



Inn At Spanish Head
RESORT HOTEL

Wedding Information



BANQUET TERMS AND CONDITIONS

DETAILS

All menus and event details are due 14 days prior to the first event. Authorized Banquet Event Orders (BEOs) are required two weeks prior to arrival. If an authorized BEO is not received prior to the event, the last BEO will be accepted as approved. If any meeting rooms need to be reset within 72 hours, once the room has been setup, will incur a re-set charge, which will vary depending on the scope of the change requested. Please refer to your specific event contract which outlines the function spaces and fees for use of the space. Should the group modify their contracted function space, additional fees may be applied.

FOOD & BEVERAGE, MEAL SELECTIONS & GUARANTEES

A firm count for catered meals must be provided 7 days before the event, or the highest previous estimate may be considered final. Increases made after these deadlines will incur an extra 20% increase in menu prices, if it can be accommodated. The amount charged will be the guarantee number or the actual number served, whichever is greater. No outside food and beverage may be brought into the banquet rooms, aside from a dessert from a licensed bakery. Buffets will be prepared to serve 5% more than the guarantee number.

Plated Meals are limited to 2 entrees per event, plus a special dietary option. Pricing for plated split entrée melas will be the highest price of the two selections.

All food items may be served or displayed for a maximum of 2 hours. Due to health regulations, at the conclusion of your event, all left over food is the property of the Inn at Spanish Head and is not to be removed from the premises.

A service charge of 23% will be added to all charges (food, beverage, av, dance floors, room rentals). Menus and prices are subject to change up to 60 days prior to the event date. With advance notice, our kitchen is prepared to handle special dietary needs. Additional charges may apply depending on what is requested.

BAR SERVICE

All alcohol must be purchased and served through the Inn at Spanish Head, in accordance with OLCC regulations. Full service banquet bars require a minimum of \$200 per bartender, per hour; Beer and Wine banquet bars require a minimum of \$100 per bartender, per hour.

BANQUET EQUIPMENT, RENTALS & SUBCONTRACTORS

Complimentary tables, chairs, house linens, china, flatware and glassware are included as part of your room rental, based on availability. Plans for additional tables, staging, furniture, chairs, linens and place setting rentals must be planned through the Inn at Spanish Head.

Audio Visual equipment is available for rental, and we suggest reserving the equipment early to ensure that the equipment is available and ready for your event. If you choose to provide your own equipment that requires technical assistance by our staff, the prevailing labor rate will be applied to the master account.

Client agrees to have any subcontracted companies adhere to all policies and regulations of the Inn at Spanish Head, and will be required to carry their own insurance.

All décor, materials and equipment must be removed immediately at the conclusion of your event unless you have contracted or arranged an extended tear down time.

WEDDING INFORMATION

CEREMONY

Wedding Ceremonies at the Inn at Spanish Head are recommended to be on the beach. As all beaches in Oregon are operated by the Oregon State Parks Department, a permit is required in accordance with their regulations. Approval of the permit and fees associated are required within 30 days before the wedding date, but not before 6 months in advance.

Rental items are available from the Inn at Spanish Head, or you can provide your own. All setup and teardown of arches, chairs and décor is the responsibility of the Wedding Party., and must be compliant with the Oregon State Parks Department requirements and regulations.

A map needs to accompany the permit request to the State Parks Department to show where the ceremony will be taking place on the beach with locations of décor erected, and will need final approval from them.

Backup Indoor Space is accommodated within the same space as the Reception. Permit fees are non-refundable due to inclement weather.

All Wedding coordination for wedding ceremonies is the responsibility of the wedding party.

RECEPTION

Located on the 4th Floor with a panoramic view of the Pacific Ocean, the El Toro Ballroom is the event space we recommend for wedding receptions for up to 80 people. Our Balboa Room on the 1st floor is available for small weddings up to 20 people. The cost of the event space includes the setup of round tables & chairs with white linens & napkins, buffet tables, guest book table, gift table and sweetheart or head table. All centerpieces and décor are to be provided by the wedding party, including setup and teardown.

Wedding Reception Coordination assistance is provided prior to the wedding date, with full responsibility falling on the wedding party for day of coordination. An on-site contact will be required to be given to the hotel to communicate with on the day of.

Due to the location of the event space, all events must be concluded by 9pm to include teardown.

DÉCOR & DANCE FLOOR

All décor needs to be approved by the Inn at Spanish Head. Nothing will be able to be affixed to the walls, floors or ceilings with tape, staples, nails, etc. We do not permit the use of open flame candles in the event space. Any damage to the event space, linens or equipment provided will result in a charge.

Dance Floor rentals can be provided at a charge of \$500 plus service charge.

GUEST ROOMS

Guestroom blocks are required to be contracted for all weddings at the Inn at Spanish Head, and are dependent on the estimated number of guests you will have in attendance. We offer standard bedrooms, studios and suites to accommodate different sized groups, all with a view of the Pacific Ocean. Rates and length of stay minimums will vary depending on the time of year..

For weddings of up to 25 guests, a minimum guestroom block of 7 rooms per night is required.

For weddings of up to 50 guests, a minimum guestroom block of 20 rooms per night is required.

For weddings of up to 80 guests, a minimum guestroom block of 30 rooms per night is required.

PLATED ENTREES

PRICES LISTED AS LUNCH/DINNER & CONSISTENT WITH PORTION SIZING

ENTREES INCLUDE FRESHLY GROUND REGULAR COFFEE, DECAFFEINATED COFFEE & A SELECTION OF HOT TEAS, ORGANIC GARDEN SALAD WITH BALSAMIC OR BUTTERMILK RANCH DRESSING, FRESH SEASONAL VEGETABLES, FRESHLY BAKED ROLLS & CHEF'S CHOICE DESSERT

CHOICE OF SIDE: ROASTED FINGERLING POTATOES, RICE PILAF, CAULIFLOWER RICE, MASHED POTATOES
EACH SELECTION WILL BE SERVED WITH THE SAME SIDE DISH.

SURF N' TURF MARKET PRICE

CHARGRILLED PRIME BEEF TOP
SIRLOIN WITH HERB BUTTER & A
PETITE COLD WATER LOBSTER TAIL
WITH DRAWN BUTTER

STEAK & PRAWNS \$65/\$85

CHARGRILLED PRIME BEEF TOP
SIRLOIN WITH HERB BUTTER &
JUMBO PRAWNS IN GARLIC BUTTER

LEMON PEPPER CHICKEN \$38/\$60

BUTTERMILK MARINATED BAKED
CHICKEN BREAST WITH A LEMON
PEPPER BREAD CRUMB CRUST
WITH CREAM SAUCE

SPECIAL DIETARY ENTRÉE OPTIONS

HERBED RISOTTO
EGGPLANT CACCIATORE
PASTA WITH CHEF'S CHOICE OF
SAUCE (GF PASTA AVAILABLE)
VEGETABLE WELLINGTON
STUFFED PORTOBELLO

GRILLED SALMON \$48/\$65

CHARGRILLED SALMON FILET WITH
LEMON DILL SAUCE

ROASTED CHICKEN \$42/\$58

ONE HALF HONEY-GLAZED
ROASTED CHICKEN

FILET MIGNON \$60/\$75

CHARGRILLED CERTIFIED CHOICE
BEEF TENDERLOIN WITH HERB
BUTTER

HAZELNUT BREADED STUFFED

CHICKEN BREAST \$45/\$62

MUSHROOMS, SPINACH, ROASTED
GARLIC & BOURSIN CHEESE
TOPPED WITH GLACE DE VIANDE
SAUCE

BEEF TOP SIRLOIN \$50/\$65

CHARGRILLED PRIME BEEF TOP
SIRLOIN STEAK WITH HERB
BUTTER

SPECIALTY DESSERTS

BIG BRULEE CHEESECAKE	\$9/EACH	LEMONADE CAKE	\$10/EACH
CHOCOLATE CAKE WITH CREAM	\$9/EACH	PEANUT BUTTER PIE	\$9/EACH

23% SERVICE CHARGE ADDITIONAL

PRICES LISTED ABOVE ARE INDICATED FOR LUNCH/DINNER AND ARE PER PERSON.

LIMIT 3 SELECTIONS PER EVENT, INCLUDING A SPECIAL DIETARY OPTION.

PRICING FOR PLATED DINNERS WILL BE THE HIGHER OF THE ALL SELECTIONS.

PLATED DINNERS IDEAL FOR GROUPS OF 25 PEOPLE OR LESS.

FOR GROUPS OF MORE THAN 25 GUESTS, AN ADDITIONAL CHARGE FOR SERVICE KITCHEN WILL APPLY.

DINNER BUFFET

MINIMUM OF 25 GUESTS

DINNER BUFFETS INCLUDE FRESHLY GROUND REGULAR COFFEE, DECAFFEINATED COFFEE, AN ASSORTMENT OF HOT TEAS, FRESH BAKED ROLLS & CHEF'S CHOICE DESSERT
(UNLESS OTHERWISE NOTED)

SPANISH HEAD TRIO

\$72

- ♦ ROASTED PRIME RIB (CARVER FEE TO APPLY)
- ♦ HAZELNUT CRUSTED CHICKEN BREAST WITH SAGE SUPREME SAUCE
- ♦ CHAR GRILLED SALMON WITH LEMON DILL SAUCE
- ♦ SERVED WITH ORGANIC GARDEN GREENS WITH VINAIGRETTE & BUTTERMILK RANCH DRESSINGS
- ♦ FRESH SEASONAL VEGETABLES & GARLIC MASHED POTATOES

WESTERN BBQ

\$70

- ♦ ROASTED CERTIFIED ANGUS SMOKED PRIME RIB WITH HORSERADISH SAUCE & AU JUS
- ♦ CHAR GRILLED BABY BACK PORK RIBS IN HOUSE MADE BBQ SAUCE
- ♦ CHAR GRILLED CHICKEN BREAST
- ♦ SERVED WITH HONEY MAPLE BAKED BEANS, POTATO SALAD & MACARONI SALAD
- ♦ CORNBREAD, SLICED WATERMELON & MARIONBERRY COBBLER WITH WHIPPED CREAM

A TASTE OF ITALY BUFFET

\$65

- ♦ CHEF'S FRESH PASTA & CHEESE-STUFFED RAVIOLI WITH MARINARA & ALFREDO SAUCES
- ♦ LOBSTER MACARONI & CHEESE WITH PARMESAN CHEESE TOAST
- ♦ MINISTRONE SOUP
- ♦ ORGANIC GARDEN GREENS WITH VINAIGRETTE & CHEF'S CHOICE OF SALAD

SOUTH OF THE BORDER

\$65

- ♦ SEASONED CHICKEN & STEAK FAJITAS WITH SAUTÉED BELL PEPPERS & ONIONS
- ♦ WARM FLOUR & CORN TORTILLAS
- ♦ SERVED WITH SOUR CREAM, GUACAMOLE, SHREDDED LETTUCE, TILLAMOOK CHEDDAR & MONTEREY JACK CHEESE, REFRIED BEANS
- ♦ SOUTHWESTERN CORN SALAD
- ♦ TRI-COLORED TORTILLA CHIPS WITH HOUSE MADE SALSA

OREGON COAST BUFFET

\$80

- ♦ CHAR GRILLED SALMON FILET WITH CRAB & DILL CREAM SAUCE
- ♦ PAN SEARED LING COD WITH BRANDY SAUCE
- ♦ PAN FRIED OYSTERS WITH BUTTERMILK & PANKO
- ♦ SERVED WITH FRESH SEASONAL VEGETABLES, GARLIC MASHED POTATOES
- ♦ SERVED WITH ORGANIC GARDEN GREENS WITH VINAIGRETTE & BUTTERMILK RANCH DRESSINGS

23% SERVICE CHARGE ADDITIONAL

GROUPS UNDER 25 PEOPLE, WILL BE CHARGED AN ADDITIONAL \$20 PER PERSON FOR LUNCH BUFFETS.

PRICES ARE SUBJECT TO CHANGE AND ARE PER PERSON UNLESS OTHERWISE NOTED.

HORS D'OEUVRES

PRICES ARE PER DOZEN
(MINIMUM ORDER 4 DOZEN PER ITEM)

WARM HORS D'OEUVRES

SEAFOOD CAKES REMOULADE	\$50
CHICKEN SATE SWEET THAI PEANUT SAUCE	\$45
SPANAKOPITA SPINACH & FETA CHEESE PHYLLO TRIANGLES	\$35
MAC AND CHEESE BITES	\$32
SMOKED SALMON POTATO CAKES GARLIC, CHIVES, BUTTER, PANKO	\$35
CRAB AND SHRIMP STUFFED MUSHROOMS	\$48
VEGETARIAN SPRING ROLLS	\$40

CHILLED HORS D'OEUVRES

JUMBO PRAWNS COCKTAIL SAUCE, LEMON	\$50
FRESH MOZZARELLA, CHERRY TOMATO SKEWER	\$35
SEAFOOD SALAD CROSTINI	\$55
DEVILED EGGS ASSORTMENT OF DEVILED EGGS	\$30
SMOKED SALMON CANAPÉS NOVA LOX & DILL CREAM CHEESE ON CROSTINI	\$45
CRAB & SHRIMP PINWHEELS SPINACH & HERB WRAP	\$50
PROSCIUTTO WRAPPED GRILLED ASPARAGUS	\$40

CARVING STATION

CHEF CARVER FEE OF \$150/HOUR - 2 HOUR MINIMUM
ALL ITEMS ARE MARKET PRICE

SMOKED & ROASTED PORK LOIN
(SERVES APPROXIMATE 15 GUESTS)

HONEY-GLAZED HAM
(SERVES APPROXIMATELY 20 GUESTS)

ROASTED CERTIFIED ANGUS PRIME RIB
(SERVES APPROXIMATELY 20 GUESTS)

23% SERVICE CHARGE ADDITIONAL

RECEPTION ITEMS

PRICES LISTED ARE BASED ON 25 PEOPLE EACH

VEGETABLE CRUDITÉ

FRESH & MARINATED VEGETABLES, HOUSE MADE DIPPING SAUCES **\$225**

FRESH SEASONAL FRUIT

COLORFUL DISPLAY OF FRESH FRUIT & BERRIES **\$550**

DOMESTIC & IMPORTED CHEESE DISPLAY

DILL HAVARTI, SMOKED GOUDA, TILLAMOOK CHEDDAR, PEPPER JACK, GRUYERE,
WHITE CHEDDAR,BOURSIN HERBED CHEESE, HOUSE MADE CROSTINI & CRACKER MEDLEY **\$325**

CHARCUTERIE PLATTER

CHEF'S SELECTION OF CHEESE & CURED ITALIAN MEATS, GARLIC HORSE RADISH PICKLES &
OLIVES WITH RUSTIC BREAD, PRETZELS, CRACKERS WITH ASSORTED MUSTARDS **\$500**

CHEF'S SMOKEHOUSE SEAFOOD PLATTER

EVERYTHING SMOKED ~ SALMON, WHITE FISH, SCALLOPS & SHRIMP
NOVA LOX WITH CAPERS, ONION, CREAM CHEESE AND RUSTIC BREAD **\$550**

BAKED ARTICHOKE CRAB DIP

HOUSE MADE CROSTINI & CRACKER MEDLEY **\$350**

SWEET TOOTH TRAY

ASSORTED DESSERT BARS & TARTLETS, BROWNIES, MINI CHEESECAKES **\$300**

RECEPTION BUFFET

CHARCUTERIE PLATTER

VEGETABLE CRUDITE

CHEF'S CHOICE OF (3) HORS D'OEUVRES

\$40 PER PERSON, ONE HOUR

23% SERVICE CHARGE ADDITIONAL

BANQUET BAR SERVICE

BEER & WINE BAR: \$100.00 PER HOUR MINIMUM BAR REVENUE GUARANTEED BY THE GROUP
FULL BAR: \$200.00 PER HOUR MINIMUM BAR REVENUE GUARANTEED BY THE GROUP

BAR PRICING

	<u>HOSTED BAR</u>	<u>CASH BAR</u>
WELL BEVERAGES	\$9	\$10
CALL BEVERAGES	\$11-15 (VARIES ON BRAND)	\$12-16
PREMIUM BEVERAGES	\$13 AND UP	\$14 AND UP
HOUSE WINES BY THE GLASS	\$10	\$11
HOUSE BEER	\$6	\$7
IMPORTED BEER/MICROBREWS	\$7	\$8
SOFT DRINKS	\$4	\$4

BAR OFFERINGS

	PREMIUM	CALL	WELL
VODKA	GREY GOOSE	MONO POLOVA	SMIRNOFF
GIN	HENDRICKS	TANQUERAY	BEEFEATERS
TEQUILA	DON JULIO SILVER	HORONITOS	JOSE CUERVO
RUM	SAILOR JERRY	CAPTAIN MORGAN	BACARCI
WHISKEY	MAKERS MARK	CROWN ROYAL	JIM BEAM
SCOTCH	CHIVAS REGAL	JOHNNY WALKER RED	CUTTY SHARK
HOUSE BEER	COORS LIGHT, CORONA, HEINKEN		
IMPORTED/ MICROBREWS	BOUY, FT. GEORGE, ROGUE, VARIETY OF HARD SELTZERS		
HOUSE WINES	WINE BY JOE CHARDONNAY, ACROBAT PINOT GRIS & PINOT NOIR, LUKE CABERNET SAUVIGNON		

A CORKAGE FEE OF \$20 PER 750ML OPENED BOTTLE WILL APPLY SHOULD YOU DECIDE TO BRING IN YOUR OWN WINE.

WINE MUST BE DELIVERED TO USOUR STAFF WILL OPEN AND SERVE IT TO KEEP WITH OLCC GUIDELINES.

23% SERVICE CHARGE ADDITIONAL FOR HOSTED BAR

PRICES AND BRANDS ARE SUBJECT TO CHANGE.

BAR HOURS PROVIDED FOR A MAXIMUM OF 3 HOURS, AND REQUIRES FOOD TO BE OFFERED DURING SERVICE.

SALES AND CATERING

541-994-1617

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