

## 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.



## 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 home fries 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** \_\_\_\_\_ **\$7.50**  
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.....	\$22.00	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.....	\$12.00	per dozen

# Luncheon



## Appetizers

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*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

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*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 and 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

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**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

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*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

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- 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

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*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      Chef Carved Pistachio Encrusted  
Beef au Jus \_\_\_\_\_ **\$3.95 per person**      Tenderloin of Beef \_\_\_\_\_ **\$5.95 per person**

## 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:

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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.**

[www.radisson.com/uticany](http://www.radisson.com/uticany)

## Audiovisual Equipment



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

Also for every group we provide the services of a dedicated meeting coordinator who attends to each session to keep things moving smoothly.

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

If your event is in need of additional audiovisual equipment please let your sales representative know.

\*Price subject to change based upon availability.