



## Information & Arrangements

### **Food and Beverage**

The hotel must supply all food items. Menu selections, room requirements and all other arrangements must be received thirty days prior to the function. These menus are only a general suggestion as to the selection and variety of entrees and complements available to you. We take great pride in developing specific ideas and themes or simply expressing your taste in a personally tailored-menu. No food may be taken off hotel premises. If alcoholic beverages are to be served on the hotel premises (or elsewhere under the hotel's alcoholic beverage license) the hotel will require that only the hotel servers and bartenders dispense beverages. The hotel's alcoholic beverage license requires the hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who in the hotel's judgment appears intoxicated.

The Radisson Hotel-Utica Centre as a Licensee is responsible for the administration of the sale and service of alcoholic beverages in accordance with the NY State L.C.B. regulations. It is a house policy therefore that the hotel must supply all alcoholic beverages.

### **Guarantees/Cancellations**

It is a requirement that the sales office is notified of the exact number of attendees by noon four business days prior to the event (96 hours). This minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. An increase in the guaranteed attendance will be accepted up to 24 hours before the function (48 hours on weekends). The hotel will prepare 5% over the final guaranteed figure. If the guarantee attendance is not received in the Sales Office, the expected number of people will serve as the guarantee. Functions cancelled less than 60 days prior to scheduled date will be assessed a cancellation fee per hotel policy. Full charges will be assessed for any function-cancelled within five working days of the scheduled date. Cancellation must be made with our Sales Office between the hours of 8:30am-5pm, Monday through Friday. All cancellations must be confirmed in writing.

### **Room and Set-Up Fee**

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign the banquet function room accordingly. It is hotel policy to charge meeting space set-up fees, details are outlined on the Catering Contract.

### **Request for Multiple Entrées**

- Additional entrées may be selected at an additional cost
- Normal guarantee procedure is required with indication for each entrée
- Some form of entrée indications is required at the guest table, i.e., colored ticket, coded name tags, etc. This will enable better service by our staff during the meal service.
- Minimum of 20 guests guaranteed

### **Security**

If, in the sole judgment of the hotel, security is required in order to maintain order due to size and nature of your event, the hotel may require you to provide, at your expense, uniformed or non-uniformed security personnel. Any and all provisions for security must be arranged through the Hotel's Coordinator. The hotel shall have final approval on any and all security personnel to be utilized during your function.

### **Administrative Charge & Tax**

An administrative charge of 20% will be added to all banquet, meeting, audio visual, and beverage events held at the hotel. This service charge is distributed 12% to the event wait staff as gratuity and 8% is retained for labor expense to offset supervisory, sales and other banquet and kitchen personnel required to produce the event. Administrative charge and prices listed or quoted are subject to an 8.75% New York State sales tax.

If you are a tax-exempt group you must furnish a valid New York State Exemption certificate and ensure that the name matches the name on the method of payment.

### **Payment**

All banquet charges, coffee breaks, meeting room rental, and audiovisual charges will be placed on your Master Account. Any other charges will be paid for on an individual basis unless you specifically request items to be applied to your Master Account. Payment will be made prior to the day of the function unless credit has been established to the satisfaction of the hotel.

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## Breakfast

### **Saturday Breakfast Buffet**

\$12.95

*Available 7am-11am in the Garden Grille Restaurant*

Fresh Fruit, Yogurt, Cereal, Assorted Muffins and Danish, Scrambled Eggs, Bacon, Sausage, Pancakes, French Toast, Skillet Fried Potatoes, Selection of Fruit Juices, Freshly Brewed Coffees and Teas

### **Elegant Buffet**

*(Minimum of 35 attendees)*

\$12.95

Assortment of Fresh Fruit, Variety of Breakfast Pastries, Assortment of Baked Muffins, French Toast, Fluffy Scrambled Eggs, Crisp Bacon and Country Sausage, Home Fried Potatoes, Selection of Fruit Juices, Freshly Brewed Coffees and Teas

### **Grande Brunch**

*(Minimum of 35 attendees)*

\$15.95

Fresh Fruit Salad, Mini Belgian Waffles with Whipped Cream and Fresh Strawberries, Fluffy Scrambled Eggs, Crisp Bacon and Country Sausage, Home-Fried Potatoes, Garden Tossed Salad with Dressings, Selection of Fruit Juices, Freshly Brewed Coffees and Teas

***In addition to chef's selection of vegetable please choose one entrée from the following:***

Broiled Haddock Oreganato, Chicken Francaise, Sliced Roast Beef Portobello, Roast Pork Loin with Apple Stuffing, Grilled Balsamic Chicken

***Select one of the following pastas:***

Sun-Dried Tomato Pasta Primavera, Hats and Broccoli Alfredo, Vegetarian Lasagna

### **Garden Grille Champagne Brunch**

\$20.95

Available on Sunday from 10am to 2pm in our Garden Grille. Bring the entire family and enjoy Central New York's #1 Champagne Sunday Brunch. Featuring omelet's, waffles, pancakes, hand-carved meats, smoked salmon display, fresh seafood and pasta, an extensive salad bar, fresh fruits, fresh fruit fondue, cheeses, breads and a vast array of delectable desserts. There's something to satisfy everyone!

## Extras

### **Champagne Bar**

\$29.95 mixers / \$14.95 bottle

Champagne accompanied by carafes of assorted fruit juices and seasonal mixed berries.

### **Punches – based on three gallons**

Fruit Punch	\$45
Mimosas	\$65
Wine Punch	\$75
Bloody Mary	\$85



## Appetizers

Please choose one to complement your hot luncheon entrée.

### **Tossed Garden Salad**

Fresh garden greens with sliced peppers, cucumbers, tomatoes, crisp herbed croutons, topped with our balsamic dressing

### **Caesar Salad**

Chilled romaine lettuce with sliced black olives served with a zesty caesar dressing and topped with parmesan cheese

### **Fresh Fruit Cup**

A fresh assortment of seasonal fruit

## Hot Luncheon Entrées

All selections include a fresh vegetable and potato (where appropriate) selected by our chef, oven fresh rolls and butter, freshly brewed coffees and teas.

### **Pasta** \$12.95

Sautéed Broccoli Tossed with Penne Pasta in an Alfredo Sauce, Tri-Colored Tortellini with Vodka Blush Sauce, Pasta Purses with Lemon Basil Sauce

### **Fish** \$14.50

Fresh Haddock lightly breaded and topped with one of the following:

Lemon Basil, Fruit Salsa, Eggplant Caponata

### **Chicken** \$14.95

Boneless breast of chicken grilled and topped with one of the following:

Balsamic Vinaigrette, Mango Pineapple Salsa, Teriyaki Glaze

### **Chicken** \$14.95

Boneless breast of chicken lightly breaded, baked and topped with one of the following sauces:

Francaise, Piccata, Marinara

### **Beef** \$15.50

Sliced London Broil topped with one of the following:

Portobello Mushroom Sauce, Brandy Peppercorn Sauce, Zesty Lime and Horseradish Sauce

**Vegetarian options upon request**

## Desserts

All entrées include chef's selection of dessert. Please see your sales consultant for details.

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## *Signature Salad Specialties*

*Includes oven fresh rolls and butter, freshly brewed coffees, teas and beverage  
(Available from 11am-2pm)*

<b>Chicken Caesar Salad</b>	\$12.95
Char-grilled julienne chicken breast served over a bed of crisp romaine lettuce with black olives accompanied by a zesty caesar dressing	
<b>Asian Chicken Salad</b>	\$13.25
Fresh crisp romaine lettuce topped with cashews, fried wontons, green onions, yellow peppers, tomatoes and grilled chicken breast served with cucumber wasabi dressing	
<b>Raspberry Chicken Salad</b>	\$13.25
Sliced grilled breast of chicken with raspberry topping on a bed of spinach	
<b>Chicken Bruschetta Salad</b>	\$13.50
Grilled breast of chicken, Italian bruschetta with basil on a bed of mixed greens and topped with shaved provolone cheese	
<b>Greek Chicken Salad</b>	\$13.95
Grilled breast of chicken on mixed field greens, greek kalamata olives, grape tomatoes and sliced cucumber topped with balsamic vinaigrette and feta crumbles	
<b>Grilled Shrimp Caesar Salad</b>	\$13.95
Grilled shrimp served over a bed of crisp romaine lettuce accompanied by a zesty caesar dressing	

## *Desserts*

All entrées include chef's selection of dessert. Please see your sales consultant for details.





## Garden Grille Lunch Buffet

**Buffet** \$14.50

Complete Salad Bar with Soups, Crisp Garden Greens, Fresh Vegetables, Freshly Prepared Salads, Chef's Five Daily Hot Entrees, Fresh Rolls and Butter, Assorted Dessert Display, Ice Cream Sundae Bar, Coffee, Tea or Beverage

*Available Monday-Friday from 11am-2pm in our Garden Grille Restaurant  
Private dining rooms available see your sales consultant for details*

## Private Garden Buffet

*(Minimum 40 persons - Available 11am-2pm)*

**Buffet** \$14.50

Garden Salad Bar with Assorted Dressings, Warm Rolls and Butter

**Select one of the following pastas:**

Pasta Purses, Hats, Tri-colored Tortellini, Penne, Rigatoni

**Select one of the following pasta sauces:**

Marinara, Alfredo, Vodka Blush, Sun-dried Tomato Basil

**Select two of the following entrées:**

Chicken Francaise

Grilled Chicken with Mango Pineapple Salsa

Grilled Balsamic Chicken

Grilled Steak Diane

Grilled Steak Bruschetta

Herb Encrusted Tenderloin of Pork

Sausage and Peppers

Broiled Haddock Oreganato

Haddock with Lemon Dill Sauce

Pan Fried Tilapia

**Select two of the following:**

Wild Rice Pilaf

Oven Roasted Potatoes

Garlic Mashed Potatoes

Green Beans Almondine

Honey Glazed Carrots

Seasonal Vegetable Medley

Roasted Balsamic Vegetables

Buffet includes an assorted dessert display, beverage and freshly brewed coffees & teas

Customized menus are available for your event.

*A \$50.00 service charge will be applied if guest count falls below the minimum.*

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## Dinner Salads

Please select a salad to complement your entrée.

### Garden Salad

Traditional iceberg lettuce with tomatoes, cucumbers and croutons with your choice of dressing

### Lemon Caesar Salad

Chilled romaine lettuce served with a lemon caesar dressing and topped with asiago croutons and sliced black olives

### Mesculin Salad

Mesculin mix salad with fresh strawberries and a balsamic vinaigrette dressing

### Spinach Salad

Fresh spinach with Gorgonzola cheese, slivered almonds and topped with sesame ginger dressing

## Dinner Entrées

All selections include chef's choice of vegetable, potato, oven fresh rolls and butter and freshly brewed coffees, teas and beverage.

<b>Pasta</b>	\$18.95
Pasta Purses with Sun-Dried Tomatoes and Garlic Blush, Traditional Meat or Vegetable Lasagna, Bowties with Lemon Basil Alfredo	
<b>Pork Tenderloin</b> - Roasted and topped with one of the following:	\$19.95
Brandy Peppercorn, Apple Chutney, Orange Cranberry Glaze	
<b>Chicken</b> - Boneless breast of chicken lightly breaded, baked and topped with one of the following:	\$21.00
Francaise, Chardonnay, Eggplant Caponata	
<b>Stuffed Chicken</b> - Boneless breast of chicken lightly breaded and topped with complementing sauces and stuffed with one the following:	\$21.95
Traditional Herb Stuffing, Italian Greens, Artichokes, Mushroom Risotto, Petite Shrimp	
<b>Beef</b> - Carefully prepared and complemented with an au jus or béarnaise sauce	
Grilled Sirloin Steak	\$22.95
Slow Roasted Prime Rib	\$23.95
Tender Filet Mignon	\$25.95
<b>Seafood - freshly prepared</b>	
Eggplant Encrusted Haddock	\$21.95
Poached Filet of Salmon	\$25.95
Crabmeat Stuffed Shrimp	\$25.95
<b>Combination Platters</b> - Choice of one	
Chicken and Seafood Entrée	\$28.95
Filet and Chicken Entrée	\$29.95
Filet and Seafood Entrée	\$32.95

## Desserts

All entrées include chef's selection of dessert. Please see your sales consultant for details.

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## Dinner Buffet

Assorted array of garden salad and relish tray with oven fresh rolls and butter. Dinner will be served with freshly brewed coffees, teas and beverage (a required minimum of 50 guests).

**Select one of the following homemade pasta sauces:**

Sun-dried Tomato Basil, Alfredo, Vodka Blush, Marinara

**Select one of the following pastas:**

Hats with Broccoli, Penne, Rigatoni, Pasta Purses, Tri-colored Tortellini

**Select two of the following entrees:**

Roast Sirloin of Beef Portobello  
Herb Encrusted Tenderloin of Pork  
Roast Beef with Brandy Peppercorn Sauce  
Beef Tips Burgundy  
Steak Diane  
Sausage and Peppers  
Meat or Vegetable Lasagna

Eggplant Parmesan  
Chicken Francaise  
Encrusted Chicken Romano  
Honey Walnut Crisp Chicken  
Eggplant Encrusted Haddock  
Broiled Haddock Oreganato  
Haddock with Lemon Dill Sauce

**Select two of the following side dishes:**

Wild Rice Pilaf  
Garlic Mashed Potatoes  
Oven Roasted Potatoes

Green Beans Almondine  
Honey Glazed Carrots  
Seasonal Vegetable Medley

**Traditional (Two Entrées and Pasta)**

\$20.95

**Elegant (Three Entrées and Pasta)**

\$22.95

## Chef Carved Specialties

*Per person pricing*

Chef Carved Turkey	\$2.95
Chef Carved Prime Rib of Beef au Jus	\$3.95
Chef Carved Turkey and Prime Rib of Beef au Jus	\$4.95
Chef Carved Pistachio Encrusted Tenderloin of Beef	\$5.95

## Desserts

All entrées include chef's selection of dessert. Please see your sales consultant for details.

## Prime Rib & Seafood Extravaganza

\$20.95

*Available Friday & Saturday from 5pm-9pm in our Garden Grille Restaurant*

Chef Carved Prime Rib & Turkey, Fresh Shrimp Cocktail, Smoked Salmon Display, Steamed Clams, Made-to-Order Sautéed Pasta Station, Five Delicious Entrées, Two Homemade Soups, Hot Garlic Rolls, Fresh Garden Salads and an Extensive Dessert Table, Freshly Brewed Coffees and Teas & Beverage

*Please contact your sales representative for private dining options and pricing.*

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## Station Reception

### **Gold - Three Hour Open House Bar** (per person)

\$49.95

*(Minimum of 30 guests)*

Chef Selection of Passed Hors d'oeuvres

International Cheese and Fruit Display

Select Three of the Following Stations

Select One of the Dessert Displays

### **Platinum - Three Hour Open Premium Bar with Martinis** (per person)

\$64.95

*(Minimum of 30 guests)*

Chef Selection of Passed Hors d'oeuvres

International Cheese and Fruit Display

Select Four of the Following Stations

Select Two of the Dessert Displays

### **Caesar Salad Station**

Crisp Romaine Lettuce, Traditional Caesar Dressing, Croutons, Black Olives and Anchovies,

Fresh Grilled and Chilled Breast of Chicken, Freshly Grated Parmesan Cheese

### **Antipasto Station**

Roasted Red Peppers, Marinated Vegetables, Green Olives, Hard Salami, Provolone Cheese, Ventura

Pizza, Italian Peasant Bread with Dipping Oils, Grating Cheese and Freshly Cracked Peppercorn

### **Carving Station** (Select two from the following)

Pistachio Encrusted Tenderloin of Beef, Roasted Breast of Turkey with Cranberry Glaze,

Herb Encrusted Pork Tenderloin

### **Baked Potato Station**

Freshly Baked Potatoes, Bacon, Sour Cream, Whipped Butter, Chives, Cheddar Cheese and

Gorgonzola Cheese

### **Seafood Station**

Sautéed Shrimp Scampi, Smoked Salmon Display

### **Pasta Station – select two:**

Pasta Purses, Hats, Tri-colored Tortellini, Penne, Rigatoni

### **Select two from the following:**

Marinara, Alfredo, Vodka Blush, Sun-dried Tomato Basil

### **Accompanied by:**

Chicken, Vegetables, Italian Peasant Bread, Homemade Greens

## Gourmet Dessert Displays

### **Make Your Own Sundae Display**

Chocolate and Vanilla Ice Cream with Hot Fudge, Oreo Crumbs, Strawberries, Nuts and Whipped Cream

### **Make Your Own Cheesecake Display**

Cheesecakes with assorted toppings to include Hot Fudge, Caramel, Strawberries and Whipped Cream

### **Warm Milk Chocolate Fondue Display**

Fresh Fruit and Berries, Pretzels, Marshmallows and Lady Fingers

### **Traditional Display**

An assortment of Pies, Cakes and Mousses along with Miniature Pastries



## *A la Carte Hors D'oeuvres*

### **Sapphire Hors D'oeuvres**

Assorted Miniature Quiche, Miniature Spring Rolls, Spinach and Feta Phyllo, Chicken Sesame Skewers, Garlic Pizza with Roasted Red Peppers, Cocktail Franks in a Puff Pastry, Mozzarella and Tomato Crostini, Tomato and Eggplant Pita Triangles

**Each individual item priced at: \$135.00 per 100 pieces**

### **Diamond Hors D'oeuvres**

Scallops wrapped in Bacon, Parmesan Artichoke Hearts, Beef Wellington, Asparagus & Asiago Cheese Wrapped in Phyllo, Chicken Duxelle en Croute, Brie and Raspberry Phyllo, Crab Stuffed Mushrooms

**Each individual item priced at \$225.00 per 100 pieces**

## *One-Hour Butlered Hors D'oeuvres*

### **The Regency** (per person)

\$10.95\*

Select two items from the Sapphire Hors D'oeuvres to be butlered for one hour.  
International Fruit, Cheese and Vegetable Display

### **The Grande** (per person)

\$14.50\*

Select two items from the Diamond Hors D'oeuvres to be butlered for one hour.  
International Fruit, Cheese and Vegetable Display

## *Extra Touches*

### **Seasonal Vegetable Tray with Ranch Dip** (per person)

\$4

### **International Cheese Display with Fresh Fruit** (per person)

\$4

### **Traditional Antipasto Display** (per person - minimum of 25 guests)

\$6.95\*

Roasted Red Peppers, Marinated Vegetables, Green Olives, Hard Salami, Provolone Cheese, Ventura Pizza, Italian Peasant Bread with Dipping Oils, Grating Cheese and Freshly Cracked Peppercorn

### **Warm Milk Chocolate Fondue Display** (per person - minimum of 25 guests)

\$6.95

Fresh Fruit and Berries, Pretzels, Marshmallows and Lady Fingers

### **Shrimp Display – market price**

Chilled Jumbo Shrimp accompanied by Lemon and Cocktail Sauce

### **Ice Artistry**

\$375

Let our Executive Chef create a sparkling sculpture to enhance your event

*\*The above pricing is based upon the inclusion of an entrée or buffet.*

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## Wine & Beverages

Pricing based on the inclusion of an entrée or buffet

### **Full Open Bar Package – Premium – per person** (includes premium brand liquors, bottled beer, wine and soda)

One Hour	\$9
Two Hours	\$14
Three Hours	\$17.50
Four Hours	\$20.95

### **Full Open Bar Package – House – per person** (includes house brand liquor, bottled beer, wine and soda)

One Hour	\$7.95
Two Hours	\$11
Three Hours	\$14.25
Four Hours	\$17.50

### **Limited Open Bar Package – per person** (includes draft beer, wine and soda)

One Hour	\$6.95
Two Hours	\$9.50
Three Hours	\$12
Four Hours	\$13.95

### **Tea Totalers Package – per person** (includes assorted sodas, juices and iced tea)

Three Hours	\$5.95
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The amount charged is on a per person basis, in accordance with the guaranteed attendance or the actual attendance if higher. All packages are continuous.

### **Run-A-Tab Bar – per drink**

Complete beverage service with premium brands of liquor. All charges are billed to the group and reflect the actual number of drinks served.

Soft Drinks	\$2
Domestic Beer	\$4
House Drinks	\$5
Premium Beer	\$5
Wine	\$5
Premium Drinks	\$6-7

### **Cash Bar**

Complete beverage service. Guests pay individually for all drinks.

### **Cordials - per drink** \$6.50

To complete your evening, we will present a cordial station offering Amaretto, Grand Marnier, Crème de Menthe, B&B and Kahlua.

### **Bartender Fee**

A \$50.00 bartender fee will apply

Complete wine list available upon request.

### **Please Note:**

The Radisson Hotel-Utica Centre is the only licensed authority to sell and serve liquor for consumption on the premises. Liquor may not be brought into the hotel under any circumstances.

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## Rooms Description

### GRANDE BALLROOM

The best feature this space has is its ability to accommodate a variety of social events in a most elegant setting. A wedding reception of 350, a fundraising cocktail event of 500, or a trade show with 24 vendor stations, all of these events have proven success in this space. With the ability to partition the room into three separate rooms it allows for several meetings to be held at the same time.

#### **Seating:**

Theatre	500
Classroom	240
Rounds	360
Dimensions	79x58
Total Square Footage	4582
Ceiling Height	13ft
Dance Floor Dimensions	18x20

### GRANDE I

#### **Seating:**

Theatre	200
Classroom	110
Conference	50
Rounds	120
U-Shape	50
Dimensions	38x55
Total Square Footage	2090

### GRANDE II

#### **Seating:**

Theatre	100
Classroom	60
Conference	25
Rounds	80
U-Shape	24
Dimensions	41x29
Total Square Footage	1189

### GRANDE III

Same as Grande II

### GRANDE II/III

#### **Seating:**

Theatre	220
Classroom	120
Conference	50
Rounds	140
U-Shape	50
Dimensions	41x58
Total Square Footage	2378

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## Rooms Description

### **BOARDROOM**

Our boardroom is setup with state of the art equipment for computer and audio-visual presentations. Complimentary speakerphone in the room.

**Seating:**

Conference	12
Dimensions	25x17
Total Square Footage	425
Ceiling Height	10 ft

### **ADIRONDACK ROOM**

This room is for slightly larger meetings or social events; conveniently located next to the Garden Grille Restaurant for easy access to our various breakfast, lunch and dinner buffets.

**Seating:**

Theatre	80
Classroom	54
Conference	24
Rounds	60
U-Shape	22
Dimensions	38x28
Total Square Footage	1064

### **ALLEGHENY ROOM**

This room is ideal for small meetings or social events; however its best feature is location to the Garden Grille Restaurant. This allows small events to take place in a private setting and take advantage of the buffets offered in the restaurant.

**Seating:**

Theatre	30
Classroom	20
Conference	14
Rounds	38
U-Shape	14
Dimensions	25x18
Total Square Footage	450
Ceiling Height	10 ft

### **CONFERENCE CENTER**

This room's permanently tiered auditorium style setting is a perfect place for training sessions of 40 people or less.

**Seating:**

Classroom	40
Dimensions	36x28
Total Square Footage	1008
Ceiling Height	10 ft

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## Rooms Description

### **GARDEN GRILLE RESTAURANT**

An atrium styled room with skylights and an open-air atmosphere; perfect for smaller weddings and groups that prefer a non-traditional setting.

**Seats:** 150-200 people

Dimensions 67x64  
Total Square Footage 4288

### **SMALL UPPER LEVEL**

Maximum Capacity 30 people

### **LARGE UPPER LEVEL**

Maximum Capacity 50 people

### **MOHAWK ROOM**

The best feature this room has to offer its clients is its location. Conveniently located off the elevator in the lower lobby, this room offers its group privacy from distractions.

#### **Seating:**

Theatre 120  
Classroom 80  
Conference 30  
Rounds 100  
U-Shape 36

Dimensions 57x36  
Total Square Footage 2052  
Ceiling Height 10ft

### **SENECA ROOM**

This room's best feature is it connects to the Mohawk Room. This offers the same privacy as the Mohawk Room with the versatility of being used for meals or additional meeting space. \*\*Does not have a screen

#### **Seating:**

Theater 40  
Classroom 18  
Conference 12  
Rounds 30  
U-Shape 14

Dimensions 23x20  
Total Square Footage 460  
Ceiling Height 10 ft

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