

2019

Weddings  
at the  
Portland Regency  
Hotel & Spa



20 Milk Street, Portland ME 04101

# Congratulations!



The Portland Regency Hotel & Spa is a classic setting for a wedding celebration. Our timeless venue is located on the waterfront in the heart of the charming Old Port district. Just one block away from the hotel, our newest rooftop venue at 27 Pearl Street offers a seasonal outdoor option for your special day.

The enclosed wedding packages offer unique high-quality pre-selected menus with an array of wedding services, décor and other luxuries included. Couples are encouraged to custom tailor the package of their choice to match their personal taste. Our team of wedding professionals will guide you through every step of the planning and preparations for your wedding day.

From the ceremony to the cocktail hour and wedding reception, the Portland Regency Hotel & Spa holds itself to high standards and the promise that every detail will be met with ease. Your only focus will be to create memories to be cherished forever. Please note that additional cost will apply for a wedding event on Rooftop at 27 Pearl Street.

## *all Wedding Packages include the following:*



- A four-hour wedding reception (to follow the ceremony and cocktail hour)
- Elegant ivory linens, place settings, and other décor
- Valet parking for all guests on your wedding day
- A hospitality suite with hors d'oeuvres and a champagne toast for the wedding party
- A team of wedding professionals to guide you through every step of the wedding planning
- The perfect balance of historic charm and modern style in the heart of the Old Port

**Please Contact our Wedding Consultant at  
(207)221-5914 for further information**

# The Classic

**Plated Dinner— \$75.95 per person**

(subject to Maine 8% state tax & 20% service charge)

## Package includes:

### Cocktail Hour

A bountiful display of crisp garden vegetables, seasonal fruit and an assortment of fine domestic and international cheeses

### Salads Please: choose one

**Garden Salad:** lettuce and baby field greens topped with crisp garden vegetables

**Caesar Salad:** crispy chopped romaine tossed with grated parmesan, garlic croutons and our own Caesar dressing

**Spinach Salad:** tender baby spinach leaves topped with tomatoes, cucumbers, red onion, sliced mushrooms and grated carrot

### Entrées: Please choose three

**Chicken Chasseur:** sautéed chicken breasts topped with a sliced cremini mushroom, ripe tomato and cognac espagnole

**Chicken Concetta:** chicken breasts stuffed with prosciutto Riserva Fiorucci and asparagus al dente, finished with a boursin cream sauce

**Chicken Sesame:** breaded with bread crumbs and sesame seeds, sautéed to a golden brown, topped with a Dijon mustard and chive cream sauce

**Haddock Portuguese:** fresh caught Gulf of Maine fillets baked with a tomato, scallion, saffron, capers and herb sauce

**Baked Haddock:** fresh caught Gulf of Maine fillets topped with a citrus, herb and macadamia nut crust

**Grilled Salmon:** fresh caught Northern Atlantic fillets topped with a light and tangy tomato, cucumber and caper relish

**Charbroiled Sirloin Steak:** hand-cut, all natural New York strip with a roasted shallot, garlic and red wine compound butter

**Charbroiled Rib Eye Steak:** hand cut and all natural, served with a sweet onion relish and bordelaise sauce

**Chocolate-Chili Rubbed Hanger Steak:** U.S.D.A. prime hanger steak topped with fried leeks and ancho chili demi-glace

**All entrees served with chef's choice of potato or rice and seasonal vegetables. Homemade rolls and whipped butter are also provided.**

# The Sweetheart

**Buffet Dinner- \$85.95 per person**

(subject to Maine 8% state tax & 20% service charge)

## Package includes:

75 guest minimum for the amenities below-  
Deluxe overnight accommodations for two  
Pre-selected luxury spa treatment  
Champagne toast for all wedding guests

### Cocktail Hour

A bountiful display of crisp garden vegetables, seasonal fruit and an assortment of fine domestic and international cheeses

### Salads Please choose three

**Garden Salad:** a blend of lettuce and baby field greens topped with crisp garden vegetables

**Caesar Salad:** crispy chopped romaine tossed with grated parmesan, garlic croutons, and our own Caesar dressing

**Caprese Salad:** vine-ripened tomatoes, fresh mozzarella cheese, shaved red onion, Kalamata olives and basil vinaigrette

**Regency Salad:** a blend of lettuce and baby field greens topped with tomatoes, cucumbers, sundried cranberries, blue cheese, and toasted pecans

**Antipasto Platter:** a display of sliced hard salami, provolone cheese, Kalamata olives, marinated mushrooms, grape tomatoes, and artichoke hearts, pepperoncini, sweet gherkins and roasted garlic

**Panzanella Salad:** cubes of homemade French bread tossed with diced ripe tomato, julienne red onion, fresh mozzarella, sliced green olives, basil, and extra virgin olive oil

### Carving Station Please choose one

Roast Sirloin with horseradish scallion sauce

Roast Turkey Breast with sundried cranberry and mango chutney

Roast Pork Loin with passion fruit infused applesauce

### Entrees Please choose two

**Chicken Concetta:** chicken breasts stuffed with prosciutto Riserva Fiorucci and asparagus al dente, finished with a boursin cream sauce

**Gorgonzola Chicken:** chicken breasts sautéed with a wild mushroom, gorgonzola and herb cream sauce

**Chicken Chasseur:** sautéed fresh chicken breasts topped with a sliced crimini mushroom, ripe tomato, and cognac espagnole

**Baked Haddock:** fresh caught Gulf of Maine fillets topped with a citrus, herb and macadamia nut crust

**Haddock and Maine Shrimp:** fresh caught Gulf of Maine fillets sautéed with a Maine shrimp, shallot and white wine creamsauce, finished with parsley and parmesan

**Grilled Salmon:** fresh caught Northern Atlantic fillets topped with a whole grain mustard, white wine, and dill cream sauce

**Roast London Broil:** marinated choice London broil, charbroiled and sliced thin, accented with a button mushroom and Madeira wine demi-glace

**Sirloin Diablo:** petite hand cut sirloin steaks, charbroiled and served with a spicy black peppercorn and whole grain mustard demi-glace

**Roast Pork Loin:** center cut pork loin sliced thin topped with a sundried cherry and rosemary sauce

**All entrees served with chef's choice of potato or rice and seasonal vegetables.  
Homemade rolls and whipped butter are also provided.**

# The Non-Traditional

**Cocktail Reception- \$90.95 per person**

(subject to Maine 8% state tax & 20% service charge)

## Package includes:

75 guest minimum for the amenities below-  
Romantic engagement dinner for two  
Deluxe overnight accommodations for two  
Pre-selected luxury spa treatment  
Champagne toast for the entire guest list

### Stationed Hors d'Oeuvres

Gourmet cheese selection, seasonal fruit and crisp vegetable cornucopia with savory dipping sauce  
Fine smoked Salmon  
Hummus & Tapenade  
Crackers and an assortment of fresh baked breads  
Antipasto platter

### Passed Hors d'Oeuvres

Jumbo shrimp cocktail with spicy cocktail sauce	200 pieces
Scallops wrapped in bacon	200 pieces
Coconut shrimp with mango dipping sauce	100 pieces
Maine crab cakes with lemon shallot dipping sauce	100 pieces
Lamb chop lollipops with maple-rosemary demi-glace	100 pieces
Herb goat cheese balls fried with panko crumbs	150 pieces
Maine lobster salad puff pastry	150 pieces

**All entrees served with chef's choice of potato or rice and seasonal vegetables.  
Homemade rolls and whipped butter are also provided.**

# Above and Beyond

## Plated Dinner- \$110.95 per person\*

(subject to Maine 8% state tax & 20% service charge)

\*Base price subject to change should you choose a customized menu

## Package includes:

- 75 guest minimum for the amenities below-
- Romantic engagement dinner for two
- Overnight accommodations for two in our "Honeymoon" Regency Suite
- Pre-selected luxury spa treatment
- White-glove service
- Red and white house wine served with dinner
- Candlelit dessert table with petit fours
- Champagne toast for the entire guest list

The option for a private meeting with our Executive Chef to customize the following menu:

### Hors d' Oeuvres

A bountiful display of crisp garden vegetables, seasonal fruit and an assortment of fine domestic and international cheeses

### And two of the following:

**Scallops and Bacon:** sweet sea scallops wrapped in smoked sugar-cured bacon

**Fried Goat Cheese:** blended with fresh herbs, coated in Panko crumbs

**Deep Fried Artichoke Hearts:** tender artichoke hearts nestled in a basil and feta cheese cream sauce

**Shrimp Cocktail:** chilled crisp jumbo shrimp served with homemade spicy cocktail sauce and lemon

### First Course Please choose one

**Chicken Roulade:** chicken breasts stuffed with sundried tomatoes, prosciutto and leeks, served with herb mayonnaise and sliced French bread

**Scallops Ceviche:** sweet sea scallops "cooked" in a spicy citrus and tomato marinade, served with diced avocado and fried tortilla strips

**Lobster Stew:** succulent Maine lobster combined with our own lobster reduction, cream, sherry, and shallots

**Seafood Chowder:** Maine scallops, shrimp, mussels and whitefish combined with sweet onion, Maine potatoes, cream, and traditional seasonings

**Crab Cakes:** our famous crab cakes served with orange-chili mayonnaise

**Baked Brie:** creamy French brie with raspberry and sugared almonds in puff pastry

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# Above and Beyond



## Salads Please choose one

**Garden Salad:** a blend of lettuce and baby field greens topped with crisp garden vegetables with either four peppercorn ranch or roasted red pepper Italian dressing

**Caesar Salad:** crispy chopped romaine tossed with grated parmesan, garlic croutons and our own Caesar dressing

**Mesclun Salad:** with sliced strawberries, candied walnuts and goat cheese with our house made balsamic vinaigrette

**Caprese Salad:** vine-ripened tomatoes, fresh mozzarella cheese, shaved red onion, Kalamata olives, and basil vinaigrette

**Wedge Salad:** crisp iceberg lettuce with smoked bacon, diced red onion, bleu cheese, and diced tomato with Thousand Island dressing

## Sorbet Intermezzo Please choose one

Pink Grapefruit-Rosemary Sorbet

Lemon-Lavender Sorbet

Key Lime Buttermilk Sherbet



## Entrees Please choose three

**Regency Chicken Piccata:** sautéed breasts with Maine shrimp in a mushroom, scallion and caper lemon cream sauce, served with chefs rice pilaf and seasonal vegetables

**Marsala Chicken:** sautéed breasts topped with prosciutto Riserva Fiorucci and melted fontina cheese finished with a shitake mushroom and Marsala demi-glace, served with garlic smashed red potatoes and seasonal vegetables

**Roast Pheasant Breast:** a statler style breast accompanied with arugula salad, pear and sundried cranberry chutney and a wild rice blend

**Roast Beef Tenderloin:** sliced and served with Portobello mushroom, garlic and red wine glace de viande, duchess potatoes and seasonal vegetables

**Buffalo Sirloin:** a hand cut New York strip accented with oyster mushroom and roasted garlic demi-glace, Maytag bleu cheese, oven roasted garlic and rosemary red potatoes and seasonal vegetables

**Steak Diane:** a pan-seared hand cut filet mignon with a sautéed mushroom, Dijon mustard and brandy espagnole sauce, garlic smashed red potatoes and seasonal vegetables

**Surf and Turf:** charbroiled hand cut filet mignon with lobster stuffed jumbo shrimp topped with garlic and parsley butter, served with chef's rice pilaf and seasonal vegetables

**Lazy Mans Lobster:** Maine lobster the easy way! 6 oz. of succulent lobster meat enhanced with lemon-garlic butter, served with oven roasted garlic and rosemary red potatoes and seasonal vegetables

**Grilled Swordfish:** local wild –caught center cut swordfish steak with sweet Jonah crabmeat, avocado and chili-lime vinaigrette, served with creamy polenta and seasonal vegetables

**Sole and Smoked Salmon Roulade:** sole fillets wrapped with Duck Trap River smoked salmon served on a bed of Swiss chard with lemon –dill cream and chefs rice pilaf

# Wedding Hors d'Oeuvres

## Cold per 50 pieces

Jumbo Shrimp Cocktail with Spicy Cocktail Sauce *	\$ 155.00
Smoked Salmon Canapés with Cream Cheese and Chives on Rye	\$ 140.00
Antipasto Skewers- Salami, Provolone, Kalamata Olives and Grape Tomatoes *	\$ 95.00
Bruschetta al Pomodoro	\$ 95.00
Choux Puff with Maine Lobster Salad	\$ 150.00
Tuna Tartar on a Cucumber Slice with Ponzu Sauce *	\$ 125.00
Crostini Topped with Brie, Apples and Caramel Sauce	\$ 110.00
Watermelon Bites Drizzled with Jalapeno Infused Olive Oil and Cilantro *	\$ 95.00
Cherry Tomatoes Stuffed with a Roasted Garlic and Basil Cream Cheese *	\$ 75.00
Crostini with Sliced Rare Tenderloin, Minced Red Onion and Horseradish Sauce	\$ 140.00
Chilled Prince Edward Island Mussels with a Cucumber-Pepper Mignonette *	\$6.00 per lb

## Hot per 50 pieces

Coconut Shrimp with a Curried Mango Dipping Sauce	\$ 170.00
Jumbo Shrimp Marinated and Grilled with Garlic, Chili and Lime *	\$ 165.00
Flatbread Bites with a Light Marinara, Feta Cheese and Basil	\$ 95.00
Lamb Chop Lollipops Served with a Maple-Rosemary Demi-Glace	\$ 150.00
Asparagus and Brie in a Phyllo Cup	\$ 95.00
Herb Goat Cheese Balls Fried in Panko Crumbs	\$ 85.00
Kobe Beef franks in a blanket served with a Honey Mustard Sauce	\$ 85.00
Crabmeat Stuffed Mushrooms	\$ 95.00
Scallops Wrapped in Bacon *	\$ 150.00
Teriyaki Beef Skewers *	\$ 100.00
Guava and Crisp Almond Empanadas	\$ 120.00
Marinated Sirloin Beef Tips with Horseradish Scallion Sauce *	\$ 125.00
Maine Crab Cakes served with Lemon Shallot Mayonnaise	\$ 150.00
Coriander Scallops with a Sundried Apricot Sauce *	\$ 125.00
Vegetable Spring Rolls with Sweet and Sour Dipping Sauce	\$ 85.00
Sesame Chicken Bites with a Sweet and Sour Dipping Sauce	\$ 95.00
Artichoke, Garlic and Herb Fritters	\$ 100.00
Chicken Saltimbocca Marinated with Balsamic Vinegar, Herbs, Parmesan Cheese, Wrapped in Prosciutto *	\$ 95.00
Vegetarian Cornucopia- Sweet Corn, Monterey Jack Cheese, Scallions, Carrots and Hot Peppers in a Tortilla	\$ 120.00

## Stations serves 50

Maine Crabmeat Dip Served with French Bread and Crackers	\$ 210.00
Hummus and Olive Tapenade with Crackers and Assorted Bread *	\$ 125.00
Smoked Salmon, Tomatoes, Capers, Onions and French Bread *	\$ 150.00
Country Pate with Cornichons, Mustards, Crackers and French Bread	\$ 150.00
Fresh Vegetable Crudités with a Garlic and Herb Dip *	\$ 150.00
Fresh Fruit and Cheese Display Served with Crackers *	\$ 200.00
Clams or Oysters on the Half Shell (50 pieces) *	\$ 125.00

\* Gluten Free

# Liquors

## Cash Bar / Open Bar

Top Shelf per drink	\$9.50
Premium Brands per drink	\$8.00
Call Brands per drink	\$7.00
Well Drinks per drink	\$6.00
Domestic Beer per bottle	\$4.00
Imported Beer per bottle	\$5.00
Micro Brews per bottle	\$5.00
House Wine per glass	\$8.00
Soft Drinks per glass	\$3.00
Sparkling Water per bottle	\$3.00
Fruit Juice per glass	\$3.00

## Punch Bowls

Champagne Punch serves 50	\$125.00
Fruit Punch (non-alcoholic) serves 50	\$80.00
Egg Nog (non-alcoholic) serves 50	\$150.00



Bartender charge of \$75 applies if \$350 sales per bar is not exceeded

All prices subject to Maine 8% state tax and 20% gratuity

Prices subject to change

# Additional Information



## Menus

Custom designed menus are available in consultation with our Executive Chef, Wedding Sales Consultant, and Banquet Manager. The enclosed menus are a sample of our chef's culinary offerings. All prices and menus are subject to change.

## Wedding Receptions

Wedding receptions are restricted to a five-hour maximum time and must end by 10 PM. For your convenience, our Armory Lounge is a popular spot available to wedding guests. Closing times may vary.

## Removal of Food and Beverage

Removal of food and beverage from the function rooms is not permitted, nor will the Portland Regency Hotel & Spa allow food and beverage from other sources to be provided or served in our function rooms, with the exception of a wedding cake.

## Children's Meals

Children ages 12 and under dine at \$16.95 per person (pre-tax and gratuity).

## Dinner at Twenty Milk Street

With select wedding packages, we will treat you to an engagement dinner at our Twenty Milk Street restaurant\*. While our restaurant menu changes seasonally, this dinner will give you an idea of the quality, taste, and presentation of our food. All of our meals are prepared by the same chef and kitchen team that will be making the food for your wedding!

\*This is through a \$50 gift card for Twenty Milk Street. A reservation is recommended and should be made by your wedding consultant.

## Spa Services [SpaAtPortlandRegency.com](http://SpaAtPortlandRegency.com)

We welcome you to enjoy a complimentary spa service with select packages. This can be booked either on the day of your wedding or within six months of your wedding date, Monday-Friday. Please contact your wedding consultant to learn about your options and/or book your reservation.

\*Packages include a 30 minute Relax Massage. Please note that additional spa services are also available.

## Welcome Bags

We are happy to distribute wedding welcome bags to your guests upon their arrival at the front desk. Bags may also be placed in rooms for a \$2 per bag.

## Maps

Please visit our website at [www.theRegency.com](http://www.theRegency.com) for a map insert of "Things to Do in the Area," under the "Attractions" tab. Help your guests learn what the city has to offer by including it in your invitations!

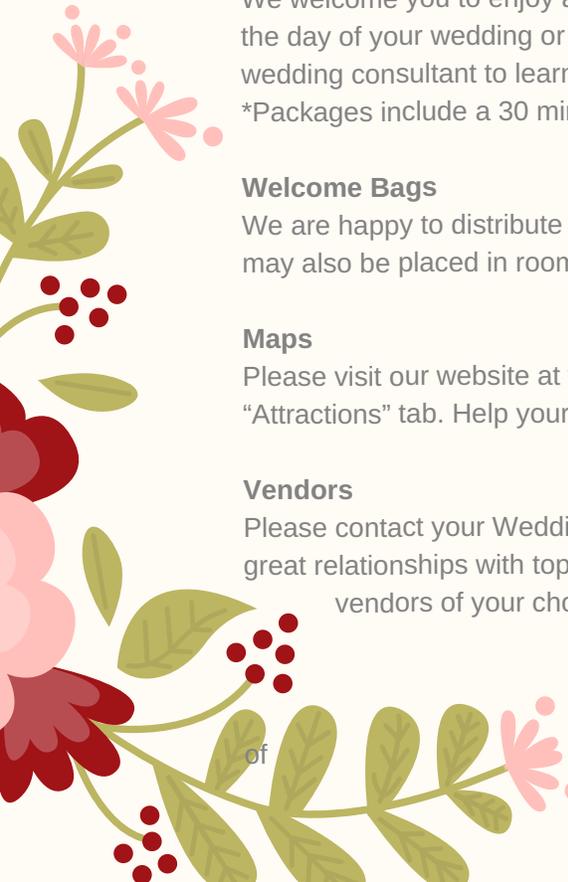
## Vendors

Please contact your Wedding Consultant for a list of recommended vendors. Although we have established great relationships with top-notch professionals in the Greater Portland Area, you are welcome to bring in the vendors of your choice\*.

## Rehearsal Dinner + Send-Off Brunch

We offer many options for your rehearsal dinner and send-off brunch. The ease of having everything in one place can be a great convenience for you and your guests!

\*Exclusions may apply to events on our Rooftop at 27 Pearl Street.



# Additional Information



## Complimentary Overnight Accommodations

With select packages, we offer a complimentary overnight room for the Bride and Groom\*. Based on availability, upgrades can be offered at a rate less the cost of the complimentary room. A credit card is required to secure the reservation and any incidentals will be charged to the individual. Your wedding sales consultant will assist in reserving your overnight room.

\*Rooms differ between packages; Package One does not include overnight accommodations.

## Room Blocks for your Guests

We are happy to create a room block for your guests. This would be based on availability and typically includes five rooms the night before your wedding and ten rooms on the night of your wedding. Forty-five days before your check-in date any rooms remaining in the block that has not been booked will be released back to the public at no charge to you. Please note: premium rooms such as deck rooms and suites are always at the standard rate.

## Check-In/Check-Out

We are best available for check-in between 3 PM and 7 PM and check out at 11 AM. Individual cancellations are required 48 hours in advance in order to avoid a charge for first nights lodging.

## Bar Options

We are able to accommodate almost all bar options. You may host an open bar, elect for a cash bar at any point of your wedding or feature a beer and wine bar with a specialty cocktail. The bar fee is based upon consumption.

## Service Fees

If your bar revenue exceeds \$350, the bartender fee of \$75 will be waived. If a carving station is requested, a carving attendant fee of \$75 will be applied. This excludes packages that already include carving stations. If you bring a cake from an outside vendor there is a cake cutting fee of \$2.50 per person.

### Set-Up

The event staff will have your wedding room ready in advance of your wedding start time. Upon request, you are able to set up additional or specially ordered décor.

### Place Cards

The Portland Regency Hotel & Spa requires all events with a plated meal to use escort cards or a seating chart and place cards with entrée selections noted. This ensures smooth service for you, your guests and our banquet team.

### Dance Floor

A 15x15 dance floor is complimentary with indoor events.

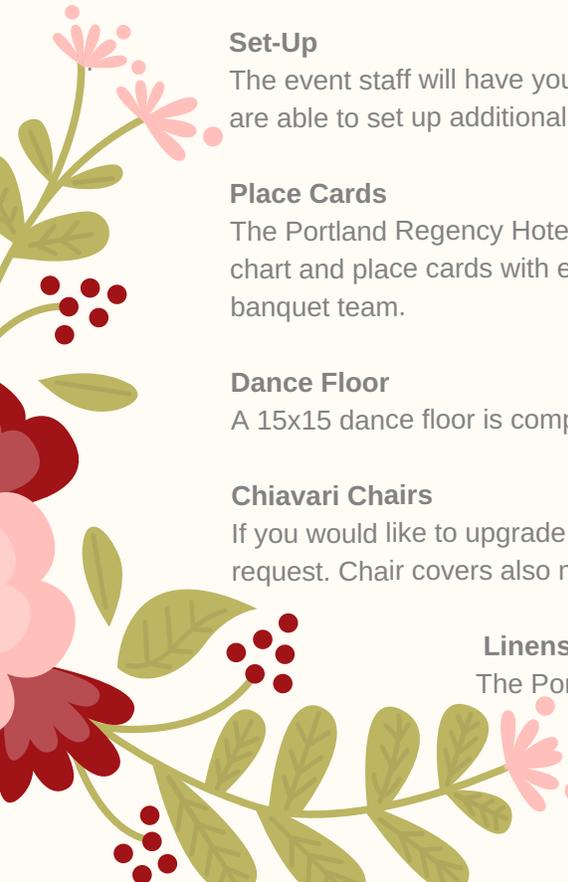
### Chiavari Chairs

If you would like to upgrade from our standard chairs to Chiavari chairs a rental cost can be quoted upon request. Chair covers also may be rented through the Portland Regency Hotel & Spa.

### Linens

The Portland Regency Hotel & Spa offers classic ivory tablecloths and napkins with each wedding package. Personalized linen and color options are available at your request for an additional fee.

\*Exclusions may apply to events on our Rooftop at 27 Pearl Street.



# Additional Information

## On-site Ceremony

The cost of an onsite ceremony is \$300. Our ceremony includes set up and a rehearsal ceremony with our Wedding Consultant. The rehearsal time and place are subject to availability.

## Event Space

The Portland Regency Hotel & Spa offers several event spaces, each with its own character and charm. See our size chart below for information on each and discuss your specific needs with your Wedding Consultant.

## Our Rooftop at 27 Pearl Street

Our Rooftop at 27 Pearl Street is available seasonally. Due to its unique nature, additional rental fees will apply. Please ask your Wedding Consultant for further information.

## Our Wedding Consultants

Our Wedding Consultants will help you plan and execute all the details of your event at the Portland Regency Hotel & Spa.

## Deposits and Payments

A \$1,000 deposit and signed contract are required to secure the date of your function. Six months prior to your function, 50% of your total food and beverage expense will be due. Your final guaranteed headcount and the remaining balance will be due ten days prior to your reception. A credit card is required to be on file for any day of incidentals. All deposits and payments are non-refundable.

## Cancellation Policy

In the event of a cancellation, a fee will be incurred based upon the contractual agreement between the client and the Portland Regency Hotel & Spa.

## Guaranteed Attendance

The guaranteed number of guests is required ten days prior to the date of the event. This number must be adhered to in order to cater your event to our exacting standard of service.

## Gratuity Charge/Tax

Maine 8% state tax and 20% service charge will be added to all food and host bar tabs availability.

<i>Room</i>	<i>Ceremony</i>	<i>Social</i>	<i>Rounds</i>	<i>Size</i>	<i>Sq. Ft.</i>
<b>Regency</b>	120	110	70	22 x 54	1,188
<b>Atlantic</b>	200	120	120	25 x 76	1,900
<b>Portland</b>	120	70	40	44 x 23	1,012
<b>Armory</b>	120	100	50	28 x 40	1,120

\*Round set up capacity based on usage of a dance floor