



---

Congratulations on your engagement and thank you for your interest in The Inn at Woodstock Hill. The following are our available dates and time frames for wedding events. Please contact us to discuss additional dates and times.

**2023**  
**Friday's, Saturday's, & Sunday's**

*Daylight Wedding Time 11:00AM – 4:30PM*  
*Candlelight Wedding Ceremony Time 4:30PM – 10:00PM*  
*Friday & Sunday Times are Flexible*

The Inn at Woodstock Hill creates a timeless background for any wedding no matter the time of year. Spring and Summer brings breathtaking flowers of every color in our gardens, while the Autumn ushers in an awe-inspiring shift of hues that people from all over travel to see. Even Winter will leave you gasping at its beauty with its sparkling white hills and glistening landscape. The romantic elegance, tranquility, and luxurious comfort of the Inn at Woodstock Hill will leave you with an unforgettable memory of your special day.

Please review the enclosed information. Feel free to call us with any questions you may have. We are available to set up appointments to tour the Inn and discuss options and details. We look forward to assisting you in making your wedding reception a memorable occasion.

Sincerely,

*The Staff at The Inn at Woodstock Hill*

# Wedding Ceremonies and Receptions

Thank you for considering The Inn at Woodstock Hill for your upcoming wedding. Built in 1816 this historic building is centrally located in Connecticut's northeast "Quiet Corner" off scenic Route 169 and easily accessible to Hartford, Providence and Boston. With warmth, courtesy and attentiveness, our skilled chef and professional staff will be able to assist you in creating the wedding you have always dreamed of.

## Wedding Package

- All setup and cleanup. Includes placement of place cards and favors
- Tables, chairs, china, silverware, and glassware
- White or ivory table linens and white or ivory napkins
- Oil candles and/or hurricane globes for each table
- Use of front rooms and patio, weather permitting, for your Cocktail & Hors D'oeuvres Social
- Passing of Hors d'oeuvres
- Use of function space for dinner and dancing
- Dance Floor
- Professional wait staff and bartending services
- Non-smoking environment/No sparklers, fireworks, or open flame items

## Reception Service Fees

For the use of these facilities and amenities are

< 50 guests	\$850.00
51-119	\$1,800.00
120 >	\$2,500.00

Initials: \_\_\_\_\_

## Ceremonies

Outdoor ceremonies may be held from May 15th to October 1st at our gazebo or on the side lawn in favorable weather. After October 1st or in case of inclement weather, indoor ceremonies may be held in our front rooms, accommodating 75 guests, standing room only. Tent arrangements can be made through our Events Manager for an additional fee. Our ceremony package includes use of the ceremony site, the setup and breakdown of white folding chairs, use of our sound system, and ceremony coordination.

### Ceremony Service Fees

< 50 guests	\$250.00
51-119	\$500.00
120 >	\$750.00

## Wedding Times

Wedding ceremonies and receptions are booked in five and ½ hour intervals. If available, wedding times may be extended for an additional fee of \$300.00 per hour.

Saturday Daylight Wedding – 11 :00 AM to 4:30 PM  
Saturday Candlelight Wedding – 4:30 PM to 10:00 PM  
Friday or Sunday Weddings – Times are flexible

- Last call is made ½ hour before the end of your reception
- Music must end 15 minutes before the end of your reception.
- For extended evening receptions, music must end no later than 11 :00 PM

Initials: \_\_\_\_\_

## Seating Capacity

May 15th to October 1st

Our maximum seating capacity, combining indoor seating in our Main Dining Room and adjoining Small Dining Room with outdoor seating on our Canopy-Covered Deck, is 130 guests. Our maximum seating capacity with indoor seating only in our Main Dining Room and adjoining Small Dining Room is 100 guests.

October 1st to May 15th

Our maximum capacity for indoor seating only in our Main Dining room and adjoining Small Dining Room is 100 guests. Our Private Dining Room in the front of The Inn is available for use if you are planning a small, intimate wedding reception with a guest count of 28 or less.

## Food and Beverage Service

All our wedding menus include:

- Chef's Selection of Hors d'oeuvres served butler-style
- Champagne toast
- Served Meals

Children 10 and under eating from the wedding menu – 50% off the menu price

Children's meals - Chicken Fingers and Tater Tots or Pasta - \$15.00 per plate

Vendors eating from the wedding menu – Regular menu price

Vendor meals selected by our Chef on the day of your wedding - \$20.00 per plate

- Wedding cake

The Inn offers cake selections from which you may choose, or you may bring in a picture of the cake you prefer.

Additional charges may apply for specialty items or intricate details.

Please refer to the "Wedding Beverage" insert for information regarding bar and beverage options

**\*Due to market fluctuations, menu and bar prices are subject to change. Final menu and bar prices will be quoted no more than one year prior to your wedding date**

Initials: \_\_\_\_\_

## Guest Count

At the time of booking your wedding you will be required to provide us with an expected guest count, 85% of this original expected guest count will be the minimum number of guests for which you will be charged. If your guest count exceeds this number, you will be charged accordingly. \_\_\_\_\_.

Final guest and entrée counts, including vendor and children's meals, are required two-weeks prior to your wedding date. Weddings that are serving a sit-down meal must provide their seating chart and a guest list with entrée selections by table one week prior to your wedding date. Place cards and/or a seating arrangement map are to be provided by the Couple.

## Overnight Accommodations

The Inn offers twenty-one beautiful overnight guest rooms with many amenities. Please notify our Events Manager if you are interested in reserving a block of eight or more rooms.

## Deposits, Confirmations and Final Payment

A non-refundable \$1,000.00 deposit is required no later than one week from the date of booking. If the Inn does not receive this deposit within the one week, the date will be released. The deposit confirms and holds the wedding date and is credited towards your final bill.

A meeting will be scheduled 3 months prior to your wedding date. At the time of this meeting, you will be required to pay an additional payment of 50% of the estimated total of your wedding. This payment is non-refundable.

An invoice will be sent to you once the final count is given and the balance due must be paid the week prior to your wedding. Payment is required in the form of cash or bank check.

Final accounting will be done on your wedding day. If there is a balance, it must be paid immediately following your reception.

## Cancellation Policy

Should cancellation become necessary, the Inn will retain any deposits and payments made toward your wedding.

If there is a need to change your function date, your deposit and payments may be applied towards the new date. All cancellations and date changes must be done in writing.

## Taxes and Gratuity

All food and beverage costs are subject to 7.35% CT Sales Tax and 20% Gratuity.

Any additional fees are subject to 7.35% CT Sales Tax.

All overnight guest rooms are subject to 15% CT Occupancy Tax.

---

Wedding Date and Time

---

Signature of Bride/Groom

---

Date

---

Signature of Bride/Groom

---

Date

Initials: \_\_\_\_\_

# Menus

All menus can be prepared gluten free upon request.

## Wedding Menu 1

---

### Hors d'oeuvres served during the Cocktail hour

Scallops & Bacon, Shrimp Cocktail, Flat Iron Steak Skewer, Assorted mini-Quiche,  
Spanakopita, Stuffed mushrooms, Chicken Satay Skewer,  
Swedish Meatballs, Rare Tuna with Wasabi,  
House made Arancini,  
Cranberry and Brie Bites

\*\*\*\*\*

### Wedding Dinner

Sparkling California Champagne Toast

### Salad

Rustic Rolls and Bread, Butter  
Tomato and Fresh Mozzarella with cracked Pepper Olive Oil

### Entrées

Prime Rib of Beef  
Drizzled with a Merlot Au Jus and served with Dijon-Roasted Red Potatoes and  
Vegetable Medley

Honey Mustard Dill Crusted Salmon Filet  
Served with Wild Rice Pilaf and Vegetable Medley

Chicken Francaise  
Chicken Breast lightly coated with Corn Meal and Basil,  
Served over Linguini and tossed in a light Lemon and Caper Sauce

### Your Choice of a Classic Wedding Cake

Price Per Person \$100.00

(All Food and Beverages are subject to 7.35% Sales Tax and 20% Gratuity)

# Wedding Menu 2

---

## Hors d'oeuvres served during the Cocktail hour

Scallops & Bacon, Shrimp Cocktail, Flat Iron Steak Skewer, Assorted mini-Quiche,  
Spanakopita, Stuffed mushrooms, Chicken Satay Skewer,  
Swedish Meatballs, Rare Tuna with Wasabi,  
House made Arancini,  
Cranberry and Brie Bites

\*\*\*\*\*

## Wedding Dinner

Sparkling California Champagne Toast

### Salad

Rustic Rolls and Bread, Butter  
Field greens with carrots, tomato, and cucumber  
with Honey-Balsamic Vinaigrette

### Entrées

Roast Carved Beef Tenderloin  
Demi-Glace  
Baked Stuffed Potato and Vegetable Medley

Pecan Encrusted Red Snapper Filet  
Topped with a Mango Salsa and served with Lemon Couscous, and Vegetable Medley

Chicken Cordon Bleu  
Chicken Medallions, Prosciutto and Swiss Cheese, served with Duchess Potatoes, and  
Vegetable Medley

## Your Choice of a Classic Wedding Cake

Price Per Person \$100.00

(All Food and Beverages are subject to 7.35% Sales Tax and 20% Gratuity)

# Vegetarian and Vegan Entrées

---

## Vegetarian

Eggplant Parmesan

Lightly Breaded Eggplant, Linguini, House Marinera

Stuffed Poblano

Stuffed with Black Beans, Tomato & Queso Fresca

## Vegan

Thai Stir-Fried Vegetables

Tossed with a Coconut Curry sauce, served over Rice Noodles





## **Beverage Service:**

Open Bar Service

Entire Function – 5 ½ Hours (During Dinner Wine & Soft drinks only)

Liquor, Beer & House Selection of Wines \$65.00 per person

The following beverage prices apply:

House Spirits	\$11.00 per drink
Premium Branded Spirits	\$11.00 – \$20.00 per drink
House Wines	\$9.00 - \$12.00 per glass
Domestic Beer	\$7.50 per beer
Imported Beer	\$9.00 per beer
Soft Drinks	\$4.00 per drink
Assorted Juices	\$4.00 per drink
Frozen Drinks	\$14.00 and up per drink

**We offer a variety of festive punches, served in crystal punch bowls.**

**The following options are available:**

**1. Non-Alcoholic Fruit Punch:**

A delightfully refreshing beverage, prepared with a mix of seasonal fruits, ginger ale, and sherbet.  
\$75.00 per punch bowl

**2. Sparkling Wine Punch:**

A perfect combination of seasonal fruits, white wine, and champagne, topped with slices of lemons and limes.  
\$95.00 per punch bowl

**3. Hot Mulled Cider:**

Perfect for a chilly day and prepared with fresh apple cider, cloves, cinnamon, and orange peel.  
\$75.00 per cider bowl

## **Beverage Policies and Procedures**

---

- 1) All beverages are subject to 7.35% CT Sales Tax and 20% Gratuity
- 2) All beverages consumed on the first floor of the Inn must be dispensed by the Inn.  
Any beverages not dispensed by the Inn are subject to confiscation.
- 3) Last call is announced thirty (30) minutes before the end of the reception
- 4) There will be no shots served during your reception
- 5) The Inn reserves the right to limit and control the number of alcoholic beverages consumed by guests on our premises.  
The Inn will not serve alcohol to anyone under the age of 21.
- 6) Specialty beverages can be provided with advance notice.  
Pricing is based upon your selections.

# Room Policies

## Policy for Overnight Room Blocks

Please review this policy carefully and ask any questions you may have **prior** to signing this contract. A signature and credit card number are required before any overnight guest rooms will be held.

**Room Information** - The Inn at Woodstock Hill offers twenty-one lovely overnight guest rooms with thirteen rooms on the second floor, five rooms on the third floor, and three rooms in our Cottage. Each room has a private bathroom, telephone, television, high-speed Internet access, iron, ironing board, hairdryer, and come with our Continental Breakfast Buffet. Cots, cribs, and air mattresses are available upon request.

**Group Rates** - A group rate of \$195.00 per evening plus 15% CT State Occupancy Tax will apply to a block of eight or more rooms. This rate is based on double occupancy; a \$15.00 charge applies for additional guests. Rooms are assigned at The Inn's discretion.

**Deposit** - A credit card number with expiration date and CID code, name, address and phone number are required to hold a block of overnight guest rooms. Payment for any unreserved rooms that remain within the block will be charged to the credit card or can be paid using cash or check.

**Holiday Bookings** - A two-night minimum applies for rooms blocked on holiday weekends.

**Evening Functions** - The rooms directly above the dining room must be reserved in the block for any guest hosting an evening function.

**Guest Reservations** - Any guests wishing to reserve a room in the block must contact the Inn directly. Rooms will be assigned on a first come, first serve basis. An address, phone, and credit card number will be required from each guest.

**Cancellations** - Two-weeks after signing this contract, all rooms reserved in the block become final. If a room in the block is not needed or cancelled, we will attempt to resell it to release financial responsibility from either the original booking party or the guest who had reserved the room.

Date(s) of Block: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CID Code \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I, the unc