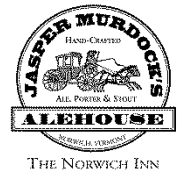




# The Norwich Inn



## Function & Events

Hosting groups up to 50 guests

Receptions up to 100 guests

### INDEX

#### Page

2. Welcome
3. Meeting/Event Space Information
6. Room Rental and Audio/Visual fees
7. Hors D 'œuvres Menu
8. Dinner and Dessert Menu
9. Breaks
10. Planning Guide and Policies

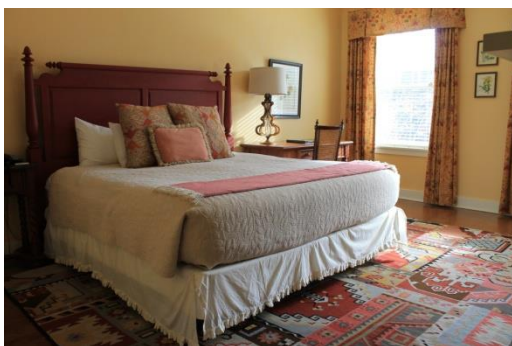
# Welcome

Thank you for your interest in our historic Inn – we are a full-service Country Inn priding ourselves in caring customer service, inventive locally-sourced cuisine, hand crafted ales and cozy lodging rooms.



The Norwich Inn is a one of a kind historic hotel dating back to 1797 when Dartmouth Graduate, Jasper Murdock served his first guests. We have over 3000 square feet of meeting and reception space to accommodate your meeting or function. We are located right off of exit 13 on I-91 in Norwich Vermont less than 2 miles from Hanover, NH and Dartmouth College. Norwich's iconic King Arthur Flour is less than a mile away. Enjoy the convenience of free parking, WiFi and phone calls in North America.

In addition to ample function space, we also feature 3 lodging buildings, 40 guest rooms and an on-site Brewery. There is the original Main Inn, which features all unique, updated, Victorian style rooms. In 2007, we added the Walker House and Ivy Lodge, including upgraded amenities such as gas fireplaces and heated towel racks. The Ivy Lodge offers rooms with their own front porch and pet-friendly options.





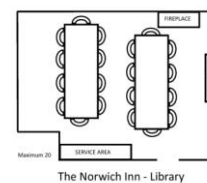
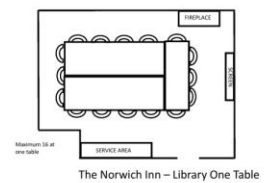
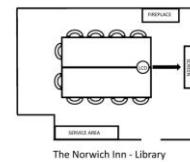
# Wine Room

Intimate room that can open up to the living room for receptions  
Dinner parties of up to 10



# Library

A comfortable room located on the main floor. It features a 60" smart TV for presentations.  
Seats up to 20 for banquets, 16 for meetings

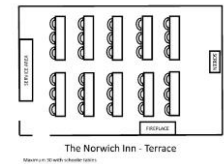
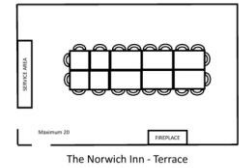
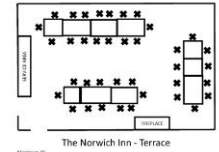


# The Terrace

Light and airy with a fireplace

Seats up to 30 for meetings and 40 for banquets

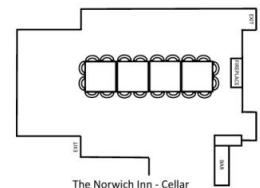
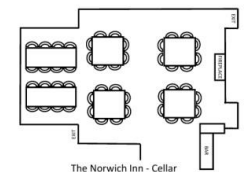
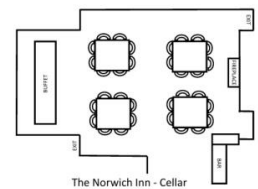
(Note: Can be combined with wine room to accommodate 50 for banquets)



# The Wine Cellar

Warm and relaxing; located downstairs with a fireplace- includes Inner Sanctum  
featuring over 200 bottles of wine

Seats 40 for banquets, 32 for meetings and 50 for receptions





# The Living Room

Spacious and Comfortable with wood burning fireplace  
Accommodates receptions up to 50; combined with adjacent spaces, 100



# The Beer Garden

A seasonal outdoor space for receptions  
Accommodates up to 75



## Private Event Room Rental Fees + Tax

Room:	Setup Fee:	Rental:
Wine Room	\$50	\$200
Library	\$50	\$250
Terrace	\$50	\$650
Wine Cellar	\$50	\$450
Living Room	\$50	\$400
Beer Garden	\$50	\$300

*Fees are subject to increase during special event weekends.*

## Audio Visual

The Inn offers the following Audio Visual in support of your meeting or event.  
*Priced per day*

*Available in all indoor spaces*

Flipchart with Pad & Markers	\$40
Additional Pads \$15 ea	
White Board	\$40
Conference Phone	\$75

*Available in Library, Terrace and Wine Cellar*

Projector Screen	\$40
LCD Projector	\$80

*Available in Library only*

Smart TV	\$60
----------	------



# Banquet Food Selections

Pricing subject to tax & gratuity

## Hors D 'Oeuvres

*We are happy to consider special requests*

**Displayed** – Small serves 15-20 people ~ Large serves 30-40 people

Salsa & Guacamole		\$84
<i>House-made and served with tortilla chips</i>		
Seasonal Fruit Display		\$164
Charcuterie Board		\$219
<i>Variety of hard salumi, mustard, crostinis</i>		
Vegetable Crudities		\$99
<i>Assorted seasonal vegetables with buttermilk ranch dressing</i>		
Baked Brie en Croute	Small \$65	Large \$129
<i>French Brie baked in puff pastry with sliced apples &amp; crostinis</i>		
Artisan Cheese Board	Small \$209	Large \$299
<i>Local cheeses with grapes &amp; assorted crackers</i>		
Shrimp Cocktail	24 for \$115	48 for \$209
<i>Shrimp with cocktail sauce &amp; lemon</i>		
Soft Alehouse Pretzels	\$52 (12 pretzels/24 pcs)	
<i>Sweet ale mustard &amp; cheddar ale cream</i>		
Caprese Platter		\$46
<i>Tomato, Basil &amp; Fresh Mozzarella</i>		
Smoked Salmon & Dill Cream Cheese		\$51/Dozen
Spicy Shrimp over Avocado Salsa served in Wonton Cup		\$59/Dozen

**Passed or Displayed** ~      Priced by the Dozen

### Served Hot

Sea Scallops Wrapped in Maple Smoked Bacon	\$69
Crab Cakes with Remoulade Sauce	\$68
Pork or Vegetable Pot Stickers with Orange Soy Dipping Sauce	\$30
Mini Beef Sliders, Cheddar, Ketchup	\$55
Chicken Skewers with Thai Sweet Chili Sauce	\$53
Mini Bacon, Cheddar & Chive Quiche	\$41
Mini Vegetarian Quiche	\$41
Spanakopita	\$39
Vegetable Spring Rolls	\$41
Vegetable Momo Dumplings (vegan)	\$30
Meatless Meatballs (vegan)	\$30

## Dinner

We offer our Select Menu for groups of 12 guests or more

Groups under 12 may choose to order off of our regular dinner menu

Pricing is per person

Our Chef can create a custom menu for special occasions at market pricing.

Select Dinner Menu \$62

Appetizer:

Norwich Inn House Salad

Three Entrée Choices:

Vegetarian, Fish or Beef

Dessert

Coffee & Tea service



## Desserts Priced by the Dozen

Assorted Cookies \$25

Petit Fours \$24

Assorted Mini Cheesecakes \$37





# Breaks

*All Breaks are \$19 per person  
Breaks require a minimum of 20 guests*

## Healthy

Fresh Vegetable Platter  
Hummus & Pita Chips  
Lemonade & Iced Tea

## Sweet

Assorted Cookies  
Fresh Fruit Bowl  
Lemonade & Iced Tea

## Savory

Warm Soft Pretzel Sticks  
Cheese & Crackers  
Lemonade & Iced Tea

# Planning Guide and Policies

To book group lodging; meeting or banquet space

Phone: 802-649-1143 Email: [linda@norwichinn.com](mailto:linda@norwichinn.com)

## Menus/Room Layouts/Deadlines

Overall planning of your event should consider these elements.

To include:

- Food & Beverage selections

- Room Blocks

- Set-up requirements

- A/V requirements

7 Days prior:

- Estimated guest & entrée counts

- Initialed and signed Banquet Event Order (BEO)

48 hours prior:

- Final guest count due

- If no final count – you will be charged for “agreed” number of guests

## Bar Options

Hosted bars will include beverage service for your guests in your event space. If your event has a cash bar your guests will be required to order their own drinks in the pub.

## Room Rental Includes

Linens; china; flatware; glassware; pads/pens; water station; table centerpieces; extension cords if needed

## Decorations

Custom centerpieces and candles must be pre-approved

Wall attachments, unless previously approved, are not allowed

## Event Cancellations

Prior to 7 days of event date – no charge

Within 7 days of event date – subject to payment in full on agreed count

## Payment

Pre-approved arrangements for direct billing can be made,

otherwise balance is due at conclusion of event

## Taxes & Gratuity

9% Vt Rooms & Meals Tax, 10% Vt Liquor Tax & 20% Gratuity will be added to your final bill

Clients requesting multiple bills will still be subject to a 22% Gratuity

Gratuities are charged on food and alcohol prior to taxes on the final bill

**We look forward to hosting your group event at the Norwich Inn!**

