

General Information

Deposit and Payment Information:

If you do decide to book with us, we require a \$150 Event Deposit to secure your time and space. This deposit is in the form of a gift card that The Hartwood will hold and apply to the final bill at the end of the event. If your event would happen to cancel, the gift card is yours to use.

- Event space and time will not be held without a deposit.
- Private events are to be one check inclusive of food and beverage.
- In addition to the menu prices there is a 7% sales tax and a 20% gratuity automatically added to the final bill. Additional gratuity is optional, and always appreciated.

Café and Red Room Guidelines:

This space can accommodate up to 60 guests.

For Afternoon Events:

Our event space is available from 10:30 am until 4:00 pm for afternoon events.

You can access the room for any decoration or setup at 10:30 am.

We suggest that your event starts and guests arrival be after 11:30 am.

The room must be vacated by 4:00 pm.

For Friday and Saturday afternoons, there is a \$1500 Food & Beverage Minimum for booking this space and it comes with the use of our Red Room and Red Room Patio as well (weather permitting).

For Evening Events:

Our event space is available from 5:00 pm until 10:00 pm.

You can access the room for any decoration or setup at 5:00 pm.

We suggest that your event starts and guests arrival be after 5:30 pm.

The room must be vacated by 10:00 pm.

For Friday and Saturday evenings, there is a \$3,000 Food & Beverage Minimum for booking this space and it comes with the use of our Red Room and Red Room Patio as well (weather permitting).

Additional Charges

You are welcome to provide your own dessert from an outside source, we do have a \$2/person Plating Fee for any outside provided cakes or dessert displays that The Hartwood would be responsible to set up.

There is no plating fee for self-serve desserts that the host provides and displays.

Outside Food and Beverage

Outside of desserts, there are no outside food or beverage allowed.

No outside alcohol is permitted to be brought into The Hartwood.

Additional Information:

All alcohol for events is to be served by the staff of The Hartwood. No punch bowls or self-service bars are allowed.

All guests will be held to PLCB rules for serving alcohol, no guests under 21 years old or visibly intoxicated guests may be served.

General Information

Decorations

You are welcome to decorate the space to suit the occasion, however there are a few things that we ask of you:

- Please notify The Hartwood if any outside vendors will be providing flowers, balloons, etc.
- Please use Command Strips/Hooks for anything you wish to attach to the walls/windows.
- If choosing a family-style service menu, please keep table decorations to a minimum. The space will be needed for platters of food.
- NO glitter, confetti, or Nerdz candy.
- NO wax candles.
- NO amplified music that may disturb other dining patrons.

What Information Does The Hartwood Need To Help With The Planning Process:

- Who is/are the Guest(s)-of-Honor?
- How many guests are invited?
- What time is everyone invited to arrive?
- Would you like any appetizers available as guests arrive?
- Are there any concerns with food allergies or special dietary needs?
- What menu would you like to serve?
- What dessert would you like to serve?
- What kind of bar service would you like? (*Non-alcoholic drinks are included in menu prices.*)
- Aside from guest tables, will you be needing any additional tables?
- Will anyone be arriving early for setup/decorating?

After Booking Events And Timeline

- In person planning meeting and tour
- Final Menu and Bar Selections about 30 days prior to event, but the sooner the better.
- Final Guest Count 7 days before event, along with Entrée Selections
 - Please provide place cards with guest name and menu selection for the day of event.

Food Left From Event

No leftover food will be allowed to be taken home except for the following scenarios. If the guest count drops below the previously guaranteed number or If the item was order by the piece or stationed appetizers.

Standard Table Settings

Our standard table setup is white linens, white napkins, water glasses, water bottles, silverware, and votive candles.

Beverage

Offerings

Non-Alcoholic Beverages

Beverages are included in the prices of Buffets, Family Style and Plated Menus. Cocktail Parties will be charged on consumption of Non-Alcoholic Beverages.

*The following is a list of Non-Alcoholic Beverage Available:
Iced Tea, Coffee, Decaffeinated Coffee, Milk, Orange Juice
Pepsi, Diet Pepsi, Starry, Mt Dew, Raspberry Tea, Ginger Ale*

Libations from the Bar

All libations from the bar are charged on consumption and offerings can be tailored to your event.

Brunch Bunch 10/per Glass

Mimosa's, Bloody Mary's, Bellini, House Red and White Wine

Brunchier Bunch 12/per Glass

Aperol Lemonade, Cucumber Spritzer, Red and White Sangria

Beer

Draft Selections

Guinness, Stella, and East End Brewing Hefe Weizen
Seasonal Featured & Local Breweries

Bottle Selections

Miller Lite, Yuengling, Michelob Ultra
New Belgium Fat Tire, Bell's Two Hearted, Seasonal Selections

Wine

We offer an excellent selection of White and Red Wines by the glass. We can help you select a wine pour to your preferences to match your menu!

Spirits

We have a full bar available of the finest spirits and would love to offer a selection to you guests that matches your event!

Create a Special Guest Favor Or Toast

Brillo Prosecco or Rose Prosecco Mini Bottles 13./per Bottle

Appetizers

For Parties of 20 or More

Stationed Platters

Price Per Guest--20 guest Minimum Per Platter-

Artisanal Cheeses with Crackers and Mixed Olives (GF)	6./per guest
Vegetable Crudités with Roasted Red Pepper Dip (GF)	5./per guest
Seasonal Fresh Fruit & Berries with Honey Whipped Cream Dip (GF)	6./per guest
Hummus with Olives, Roasted Red Peppers, & Pita Chips	6./per guest
Spinach Artichoke Dip with Toasted Pita and Crostini	6./per guest
Fried Corn Tortilla Chips with Pico de Gallo and Guacamole	6./per guest
Charcuterie Board with Sausages, Prosciutto, Pâté, and Bacon (GF)	8./per guest

Small Bites (2 dozen minimum)

Can Be Served Stationed or Family Style

Shrimp Cocktail with Cocktail Sauce (GF)	36./per dozen
Pork Dumplings with Black Pepper-Soy Dipping Sauce	24./per dozen
Cocktail Crab Cakes with Housemade Tartar Sauce	36./per dozen
Tempura Shrimp with Black Garlic Aioli	36./per dozen
Shrimp Wontons with Thai Ginger-Cilantro Sauce	36./per dozen
Candied Bacon with Bourbon-Pepper Glaze	24./per dozen
Thai Vegetable Summer Rolls with Thai Ginger Dipping Sauce(GF)	22./per dozen
Thai Crab Summer Rolls with Thai Ginger Dipping Sauce(GF)	28./per dozen

Lunch

Shower Packages

Hartwood Package

\$45. per guest

Start with a Greeting Hour with a station of

Cheese & Olives^(GF)

Fresh Fruit & Berries with Honey Whipped Cream^(GF)

Lunch Service Starting with

Whispers Salad with Balsamic & Ranch Dressing^(GF)

Accompanied with Bread Service

Continue on to a Pre Ordered Choice of Entrée

Grilled Petite Filet with Herb & Roasted Garlic Butter^(GF)

Grilled Salmon with Cucumber Yogurt Chutney^(GF)

Both with Roasted Tomato Risotto

Then Enjoy Your Choice of Cupcakes

Whisper's Package

\$35. per guest

Start with a Greeting Hour with a station of

Cheese & Olives^(GF)

Fresh Fruit & Berries with Honey Whipped Cream^(GF)

Lunch Service Starting with

Tomato Basil Bisque with Asiago Croutons and Basil Oil^(GF)

Accompanied with Bread Service

Continue on to a Pre Ordered Choice of Salad

Whispers Salad^(GF)

with Choice of Grilled Chicken Breast or Grilled Salmon

Then Enjoy Your Choice of Cupcakes

Min 30 Guests

Brunch Buffet

Whisper's Brunch

26./per guest

Assortment of Breakfast Breads with Whipped Butter and Fruit Jams

Potato, Spinach & Cheese Egg Frittata^(GF)

French Toast Soufflé

Bacon and Sausage^(GF)

Breakfast Potatoes^(GF-Shared Oil)

Hartwood Brunch

32./per guest

Assortment of Breakfast Breads with Whipped Butter and Fruit Jams

Grilled Chicken with Lemon Butter Sauce^(GF)

Penne Pomodoro

Potato, Spinach & Cheese Egg Frittata^(GF)

French Toast Soufflé

Bacon and Sausage^(GF)

Breakfast Potatoes^(GF-Shared Oil)

Enhancements

To add to either of the above options

Seasonal Fresh Fruit and Berries with Honey Whipped Cream Dip ^(GF)

6./per guest

Pan Seared Salmon with Saffron Red Pepper Puree^(GF)

6./ per guest

Eggs Benedict Florentine with Tomato, Spinach, Prosciutto, & Hollandaise

4. /per guest

Chesapeake Crab Benedict with Jumbo Lump Crabcake & Old Bay Hollandaise

8./per guest

30 guest minimum

28./per guest

All Buffets Include

Rolls & Butter

Whisper's Salad with Balsamic & Ranch Dressings (GF)

Fresh Vegetable Medley (GF)

Starch Selections

Choose One of the Following

Basmati Rice Pilaf (GF)

Penne Pasta Pomodoro with Parmesan

Penne Pasta ala Vodka with Parmesan

Garlic & Herb Roasted Red Potatoes (GF)

Entrée Selections

Choose One of the Following

Addition Entrée for 6./per guest

Grilled Chicken Breast with Zesty Lemon-Herb Sauce (GF)

Chicken Florentine with Sauté Chicken, Spinach & Tomato Cream Sauce (GF)

Pan Seared Salmon with Roasted Red Pepper Rouille (GF)

Beef Filet Tips in a Wild Mushroom Demi Glace (GF)

Rosemary & Garlic Meatloaf with Tomato Demi Glace (GF)

Coconut Red Curry Tofu with Vegetables and Rice (GF-VG)

Grilled Zucchini, Tomato, Basil, & Chevre Lasagna

Premium Entrée Upgrades

In Place of one of your choices

Grilled 4 oz. Filet Mignon with Wild Mushroom Demi-Glace (GF) \$8./per guest

Jumbo Lump Crab Cakes with Sauce Remoulade \$12./per guest

Minimum 40 Guest

Family Style Lunch

Start with a Choice of One Salad

Caesar

or

Whispers with Balsamic Vinaigrette^(GF)

Bread Service

Choose Two or More Entrées to be Shared by the Table

Lump Crabcakes with Roasted Red Pepper Remoulade	24./per guest
Pan Roasted Chicken Breast with Honey & Lavender Salt ^(GF)	16./per guest
Pan Seared Salmon with Artichoke Pan Sauce ^(GF)	16./per guest
Creole Shrimp with Trinity Vegetables and Rosemary ^(GF)	20./per guest
Red Curry Vegetables and Rice ^(GF-VG)	16./per guest
Roasted Filet with Balsamic Shallot Sauce ^(GF)	24./per guest
Ricotta Gnocchi with Spinach/Roasted Pearl Onions/Shaved Cheese	16./per guest

Entrée Price Includes Salads & Sides

Choose a Starch for the Table to Share

Choice of Penne Pomodoro

Penne ala Vodka

Roasted Herb & Garlic Potatoes^(GF)

Please see our Appetizer Menu for a Selection of Family Style Apps

Dessert Menu Available

30 guest Minimum

Desserts

Dessert Buffet

Minimum 30 Guest

A Selection of Miniature Cookies, Brownies
Cheesecakes, Chocolate-Covered Strawberries
Fruit Tartlets, and Chocolate-Chambord Mousse
12./per Guest

Plated Desserts

Mini Pecan Ball

A Small Scoop of Vanilla Ice Cream Rolled in Crushed
Roasted Pecans and Topped with Hot Fudge 5/per guest

Mini Peppermint Snow Ball

A Small Scoop of Vanilla Ice Cream Rolled in Crushed
Peppermints and Topped with Hot Fudge 5/per guest

Cupcakes

The Hartwood Restaurant Makes Delicious Cupcakes,
Prepared Fresh In House with Your Choice of Cake Batter and Icing.
36/dozen

Minimum 1 dozen

Cake Batters – White, Chocolate, or Marble
Icings – Vanilla Butter Cream or Chocolate Butter Cream

Mini Irish Soda Bread Favor

A Unique and Personal Favor!

Hartwood's Own Irish Soda Bread
Wrapped and Ready as a Favor for Your Guest.
4./Per Loaf