

# Catering

at Castleton Banquet and Conference Center

## PRICING DETAILS

We are truly honored that you are considering Castleton on Cobbetts Pond for your special event. One step onto our grounds at sunset, and you'll quickly see why so many fall in love with this stunning lakeside setting.

For over 30 years, our family has proudly hosted events of all kinds, creating unforgettable experiences for all who attend. While our talented culinary team typically prepares all food on-site, we understand the importance of honoring cultural traditions. We are happy to make an exception to allow outside catering for specific cultural cuisines that our in-house team may not be able to accommodate.

When working with an outside caterer, the hall rental fee is customized based on your specific staffing and space needs. Please note that outside catering events require full-day rental of the facility, and we must receive proof of a valid catering license from an approved vendor.

*Below is a starting point for pricing. We highly recommend scheduling a tour and consultation so we can fully understand your vision and tailor a proposal to your needs:*

**Saturday / \$25,500 hall rental fee for up to 300 people to include:**

- |  |                                |
|--|--------------------------------|
| *Use of Entire Hall, event time is a max of 6 hours    | *China, Silverware & Glassware |
| *Soda Bar & Coffee Station throughout the Entire Event | *Up Lighting                   |
| *House Linens: table cloth, napkin, chiavari chairs    | *Lighting & Draping            |
| *Set Up & Breakdown of all tables and chairs needed    | *Captain / Hostess             |
|  | *Wait Staff                    |
|  | *Kitchen Staff                 |
|  | All taxes & Gratuity           |

*\*If over 300 guests we will charge an additional \$37 per person inclusive.*

*\*Any bar service would be in addition to the above.*

**Friday OR Sunday / \$18,500 hall rental fee for up to 300 people to include:**

- |  |                                |
|--|--------------------------------|
| *Use of Entire Hall, event time is a max of 6 hours    | *China, Silverware & Glassware |
| *Soda Bar & Coffee Station throughout the Entire Event | *Up Lighting                   |
| *House Linens: table cloth, napkin, chiavari chairs    | *Lighting & Draping            |
| *Set Up & Breakdown of all tables and chairs needed    | *Captain / Hostess             |
|  | *Wait Staff                    |
|  | *Kitchen Staff                 |
|  | All taxes & Gratuity           |

*\*If over 300 guests we will charge an additional \$37 per person inclusive.*

*\*Any bar service would be in addition to the above.*

**WE LOOK FORWARD TO WORKING WITH YOU FOR OUR MUTUAL UPCOMING EVENT FOR**

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

It is important to note the following house policies before the day of the event.  
We ask that you acknowledge these policies by signing and returning to Castleton no later than  
(3) days prior to the event date:

**\*Castleton requires any catering company on premise to be approved, fully licensed, and insured.** *Proper documentation must be provided to Castleton before the catering company is booked, for approval. We recommend this to be done far in advance of the event. At no time will any company and/or person be permitted to use the kitchen or distribute food to guests without approval from Castleton.*

**\*Castleton requires a full menu in writing with complete event details list.** *This will need to include any catering equipment such as chaffing dishes, bowls, serving utensils, etc.*

**\*Any buffet signage is to be provided by the caterer or client.** *This is required for every event.*

**\*Castleton is responsible for cleaning all service dishes, cups, glassware, eating utensils and plates.** *Castleton is not responsible for cleaning any personal cookware such as pots, hotel pans, fry pans, etc.*

**\*Castleton will supply fresh fryolator oil for your convenience.**

**\*Castleton will not supply packaging or pack any leftover food to be distributed to the client.** *This must be handled solely by the licensed caterer.*

**WE LOOK FORWARD TO WORKING WITH YOU TO ENSURE A SEAMLESS EVENT FOR OUR CLIENT.**

All documentation and correspondence regarding the event can be sent directly to our Sales Office  
**sales@castletonbcc.com or 603-898-6300.**

Event Client: \_\_\_\_\_ Date: \_\_\_\_\_

Catering Company: \_\_\_\_\_ Date: \_\_\_\_\_

Castleton Representative: \_\_\_\_\_ Date: \_\_\_\_\_