

The Berkeley Hotel

Event Packages



Thank you for choosing the Berkeley Hotel for your upcoming event. Our menus feature local ingredients with a Southern flair. Please consider the enclosed menus as a starting point as we collaborate with you to create an unforgettable event. In the event that you require a split menu, entrée selections are limited to two selections. Special dietary substitutions will be honored to the best of our ability. Your final menu selections are due at least (14) days before your event. Counts for each selection are required (7) days prior to your event.

Guaranteed Guest Count:

Confirmation of the number of guests attending your event is due to the Sales Manager (7) business days prior to your event. If fewer guests attend than the guaranteed guest count, you will be charged for the guaranteed number. If more attend, you will be charged for the actual number of attendees. If no guarantee is received, you will be charged according to the original estimate stated on the agreement. We will be prepared to serve 5% over the guaranteed number.

Tax and Service Charge:

Food and beverage charges are subject to a 20% Service Charge and an 11.3% Sales Tax. A 5.30% sales tax will be applied to all miscellaneous service charges.

Parking:

OVERNIGHTGUESTS:

Valet parking is provided to overnight guests at the following rates: Vehicles 6'3" and shorter: \$21.00 per day, Oversize Vehicles \$35 per day/per vehicle

GUESTS ATTENDING EVENTS:

There are many self-parking options; parking facilities located within one (1) or two (2) blocks of The Berkeley Hotel. Your sales coordinator can provide directions to the public parking garage. If you would like to offer valet parking to guests that are not overnight patrons of the hotel, please contact the sales department to make arrangements prior to your arrival.

Decorations:

Your catering contact will be happy to assist you with arranging freshly cut flowers, centerpieces, ice carvings, themed décor, etc. The hotel will not permit the affixing of anything to walls, floors, ceilings or equipment with nails, staples, tape or any other substance or device.

Deposit & Payment Schedule for Events

A 20%, non-refundable, deposit is due at booking. 50% of the estimated function revenue will be charged 30 days in advance of the function. The remaining 50% of estimated revenue will be charged 7 days prior to the function, based on the number of guaranteed guests. Any additional charges that arise during the function will be charged within 72 hours following the event. All charges will be posted to the credit card on file unless direct bill has been established at least 14 days in advance of the function.



The Christopher Newport Ballroom



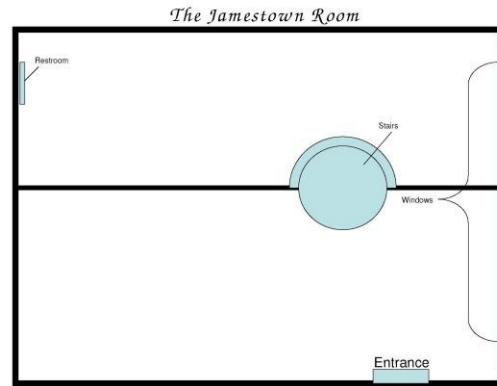
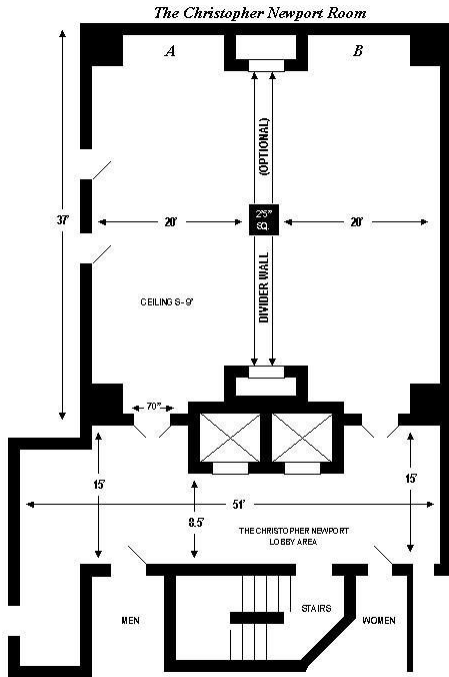
The Jamestown Room

The Berkeley Hotel

Event Packages



Floor Plans & Dimensions



Meeting Room	Sq. Ft.	Theatre	Rounds	Classroom	Reception	U-Shape	
The Christopher Newport Ballroom A	750	50	40	30	50	30	
The Christopher Newport Ballroom B	750	50	40	30	50	30	
The Christopher Newport Ballroom A&B	1,550	100	100	60	150	30	
The Jamestown Room	1,300	80	50	25	100	25	
The Map Room	300	Executive Boardroom seats 10					
The Governor's Suite	500	Conference Seating for 8					

All Event Packages Include
 Professional Catering Manager and Banquet Team to assist with on-site details
 Customized Event Setup

Additional Fees
 Dance floor \$350
 Station and Bar Attendants
 Custom Linen



Event Packages

Breakfast

Breakfast Buffet

(Minimum of 15 people)

All buffets include coffee, hot tea, orange, cranberry, and apple juices

The Berkeley Breakfast

Scrambled eggs, bacon or sausage patties, stone ground grits or breakfast potatoes, fresh cut fruit, assorted toasts with butter and jam.

\$26 per guest

Waffle and French Toast

Served with maple syrup and honey butter, bacon, sausage, stewed apples, or fresh cut fruit

\$20 per guest

Continental

Assorted muffins and breads, individual Kellogg and Kashi cereals, yogurt, house made granola and fruit.

\$18 per guest

Plated Breakfast

(Minimum of 8 people)

All plated breakfast include coffee, hot tea, and a choice of one juice per person

Deep Dish Quiche

Asparagus, roasted red pepper, Dave and Dee's oyster mushrooms, and gruyere cheese
Choice of breakfast potatoes, stone ground grits, stewed apples, or fresh cut fruit

\$16 per guest

The Virginia Omelet

Filled with country ham, onion, potatoes, and white cheddar cheese
Choice of breakfast potatoes, stone ground grits, stewed apples, or fresh cut fruit
Choice of house made biscuit, cornbread, or toast

\$20 per guest

Chesapeake Omelet

Filled with lump crab meat, asparagus, and gruyere cheese
Choice of breakfast potatoes, stone ground grits, stewed apples, or fresh cut fruit
Choice of house made biscuit, cornbread, or toast

\$20 per guest



Event Packages

Steak and Eggs

4 oz. Sirloin

Choice of Scrambled or Poached Eggs

Choice of Breakfast Potatoes, Stone Ground Grits, Stewed Apples, or Fresh Cut Fruit

\$24 per guest

Breakfast Add On Action Omelet Station

Bacon, country ham, white cheddar, gruyere, tomato, asparagus, green onions, and mushrooms

\$10 per guest (\$75 Attendant's Fee)

Crabmeat is an additional \$2 per guest

Smoked Salmon Display

Bagels, capers, red onions, boiled eggs, tomato and cream cheese

\$125 (Serves 25 people)

Bloody Mary and Mimosa Bar

\$7.50 per house brand cocktail

(Liquor and Champagne upgrades available)

\$25 per hour bartender fee with 2 hour minimum

Breakfast Enhancements

Stone Ground Grits

Steele Oats Oatmeal

Breakfast Potatoes

Assorted Yogurts

Assorted Cereals

\$4

Pancakes

French Toast

Country Sausage Patties

Crisp Bacon

Sausage Links

Turkey Sausage

\$5

House made granola

Fresh fruit

Ham or Sausage Biscuits

Biscuits and Sausage Gravy

\$6

Omelet Station

Waffle Station

\$10

The Berkeley Hotel · 1200 East Cary Street · Richmond, Virginia · berkeleyhotel.com ~ 4

804-225-5141 · sales@berkeleyhotel.com · Prices are exclusive of applicable taxes 11.3% sales tax and a 20% service charge.
Quotation cannot be guaranteed until 60 days prior to the time that the particular function takes place. Last updated October 2014



Event Packages

Lunch

Lunch Buffet

(Minimum 20 guests)

\$29 per guest

Prices are based upon one hour of continuous service.

Additional \$5 charge per guest if guarantee is fewer than stated minimum

Center of the Plate

(Choice of 2)

Grilled Chicken Breast with Fresh Herbs
Southern Style Pulled Pork
Atlantic Salmon with Norfolk Butter
Sliced Pork Loin with Apples
Meatloaf with pearl onion gravy
Sliced Roast Beef Top Round with mushroom sauce
Crab Cakes with Remoulade (additional \$2 per guest)

Salad and Sides

(Choice of 3)

Caesar Salad
Pasta Salad with Pesto, Grilled Tomato, and Parmesan
Red Potato Salad
Cucumber Salad
House made Potato Salad
Potato au Gratin
Garlic Green Beans
Steamed Asparagus
Grilled Assorted Vegetables

Desserts

(Choice of 1)

Berkeley Bread Pudding with Bourbon Sauce
Apple Crisp with whipped cream
Assorted House Made Cookies
Mixed Assorted Fruits and Berries
Decadent Chocolate Brownies ala mode
Chef's Seasonal Cheesecake
Devil's Food Cake with Espresso Buttercream



Event Packages

Soup, Salad, and Sandwich Buffet

Minimum of 20 guests.

Prices are based upon one hour of continuous service.

Additional \$5 charge per guest if guarantee is fewer than stated minimum
\$26 per guest

Roasted Tomato Basil Soup or Seasonal Selection
Caesar Salad or Mixed Greens with Vinaigrette
Classic BLT
Chicken Salad Sandwich
Egg Salad Sandwich
Potato Salad
Dill Pickle Spears
Chef's Selection of House Made Cookies

Sandwich Board

(Minimum 15 guests)

\$25 per guest

Pasta Salad with pesto, grilled tomato, and parmesan
Cucumber Salad
House Roasted Turkey Breast
Seasoned Roasted Beef
Assorted Cheeses
House Made White, Wheat, and Rye Bread
Lettuce, Tomato, Red Onions, and Pickles
Decadent Brownies or Chef's Selection of Cookies



Event Packages

A Taste of the Commonwealth Buffet

Minimum of 20 guests.

Prices are based upon one hour of continuous service.

Additional \$5 charge per guest if guarantee is fewer than stated minimum
\$30 per guest

Hub's Peanut Soup or Seasonal Selection
Spinach Salad with Boiled Egg, Tomato, Shaved Red Onion, and Warm Bacon Vinaigrette
or Virginia Green Salad
Southern Style BBQ Pork
Turkey Breast Topped with Mushrooms and Herb Gravy
Buttermilk Mashed Potatoes
Collard Greens or Squash Gratin
Apple Crisp with Whipped Cream or Berkeley Bread Pudding with Bourbon Sauce

Lunch Sandwiches

Boxed Lunches or Plated Individually
Choice of 3 Options per Group Menu
\$18 per Guest

Rosemary and Garlic Marinated Grilled Chicken

Gladys' Pimento Cheese with Bacon and Tomato

Grilled Vegetables with Boursin

Classic BLT

Berkeley Burger with Lettuce, Tomato, and Mayonnaise

Crab Cake with Remoulade (additional \$2 per guest)

*All of the above served with choice of bag chips or house made potato salad, whole fruit and
chef's house made cookie selection*



Event Packages

- Hors D'oeuvres -

(All Selections are Price Each)

Brie and Raspberry Baked in Filo \$3

Caesar Salad on a Parmesan Crisp \$3

Chipotle Chicken and Cheddar Empanadillas \$4

Ham and Cheese Croquette \$4

Fresh Corn Fritters with Red Pepper Jam \$3

Country Ham Biscuits \$4

Peanut Crusted Shrimp Skewers \$4

Surry Sausage Stuffed Mushrooms \$3

Spanakopita Triangles \$3

Grilled Chicken Breast Skewers \$3

Fried Oysters with Remoulade \$5

Crab Cake Sliders \$5

- Appetizer Displays -

(Each serves 25 people for 2 hours)

Grilled Vegetable Crudité with Dipping Sauces \$75

Fresh Fruit and Artisan Cheeses with House Made Crackers and Hummus \$100

Sherry Spiked Crab Dip with Crostini \$125

Antipasto Platter with Cured Meats, Pickled Vegetables, Olives, Roasted Peppers, Cheeses, and Pesto with House Made Crackers \$125

House Cured Smoked Salmon with Capers, Red Onions, Boiled Egg, Tomato, Dill Cream Cheese and Bagel Chips \$125

Spinach and Artichoke Dip Topped with Parmesan and Bread Crumbs Served Hot with Crostini \$80

Baked Brie in Puff Pastry Filled with Raspberries with House Made Crackers \$70

Chocolate Dipped Strawberries with Assorted Coatings \$50

Beef Tenderloin Thinly Sliced served with mustard and horseradish sauce and rolls \$475 (serves 25)



Event Packages

- Carving Stations -

(*\$75 Attendant's Fee*)

Turkey Breast with Cranberry Chutney and House Made Dinner Rolls (Serves 20-25) \$250

Country Ham with Apple Butter, Honey Dijon Sauce and House Made Dinner Rolls (Serves 30-40) \$300

Pepper Crusted Ribeye with Horseradish Sauce and House Made Dinner Rolls (Serves 30-35) \$325



Event Packages

- Dinner -

Dinner Plated

(All selections are priced per Guest)

First Course

(Choice of One)

Tomato Basil Soup

Seasonal Soup Selection

Caesar Salad with house made croutons and white anchovy

Mixed Greens with Seasonal Vinaigrette

Spinach Salad with Warm Bacon Vinaigrette

Sherry Spiked Crab Bisque (additional \$2 per guest)

Second Course

(Choice of Two)

Crab Cakes \$48

Our House Made Crab Cake

Shrimp and Grits \$40

Sautéed jumbo shrimp with Edward's ham and succotash over stone ground yellow grits

Short Ribs \$40

Six hour slow-braised short ribs and pan jus

Pulled Pork \$38

Slow oven roasted pork shoulder served southern style

Atlantic Salmon \$39

Grilled fresh rockfish with Norfolk butter

Sirloin Steak \$48

Seasoned and grilled sirloin with garlic butter

Risotto \$36

Wild mushroom risotto



Event Packages

Chicken Marsala \$40
Traditional favorite sautéed to perfection

Grilled Pork Loin \$40
Tender filet seasoned and grilled

Stuffed Pepper \$40
Fresh bell pepper stuffed with a savory filling

Grilled Beef Tenderloin \$55
Lean cut of beef seasoned and grilled

Surf and Turf \$62
Our 4oz filet paired with our house made crab cake is the perfect match

Salmon and Herb Chicken \$49
Seasoned and served with a slow roasted tomato hollandaise

Blackened Chicken and Shrimp & Grits \$48
A true southern combination

Sides

Buttermilk Mashed Potatoes
Roasted Red Potatoes
Wild Rice Pilaf
Basmati Rice
Green Beans with Mushrooms
Potato au Gratin
Broccoli
Collard Greens
Sautéed Fresh Corn
Cole Slaw
Candied Sweet Potatoes
Steamed Asparagus
Grilled Assorted Vegetables
Succotash



Event Packages

Third Course
(Choice of One)

Berkeley Bread Pudding with Bourbon Sauce

Apple Crisp with whipped cream

Strawberry Romanov with Chantilly Whipped Cream

Decadent Chocolate Brownies ala mode

Chef's Seasonal Cheesecake

Key Lime Tart

Flourless Chocolate Torte

Devil's Food Cake with Espresso Buttercream



Event Packages

Dinner Buffet

Minimum of 20 guests.

Prices are based upon one hour of continuous service.

Additional \$5 charge per guest if guarantee is fewer than stated minimum
\$48 per guest

Soup and Salad (Choice of Two)

Tomato Basil Soup

Seasonal Soup Selection

Caesar Salad with house made croutons and white anchovy

Mixed Greens with Seasonal Vinaigrette

Spinach Salad with Warm Bacon Vinaigrette

Sherry Spike Crab Bisque (additional \$2 per guest)

Center of the Plate (Choice of Two)

Grilled Chicken Breast with Fresh Herbs

Southern Style Pulled Pork

Atlantic Salmon with Norfolk Butter

Grilled Buttered Lime Shrimp

Sliced Pork Loin with local stewed apples

Meatloaf with pearl onion gravy

Sliced Roast Beef Top Round with mushroom sauce

Crab Cakes with Remoulade (additional \$2 per guest)

Sides (Choice of Three)

Buttermilk Mashed Potatoes

Roasted Red Potatoes

Wild Rice Pilaf

Basmati Rice

Candied Sweet Potatoes

Green Beans with Mushrooms

Potato au Gratin

Broccoli

Sautéed Fresh Corn

Cole Slaw

Steamed Asparagus

Grilled Assorted Vegetables

Succotash

Southern Style Collard Greens



Event Packages

Bar

Open Bar

House Brands

\$18.00 first hour/\$12.00 each additional hour

Call Brands

\$20.00 first hour/\$14.00 each additional hour

Premium Brands

\$26.00 first hour/\$18.00 each additional hour

Consumption and Cash Bar

House Brands \$8

Call Brands \$9 Premium Brands \$10 Domestic Beer \$5 Imported Beer \$6 House Wines \$7

House Brands

Jim Beam, Broker's Gin, Bacardi Rum, Jose Cuervo, Smirnoff and Cutty Sark

Call Brands

Wild Turkey, Beefeater, Mt. Gay Silver, Canadian Club, Absolut and Dewar's

Premium Brands

Maker's Mark, Bombay Sapphire, Ten Cane, Grey Goose, Crown Royal and Chivas

Wine

House Chardonnay \$28.00 bottle House Cabernet Sauvignon \$28.00 bottle

House Sparkling Wine \$28.00 bottle

**Our Wine Sommelier will be happy to assist you selecting specific wines from our extensive wine list to compliment your menu.*

Alternatives

Sparkling Cider \$18.00/bottle

Sparkling Grape Juice \$18.00/bottle

Bottled Soda and Bottled Water \$3/bottle