



ANDOVER INN

*Wedding Menus*

Andover Inn  
4 Chapel Avenue  
P 978.775.4900 F 978.775.4918  
[www.andoverinn.com](http://www.andoverinn.com)



**To ensure that your wedding day is a most memorable and enjoyable celebration, the following are included in all of our wedding packages:**

- Complimentary stay in the bridal suite for the newlyweds on your wedding night if at least (10) guestrooms are reserved as part of the wedding block
- Breakfast for the newlyweds in our signature restaurant, Samuel's, on the morning after your wedding
- Champagne and chocolate-covered strawberries delivered to the bridal suite on your wedding night
- Personal wedding coordinator
- 1 bartender per 50 guests
- Glassware, silverware, china
- White linen tablecloths and napkins
- Votive candles
- Preferred vendor list
- Customizable menu planning
- Preferred reservations for overnight guestroom accommodations
- Private cocktail service for bridal party during wedding photos
- Unlimited access to the grounds, providing unique photo opportunities throughout all four seasons

***Final counts to be provided (7) days in advance of scheduled event***

*All prices, fees, and room rentals, unless otherwise noted, are subject to an 18% gratuity and 7% sales tax.*

*Prices are subject to change without notice.*

*Menu items are subject to seasonality and market availability.*

## Wedding Brunch Buffet



### Cocktail Hour to include:

Butler Passed Mimosas and Bloody Mary Cocktails  
Assorted International Cheese Display Served with  
grapes and wild berries, gourmet crackers and crispy baguette  
Fresh Seasonal Vegetable Crudité served with ranch and hummus dips  
Choice of (3) Butler Passed Hors d'Oeuvres

### Hot Selections

Mini Pancake Skewers with Local Maple Syrup  
Mini Yogurt Parfaits with Granola and Wild Berries  
Potato Pancakes with Apple Sauce and Chive Sour Cream  
Maple Glazed Scallop and Bacon  
Coconut Shrimp with Honey Mustard Dipping Sauce  
Sesame Chicken Fingers with Sweet and Sour Sauce  
Tenderloin and Herb Butter Crostini

### Cold Selections

Smoked Salmon Canapé on Toasted Rye with Cornichon and Dill Spread  
Beef Carpaccio Canapé  
Spicy Crab and Belgian Endive  
Goat Cheese and Honey Stuffed Pepperdoux  
Truffled Deviled Eggs  
Smoked Duck and Fresh Fig (Seasonal)

### Brunch Items

Fresh Bagels with Cream Cheese  
Farm Fresh Scrambled Eggs  
Variety of Muffins, Danishes and Croissants  
Choice of Sausage, Ham or Bacon

### Salad (Select One)

Tossed Salad with Chef's Choice of Dressing  
House Caesar Salad with Croutons and Cherry Tomatoes



### Entrées (Select One of Each)

Choice of Carved Turkey, Ham or London Broil  
Choice of Brown Sugar and Mustard Glazed Salmon or New England Baked Haddock

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### **Sides**

Home Fries  
Sliced Seasonal Fruit  
Rice Pilaf  
Chef's Choice of Vegetable



### **Desserts (Select Two)**

Assorted Freshly Baked Cookies and Brownies  
Assorted Mini Pastries  
Chocolate Mousse  
Seasonal Berries with Marsala Sabayon  
New England Brown Sugar Pie with Cronin's Homemade Vanilla Ice Cream  
Chocolate Covered Strawberries  
(Includes own wedding cake)

### **Beverages**

Orange Juice  
Cranberry Juice  
Regular and Decaffeinated Coffees  
Selection of Teas

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# Sweetheart Dinner Buffet



**In addition to (1) hour open bar with Call brands,  
Cocktail Hour to include:**

Assorted International Cheese Display served with  
grapes and wild berries, gourmet crackers and crispy baguette  
Fresh Seasonal Vegetable Crudit  served with ranch and hummus dips  
Choice of (3) Butler Passed Hors d'Oeuvres

### Hot Selections

Crab Rangoon with Sweet Chili Dipping Sauce  
Mini Maryland Crab Cakes with Remoulade Sauce  
Mini Reubens with Thousand Island Dressing  
Sesame Chicken Fingers with Sweet and Sour Sauce  
Potato Pancakes with Apple Sauce and Chive Sour Cream  
Spanakopita  
Ratatouille Stuffed Mushrooms with Parmesan Cheese  
Twice Baked Mini Potato with Boursin Cheese and Chive  
Maple Glazed Scallop and Bacon  
Coconut Shrimp with Honey Mustard Dipping Sauce  
Tenderloin and Herb Butter Crostini  
Slow Braised Pork Shank with Sherry Demi

### Cold Selections

Smoked Salmon Canap  on Toasted Rye with Cornichon and Dill Spread  
Beef Carpaccio Canap   
Spicy Crab and Belgian Endive  
Goat Cheese and Honey Stuffed Pepperdoux  
Truffled Deviled Eggs  
Smoked Duck and Fresh Fig (Seasonal)

### Soup/Salad (Select One)

Greek Salad with Tomato, Cucumber, Feta Cheese and Kalamata Olives  
Garden Style Salad with Bleu Cheese and Champagne Vinaigrette  
House Caesar Salad with Croutons and Cherry Tomatoes  
Mixed Greens Salad with Goat Cheese, Strawberries, Toasted Almonds and White Balsamic Vinaigrette

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**Pasta (Select One)**

Wild Mushroom Ravioli with Spinach, Artichokes and Truffle Cream  
Ziti Alfredo with Roasted Vegetables  
Pasta Bolognese  
Shrimp Penne with Vodka Cream Sauce



**Entrées (Select Two)**

Traditional New England Baked Haddock with Crabmeat Stuffing  
Brown Sugar and Mustard Glazed Salmon Filet  
Sautéed Shrimp and Scallops in Citrus Thyme Pan Jus  
Lime Coriander Swordfish with Roasted Vegetables  
Spinach and Artichoke Stuffed Chicken with Garlic Cream  
Chicken Marsala with Mushroom Marsala Sauce  
Chicken Piccata with Lemon Caper Sauce  
Peach BBQ Chicken Statler  
Braised Short Rib of Beef with Tomato Fennel Sauce  
Bavarian Pork Loin with Calvados Sauce and Fruit Chutney  
Grilled London Broil with Red Wine Sauce  
Garlic and Rosemary Tenderloin Tips with Pan-Braised Mushrooms and Pearl Onions

**Chef's Choices of Starch and Vegetable**



**Dessert (Select One)**

Assorted Mini Pastries  
Cookies and Brownies  
Fresh Seasonal Fruit Salad

**Regular and Decaffeinated Coffees, Selection of Teas**

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## Sweetheart Plated Dinner



**In addition to (1) hour open bar with Call brands,  
cocktail Hour to include:**

Assorted International Cheese Display served with  
grapes and wild berries, gourmet crackers and crispy baguette  
Fresh Seasonal Vegetable Crudité served with ranch and hummus dips  
Choice of (3) Butler Passed Hors d'Oeuvres

### Hot Selections

Crab Rangoon with Sweet Chili Dipping Sauce  
Mini Maryland Crab Cakes with Remoulade Sauce  
Mini Reubens with Thousand Island Dressing  
Sesame Chicken Fingers with Sweet and Sour Sauce  
Potato Pancakes with Apple Sauce and Chive Sour Cream  
Spanakopita  
Ratatouille Stuffed Mushrooms with Parmesan Cheese  
Twice Baked Mini Potato with Boursin Cheese and Chive  
Maple Glazed Scallop and Bacon  
Coconut Shrimp with Honey Mustard Dipping Sauce  
Tenderloin and Herb Butter Crostini  
Slow Braised Pork Shank with Sherry Demi

### Cold Selections

Smoked Salmon Canapé on Toasted Rye with Cornichon and Dill Spread  
Beef Carpaccio Canapé  
Spicy Crab and Belgian Endive  
Goat Cheese and Honey Stuffed Pepperdoux  
Truffled Deviled Eggs  
Smoked Duck and Fresh Fig (Seasonal)

### Soup/Salad (Select One)

Cup of Soup du Jour  
Cup of New England Clam Chowder  
House Caesar Salad with Croutons and Cherry Tomatoes  
Mixed Greens Salad with Goat Cheese, Strawberries, Toasted Almonds with White Balsamic Vinaigrette

***Final counts to be provided (7) days in advance of scheduled event***

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### **Entrées (Select up to Two)**

Filet Mignon with Roasted Rosemary Fingerling Potatoes, Wild Mushroom Sauce and Sautéed Asparagus  
London Broil with Garlic Mashed Potatoes, Haricot Verts and Red Wine Pan Sauce  
Prime Rib of Beef with Garlic Mashed Potatoes, Grilled Asparagus and Horseradish Au Jus  
Statler Chicken Breast with Garlic Mashed Potatoes, Roasted Root Vegetables and  
Natural Reduction Sauce with White Wine  
Spinach and Artichoke Stuffed Chicken Breast with Garlic Mashed Potatoes and Vegetable Provencal  
Baked Haddock with Crab and Orange Stuffing, Toasted Orzo Pilaf and Green Bean Almondine  
Brown Sugar and Mustard Glazed Salmon with Lemon Caper Risotto and Baby Spinach  
Vegetable Napoleon with Eggplant and Roasted Red Pepper



### **Dessert (Select One)**

Assorted Mini Pastries  
Cookies and Brownies  
Fresh Seasonal Fruit Salad

### **Regular and Decaffeinated Coffees, Selection of Teas**

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## **True Love Dinner Buffet**



**In addition to (1) hour open bar with Premium liquors,  
Cocktail Hour to include:**

Assorted International Cheese Display served with  
grapes and wild berries, gourmet crackers and crispy baguette  
Fresh Seasonal Vegetable Crudité served with ranch and hummus dips  
Choice of (4) Butler Passed Hors d'Oeuvres

### **Hot Selections**

Crab Rangoon with Sweet Chili Dipping Sauce  
Mini Maryland Crab Cakes with Remoulade Sauce  
Mini Reubens with Thousand Island Dressing  
Sesame Chicken Fingers with Sweet and Sour Sauce  
Potato Pancakes with Apple Sauce and Chive Sour Cream  
Spanakopita  
Ratatouille Stuffed Mushrooms with Parmesan Cheese  
Twice Baked Mini Potato with Boursin Cheese and Chive  
Maple Glazed Scallop and Bacon  
Coconut Shrimp with Honey Mustard Dipping Sauce  
Tenderloin and Herb Butter Crostini  
Slow Braised Pork Shank with Sherry Demi

### **Cold Selections**

Smoked Salmon Canapé on Toasted Rye with Cornichon and Dill Spread  
Beef Carpaccio Canapé  
Spicy Crab and Belgian Endive  
Goat Cheese and Honey Stuffed Pepperdoux  
Truffled Deviled Eggs  
Smoked Duck and Fresh Fig (Seasonal)

### **Soup/Salad (Select One)**

Greek Salad with Tomato, Cucumber, Feta Cheese and Kalamata Olives  
Garden Style Salad with Bleu Cheese and Champagne Vinaigrette  
House Caesar Salad with Croutons and Cherry Tomatoes  
Mixed Greens Salad with Goat Cheese, Strawberries, Toasted Almonds and White Balsamic Vinaigrette

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### **Pasta (Select One)**

Wild Mushroom Ravioli with Spinach, Artichokes and Truffle Cream  
Ziti Alfredo with Roasted Vegetables  
Pasta Bolognese  
Shrimp Penne with Vodka Cream Sauce



### **Entrées (Select Three)**

Traditional New England Baked Haddock with Crabmeat Stuffing  
Brown Sugar and Mustard Glazed Salmon Filet  
Sautéed Shrimp and Scallops in Citrus Thyme Pan Jus  
Lime Coriander Swordfish with Roasted Vegetables  
Spinach and Artichoke Stuffed Chicken with Garlic Cream  
Chicken Marsala with Mushroom Marsala Sauce  
Chicken Piccata with Lemon Caper Sauce  
Peach BBQ Chicken Statler  
Braised Short Rib of Beef with Tomato Fennel Sauce  
Bavarian Pork Loin with Calvados Sauce and Fruit Chutney  
Grilled London Broil with Red Wine Sauce  
Garlic and Rosemary Tenderloin Tips with Pan-Braised Mushrooms and Pearl Onions

### **Chef's Choices of Starch and Vegetable**



### **Dessert (Select One)**

Assorted Mini Pastries  
Cookies and Brownies  
Fresh Seasonal Fruit Salad

### **Regular and Decaffeinated Coffees, Selection of Teas**

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## **True Love Plated Dinner**



**In addition to (1) hour open bar with Premium brands,  
cocktail Hour to include:**

Assorted International Cheese Display served with  
grapes and wild berries, gourmet crackers and crispy baguette  
Fresh Seasonal Vegetable Crudité served with ranch and hummus dips  
Choice of (4) Butler Passed Hors d'Oeuvres

### **Hot Selections**

Crab Rangoon with Sweet Chili Dipping Sauce  
Mini Maryland Crab Cakes with Remoulade Sauce  
Mini Reubens with Thousand Island Dressing  
Sesame Chicken Fingers with Sweet and Sour Sauce  
Potato Pancakes with Apple Sauce and Chive Sour Cream  
Spanakopita  
Ratatouille Stuffed Mushrooms with Parmesan Cheese  
Twice Baked Mini Potato with Boursin Cheese and Chive  
Maple Glazed Scallop and Bacon  
Coconut Shrimp with Honey Mustard Dipping Sauce  
Tenderloin and Herb Butter Crostini  
Slow Braised Pork Shank with Sherry Demi

### **Cold Selections**

Smoked Salmon Canapé on Toasted Rye with Cornichon and Dill Spread  
Beef Carpaccio Canapé  
Spicy Crab and Belgian Endive  
Goat Cheese and Honey Stuffed Pepperdoux  
Truffled Deviled Eggs  
Smoked Duck and Fresh Fig (Seasonal)

### **Soup/Salad (Select One)**

Cup of Soup du Jour  
Cup of New England Clam Chowder  
House Caesar Salad with Croutons and Cherry Tomatoes  
Mixed Greens Salad with Goat Cheese, Strawberries, Toasted Almonds with White Balsamic Vinaigrette

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**Entrées (Select up to Three)**

Filet Mignon with Roasted Rosemary Fingerling Potatoes, Wild Mushroom Sauce and Sautéed Asparagus  
London Broil with Garlic Mashed Potatoes, Haricot Verts and Red Wine Pan Sauce  
Prime Rib of Beef with Garlic Mashed Potatoes, Grilled Asparagus and Horseradish Au Jus  
Statler Chicken Breast with Garlic Mashed Potatoes, Roasted Root Vegetables and  
Natural Reduction Sauce with White Wine  
Spinach and Artichoke Stuffed Chicken Breast with Garlic Mashed Potatoes and Vegetable Provencal  
Baked Haddock with Crab and Orange Stuffing, Toasted Orzo Pilaf and Green Bean Almondine  
Brown Sugar and Mustard Glazed Salmon with Lemon Caper Risotto and Baby Spinach  
Vegetable Napoleon with Eggplant and Roasted Red Pepper



**Dessert (Select One)**

Assorted Mini Pastries  
Cookies and Brownies  
Fresh Seasonal Fruit Salad

OR

Own Wedding Cake (Cut and Served with One Enhancement)  
Scoop of Ice Cream  
Chocolate Covered Strawberry  
Fresh Berry Compote

**Regular and Decaffeinated Coffees, Selection of Teas**

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## Soulmate Dinner Buffet



**In addition to (1½) hour open bar with Premium brands,  
Cocktail Hour to include:**

Champagne Toast  
Assorted International Cheese Display served with  
grapes and wild berries, gourmet crackers and crispy baguette  
Fresh Seasonal Vegetable Crudit  served with ranch and hummus dips  
Choice of (4) Butler Passed Hors d'Oeuvres

### **Hot Selections**

Crab Rangoon with Sweet Chili Dipping Sauce  
Mini Maryland Crab Cakes with Remoulade Sauce  
Mini Reubens with Thousand Island Dressing  
Sesame Chicken Fingers with Sweet and Sour Sauce  
Potato Pancakes with Apple Sauce and Chive Sour Cream  
Spanakopita  
Ratatouille Stuffed Mushrooms with Parmesan Cheese  
Twice Baked Mini Potato with Boursin Cheese and Chive  
Maple Glazed Scallop and Bacon  
Coconut Shrimp with Honey Mustard Dipping Sauce  
Tenderloin and Herb Butter Crostini  
Slow Braised Pork Shank with Sherry Demi

### **Cold Selections**

Smoked Salmon Canap  on Toasted Rye with Cornichon and Dill Spread  
Beef Carpaccio Canap   
Spicy Crab and Belgian Endive  
Goat Cheese and Honey Stuffed Pepperdoux  
Truffled Deviled Eggs  
Smoked Duck and Fresh Fig (Seasonal)

### **Soup/Salad (Select One)**

Greek Salad with Tomato, Cucumber, Feta Cheese and Kalamata Olives  
Garden Style Salad with Bleu Cheese and Champagne Vinaigrette  
House Caesar Salad with Croutons and Cherry Tomatoes  
Mixed Greens Salad with Goat Cheese, Strawberries, Toasted Almonds and White Balsamic Vinaigrette

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### **Pasta (Select One)**

Wild Mushroom Ravioli with Spinach, Artichokes and Truffle Cream  
Ziti Alfredo with Roasted Vegetables  
Pasta Bolognese  
Shrimp Penne with Vodka Cream Sauce



### **Entrées (Select Three)**

Traditional New England Baked Haddock with Crabmeat Stuffing  
Brown Sugar and Mustard Glazed Salmon Filet  
Sautéed Shrimp and Scallops in Citrus Thyme Pan Jus  
Lime Coriander Swordfish with Roasted Vegetables  
Spinach and Artichoke Stuffed Chicken with Garlic Cream  
Chicken Marsala with Mushroom Marsala Sauce  
Chicken Piccata with Lemon Caper Sauce  
Peach BBQ Chicken Statler  
Braised Short Rib of Beef with Tomato Fennel Sauce  
Bavarian Pork Loin with Calvados Sauce and Fruit Chutney  
Grilled London Broil with Red Wine Sauce  
Garlic and Rosemary Tenderloin Tips with Pan-Braised Mushrooms and Pearl Onions

### **Chef's Choices of Starch and Vegetable**



### **Dessert (Select One)**

Assorted Mini Pastries  
Cookies and Brownies  
Fresh Seasonal Fruit Salad

OR

Own Wedding Cake (Cut and Served with One Enhancement)  
Scoop of Ice Cream  
Chocolate Covered Strawberry  
Fresh Berry Compote

### **Regular and Decaffeinated Coffees, Selection of Teas**

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## Soulmate Plated Dinner



**In addition to (1½) hour open bar with Premium brands,  
Cocktail Hour to include:**

Champagne Toast  
Assorted International Cheese Display served with  
grapes and wild berries, gourmet crackers and crispy baguette  
Fresh Seasonal Vegetable Crudité served with ranch and hummus dips  
Choice of (4) Butler Passed Hors d'Oeuvres

### Hot Selections

Crab Rangoon with Sweet Chili Dipping Sauce  
Mini Maryland Crab Cakes with Remoulade Sauce  
Mini Reubens with Thousand Island Dressing  
Sesame Chicken Fingers with Sweet and Sour Sauce  
Potato Pancakes with Apple Sauce and Chive Sour Cream  
Spanakopita  
Ratatouille Stuffed Mushrooms with Parmesan Cheese  
Twice Baked Mini Potato with Boursin Cheese and Chive  
Maple Glazed Scallop and Bacon  
Coconut Shrimp with Honey Mustard Dipping Sauce  
Tenderloin and Herb Butter Crostini  
Slow Braised Pork Shank with Sherry Demi

### Cold Selections

Smoked Salmon Canapé on Toasted Rye with Cornichon and Dill Spread  
Beef Carpaccio Canapé  
Spicy Crab and Belgian Endive  
Goat Cheese and Honey Stuffed Pepperdoux  
Truffled Deviled Eggs  
Smoked Duck and Fresh Fig (Seasonal)

### Soup/Salad (Select One)

Cup of Soup du Jour  
Cup of New England Clam Chowder  
House Caesar Salad with Croutons and Cherry Tomatoes  
Mixed Greens Salad with Goat Cheese, Strawberries, Toasted Almonds with White Balsamic Vinaigrette

***Final counts to be provided (7) days in advance of scheduled event***

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**Entrées (Select up to Three)**

Filet Mignon with Roasted Rosemary Fingerling Potatoes, Wild Mushroom Sauce and Sautéed Asparagus  
London Broil with Garlic Mashed Potatoes, Haricot Verts and Red Wine Pan Sauce  
Prime Rib of Beef with Garlic Mashed Potatoes, Grilled Asparagus and Horseradish Au Jus  
Statler Chicken Breast with Garlic Mashed Potatoes, Roasted Root Vegetables and  
Natural Reduction Sauce with White Wine  
Spinach and Artichoke Stuffed Chicken Breast with Garlic Mashed Potatoes and Vegetable Provencal  
Baked Haddock with Crab and Orange Stuffing, Toasted Orzo Pilaf and Green Bean Almondine  
Brown Sugar and Mustard Glazed Salmon with Lemon Caper Risotto and Baby Spinach  
Vegetable Napoleon with Eggplant and Roasted Red Pepper



**Dessert (Select One)**

Assorted Mini Pastries  
Cookies and Brownies  
Fresh Seasonal Fruit Salad

OR

Own Wedding Cake (Cut and Served with One Enhancement)  
Scoop of Ice Cream  
Chocolate Covered Strawberry  
Fresh Berry Compote

**Regular and Decaffeinated Coffees, Selection of Teas**

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## Guidelines, Terms & Conditions for the Andover Inn

The Andover Inn is a New England country inn registered with the National Register of Historic Inns and located about 25 miles north of Boston, MA on the 500-acre campus of Phillips Academy, one of the oldest private secondary boarding schools in the United States.

Built in 1930 and fully renovated in 2010, The Andover Inn offers 30 updated guest rooms, three private function rooms, and an elegant 100-seat dining room. A stylish Seasonal Garden Tent located in our garden capable of seating 175 creates the perfect setting for outdoor New England weddings and formal events seasonally between May and October. The hotel's elegant ambiance and secluded location create the perfect venue for memorable weddings, parties, and celebrations or as a special destination for a leisure getaway.

Our Executive Chef and his Culinary Team have used their knowledge and passion to create a menu that has Traditional New England fare, with contemporary and international influences. Our chef is willing to create a specialized menu of your choice upon request. To ensure availability of specific food items, we ask that final menus be selected with your catering manager at least one month prior to your function. The Andover Inn reserves the right to increase pricing of specific menu items based on the market value at the time of purchase.

### Rental Fees:

- **Phillips Room - \$250.00**
- **Stevens Room - \$250.00**
- **Garden Tent - \$500.00** *(Does not include cost of tent rental)*

### Room and Ceremony Set Up:

Room rental fees include tables, standard banquet chairs, china, glassware, silverware, votive candles, and white cotton linens. You may upgrade your linens at additional costs. Room rental fees do not include the use of any audio visual equipment for your reception. You can rent the following equipment from the Inn, availability permitting, at the rates listed below:

- **LCD Projector - \$200.00**
- **Projection Screen - \$35.00**
- **Wireless Microphone and Speakers - \$50.00**

### Additional Fees and Taxes:

All prices, fees and room rentals, unless otherwise noted, are subject to an 18% service charge and a 7% sales tax.

### Deposits and Final Payments:

All weddings at the Inn, upon confirmation, will be required to pay a deposit in the amount of 50% of your estimated event spending. For events in the Garden Tent, upon confirmation, you will be required to pay an additional deposit of \$5,000.00 so that we may hold the space. For all weddings at the Inn, a second deposit of the estimated remaining balance will be required (6) months prior to your scheduled event date. All deposits must be in the form of cash, check, or credit card. All advance deposits are non-refundable. Deposits will be applied toward the final balance, which is required (7) days prior to your scheduled event date. All final payments must be made in the form of bank check or cash, with a credit card on file for any unplanned incidental charges on the day of the event.

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**Minimum Catering Revenue:**

In place of Guest Minimums for the function rooms, the Andover Inn designates Food and Beverage Minimums. These minimums are based on the food and hosted beverage charges. The Food and Beverage Minimum does not include cash bar charges, restaurant and bar usage not sponsored as part of your event, meeting room rental fees, taxes, service charges, or any other miscellaneous charges or fees incurred. Should your final attendance drop below your original estimated number of guests, the Inn will be happy to advise you on alternatives in food and beverage that will satisfy the minimum revenue that was agreed upon at the time of confirmation. In the event that the minimum set forth is not realized, you will owe the Inn the difference between the amount actually spent (exclusive of appropriate taxes, gratuities, and fees) and the minimum set forth.

**2015/2016 Menu Pricing:**

Menus are subject to seasonality and market availability. Prices are subject to change without notice. Menus are fully customizable. To ensure availability of specific food items, we ask that final menus be selected with your catering manager at least four months prior to your event date. The Andover Inn reserves the right to increase pricing of specific menu items, up to (90) days prior to your event, based on the market value at the time of purchase, if needed.

**Guarantees:**

To help us to make your event a truly memorable experience, we ask for your cooperation in confirmation all of your details and menu choices, in addition to the total number of anticipated guests, (45) days prior to your scheduled event. Your expected guarantee is due (7) days prior. In addition to your final guest count, we require events offering more than (1) entrée to submit exact numbers of each selection. This number is your guarantee and may not be lowered. If a confirmation number is not received by the scheduled due date, the expected attendance will become the number of guests guaranteed. Final charges will be based on your guarantee or the actual attendance, whichever is greater.

**Dining for Children:**

For guests under the age of (12), the Andover Inn offers a separate children's menu at a price of \$25.00, per child. Special children's menu includes a beverage, starter course, entrée, and a dessert. Children under the age of three will receive complimentary meals.

**Bartender Fee:**

All wedding packages include (1) bartender per every (50) guests. Should you request additional bartenders beyond the standard, a \$75.00 bartender (per bartender) will be applied.

**Alcoholic Beverage Policy:**

The Andover Inn, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with Massachusetts Alcoholic Beverage Control's policies, procedures, and statutes. The Inn will strictly enforce all Massachusetts beverage laws. The management of the Andover Inn and its beverage employees reserve the right to refuse service of alcohol to any guest who appears or exhibits characteristics of being intoxicated. In addition, any disturbances, underage drinking or consumption or non-Inn purchased alcohol can result in immediate termination of the event. The Andover Inn is the only licensed authority to sell and distribute alcohol on the premises. Alcohol is not permitted to be brought on property and alcohol purchased from the Andover Inn may not be removed from the premises.

**Parking:**

Guests who have reserved rooms at the Inn will be provided complimentary parking in designated Inn spaces. Valet parking is available for an additional fee.

**Consumer Advisory:**

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions. Regarding the safety of any of these items, written information is available upon request.

**Before placing your final order, please inform your Catering Manager or Event Planner if a person in your party has a food allergy. Any food prepared by the Andover Inn may not be removed from the premises due to insurance and health code regulations.**

***Final counts to be provided (7) days in advance of scheduled event***

*All prices, fees, and room rentals, unless otherwise noted, are subject to an 18% gratuity and 7% sales tax.*

*Prices are subject to change without notice.*

*Menu items are subject to seasonality and market availability.*

**Coat Check:**

Coat racks are provided complimentary for your event.

**Displays/Decorations:**

We politely request that our guests refrain from the use of confetti, rice, bird seed, or any similar materials thrown at the Inn. The Inn asks that nothing be affixed to the walls, doors, light fixtures, ceilings, or any furniture within any of the function space, without prior approval. The Andover Inn reserves the right to bill for any repairs made resulting from damage incurred during your event.

**Sleeping Rooms:**

Wedding packages include preferred reservations for overnight guestroom accommodations. If **at least** (10) guestrooms are reserved in a wedding room block, the newlywed couple will receive the bridal suite, on a complimentary basis, for the night of the wedding.

***Final counts to be provided (7) days in advance of scheduled event***

*All prices, fees, and room rentals, unless otherwise noted, are subject to an 18% gratuity and 7% sales tax.*

*Prices are subject to change without notice.*

*Menu items are subject to seasonality and market availability.*