

EVENT MENUS



KEY HALL AT PROCTORS

Welcome

Thank you for considering Key Hall at Proctors for your special event.

Planning your event can prove to be a daunting task. There are so many decisions to make...food, drinks, music, decorating...and that's just the beginning! Well relax, because you can immediately make use of our informed and experienced event coordinators. We will help remove the mystery of the planning process right from the very start.

Now about this guide. The menus and services enclosed are a sampling of what we can provide. What it cannot convey is our passion for customer service.

While many venues may be equal in value or quality, we rise above by offering an unparalleled customer service experience, and treat each guest as through they are family in our home. Customer service training and execution are paramount within our organization, and our employees share the philosophy of "whatever it takes".

When you are ready to get started, get in touch with one of our event planners.



BROADWAY OFFERINGS

Five Hour Standard Open Bar *<see page 8>*

including house and call liquors, varietal wines, beer and soft beverages

Champagne Station to Greet Your Guests

One Hour Hors d'Oeuvre Reception

Butler Passed Selections *<see page 4>*

please select six

Cold Hors d'Oeuvre Display

farmhouse cheeses, olives, flatbreads • martini hummus • crudité with assorted herb dips • Tuscan flatbread

Hot Selections

trottole with wild mushroom cream • beef tips with bok choy and asian noodles

Champagne Toast

Appetizer *<see page 5>*

Choice of One Appetizer or Salad

Wine Offered Tableside During Dinner

Entrée Selections *<see page 6>*

Choice of Two Entrées Plus One Vegetarian Option

Wedding Cake

Coffee and Tea Service, International Coffee and Cordial Station, Choice of One Dessert Offering <see page 7>

available for a minimum of 50 people

\$79.00^{++◇} Friday and Sunday

\$83.00^{++◇} Saturday

CURTAINS UP

One Hour Standard Open Bar *<see page 8>*
including house and call liquors, varietal wines, beer and soft beverages

Four Hours Open Beer, Wine & Soft Beverages

Champagne Station to Greet Your Guests

One Hour Hors d'Oeuvre Reception

Butler Passed Selections *<see page 4>*
please select three

Cold Hors d'Oeuvre Display
farmhouse cheeses, olives, flatbreads • martini hummus • crudité with assorted herb dips • Tuscan flatbread

Hot Selections
trottole with wild mushroom cream • beef tips with bok choy and asian noodles

Champagne Toast

Appetizer *<see page 5>*
please select one Salad

Entrée Selections *<see page 6>*
Choice of Two Entrées Plus One Vegetarian Option

Wedding Cake
Coffee and Tea Service

\$67.00⁺⁺ Friday and Sunday

\$69.00⁺⁺ Saturday

OPENING NIGHT

Five Hour Standard Open Bar <see page 8>
including house and call liquors, varietal wines, beer and soft beverages

Champagne Station to Greet Your Guests

One Hour Hors d'Oeuvre Reception

Butler Passed Selections <see page 4>
please select three

Cold Hors d'Oeuvre Display
farmhouse cheeses, olives, flatbreads • martini hummus • crudité with assorted herb dips • Tuscan flatbread

Champagne Toast

Seated Appetizer <see page 5>
Choice of One Appetizer or Salad

Grazing Stations

please select two of the following (consult your event planner for the cost of adding an additional station)

- Chinese/Dim Sum
Roast Pork Steamed Buns, Shrimp Shaomai, Pork Potstickers, Duck Spring Rolls, Wonton Shrimp, Sweet Chili, Asian BBQ and Hoisin Sauces
- Italian Pasta Stations
Orecchiette with Broccoli Rabe and Sausage, Wild Mushroom Agnolotti with Truffle Cream and Walnut Pesto, Fresh Tortole with Bolognese
- Indo Asian Spice Market Street Food Station
Spicy Thai Fried Chicken Wings with Mango, Vietnamese Duck Spring Rolls, Crab Summer Rolls with Nuoc Cham, Indonesian Peanut Chicken Satays, Pork Samosas with Cilantro Yogurt, Bulgogi Bites
- Retro Malt Shop
Mini Burgers, Bacon Cheese Burgers, French Fries in Mini Cones, Milk Shakes, Egg Creams, Onion Rings, Coleslaw and Pickles
- Risotto Bar ~ this station must be chef-attended (\$125 add'l)
Vegetarian and Chicken Stock Risottos with Assorted Mixings, Asparagus, Spinach, Mushroom, Lobster, Caramelized Onion, Leeks, Peas, Pecorino, Parmesan, Asiago
- Fresh Mozzarella and Heirloom Tomato Station
Heirloom Tomatoes, Assorted Fresh Basil and Olive Oils, Sea Salt, Black Salt, Fresh Mozzarella, Bufalo Mozzarella (fresh made mozzarella buffet side additional +\$3.00++/pp and \$125 chef fee)
- Fresh Guacamole Station
Fresh Avocados, Tomato, Red Onion, White Onion, Jalapeño, Chipotle, Cilantro Lime, Lemon, Cumin, Cayenne, Olive Oil, Tricolor Corn Tortilla, Fried Flour Tortillas, Black Bean & Corn Salsa, Traditional Salsa, Artisan Hot Sauces, Sour Cream
- Prime Steakhouse Station +\$125 carving chef fee
Roasted New York Sirloin of Beef, Carved Buffetside, Braised Beef Short Ribs, Garlic Whipped Potatoes, Haricot Vert, Prime Chopped Salad with White Balsamic Vinaigrette

Wedding Cake

Coffee and Tea Service, International Coffee and Cordial Station, Choice of One Dessert Offering <see page 7>

\$92.00^{++◇} Friday and Sunday

\$95.00^{++◇} Saturday

BUTLER PASSED

Broadway Package: please select Six
Curtains Up and Opening Night Packages: please select Three

Hot Hors d'Oeuvres

Mini Philly Cheese Steaks
Mini Crab Cakes
Chorizo Empanadas
Shu Mai Dumpling
Mini Margherita Pizzas
Wild Mushrooms Miniature Bouchee
Four Cheese Garlic Puff
Miniature Smoked Mozzarella and Eggplant Quiche
Mini Italian Rice Balls
Mini Cuban Sandwiches
Mini Beef Wellingtons
Sesame Chicken Brochettes
Latin Seared Prawns with Lime Cream

Cold Canapés

Endives with Roquefort Mousse and Walnuts
Marinated Asparagus Wrapped with Prosciutto di Parma
Sliced Filet of Beef with Sage and Roquefort on Crouton
California Rolls with Wasabi and Soy Sauce
Onion and Goat Cheese Tartlets
Smoked Turkey and Cranberry Canapé with Turkey Sausage Dressing

APPETIZERS

Curtains Up: please select One Salad
Broadway and Opening Night Package: please select One Appetizer or One Salad

- Portobello Ravioli
mushroom "bolognese", san marzano tomatoes, ricotta salata, shiitake chips
- Charred Tomato Soup
crispy cheese risotto cakes
- Warm Asparagus Tossed in Olive Oil and Sherry Vinegar
prosciutto ham, crumbled farmers cheese, grilled rustic bread, lemon zested hollandaise
- Rigatoni with Our Own Italian Sausage
caramelized leeks and spinach in a light cream sauce with grana padano cheese, toasted bread crumbs
- Pan Fried Mozzarella
teardrop tomato bruschetta, basil, olive oil, pomodoro sauce
- Fresh Pappardelle Pasta with Chanterelle Mushroom Cream
garlic, pecorino cheese, fried panko

SALADS

- Frisée Radicchio and Endive Salad
gorgonzola cheese, candied walnuts, dried cranberries, sesame white balsamic vinaigrette, aged balsamic glaze
- Arugula and Sugar Roasted Parsnip Salad
Maytag bleu cheese, toasted almonds, parsnip chips, honey cider vinaigrette
- Artisan Lettuces with Pecorino Cheese
grape tomato "raisins", roasted shallots and sweet peppers, black pepper oregano biscotti
- Yellow and Red Tomato Wedges with Fresh Mozzarella
aged balsamic, olive oil, sea salt, cracked black pepper, basil, herbed grissini wrapped in prosciutto

ENTREES

Broadway and Curtains Up Packages:
please select Two Entrees plus One Vegetarian Option

- Stuffed Berkshire Pork Chop
prosciutto, fontinella cheese stuffing, cherry pepper and garlic steak fries, sautéed spinach, sherry pork jus
- Bacon Wrapped Pork Tenderloin Filets
spiced squash and potato puree, haricots vert, sweet cherry pork glaze
- Chicken Scallopini
egg battered chicken breast, potato ravioli, caramelized leeks, peas, fresh tomato relish
- Truffled Pecorino Chicken Thigh Paillard
tricolored orzo with zucchini and tomato, wilted garlic spinach, wild mushroom cream
- Sauteed Chicken Breast with Smoked Mozzarella and Speck Ham
swiss chard, orechiette fonduta, sage garlic jus
- Honey Dijon Lacquered Salmon
jasmine rice, steamed asparagus
- Sautéed Shrimp Française ~ \$4.00⁺⁺ pp
sautéed spinach, whipped potato, lemon shallot white wine sauce
- Shrimp & Crab Stuffed Sole
fresh grated horseradish, lemon zest, five-grain pilaf, steamed asparagus, sauce bavaroise
- Herb Crusted Tilapia
caper beurre blanc, five-grain pilaf, broccolini
- Veal Tenderloin Medallions ~ \$2.00⁺⁺ pp
chanterelle mushrooms, garlic whipped potatoes, wild mushroom puff, haricots vert, creamy brandy peppercorn sauce
- Crispy Veal Cutlet Medallions ~ \$2.00⁺⁺ pp
caramelized shallot risotto, sugar roasted tomatoes, fresh oregano, roasted garlic asiago cream
- Char Grilled Bistro Steak
roasted pepper and onion steak fries, grilled asparagus, herbed garlic bread soaked in veal jus
- Petite Bistro Steak Filets Encrusted in Blue Cheese and Red Wine Onions
parsnip whipped potatoes, sauteed spinach, red wine demi glace
- Grilled Petite Filet Mignon topped with a Shrimp filled Purse ~ \$6.00⁺⁺ pp
roasted garlic whipped potatoes, asparagus bundles, bordelaise sauce
- Surf and Turf ~ \$14.00⁺⁺ pp
petite filet mignon and brazilian lobster tail, sweet corn whipped potatoes, vegetable batonette bundles

VEGETARIAN OPTIONS

- Butternut Squash Ravioli
sage brown butter
- Rigatoni Pomodoro
fresh basil chiffonade

DESSERT OFFERINGS

Classic :: Assorted petit fours, cannoli, mini eclairs, mini dessert tartlets, mini sfogliatelle, cream puffs, truffles. Choice of home style or European cookies. Choice of one crème brûlée: Tahitian vanilla bean, rich dark chocolate, or white chocolate raspberry. \$7.00⁺⁺ pp

Sweet Memory Station :: Choice of two home style cookies: chocolate chip, double chocolate, peanut butter, oatmeal raisin, or sugar. Choice of two fudge style brownies: Reese's pieces, S'mores, heath, chocolate chip, Oreo, macaroon, M&Ms. Seasonal hot & cold beverages. \$5.00⁺⁺ pp

Dessert Fondue :: Choice of two: orange dark chocolate, milk chocolate, milk chocolate mint, white chocolate raspberry, pecan praline caramel, vanilla bean butter caramel, white chocolate cherry. Choice of Five: fresh pineapple, strawberries, bananas, mini pretzels, homemade marshmallows, coconut macaroons, pound cake, cream puffs, graham crackers, rice crispy treats, dried apricots. \$7.00⁺⁺ pp

Cupcake Sophistication :: Select 3 of the following: \$6.00⁺⁺ pp

- Pumpkin Spice: pumpkin cupcake, cream cheese mousse, cinnamon butter cream, candied pumpkin seeds
- Cafe Mocha: vanilla cupcake, chocolate espresso cream, vanilla bean and coffee syrup, chocolate butter cream, chocolate covered espresso beans
- Chocolate Raspberry: chocolate cupcakes, raspberry mousse, fudge icing, fresh raspberries
- Coconut Cream: vanilla cupcake, coconut cream, dark rum simple syrup, vanilla butter cream toasted coconut
- S'mores: chocolate cupcake, fudge icing, honey graham crisp, toasted homemade marshmallows, milk chocolate shavings
- Fruit Fantasy: yellow chiffon cupcake, lemon cream, macerated berry compote, vanilla butter cream, fresh mixed berries

Assorted Martini Dessert Shooters :: Choice of three: traditional tiramisu, strawberry cheesecake, carrot cake, fudge brownie with butter caramel sauce, pumpkin spice, mixed berry shortcake, chocolate mousse, lemon cream with macerated raspberry sauce. \$7.00⁺⁺ pp

Ice Cream Sundae Station :: Choice of two ice creams: vanilla, chocolate, strawberry, cookies & cream, butter pecan. Choice of six toppings: butter caramel, warm chocolate ganache, creamy peanut butter sauce, chocolate shavings, chocolate and rainbow sprinkles, whipped cream, maraschino cherries, candied pecans, Reese's pieces, M&Ms, crushed butter finger, crushed heath bars, crushed Oreo cookies, toasted coconut, sliced strawberries, diced pineapple, or candied almonds. \$6.00⁺⁺ pp

BEVERAGE ARRANGEMENTS

STANDARD OPEN BAR

House Brands: *vodka, gin, rum, rye, scotch, bourbon, tequila, and dry vermouth*

Name Brands: *Smirnoff Vodka, Svedka Vodka, Bombay Gin, Bacardi Rum, Captain Morgan's Spiced Rum, Malibu Rum, Cuervo Tequila, Seagram's 7, Jim Beam Bourbon, Dewar's Scotch, Kahula, Peach Schnapps, Amaretto, Apple Pucker, Triple Sec*

Beer select two: *Heineken, Sam Adams, Corona, Amstel Light, Coors Light*
Premium draft beer may be available consult your event planner

Non-Alcoholic

Sodas, Mixers, Juices, Saratoga Water, NA Beer

Wine

House Chardonnay, Riesling, Pinot Grigio, Cabernet Sauvignon, and Pinot Noir available at the bar.
An a la carte wine list is available, ask your event planner.

UPGRADED PREMIUM OPEN BAR

Add \$6.00⁺⁺⁰ per person for five hours of service

Absolut Vodka, Beefeater Gin, Jameson Irish Whiskey, Jack Daniels, Johnnie Walker Red, Assorted Flavored Vodkas - Citron, Mandarin, Vanilla and Raspberry

TOP SHELF OPEN BAR

Ketel One Vodka, Grey Goose Vodka, Bombay Sapphire Gin, Captain Morgan's Spiced Rum, Bacardi Rum, Malibu Rum, Cuervo Gold Tequila, Crown Royal Whisky, Jameson Irish Whisky, Maker's Mark Bourbon, Chivas Regal, Kahlua, Peach Schnapps, Amaretto, Apple Pucker, Triple Sec

Includes upgraded wine offered with dinner.
Your event planner will provide you a wine list at your planning session.

Add \$11.00⁺⁺⁰ per person for five hours of service

CHAMPAGNE BRUNCH RECEPTION

minimum 75 guests

Four Hour Beer, Wine, Soft Beverages, Mimosa's and Bloody Mary's
Beginning at Noon on Saturday & Sunday Events

Stationary Display

- Coffee Cake • Rugelach • Fruit Topped & Cheese Danish • Bagels with Strawberry & Chive Cream Cheese*
• *Fontinella, Sharp Cheddar and Port Salut Cheeses • Fresh Fruit Display with Raspberry Yogurt & Coconut Cream*
• *Pear & Almond Baked Brie • Warm Grilled Vegetables with Roasted Garlic Aioli & Basil Pesto*
• *Potato Pancakes with Herb Sour Cream & Apple Chutney*

Brunch Buffet

- Broccoli & Cheddar Quiche, Brioche French Toast with Caramelized Bananas, Poached Blackberries & Vanilla Bean Maple Syrup • Grilled Italian Sausage, Nicoise Salad • Three Cheese Mini Mac & Cheese with Chevre & Rosemary Grilled Chicken • Garlic Skillet Potatoes & Scallions*
• *Grilled Asparagus, Roasted Pearl Onions & Baby Tomatoes • Baby Spinach Salad with Glazed Pecans, Dried Cranberries, Gorgonzola & Champagne Vinaigrette*

Carving Station

Your choice of one:

- Glazed Corned Beef with Mustards & Pickled Red Cabbage Salad, Rye Rolls*
• *Grilled Bistro Sirloin, Bordelaise Sauce, Chimichurri, Mini Torpedo Rolls*
• *Turkey Roulade with Sausage & Apple Stuffing, Giblet Gravy & Cranberry Aioli, Challah Rolls*

Dessert Course

Wedding Cake with Coffee and Tea Service Offered Tableside

\$49.00⁺⁺ per person

Optional Selections

Smoked Salmon Platter, Capers, Tomato, Red Onion, Pumpernickel Toasts
\$110.00⁺⁺ per platter (serves 25-35 people)

Omelette Station: Prepared Buffet Side with Scallions, Smoked Salmon, Ham, Bacon, Broccoli, Mushrooms, Spinach, Peppers, Cheddar and Swiss Cheeses
\$5.00⁺⁺ per person (\$100.00 chef fee per station~75 guests per chef)

SAMPLE REHEARSAL DINNER MENUS FROM OUR RESTAURANTS



677 Broadway, Albany
(518) 427-7463
677Prime.com

Hors d'Oeuvres

*Mini Crab Cakes, Surf & Turf Rolls, Carpaccio Bites,
Phyllo Wrapped Asparagus with Asiago Cheese*

Appetizer Examples

*Jumbo Lump Crab Cakes, Shrimp Cocktail,
7-Hour Cherry Pepper Pork*

Entrée Examples

New York Strip :: caramelized potato gratin and sautéed spinach

*Chicken Milanese :: roasted tomatoes, mozzarella, sautéed
arugula, lemon marsala butter, giant florentine ravioli*

*Chilean Sea Bass :: fingerling potato, asparagus,
fava bean, creamy lobster leeks, red wine glaze*

Dessert Examples

*Coconut Cream Pie,
Jimmy Cheesecake's Cheesecake*



1 Glen Avenue, Scotia
(518) 374-7262
AngelosTavolo.com

Hors d'Oeuvres

*Pancetta Wrapped Scallops, Mini Beef Wellingtons,
Beef Carpaccio Crostini with Lemon Aioli and Fennel Slaw*

Appetizer Examples

*"Antipasti" Chopped Salad,
Sweet Potato Gnocchi*

Entrée Examples

*Grilled Dry Aged Certified Angus New York Strip ::
rosemary, lemon, olive oil, whipped onion & butter potatoes*

Grilled Chicken "Cacciatore" :: roasted garlic sweet potatoes

*Roasted Jumbo Shrimp :: fresh oregano breadcrumbs,
fennel risotto, charred golden tomato-lemon vinaigrette*

Dessert Examples

*"Canolian" :: sweet ricotta,
crispy cannoli dough, chocolate, pistachios*



426 State St, Schenectady
(518) 579-3371 • AperitivoBistro.com

Hors d'Oeuvres

*Wild Mushroom Puffs, Phyllo Wrapped Asparagus,
Tuna Tartare on Wonton Chips*

Appetizer Examples

*Spinach & Grilled Radicchio :: gorgonzola,
caramelized walnuts, shaved carrots, pancetta ring*

Entrée Examples

*Prosciutto Wrapped Salmon :: white bean and sage purée,
arugula, roasted tomatoes and onions, truffle oil*

8 ounce Filet :: sautéed spinach, glazed sweet potato fries

Dessert Examples

*Chocolate Silk Polenta Cake,
Tiramisu*



458 Union Avenue, Saratoga
(518) 583-4653 • PrimeatSNGC.com

Hors d'Oeuvres

*Smoked Duck Canapes, Short Rib Beggars Purses,
Mini Lobster Pot Pies, Shrimp & Lotus Root Lollipops*

Appetizer Examples

*Shrimp Sargo's, Crab Cocktail,
Tempura Surf & Turf Rolls*

Entrée Examples

*Grilled Filet Mignon :: truffle whipped potatoes, haricot verts
Panko Crusted Ahi Tuna :: maitake mushrooms,
edamame and fermented black bean*

*Crispy Truffle Parmesan Free Range Chicken ::
deep fried polenta, wild mushroom ragout*

Dessert Examples

*Truffles & Mini Biscotti,
Hazelnut Crepes with Nutella*

KEY HALL POLICIES

Deposits & Financial Minimums

\$2,000 non-refundable initial deposit due at time of contract. \$3,000 non-refundable deposit due nine months prior to event. Full payment will be due at your final meeting, based on your guaranteed count. If your function's total cost exceeds the total estimate paid, the difference will be due on the day of your event.

Financial minimums are required in Friday and Saturday evening events; as well as some holiday weekends. Friday evening food & beverage minimum = \$7,000. Saturday evening food & beverage minimum = \$13,000. Food & beverage minimums do not include 20% catering fee or NYS sales tax. ++=All prices are subject to a 20% catering fee and NYS sales tax. ◇=Published pricing reflects a 2% cash payment discount. Personal checks are accepted for deposits up to 10 days prior to function date. Thereafter, acceptable forms of cash payments include certified bank tellers check, certified personal check or cash. As a convenience we will accept credit cards, but pricing will revert back to our non-cash discounted rate.

Ceremony Fees

Ceremony fees are site specific, please consult your event planner.

Physical Arrangement

Our receptions include all necessary glassware (including wine glasses), china, stainless flatware and full-length (for 60" round tables) white or ivory tablecloths and your choice of napkin color. If special rental equipment is necessary for your event, they can be rented and the cost added to your final invoice.

Staffing Fee / Gratuities

A 20% catering fee is levied on all food and beverage served. The monies collected from the fee are used to pay the salaries of our banquet waitstaff, kitchen and administrative staff. An additional gratuity is not required, however, if you feel your banquet waitstaff has exceeded your expectations you are welcome to provide a gratuity. Gratuity for your Banquet Manager is at your discretion, standard amounts range from \$50 to \$150.

Private Bridal Cocktail Hour:

A room for private cocktail hour for the bridal party, occurring during your guests' cocktail reception, is available on a complimentary basis. The set-up includes: an assorted cold display platter, butler passed hors d'oeuvres, assorted soda, white wine, red wine, chilled champagne, bottled beer. A server will take orders for mixed drinks if included in your event package.

Celebrate with Care

Mazzone Management Group observes a "serve alcohol with care" policy. We reserve the right to make decisions on continued service of alcoholic beverages. No "shots" under any circumstances, for any event will be served. We ID guests who appear to be under the age of 25. No alcohol will be served without proper ID. No vendors, you have hired, are permitted to consume alcohol on our premises, soft drinks will be served.

Guarantee

Guaranteed attendance for your event must be received by the catering office 72 hours in advance of the event. You will be billed for that number, or the number of guests served, whichever is greater. A catering staff fee and NYS sales tax will be added to your invoice.

Early Arrivals

We strive to provide all our guests with individual attention and dedicated service. Therefore, we must ask your cooperation by not having your guests arrive prior to your designated start time. Please consult your event planner in advance if this is a problem. Formal pictures at our location may not always be possible.

Food Tasting

In an effort to allow our busy culinary team to focus on events taking place, we regretfully cannot provide food tastings on weekends. Tastings are very labor intensive and therefore are offered by appointment only on the first Monday of every month between the hours of 12 noon and 7:00pm. Tastings last approximately one hour and provided at a fee of \$75 per person which includes two selected appetizers, salads, and entrees. (There are certain items we are not able to produce for a tasting, please discuss with your event planner.)

Meals for Vendors (Band, Photographer, etc)

Should you wish to provide food and non alcoholic beverages for these individuals, \$35^{++◇} per professional will be added to your invoice.

Overtime Fee

Our listed prices are for a maximum five hour time period. For events that extend beyond this time a \$8^{++◇} per person, per hour fee will be charged based on your original guaranteed guest count. This overtime fee includes use of the room and bar service. Please note that overtime is at the discretion of management.

Fees for Children

Five years and younger: \$15^{++◇} per child includes chicken fingers and french fries for dinner; six to twelve years: half package price; thirteen to twenty: full package price with credit for the bar.

MENU MEETING PLANNER

Ceremony Time: _____

Ceremony Location: _____

Package Selection:

- _____ Broadway Offerings
- _____ Curtains Up
- _____ Opening Night

For sit down dinners, please review the specific selections for appetizers, salads and entrées.

Appetizer: _____

Salad: _____

Entrée Choices: _____

Vegetarian: _____

**Choosing one entrée duet alleviates the need for guest responses.*

Do any guests have special dietary needs?

Vegan _____ Kosher _____ Food Allergies _____

Please supply the names and phone numbers of all vendors hired for your reception

Band or DJ _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

Florist _____ Phone _____

Other _____ Phone _____

Number of people at your head table: _____

Head table style to be: _____ Tuscan _____ Traditional _____ Sweetheart

Identify a day and time the week prior to your wedding for your final meeting. The final meeting is conducted by the Banquet Manager assigned to oversee your special day. It is important we schedule your final meeting for a time when the Banquet Manager can give you his/her undivided attention. Since we are scheduling many meetings, we ask that you try to be on time and come prepared with the final information on the next page.

FINAL MEETING INFORMATION

Certified Bank Check, Certified Personal Check or Cash is required for the total cost of your event, payable at the final meeting. Please contact your event planner on the Monday prior to your event to report your age group and entree counts (see below). An invoice will be generated at that time, less deposits. Reductions in guest counts are contractually permitted within 72 hours of the event. Any incidental charges incurred during the event (overtime, etc.) are payable at the conclusion of the event.

Number of guests over 21 years old* _____
Number of guests 13-20 years old * _____
Number of guests 6-12 years old _____
Number of guests 0-5 years old _____
Vendor meals _____

Total number of guest tables _____

**For bar/bat mitzvah events, a count of the number of adult meals and the number of each entrée needed along with the number of teen meals is sufficient.*

Breakdown of Entrée Selections:

Entrée #1 _____ Children's Meals _____
Entrée #2 _____ Special Meals _____
Vegetarian _____

Please bring the following items to your final meeting, if applicable:

- Floor plan with the number of place settings at each table and each table numbered.
- Alphabetized place cards for guests' tables and head table. Do not arrange by table number.
- Favors.
- Guest book and pen.
- Champagne toasting glasses.
- Cake topper.
- Cake knife and server.
- Receptacle for gift cards.
- Decorative candles for ceremony/reception, unwrapped with instructions for placement.
- Disposable cameras, unwrapped and numbered by table.
- Amenity basket for ladies' and/or men's rooms.
- Candles for bar/bat mitzvah candle lighting.

MAZZONE MANAGEMENT GROUP LTD.



One Glen Avenue, Scotia NY 12302
(518) 374-7262 • GlenSandersMansion.com

MANSION
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108 Avenue of the Pines, Saratoga Springs NY 12866
(518) 583-3003 • HallOfSprings.com



SARATOGA NATIONAL
GOLF CLUB

458 Union Avenue, Saratoga Springs NY 12866
(518) 583-4653 • SaratogaNationalWeddings.com

Key Hall 
at PROCTORS

436 State Street, Schenectady NY 12305
(518) 881-5401 • OneReputation.com/keyhall

OUR RESTAURANTS



677 Broadway
Albany NY 12207
(518) 427-7463
677Prime.com



One Glen Avenue
Scotia NY 12302
(518) 374-7262
AngelosTavolo.com



426 State Street
Schenectady NY 12305
(518) 579-3371
AperitivoBistro.com



458 Union Avenue
Saratoga Springs NY 12866
(518) 583-4653
PrimeatSNGC.com