



## EVENT MENU

# WELCOME TO AC HOTEL BOSTON CAMBRIDGE

A new way to meet where the hotel is your canvas.

AC Cambridge is proud to present our Event Menu. Our talented event team is ready to serve you modern and localized food and beverages that cater to the progressive tastes of our guests. We will ensure a beautiful and seamless experience that will help you feel more creative, effective and inspired.

## **Keys to Success:**

- Modern design with tech forward attitude
- Over 4,800 sq. ft. of meeting space
- On site audio visual team
- Pre function space
- Free Wi-Fi in meeting space and sleeping rooms
- Modern and localized menu
- Attentive service
- AC Kitchen
- AC Lounge<sup>SM</sup>







## BREAKFAST | AC BREAKFAST SELECTIONS

### AC CONTINENTAL | \$21

Fresh Whole Fruit  
Freshly Baked Croissants  
Assorted Greek Yogurt, House-made Granola & Sundried Fruits  
Sweet Vermont Butter and Local Jams  
Chia Seed Pudding  
Hard Boiled Cage Free Eggs  
Fresh Assorted Juices  
Freshly Brewed New England Coffee & Tazo Teas

### EUROPEAN CONTINENTAL | \$24

Fresh Sliced Seasonal Fruits & Wild Berries  
Assorted Greek Yogurts with AC Granola & Sun Dried Fruits  
Sliced Charcuterie Meats, Local Farmstead Cheeses  
Chef Inspired Breakfast Quiche  
Freshly Baked Croissants  
Sweet Vermont Butter, Local Jams  
Fresh Assorted Juices  
Freshly Brewed New England Coffee & Tazo Teas

### HARVARD SQUARE BREAKFAST | \$31

Fresh Sliced Seasonal Fruits & Wild Berries  
Assorted Greek Yogurts with AC Granola & Sun Dried Fruits  
Bakery Basket, Croissants, Muffins, Breakfast Pastries  
Sweet Vermont Butter and Local Jams  
Cage-free Egg Frittata with Fine Herbs, Tomato-Herb Salsa  
Crisp Farmhouse Bacon and Country Breakfast Sausage  
Breakfast Potatoes  
Fresh Assorted Juices  
Freshly Brewed New England Coffee & Tazo Teas

All Pricing is Based on a Per Person Charge



## SIGNATURE BREAKFAST ENHANCEMENTS

**Whole Fruit** – Seasonal Selections | \$5

**Bagels** – Whipped Cream Cheese and Sweet Vermont Butter | \$4

**Steel-cut Oatmeal** – Brown Sugar and Raisins | \$4.50

**Sliced Seasonal Fruit and Berries** | \$5

**Smoked Salmon & Bagels** – Traditional Accompaniments, Whipped Cream Cheese | \$3

**Breakfast Farmers Board** – Cured and Smoked Meats | \$8

**Fruit Smoothies** | \$4

**Assorted KIND Bars** | \$5

**AC Signature Quiche** | \$5

**Chia Seed Puddings** – Mango, Chia Seeds, Toasted Coconut | \$4.50

All Pricing is Based on a Per Person Charge





# COFFEE BREAKS

## BREAKS | MORNING AND AFTERNOON BREAKS

All Breaks Include Assorted Soft Drinks, Bottled Water, Freshly Brewed New England Coffee & Tazo Tea

### Mid-Morning Boost | \$15

Assorted Greek Yogurts  
Assorted Croissants  
Sliced Seasonal Fruit and Berries  
Coffee and Tazo Teas

### Healthy Living | \$14

Vegetable Crudite with Ranch  
Pita Chips with Hummus  
Fresh Fruit and Superfood Smoothie  
Coffee and Tazo Teas

### AFTERNOON ENERGIZER | \$15

Whole Fruit  
Freshly Baked Chocolate Chip Cookies  
Yogurt Covered Pretzels  
Butter and Kettle Corn Popcorn  
Coffee and Tazo Teas

### ALEWIFE | \$12

#### *make your own trail mix*

“Forage Your Own” Assorted Nuts and Dried Fruits,  
Chocolate Pieces, Pretzels, Granola, Toasted Coconut

### BEVERAGE ENHANCEMENTS

Freshly Brewed Coffee and Tazo Teas | \$5/Guest  
Individual Soft Drinks | \$4/Each  
Individual Bottle Waters (Still & Sparkling) | \$4.50/Each  
Pitchers of Juice | \$15/Each  
Individual Milks | \$4/Each

### Bakery Enhancements

Freshly Baked Croissants | \$3/Each  
Chocolate Chip Cookies | \$5/Each  
Chocolate Fudge Brownies | \$5/Each  
Lemon Squares | \$5/Each  
Warm Soft Pretzels with Ground Mustard | \$5/Each

### Snack Enhancements

Granola Bars | \$4/Each  
Rice and Marshmallow Treats | \$4/Each  
Apple Slices with Peanut Butter | \$5/Guest  
Hummus and Pita Chips | \$5/Guest

All Pricing is Based on a Per Person Charge and Include One Hour of Service







# LUNCH



## LUNCH | LUNCH BUFFET

### CAMBRIDGE DELI | \$34

Chef's Inspired Soup of the Day  
Farmers Market Salad, Shaved Vegetables, Grape Tomatoes, Herb Vinaigrette  
Red Bliss Potato Salad, Dill and Whole Grain Mustard Dressing  
Greek Pasta Salad  
Sliced Roast Turkey, Genoa Salami, Honey Glazed Ham, Roast Beef  
Sliced Imported and Domestic Cheeses  
Assorted Rustic Rolls and Artisan Breads  
Herb Aioli, Dijonnaise, Maple Mustard Horseradish  
Individual Bags of Kettle Chips  
Chocolate Chip Cookies & Mini French Macaroons  
Freshly Brewed New England Coffee & Tazo Tea  
Assorted Soft Drinks & Bottled Water

### BOXED LUNCH TO-GO | \$26

All Boxed Lunches Include:  
Mediterranean Pasta Salad  
Kettle Cooked Potato Chips  
Fresh Whole Fruit  
Chocolate Chip Cookie  
Assorted Soft Drink or Bottled Water

Select Three Sandwiches From Soup, Salad, Sandwich Buffet

All Pricing is Based on a Per Person Charge

### COMMUNITY GARDEN | \$33

Chef's Inspired Soup of the Day  
Seasonal Sweet and Bittersweet Lettuce  
Selection of Assorted Salad Toppings:  
Hardwood Smoked Bacon, Sliced Cucumbers, Garlic  
Croutons, Red Onion, Hard Boiled Cage Free Eggs, Chick  
Peas, Grape Tomatoes, Dried Cranberries, Grated Cheese,  
Black Olives and Hummus  
Assorted Dinner Rolls and Vermont Sweet Butter  
Creamy Dressings and Vinaigrettes  
Cannolis  
Freshly Brewed New England Coffee & Tazo Tea  
Assorted Soft Drinks & Bottled Water



## LUNCH | CUSTOM LUNCH BUFFET

All Lunch Buffets Include: Artisanal Rolls, Chef's Selection of Local Fresh Vegetables & Starch, Assorted Soft Drinks & Bottled Water, Freshly Brewed New England Coffee & Tazo Tea

### BOSTON CAMBRIDGE BUFFET

#### SELECT THREE STARTERS

Chef's Seasonal Soup of the Day

New England Clam Chowder

Traditional Caesar Salad, Garlic Croutons, Hearts of Romaine, Caesar Dressing, Shaved Parmesan Cheese

Fresh Mozzarella and Tomato Salad, Fresh Basil, Balsamic Reduction, Extra Virgin Olive Oil

Greek Pasta Salad with Red Wine Vinaigrette

Farmers Market Salad, Shaved Seasonal Vegetables, Grape Tomatoes, Herb Dressing

Mediterranean Orzo Salad, Cucumber, Kalamata Olive, Mint, Olive Oil, Fresh Squeezed Lemon

Cherry Tomato, European Cucumber and Red Onion Salad

Red Bliss Potato Salad, Dill and Whole Grain Mustard Aioli

#### Entrées | Select Two

Pan Seared Chicken Breast, San Marzano Tomato Ragout, Imported Olives, Basil, Capers, and Artichoke Hearts

Baked Haddock, Dijon Mustard, Herb Breadcrumbs, Lemon-Chive Butter Sauce

Slow Roasted Pork Carnitas, Pico de Galo, Chimichurri

Spinach and Herb Ravioli, Roasted Tomato Cream Sauce, Asparagus Tips, Braised Pearl Onions

Chicken Saltimbocca, Prosciutto, Aged Provolone, Sage, Marsala Jus

Braised Boneless Short Ribs, Brown Ale Jus, Roasted Mushrooms

Penne Pasta, Roasted Broccoli Florets, Chili Pepper flake, Fresh Mozzarella, Garlic Puree

Roasted Northern Harvest Salmon, Spiced Baby Carrots, Caper-Brown Butter Sauce

Rosemary and Dijon Crusted Pork Loin, Sundried Fruit Chutney

#### AC Dessert Display



## LUNCH | SOUP, SALAD, SANDWICH

All Lunch Buffets Include: Artisanal Rolls, Assorted Soft Drinks & Bottled Water, Freshly Brewed New England Coffee & Tazo Tea

### Chef's Seasonal Soup of the Day

#### Salads | Select Two

Mediterranean Orzo Salad, Cucumber, Kalamata Olives, Lemon-Mint Vinaigrette

Traditional Caesar Salad, Garlic Croutons, Hearts of Romaine, Caesar Dressing, Shaved Parmesan Cheese

Greek Pasta Salad with Red Wine Vinaigrette

Farmers Market Salad, Shaved Seasonal Vegetables, Grape Tomatoes, Herb Dressing

Red Bliss Potato Salad, Dill and Whole Grain Mustard Aioli

#### Composed Sandwiches | Select Three

Italian - Genoa Salami, Shaved Prosciutto, Imported Mortadella, Aged Provolone, Roasted Pepper Pepperonata, Leaf Lettuce, French Baguette

Newtowne Wrap - Grilled Chicken Caesar, Imported Parmesan, Tomatoes, Crisp Romaine Hearts

Longfellow - Shaved Black Forest Ham, French Brie, Whole Grain Mustard Dijonnaise, Leaf Lettuce, Herb Focaccia

Inman Square - Roasted Turkey Breast, Petite Greens, Vermont Sharp Cheddar, Roasted Tomatoes, Pesto Aioli

Green Line Wrap - Roasted Vegetables, Herb Tortilla, Mixed Greens, Garlic Hummus

Prosciutto Bocadillo - Fresh Mozzarella, LaQuercia Prosciutto, Ciabatta, Pesto, Baby Arugula

Roasted Chicken - Vermont Cheddar, Shaved Tomato, Baby Spinach, Caramelized Onion Jam

#### AC Dessert Display

**\$37/Guest**

All Pricing is Based on a Per Person Charge and a Minimum of 20 Guests a \$3 Per Person Charge Will be Added for Groups of Less Than 20







# RECEPTION

# RECEPTION | PASSED HORS D'OEUVRES

## Passed Hors d'oeuvres \$4/Each

- Spinach and Feta Turnover, Cumin and Lime Cream
- Maple Barbeque Pork Slider
- Tomato and Fresh Mozzarella Skewer
- Roasted Red Pepper Deviled Egg, Crispy Prosciutto
- Tandoori Chicken Sate, Mango Glaze
- Cheese Arancini, Tomato-Balsamic Sauce
- Crispy Filo and Asparagus, Lemon Honey
- Chicken and Lemongrass Dumpling, Sweet Chili Sauce
- Antipasto Skewer
- Beef Empanada, Romesco Sauce

## Passed Hors d'oeuvres \$5/Each

- Mini Crab Cake Roll, Old Bay
- Petite Beef Wellington, Roasted Garlic and Thyme Aioli
- Shrimp Cocktail, Bloody Mary Cocktail Sauce
- Scallops Wrapped in Bacon, Caper Tartare Sauce
- Mini Lamb Kofta, Cucumber Tzatziki, Naan Bread
- Petite Crab Cakes, Lemon Remoulade

All Hors d'oeuvres are Priced per Piece



## RECEPTION | STATIONARY DISPLAYS

All pricing is based on a per person charge and minimum of 20 people

### **FARMHOUSE SEASONAL VEGETABLE DISPLAY | \$10**

Assorted Seasonal Vegetables Individually Presented with Locally Sourced Dips

### **Charcuterie | \$18**

Cured and Smoked Meats, Pickled Jardinière and Cornichons, Whole Grain & Ale Mustard, Spiced Herb Olives, Rustic Breads & Flatbread Crackers

### **AC Artisan Cheese Display | \$15**

Domestic and International Cheeses, Local Honey, Fig Puree, Fruit Preserves, Assorted Crackers and Crostini

### **Flatbread Pizza | \$13**

**Sicilian** - A Blend of Specialty Cheeses, Overnight Tomato Sauce, Italian Sausage and Pepperoni

**Quattro Formaggi** - Our Blend of Specialty Cheese, Overnight Tomato Sauce, Basil and Oregano

**Primavera** - Ricotta, Mozzarella Cheese, Roasted Vegetables, Tomato Jam, Artichokes

### **BRUSCHETTA | \$15**

#### **Build Your Own**

Grilled Garlic Rubbed Crostini

Tomato and Basil Salad, Marinated Exotic Mushrooms, Fig Jam, Whipped Black Pepper Studded Goat Cheese, Maplebrook Fresh Mozzarella, Garlic and White Bean Puree, Olive Tapenade, Basil Pesto, Extra Virgin Olive Oil, Pepperonata

### **Champagne Poached Shrimp Cocktail | \$5/Each**

Jumbo Shrimp, Fresh Lemons to Squeeze, Bloody Mary Cocktail Sauce

All Stations are Priced on One Hour of Service

All Stations are Priced Per Person. A \$3 Per Person Charge Will be Added for Groups of Less Than 20







# DINNER

## DINNER | ACTION AND CARVING STATIONS

### **BEEF TENDERLOIN | \$23**

Horseradish Cream, Herb Chimichurri, Brioche Buns

### **CILANTRO AND MOJO BRINED PORK LOIN | \$20**

Romesco Sauce, Spicy Mustard, Buttermilk Biscuits

### **ROASTED TURKEY BREAST | \$18**

Massachusetts Cranberry Compote, Tarragon Aioli, Petite Rolls

### **South of the Border | \$23**

Pork Carnitas and Cilantro-Lime Chicken Breast, Flour Tortillas, Lime Sour Cream, Pico de Gallo, Cabbage Slaw, Guacamole, Hot Sauce, Fresh Snipped Cilantro

### **BUILD YOUR OWN PASTA STATION | \$17**

Spinach and Ricotta Ravioli with Vodka Tomato Cream

Rigatoni with Prosciutto, Baby Spinach, and Garlic Olive Oil

Cavatappi Pasta, Roasted Seasonal Vegetables, Pomodoro Sauce, Basil

Extra Virgin Olive Oil, Garlic-Herb Bread, Shaved Parmesan, Chili Pepper Flake

All Stations are Priced on One Hour of Service

All Stations are Priced Per Person. A \$3 Per Person Charge Will be Added for Groups of Less Than 20

All Action and Carving Stations have a \$100 attendant fee and one attendant per 75 guests is required



## DINNER | DINNER BUFFET

All Buffet Dinners Include: Hearth Baked Rolls, Chef's Selection of Seasonal Starch and Seasonal Vegetables, AC Dessert Display, Freshly Brewed New England Coffee & Tazo Tea

### Discovery Park Buffet | \$57

#### Select Three Starters

New England Clam Chowder

Creamy Tomato and Basil Bisque

Roasted Corn and Bacon Chowder

Baby Spinach, Crumbled Goat Cheese, Strawberries, Almonds, AC Balsamic Vinaigrette

Grilled Asparagus with Feta and Roasted Tomatoes

Fresh Mozzarella and Tomato Salad, Fresh Basil, Balsamic Reduction, Extra Virgin Olive Oil

Traditional Caesar Salad, Garlic Croutons, Hearts of Romaine, Caesar Dressing, Shaved Parmesan Cheese

#### Entrees | Select Two - Additional Entrée Choices are \$7 Per Person

Herb Crusted Chicken Breast Provencal, Tomato, Olive and Caper Ragout, Basil Oil

Classic New England Cod, Dijon Mustard, Herb Breadcrumbs, Lemon Butter Sauce

Oven Roasted Northern Harvest Salmon, Roasted Tomato and Fennel Cream

Sirloin of Beef, Rosemary Demi Glace, Roasted Mushrooms

Roast Pork Loin, Bacon and Apple Salad, Mustard Jus

Spinach and Ricotta Ravioli, Pecorino Cream Sauce, Truffle Oil

Seared Atlantic Swordfish, Chorizo Broth, Roasted Pepper Salad

Roasted Winter Squash, Quinoa, Toasted Pumpkin Seeds, Wilted Greens

Shrimp and Three Cheese Ravioli, Tomato Studded Scampi, Baby Spinach

#### AC Dessert Display





# DINNER | PLATED DINNER

All Plated Dinners Include: Freshly Baked Dinner Rolls, Chef's Selection of Seasonal Vegetables & Starch, Freshly Brewed Coffee & Teas

## **Starter | Select One**

Field Greens, Farmers Market Vegetables, Crumbled Goat Cheese, Herb Vinaigrette

Spinach Salad, Dried Apricots, Spiced Pecans, Brie, Ice Wine Vinaigrette

Tomato and Watermelon Salad, New England Burrata, Olive Oil, Basil Puree, Aged Balsamic

AC Caesar Salad, Parmesan Crisp, Lemon Manchego Dressing, White Anchovies, Tomato Tapenade

## **Entrées | Select Two**

Braised Beef Short Ribs, Asiago Potatoes, Roasted Asparagus, Cognac and Peppercorn Crème | \$64

Filet Mignon, Three Onion Polenta, Roasted Baby Carrots, Shiitake Mushroom Sauce | \$75

Herb Roasted Misty Knolls Chicken, Shallot and Mushroom Pan jus | \$57

Northern Harvest Atlantic Salmon, Oven Roasted Tomato, Wilted Baby Kale, Lemon Scented Risotto | \$59

Pan Roasted Pork Chop, Sweet Potato Puree, Wilted Baby Spinach, Candied Apple Bourbon Glaze | \$58

Oven Roasted Haddock, Corn Cream, Pesto Potatoes, Blistered Shishito Peppers | \$58

Winter Squash Ravioli, Butternut and Shallot Hash, Sage and Brown Butter | \$55

Jonah Crab Cake, Corn Pico de Gallo, Chimichurri Shrimp, Asparagus, Citrus Butter Sauce | \$64

Roasted Portobello Mushroom, Three Grain Tabbouleh, Roasted Pepper Hummus, Spiced Baby Carrots, Grilled Artichoke Hearts | \$55

## **Dessert | Select One**

Vanilla Cheesecake, Seasonal Berries, Raspberry Sauce

Crème Brûlée, Blueberries and Biscotti

Tiramisu, Shaved Chocolate, Espresso Syrup

Carrot Cake, Whipped Vanilla Mascarpone, Grand Marnier Sauce, Candied Orange

Chocolate Mousse Cup, Berries, Vanilla Cream

Choice of Two Entrées, Highest Price Prevails





# BEVERAGES

## BEVERAGES | HOURLY BAR PACKAGES

CALL BRANDS	BEER, WINE & SPIRITS	BEER & WINE
One Hour	\$19	\$14
Two Hours	\$29	\$21
Three Hours	\$36	\$26
Four Hours	\$40	\$29

PREMIUM BRANDS	BEER, WINE & SPIRITS	BEER & WINE
One Hour	\$24	\$18
Two Hours	\$34	\$25
Three Hours	\$41	\$31
Four Hours	\$45	\$34

All prices are per person & charged based on the guaranteed guest count of guests over the age of 21  
One bartender required for every 75 guests; bartender fee, \$75 per bartender



# HOSTED BARS

- Hosted Bar on Consumption Pricing - Client Pays
- One Bartender Required for Every 75 Guests; Bartender Fee, \$75 per Bartender
- All Pricing and Brands are Subject to Change
- Pricing Subject to 7% Tax, 7% Admin Charge and 14% Gratuity
- Hosted Bars Have a Bar Minimum of \$500++

## CALL BRANDS

MARTINI	\$11.50
WINE	\$7
MIXED DRINK	\$8
DOMESTIC BEER	\$6
IMPORTED BEER	\$6.50

## PREMIUM BRANDS

MARTINI	\$14
WINE	\$10.25
MIXED DRINKS	\$11.50
DOMESTIC BEER	\$6
IMPORTED BEER	\$6.50

## CALL SPIRITS

Bully Boy Vodka, Bacardi Superior Rum, Sailor Jerry's Spiced Rum, Tanqueray Gin, Johnnie Walker Red Label Scotch, Maker's Mark Bourbon, Jack Daniels Tennessee Whiskey, Seagram's VO, 1800 Silver Tequila

## CALL WINES (\$34 per bottle)

House Chardonnay, House Cabernet, House Merlot, House Pinot Grigio

## PREMIUM SPIRITS

Grey Goose, Bacardi Superior Rum, Bully Boy Boston Rum, Mediterranean Gin Mare, Johnnie Walker Black Label Scotch, Bulleit Bourbon, Jack Daniels Tennessee Whiskey, Crown Royal Whiskey, Patron Silver Tequila

## PREMIUM WINES (\$42 per bottle)

Premium Selection of Red and White Wines

## BEER SELECTION

Bud Light, Michelob Ultra, Samuel Adams Rebel IPA, Remain In Light by CBC, Stella Artois



# CASH BARS

- Cash Bar Pricing - Guest Pay on Own
- One Bartender Required for Every 75 Guests; Bartender Fee, \$75 per Bartender
- All Pricing and Brands are Subject to Change
- Pricing Inclusive of Tax
- Cash Bars Have a Minimum of \$500

## CALL BRANDS

MARTINI	\$13
WINE	\$8
MIXED DRINK	\$9
DOMESTIC BEER	\$7
IMPORTED BEER	\$7.50

## PREMIUM BRANDS

MARTINI	\$16
WINE	\$12
MIXED DRINKS	\$13
DOMESTIC BEER	\$7
IMPORTED BEER	\$7.50

## CALL SPIRITS

Bully Boy Vodka, Bacardi Superior Rum, Sailor Jerry's Spiced Rum, Tanqueray Gin, Johnnie Walker Red Label Scotch, Maker's Mark Bourbon, Jack Daniels Tennessee Whiskey, Seagram's VO, 1800 Silver Tequila

## CALL WINES

House Chardonnay, House Cabernet, House Merlot, House Pinot Grigio

## PREMIUM SPIRITS

Grey Goose, Bacardi Superior Rum, Bully Boy Boston Rum, Mediterranean Gin Mare, Johnnie Walker Black Label Scotch, Bulleit Bourbon, Jack Daniels Tennessee Whiskey, Crown Royal Whiskey, Patron Silver Tequila

## PREMIUM WINES

Premium Selection of Red and White Wines

## BEER SELECTION

Bud Light, Michelob Ultra, Samuel Adams Rebel IPA, Remain In Light by CBC, Stella Artois







# AUDIOVISUAL

# AUDIO VISUAL

Audio Visual - Managed by our preferred vendor KVL

## DATA PROJECTION PACKAGE

Includes: LCD projector, projector stand, tripod screen, cabling and labor to interface your computer with our projector.  
\$300/Daily

## BASIC SUPPORT PACKAGE

Clients provide their own data projector. KVL will provide a tripod screen, projector stand, proper cabling and set-up assistance to interface your laptop and projector. \$130/Daily

## SOUND SYSTEM PACKAGE

Includes: house sound patch, audio mixer, wireless microphone and cabling. \$200/Daily

## LABOR

Operator Labor (4hr Minimum) \$70/hr

## MEETING AIDS

Flipchart w/ Paper Pad & Markers | \$40

Flipchart w/ 3M Post-It Pad & Markers | \$45

Wireless Slide Advancer w/ Laser Pointer | \$40

Polycom Speakerphone \$100 Whiteboard with Markers | \$35

25' AC Extension Cord w/ Power Strip | \$10

## COMPUTERS & OFFICE EQUIPMENT

Laptop Computer (Windows / MS Office) | \$150

Laser Printer (B&W) | \$100

\*A wide variety of computer and office equipment is available.  
Please call a KVL representative to discuss your needs.

## AUDIO EQUIPMENT

Direct Box / Computer Sound | \$30

Executive Slim-line Podium Microphone | \$50

Table-top or Standing Microphone | \$50

Wireless Handheld or Lavalier Microphone | \$100

6 Channel Stereo Mixer | \$50

12" Powered Speaker w/Stand | \$85

\*Mixer required for events using two or more microphones and / or audio sources. Operator required for extensive set-ups.

Order Cancellations with Less Than 24 Hours Notice are Subject to a 100% Cancellation Fee.

All AV Rentals are Subject to a 20% Taxable AV Set Up Fee of, 6.25% MA State Sales Tax and a 7% Taxable Admin Charge



AC Hotel by Marriott Boston Cambridge, 10 Acorn Park Drive, Cambridge MA 02140 P: 617.876.6196

# GENERAL INFORMATION

## SERVICE CHARGES, FEES AND TAXES

A customary 15% service charge, 7% taxable administrative fee and 7% Massachusetts sales tax will be added to Food and Beverage prices. A 20% set up fee, 7% taxable administrative fee and 6.25% Massachusetts state tax will be added to audio visual prices. The administrative fee, or any portion thereof, does not represent a tip, gratuity, or service charge for wait staff employees, service bartenders, or other service employees engaged in the event. Bartender and/or chef fees do not represent a tip, gratuity, or service charge.

## BANQUET MENUS

To ensure the safety of all our guests, and to comply with local health regulations, neither patrons nor their guests shall be allowed to bring food or beverages into the hotel. We are at your service to custom design a menu and to accommodate your special requests, which will ensure the success of your event. The final details of your event are to be submitted to your event manager at least 3 weeks prior to your event so that our entire staff may prepare to accommodate the event.

## PRICING

Our culinary staff uses only the finest ingredients in preparing your meals. Due to market conditions, menu prices may change without notice, unless confirmed by a signed banquet event order or contract. All menu items and pricing are subject to change.

## GUARANTEES

To best serve you and your guests, a final confirmation of attendance (Guarantee) is required by 12:00 pm 72 business hours prior to the event. This count may not be reduced within this time period, however we will prepare to serve more than the final guarantee, upon request. If no guarantee is received, the hotel will charge for the expected number of guests, as indicated on the banquet order.

## BEVERAGE SERVICE

All beverage functions are arranged through our Sales and Events Department. We have a complete selection of beverages to compliment your functions. As a Licensee, the hotel is responsible to abide by the regulations enforced by the Massachusetts Beverage Commission. Therefore, it is the hotel's policy that liquor and/or wine cannot be brought into the hotel from outside sources. If alcoholic beverages are to be served on hotel premises (or elsewhere under the Alcoholic Beverage, License), the hotel will require that the beverages be dispensed by hotel servers and bartenders. The hotel requires proper identification (photo ID) from all guests ordering an alcoholic beverage, and may refuse alcoholic beverage service if the person is either under age, or if identification cannot be produced. We also reserve the right to refuse service of alcohol to anyone who, in the hotel's judgment appears intoxicated.



# GENERAL INFORMATION

## FUNCTION ROOMS

Much of the success of your event depends on the atmosphere of your surroundings at the Hotel. We understand this importance, and we will work with you to achieve the overall experience you desire. We offer multiple function rooms to accommodate a wide range of events. The attendance you anticipate, and the set up of your event requires, are the primary factors in your event's room assignment. Revisions in these requirements may necessitate a change to a more suitable room. Likewise, our schedule of room rental fees is based on your groups program. Revisions in factors such as guest count, times, dates, meal functions or set up may necessitate a revision of the rental fee.

## CANCELLATION

If you should find it necessary to cancel your event, you will be held responsible for expenses incurred by the hotel in the preparation for your event. Your sales Agreement further explains cancellation.

## COAT CHECK

The hotel can arrange for coat check service. A \$100 attendant fee will be assessed for all coat check services. The hotel recommends one (1) attendant for every 100 guests.

## SPECIAL SERVICES

Our staff is delighted to assist you with any floral arrangements, and we will gladly recommend photographers, entertainment and décor to enhance your event. Please consult with us, as all signs, displays and/or decorations, and their set up are subject to prior approval of the hotel in accordance with Local Fire Codes, and to prevent damage to the Hotel. Signs may not be displayed in any public space of our hotel under any circumstances.

## DIAGRAMS

Your event manager will be happy to provide you with diagrams of room arrangements upon request. We ask that they be returned with specific requirements two (2) weeks prior to your event.

## SPECIAL DECORATIONS

Your event manager will be delighted to discuss any enhancements for your event, such as ice sculptures, centerpieces, thematic decorations, menu and invitation printing with you. These and other related services will be provided at a prearranged fee.

## GIFT BASKETS

For your convenience, there is no fee if you choose to have the front desk hand out a welcome amenity during check-in, or a delivery fee of \$3 per bag will apply for delivery of these bags to your guest's rooms after your guest has arrived. Please keep in mind check in time is 3:00

