Chicken _____ **\$20.50**
Boneless breast of chicken lightly breaded, baked and topped with one of the following:

- Francaise
- Chardonnay
- Eggplant Caponata

Beef
Carefully prepared and complemented with an au jus or béarnaise sauce

•Grilled Sirloin Steak _____ **\$22.95**
•Slow Roasted Prime Rib _____ **\$23.95**
•Tender Filet Mignon _____ **\$25.95**

Pasta _____ **\$18.95**
The finest pasta with our homemade sauces

- Pasta Purses with Sun-Dried Tomatoes and Garlic Blush
- Traditional Meat or Vegetable Lasagna
- Bowties with Lemon Basil Alfredo

Pork Tenderloin _____ **\$19.95**
Roasted and topped with one of the following:

- Brandy Peppercorn
- Apple Chutney
- Orange Cranberry Glaze

Seafood
Freshly prepared:

•Eggplant Encrusted Haddock _____ **\$21.95**
•Chilean Sea Bass _____ **\$27.95**
•Poached Filet of Salmon _____ **\$25.95**
•Crabmeat Stuffed Shrimp _____ **\$25.95**

Combination Platters
For the discriminating guests, please enjoy one of the following combinations:

•Chicken and Seafood Entrée _____ **\$27.95**
•Filet and Chicken Entrée _____ **\$29.95**
•Filet and Seafood Entrée _____ **\$31.95**

All entrées include a choice of one of the following desserts:
Traditional Carrot Cake, Strawberry Cheese Cake, Double Chocolate Mousse Cake

Dinner Buffet



*Assorted array of garden salad and relish tray with oven fresh rolls and butter.
Dinner will be served with freshly brewed coffees, teas and beverage.
(a minimum of 50 guests are required)*

Select one of the following homemade pasta sauces:

- Sun-dried Tomato Basil
- Alfredo
- Vodka Blush
- Marinara

Select one of the following pastas:

- Hats with Broccoli
- Penne
- Rigatoni

Select two of the following entrees:

- Roast Sirloin of Beef Portobello
- Herb Encrusted Tenderloin of Pork
- Roast Beef with Brandy Peppercorn Sauce
- Beef Tips Burgundy
- Steak Diane
- Sausage and Peppers
- Meat or Vegetable Lasagna
- Eggplant Parmesan
- Chicken Francaise
- Encrusted Chicken Romano
- Honey Walnut Crisp Chicken
- Eggplant Encrusted Haddock
- Broiled Haddock Oreganato
- Haddock with Lemon Dill Sauce

Select two of the following side dishes:

- Wild Rice Pilaf
- Garlic Mashed Potatoes
- Oven Roasted Potatoes
- Green Beans Almondine
- Honey Glazed Carrots
- Seasonal Vegetable Medley

Dessert Selections

Your choice of one of the following to complete your meal

- An array of pies, cakes and mousses for your dessert display
- Served dessert selections from the dinner menu
- A platter of assorted miniature pastries served at your table

Pricing

Traditional (Two Entrées and Pasta) _____	\$20.95
Elegant (Three Entrées and Pasta) _____	\$22.95

Chef Carved Specialties

Chef Carved Turkey _____	\$2.95 per person	Chef Carved Turkey and Prime Rib of Beef au Jus _____	\$4.95 per person
Chef Carved Prime Rib of Beef au Jus _____	\$3.95 per person	Chef Carved Pistachio Encrusted Tenderloin of Beef _____	\$5.95 per person

Executive Station Reception



Gold

Three Hour House Premium Bar with Martinis

- Chef Selection of Passed Hors d'oeuvres
- International Cheese and Fruit Display
- Select Three of the Following Stations
- Select One of the Dessert Displays

*\$49.95 per person
Minimum of 30 guests*

Platinum

Three Hour Open Premium Bar with Martinis

- Chef Selection of Passed Hors d'oeuvres
- International Cheese and Fruit Display
- Select Four of the Following Stations
- Select Two of the Dessert Displays

*\$64.95 per person
Minimum of 30 guests*

Caesar Salad Station

- Crisp Romaine Lettuce •Traditional Caesar Dressing •Croutons •Black Olives and Anchovies
- Fresh Grilled and Chilled Breast of Chicken •Freshly Grated Parmesan Cheese

Antipasto Station

- Roasted Red Peppers •Marinated Vegetables •Green Olives •Hard Salami •Provolone Cheese
- Ventura Pizza •Italian Peasant Bread with Dipping Oils •Grating Cheese and Freshly Cracked Peppercorn

Carving Station (Select two from the following)

- Pistachio Encrusted Tenderloin of Beef •Roasted Breast of Turkey with Cranberry Glaze
- Herb Encrusted Pork Tenderloin

Baked Potato Station

- Freshly Baked Potatoes •Bacon •Sour Cream •Whipped Butter •Chives •Cheddar Cheese and Gorgonzola Cheese

Seafood Station

- Sautéed Shrimp Scampi •Smoked Salmon Display

Pasta Station

- Penne •Orecchiette

Select two from the following:

- Sun-dried Tomato Basil •Alfredo •Pesto Cream

Accompanied by:

- Chicken •Vegetables •Italian Peasant Bread •Homemade Greens

Gourmet Dessert Station

Make Your Own Sundae Display

- Chocolate and Vanilla Ice Cream with Hot Fudge •Oreo Crumbs •M&M's •Strawberries •Nuts and Whipped Cream

Make Your Own Cheesecake Display

- Cheesecakes with Assorted Toppings to Include Hot Fudge •Caramel •Strawberries and Whipped Cream

Warm Milk Chocolate Fondue Display

- Fresh Fruit and Berries •Pretzels •Marshmallows •Lady Fingers •Decorated with a Pineapple Tree Display

Traditional Display

- An Assortment of Pies, Cakes and Mousses, along with Miniature Pastries Displayed and Decorated with a Holiday Flair

A la Carte Hors d'oeuvres



A

Sapphire Hors D'oeuvres

- Assorted Miniature Quiche
- Miniature Spring Rolls
- Spinach and Feta Phyllo
- Chicken Sesame Skewers
- Garlic Pizza with Roasted Red Peppers
- Cocktail Franks in a Puff Pastry
- Mozzarella and Tomato Crostini
- Beef Teriyaki Tenderloin Brochette
- Tomato and Eggplant Pita Triangles

*Each individual item priced at:
\$135.00 per 100 piece*

B

Diamond Hors D'oeuvres

- Smoked Norwegian Salmon with Trimmings
- Scallops wrapped in Bacon
- Parmesan Artichoke Hearts
- Asparagus Phyllo
- Clams Casino
- Grilled Tuna Brochettes
- Chicken Duxelle en Croute
- Brie and Raspberry Phyllo
- Crab Stuffed Mushrooms

*Each individual item priced at:
\$225.00 per 100 piece*

C

One-Hour Butlered Hors D'oeuvres

The Regency

- Select two items from the Sapphire Hors D'oeuvres to be butlered for one hour.
- International Fruit, Cheese and Vegetable Display

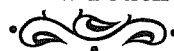
\$10.95 per person

The Grande

- Select two items from the Diamond Hors D'oeuvres to be butlered for one hour.
- International Fruit, Cheese and Vegetable Display

\$14.50 per person

Extra Touches



Iced Seafood Bar Display\$325.00

- Jumbo Shrimp
- King Crab
- Little Neck Clams on ½ Shell
- Accompanied by Lemon & Tangy Cocktail Sauce (variety of 125 Pieces)

Traditional Antipasto Display\$6.95 per person

(minimum of 25 guests)

- Roasted red peppers
- Marinated vegetables, green olives, hard salami, provolone cheese
- Ventura pizza
- Italian peasant bread with dipping oils, grating cheese and freshly cracked peppercorn

Warm Milk Chocolate Fondue Display\$6.95 per person

(minimum of 25 guests)

- Fresh Fruit and Berries
- Pretzels
- Marshmallows
- Lady Fingers
- Decorated with a Pineapple Tree Display

Ice Artistry\$375.00

- Let our Executive Chef create a sparkling sculpture to enhance your event

**The above pricing is based upon the inclusion of an entrée or buffet.*

Wine & Beverages



Full Open Bar Package - Premium

(to include premium brand liquors, bottled beer, wine and soda)

One Hour _____	\$9.00	per person
Two Hours _____	\$14.00	per person
Three Hours _____	\$17.50	per person
Four Hours _____	\$20.95	per person

Full Open Bar Package – House

(to include house brand liquor, bottled beer, wine and soda)

One Hour _____	\$7.95	per person
Two Hours _____	\$11.00	per person
Three Hours _____	\$14.25	per person
Four Hours _____	\$17.50	per person

Limited Open Bar Package

(to include draft beer, wine and soda)

One Hour _____	\$6.95	per person
Two Hours _____	\$9.50	per person
Three Hours _____	\$12.00	per person
Four Hours _____	\$13.95	per person

Tea Totalers Package

(to include assorted sodas, juices and iced tea)

Three Hours _____	\$5.95	per person
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The amount charged is on a per person basis, in accordance with the guaranteed attendance or the actual attendance if higher. All packages are continuous.

Cash Bar

Complete beverage service with premium brands of liquor. All charges are billed to the group and reflect the actual number of drinks served.

Premium Drinks _____	\$6-7.00	per drink
House Drinks _____	\$5.00	per drink
Premium Beer _____	\$5.00	per drink
Domestic Beer _____	\$4.00	per drink
Wine _____	\$5.00	per drink
Soft Drinks _____	\$2.00	per drink

Punches

Fruit Punch – three gallon _____	\$45.00
Mimosas – three gallon _____	\$65.00
Wine Punch – three gallon _____	\$75.00
Bloody Mary – three gallon _____	\$85.00

Cordials _____ \$6.50 per drink

To complete your evening, we will present a cordial station offering Amaretto, Grand Marnier, Crème de Menthe, B&B and Kahlua.

Bartender Fee

All wine and beverage is subject to a \$50.00 bartender fee.

Complete wine list available upon request.

**The above pricing is based upon the inclusion of an entrée or buffet.*

Please Note:

The Radisson Hotel-Utica Centre is the only licensed authority to sell and serve liquor for consumption on the premises.
Liquor may not be brought into the hotel under any circumstances.

Audiovisual Equipment



Each of our meeting rooms include plenty of outlets, complimentary high-speed wireless Internet service and telephone jacks. In addition, all rooms have catering assistant buttons.

Flipchart with Markers	\$30.00
Pads and Pens	\$2.00
Screen	No Charge
Podium with Microphone	\$30.00
Easels	\$15.00
Speakerphone	\$75.00
TV/VCR/DVD	\$85.00
Lavaliere Microphone.....	\$85.00
Microphone.....	\$20.00
Wireless Hand Held Microphone	\$85.00
Mixer	\$50.00

Please inform your sales representative if your group is in need of additional audiovisual equipment.

*Price subject to change based upon availability.