



EXCLUSIVE  
WEDDING  
MENU



THE ROW HOTEL  
AT ASSEMBLY ROW

AUTOGRAPH COLLECTION<sup>SM</sup>  
HOTELS



Exclusive  
Wedding

*Assembling the perfect day...*

The Row Hotel located in the vibrant Assembly Row in Somerville is close enough to the city, but far enough from the busy allowing for an Uncommon Wedding Experience for you and your guests. This destination is a remix of history with a modern twist that pays respect to the original tenant of the locale, a Ford Motor Assembly Plant. The Row's attention to detail is timeless and uncommon. The experienced wedding staff understand that every couple's vision is unique like the ethos of The Row.

The versatile event space, expertly engineered food, and socially sophisticated staff will cater to your viewpoint allowing us to make your day distinctly your own.

"The only prosperity the people can afford to be  
satisfied with is the kinds that lasts"

HENRY FORD



## All packages include:

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A Dedicated Wedding Specialist to assist with the coordination of your wedding

Private Menu Tasting for up to six guests

Preferred Rate for Overnight Guest Rooms with customized booking link

Complimentary Suite for the couple the night of the wedding

Customized Wedding Linens with coordinating napkins

Chiavari Chairs

Dance floor

Custom Wedding Cake

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## VERONA

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***Wedding experience includes the following:***

One Hour Open Premium Bar

Four Butler Passed Hors D'oeuvres

Mezze Station and Imported & Domestic Cheese Display

Champagne Toast with Raspberries

Luxurious Three Course Plated Dinner to Include

Handcrafted Salad

Selection of Two Entrées plus a Vegetarian or One Duet Entrée plus a Vegetarian

Signature Custom Wedding Cake

Coffee and Premium Tea Service

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**\$150 Per Person**

Inclusive of tax and services

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## SHELBY

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***Wedding experience includes the following:***

Four Hour Open Premium Bar &  
Bride and Grooms Selection of a Signature Cocktail

Seasonally Infused Water Station

Five Butler Passed Hors D'oeuvres

Mezze Station and One Additional Reception Station

Champagne Toast with Raspberries

Wine Service with Dinner Featuring House Wines

Luxurious Three Course Plated Dinner to Include

Handcrafted Salad

Selection of Two Entrées plus a Vegetarian or One Duet Entrée plus a Vegetarian

Signature Custom Wedding Cake

Coffee and Premium Tea Service

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**\$200 Per Person**

Inclusive of tax and services

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## ANGLIA

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*Wedding experience includes the following:*

Five Hour Open Premium Bar &  
Bride and Grooms Selection of a Signature Cocktail

Seasonally Infused Water Station

Butler Passed Champagne and Non-Alcoholic Sparkling Beverage upon arrival

Six Butler Passed Hors D'oeuvres

Mezze Station and Two Additional Reception Stations

Premium Champagne Toast with Raspberries

Wine Service with Dinner Featuring House Wines

Luxurious Three Course Plated Dinner to Include

Handcrafted Salad

Selection of Two Entrées plus a Vegetarian or One Duet Entrée plus a Vegetarian

Signature Custom Wedding Cake paired with Petite Pastries

Coffee and Premium Tea Service

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**\$250 Per Person**

Inclusive of tax and services

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## TORINO

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### Wedding experience includes the following:

- Five Hour Open Premium Bar\*
- Bride and Grooms Selection of a Signature Cocktail
- Seasonally Infused Water Station
- Five Butler Passed Hors D'oeuvres
- Mezze Station and One Additional Reception Station
- Butler Passed Champagne with Raspberries

### SALAD STATION

#### Selection of Two:

- Heirloom Tomato and Cucumber-Fennel Panzanella, Red Wine Vinaigrette
- Caesar "Row Style", Grilled Hearts of Romaine, Parmesan Frico, Blistered Tomatoes, Anchovies, Olive Tapenade, Caesar Dressing, Croutons
- Grilled Jumbo Asparagus, Shaved Parmesan, Lemon Honey, Chive Vinaigrette
- Baby Arugula, Red Wine Poached Lookout Farms Pears, Red Onions, Gorgonzola Cheese, Walnuts
- Ancient Grain and Freedom Beanery White Bean Salad, Pickled Vegetables, Sunflower Sprouts, Crispy Shallots, Sherry Vinaigrette
- Northern Maine Fingerling Potato Salad, Minced Chives, Creamy Horseradish, Smoked Onion Dressing
- New Beat Farms Beet Carpaccio, Six River Farm Shaved Fennel, Capri Goat Cheese, Citrus, Fennel Pollen-Champagne Vinaigrette

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## COMPOSED ENTREES

### Selection of Two:

Citrus Brined Misty Knolls Chicken Breast, Blush Butter Sauce, Fennel and Artichoke Barigoule, Maine Marble Potatoes

Fisherman's Stew "The Daily Haul", Stewed Tomato White Wine Broth, Fingerling Potatoes, Melted Leeks, Blistered Tinkerbelle Peppers, Country Ham

Red Snapper Meuniere "Style", Petite Beans, Brown Butter, Lemon

Orange and Black Pepper au Poivre Duck Breast, Sweet Potato, Duck Confit Hash, Natural Jus, Wilted Baby Bok Choy

Grilled Swordfish, Tomato Olive Salad, Roasted Potatoes, Charred Broccolini

Slow Roasted Pork Tenderloin, Ratatouille Vegetables, Marsala Jus

Sugar Cured Northern Harvest Salmon, Lobster Succotash, Tarragon Butter Sauce

## PASTA STATION

### Selection of Two:

Penne, Vodka Cream Sauce, Basil, Fresh Ricotta Salata

Butternut Squash Ravioli, Sage Brown Butter, Toasted Walnuts

Tortellini, Cream, Prosciutto, Sage, Red Onion

Cavatappi Pasta, Roasted Garlic, Shrimp, Fine Herbs

Orchettie, North End Italian Sausage, Broccoli Rabe, Chili Pepper, Olive Oil

Italian Bread, Aged Balsamic, Imported Cheese, Olive Oil

## CARVING STATION

### Select One:

Cadillac Beef Ribeye, Maitland Farms Horseradish Jus, Silver Dollar Rolls

Slow Roasted Pork Steamship, Black Pepper Bourbon Jus, Hot Pepper Jam, Corn Muffins

Snapper Fillet Papilote, Lemongrass, Ginger, Shishito Peppers, Thai Basil Aioli

Hardwood Smoked Pork Loin, Maple Miso Glaze, Kimchi, Steamed Buns

Spice Dusted Tuna Loin, Flour Tortillas, Pineapple Pico de Gallo, Napa-Cilantro Slaw

Northeast Family Farms Leg of Lamb, Pomegranate Molasses, Pickled Onion, Pita Bread

Selection of Custom Wedding Cake or  
Petite Dessert Display Assortment of Mini Confections and Pastries

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**\$225 Per Person**

Inclusive of tax and services

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## COCKTAIL RECEPTION

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### BUTLER PASSED HORS D'OEUVRES

#### COLD

Silver Spoon Tuna Tartar, Shiso, Ponzu Sauce

Brie, Macerated Apricot, Brioche Crisp

Skewered Tomato, Watermelon, Maple Brook Mozzarella

Oyster Shooter, Nantucket Bloody Mary Cocktail, Pickled Celery, Old Bay

House Cured Gin & Tonic Salmon Tartare, Cucumber, Caper Berry, Blini

Cucumber & Pickled Vegetable Bahn Mi, Spicy Mayo

Peppercorn Dusted Beef Carpaccio Crostini, Micro Cress, Parmesan Snow

Maine Lobster Deviled Egg, Caviar

#### HOT

Chicken Satay Tandoori, Mint Yogurt

Vegetable Pot Sticker, Sweet Chili Sauce

Soft Shell Crab Steamed Buns, Pickled Cucumber, Spicy Aioli

Goat Cheese, Caramelized Onion & Tomato Tartlet

White Truffle Parmesan Risotto Fritter, Romesco Sauce

Bacon Wrapped Scallop, Lemon Tartare Sauce

Miniature Crab Cake, Old Bay Remoulade

Coconut Shrimp, Mango-Chili Sauce

Petite Beef Wellington, Foie Gras Aioli

Pork Bahn Mi, Kim Chi

Lamb Chops La Plancha, Minted Chimichurri

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## COCKTAIL RECEPTION STATIONS

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### *INCLUDED IN WEDDING PACKAGE*

#### **MEZZE PLATTER**

Marinated, Grilled & Pickled Vegetables, Baba Ganoush, Harissa-Hummus, Cucumber and Feta Dip, Tabbouleh, Preserved Lemon Jam, Grilled Pita

### *ADDITIONAL STATION*

#### **CHARCUTERIE**

Selection of Cured and Smoked Meats from New England Charcuterie, Mustard, Hot Pepper Jelly, Quick Pickles, Cured Olives, Toasted Artisan Breads

#### **IMPORTED AND DOMESTIC CHEESE**

Spiced Mixed Nuts, Cured Olives, Grape Clusters, Herb Scented Honey, Crisps, Baguette and Water Crackers

#### **PASTA**

##### **Stationary Display of Handcrafted Pasta**

##### **Selection of Two:**

Penne, Vodka Cream Sauce, Basil, Fresh Ricotta Salata  
Butternut Squash Ravioli, Sage Brown Butter, Toasted Walnuts  
Tortellini, Cream, Prosciutto, Sage, Red Onion  
Cavatappi Pasta, Roasted Garlic, Shrimp, Fine Herbs  
Orchettie, North End Italian Sausage,  
Broccoli Rabe, Chili Pepper, Olive Oil  
Italian Bread, Aged Balsamic, Imported Cheese, Olive Oil

#### **CELEBRATION OF TOMATOES**

Seasonal Preparation of Backyard Tomatoes,  
Maple brook Fresh Mozzarella

Tomato Soup Shooters, Petite Grilled Cheese

Marinated Tomato, Red Onion,  
Cucumber-Dill Salad Bruschetta

#### **RAW BAR**

Market Oysters, Little Neck Clams on the Half Shell,  
Cracked Snow Crab Claws, Jumbo Shrimp Cocktail  
Bloody Mary Cocktail Sauce, Cucumber-Lemongrass  
Mignonette, Mustard Sauce, Freshly Sliced Lemons

**Additional 8.00 per guest**

#### **ASSORTED SUSHI**

Chef's Selection

Wasabi, Pickled Ginger, Barrel Aged Soy Sauce,  
Wakame Seaweed Salad, Chopsticks

**Additional 8.00 per guest**

#### **FARMERS BLOCK**

An Assortment of Charcuterie,  
Hand Selected Local Cheeses, Traditional  
Accompaniments, Selection of Breads and Crisps

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## WEDDING PLATED SELECTIONS

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### SALADS

Select One:

Heirloom Tomato Salad, Genovese Basil, Aged Balsamic, Black Pepper, Pine Nut Florentine

Autograph Caesar, Spring Works Baby Romaine, Olive Tapenade, Tomato Carpaccio, Black Pepper Croutons, Caesar Dressing

Farmers Market Salad, Baby Carrots, Roasted Beets, Shaved Fennel, Petite Tomatoes, Shaved Cucumber, House Vinaigrette

Baby Kale and Arugula, Roasted Pears, Gorgonzola Mousse, Pickled Red Onions, Walnut Vinaigrette

Curly Kale, Tri-Colored Quinoa, Roasted Baby Beets, Candied Almonds, Root Vegetable Chips, Citrus Dressing

### LUXURIOUS PLATED ENTREES

#### MEAT

Mustard Rubbed Petite Filet Mignon,  
Whipped Celeriac Potato Mousseline,  
Harvest Vegetables, Red Wine Reduction,  
Bacon Jam

Misty Knolls Crispy Chicken, Exotic  
Mushroom Bread Pudding, Garlic Jus,  
Jumbo Asparagus

Prime Strip Steak, Potato Pave, Onion  
Confit, Red Wine Jus

Pancetta Wrapped Veal Tenderloin,  
Asparagus Risotto, Tarragon Jus

Slow Roasted Burgundy-Marinated Beef  
Short Rib, Wine Glazed Root Vegetables,  
Exotic Mushroom Strudel

#### SEAFOOD

Fennel Glazed Atlantic Salmon,  
Swiss chard, Wild Mushroom Risotto,  
Merlot Butter Sauce

Herb Scented Bronzino, Artichokes,  
Oyster Mushrooms, Creamy Polenta,  
Lemon-Caper Sauce

Seared Trout, Grain Pilaf, Baby Fennel,  
Frisse and Carlson's Orchard Apple  
Salad, Brown Butter Sauce

Pan Seared Sea Bass, New Hampshire  
Bacon, Leek Potato Hash,  
Smoked Red Pepper Coulis

Vadouvan Curry Dusted Swordfish, Golden  
Raisin Minted Pearl Cous Cous, Pesto

#### VEGETARIAN

Harvest Squash Ravioli,  
Wilted Greens, Butternut Puree,  
Sage Brown Butter Sauce

Wild Mushroom Ravioli, Charred Cipollini  
Onions, Roasted Oyster Mushrooms,  
Marsala Butter Sauce

Grain Pilaf Stuffed Portobello Mushroom,  
Wilted Spinach, Oven Dried Tomatoes

Wards Berry Farm Squash, Eggplant  
Roasted Onion Gratin, Smoked Tomato  
Ragout, Farmers Cheese

### DUET ENTRÉE

*Pair a Grilled Four Ounce Filet of Beef Tenderloin with One of the Following:*

Grilled Northern Harvest Salmon, Zucchini Tart, Smoked Gouda-Potato Pierogi, Tomato Chutney

Fennel Pollen Dusted Sea Bass, Boursin Whipped Potatoes, Wilted Leek Vinaigrette, Red Wine Drizzle

Herb-Basted Jumbo Gulf Shrimp, Hand-Rolled Gnocchi, Capers & Tomatoes, Garlic Sautéed Spinach

Crab Cake, Wilted Baby Spinach, Wild Mushrooms, Grain Mustard Fondue, Micro Herb Salad

Butter Poached Maine Lobster Tail, Truffle Scented Cauliflower Puree, Mustard-Tarragon Butter

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## WEDDING CAKE

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### SIGNATURE WEDDING CAKES

# ICING ON THE CAKE

*Included in package pricing*



## ENHANCEMENTS

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### LATE NIGHT BOSTON STREET FOODS | \$25

Petite Fried Clam Rolls, Coleslaw, Tartare Sauce

Cuban, Pork Loin, Shaved Country Ham, Maitland Farm Pickles, Deli Mustard

Beef Empanadas, Romesco Sauce

Jamaican Jerk Chicken Wings

Vegetable Samosas, Cilantro Chutney

Pork Pot Stickers, Sweet Garlic Chili Sauce

### SLIDER BAR | \$18

Selection of Kobe Beef, Crab Cake,  
BBQ Pulled Pork Sliders, Pretzel Slider Buns,  
Old Bay Remoulade, Ketchup,  
Mustard, Cole Slaw, Pickle Chips

### CUP CAKE BAR | \$14

Vanilla on Vanilla  
Classic Red Velvet  
Chocolate-Peanut Butter  
Traditional Carrot Cake with Cream Cheese Icing  
S'more

### THE FENWAY | \$17

Hot Pretzels with Spicy Mustard  
Buffalo Wings with Blue Cheese Dressing  
Buttered Popcorn  
Pigs in a Blanket

### Pu Pu PLATTER | \$17

Vegetable Spring Rolls  
Pork Potstickers  
Teriyaki Chicken Wings  
Fortune Cookies  
Soy Sauce, Sweet Chili Sauce, Sriracha

### ROW COOKIE JAR | \$16

French Macaroons  
Chocolate Chip Cookies  
Oatmeal Raisin  
Fudge Brownies  
Assorted Biscotti

### GOURMET COFFEE STATION | \$15

Sugar Sticks, Whipped Cream, Fluff, Chocolate Shavings,  
Biscotti, Flavored Italian Syrups,  
Cinnamon, Nutmeg

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## ROW BAR / BEVERAGES

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### PREMIUM SELECTION FIVE-HOUR BAR PACKAGE

#### Included in Wedding Package

Skyy Vodka | Bacardi Superior Rum | Jose Cuervo Especial Gold Tequila | Beefeater Dry Gin |  
Jim Beam White Label | Canadian Club Whiskey | Dewar's White Label Scotch | Korbel Brandy | House Wine |  
Beer | Champagne Toast | Assorted Soft Drinks | Juices | Mineral Waters

### ENHANCE YOUR BEVERAGES

#### Supreme Liquor Selections

Ketel One Vodka | Captain Morgan Original Spiced Rum | Jose Cuervo Silver Tequila | Tanqueray Gin |  
Jack Daniels | Seagram's VO Whiskey | Chivas Regal 12 year Scotch | Remy Martin VSOP Cognac |  
House Wine | Beer | Champagne Toast | Assorted Soft Drinks | Juices | Mineral Waters

**\$10**

### HOSTED BAR

Featuring Beer, Wine, Mixed Drinks & Non-Alcoholic Beverages First Hour | \$23  
\$16 Per Hour for Each Additional Hour

Featuring Beer, Wine & Non-Alcoholic Beverages First Hour | \$17  
\$14 Per Hour for Each Additional Hour

### HOSTED BAR ON CONSUMPTION

Martini | \$13

Wine | \$9

Mixed Drink | \$11

Domestic Beer | \$6

Imported Beer | \$7

Soft Drink | \$4

### CASH BAR

Martini | \$15.5

Wine | \$10.5

Mixed Drink | \$12.5

Domestic Beer | \$7

Imported Beer | \$8.5

Soft Drink | \$5

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## BRIDAL HOSPITALITY

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### CONTINENTAL BREAKFAST | \$34

Assorted Individual Yogurts  
House made Granola, Toasted Nuts, Sundried Fruit  
Seasonal Sliced Fruit and Berries  
Bakers Basket - Danish, Croissants, Seasonal Muffins  
Whipped VT Butter and Local Preserves  
Chilled Juices, Coffee and Premium Teas

### LIGHT LUNCH | \$48

Row Bowtie Pasta Salad  
Tri-colored Fingerling Potato Salad  
Chef's Presentation of Assorted Sandwiches  
Appropriate Accompaniments  
Assorted Cape Cod Kettle Chips  
Assorted Cookie Jar  
Soft Drinks, Bottled Water, Coffee and Tea

### ADDITIONAL BEVERAGES

Artesian Still and Sparkling Water \$5  
Harmony Springs Old Fashioned Soda \$5  
Spindrift Seltzers \$5  
Naked Juices and Smoothies \$6  
Energy Drinks \$7  
Kombucha \$7  
Coconut Water \$7  
Champagne and Orange Juice \$12  
Bloody Mary Mix and SkyyVodka \$14

### SNACKS

Bowtie Sugar Cookies \$5  
Mini Cupcake Assortment \$8  
Seasonal Sliced Fruit and Berries \$12  
Whole Assorted Seasonal Fruit \$8  
Tortilla Chips, Salsa, Sour Cream, Guacamole \$10  
Assorted Individual Yogurts \$5  
Assorted Fresh Baked Cookies \$8  
Shrimp Cocktail (ea.) \$7

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## FAREWELL WEDDING BREAKFAST

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### ASSEMBLY ROW BREAKFAST | \$43

Assorted Individual Yogurts

House made Granola with Toasted Nuts and Sundried Fruits

Seasonal Sliced Fruit with Berries

Bakers Basket - Danish, Croissants, Seasonal Muffins, Whipped VT Butter and Local Preserves

Cinnamon Scented French Toast, Blueberry Compote, New England Maple Syrup

Cage Free Scrambled Eggs

Country Style Breakfast Sausage

Nitrate Free Bacon

Autograph Breakfast Potatoes Lyonnaise

### ENHANCE YOUR BREAKFAST

#### BUTTERMILK PANCAKES, MINIATURE WAFFLES OR BLINTZES

*Served With the Following Accompaniments:*

Vanilla Whipped Cream, Strawberry Compote, Warm Maple Syrup, Whipped Vermont Butter

**\$13 per guest**

**Chef Fee at \$150**

#### TRADITIONAL SMOKED SALMON & BAGELS

Served with Capers, Red Onion, Hard Boiled Eggs, Bagels

**\$12 per guest**

#### EGGS & OMELETTE

Cage Free Eggs, Egg Whites

Served With Gruyere, Grafton Cheddar, Salsa, North Country Smoked Ham, Farmers Bacon, Baby Spinach, Scallions, Exotic Local Mushrooms, Tomatoes, Mixed Bell Peppers, Maui Onions

**\$14 per guest**

**Chef Fee at \$150**

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## GENERAL INFORMATION

### BOOKING YOUR WEDDING

To Secure a wedding date at The Row Hotel, a signed contract, valid credit card submission and a 25% non-refundable/non transferable payment is required to be placed on file.

### PAYMENT PROCEDURES

Additional future deposits will be requested in accordance with the deposit schedule indicated on your sales agreement. Acceptable methods of payment for your final balance are credit card, cashiers check, certified check or cash. A credit card is required to remain on file for any/all additional charges that may incur during the event such as additional guests, bar tabs, etc.

### MINIMUM REVENUE REQUIREMENTS

A total beverage & food revenue minimum will apply to your event. This minimum is determined based upon the specific event space. This minimum may vary based upon the day of the week, time of day and date of interest.

### GRATUITIES, FEES & TAXES

Prices listed reflect pricing for a complete wedding package with five-hour open bar service and are inclusive of tax, gratuity, and administrative fees. All upgraded menu additions are subject to 14% gratuity, 6% taxable administration fee and a 7% state sales tax. The administration fee does not represent a tip or service charge for wait staff employees or service bartenders. Prices are subject to change. Bartender and/or Chef Fees do not represent a tip, gratuity, or service charge for waitstaff employees, service bartenders, or other service employees engaged in the event.

### 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 beverage 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 menu selection for your event is to be submitted to your event manager at least thirty (30) days prior to your event. Final head count is due fourteen (14) days prior. Charges will be based on this minimum guarantee or this actual number; whichever is greater so that our entire staff may prepare to accommodate your needs.

### CHILDREN'S MEALS / YOUTH MEALS

Children's Meals are \$50 each and are for ages 3-12 years old. Youth Meals are a set per person price based on wedding package selection for ages 13-20 years old. Contact your Event Manager for pricing & food options. (Children under 3 are not charged, however require a chair when putting together your seating chart)

### VENDOR MEALS

Vendor Meals are \$50 each and includes Chef's choice of a hot plated meal along with bottled water.

### PRICING

Our culinary staff uses only the freshest 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

### MENU TASTING

Once a contract is signed, we will be delighted to set a time for a private menu tasting. Please consult your Event Manager for availability. Each Wedding Package includes a Menu Tasting for up to six guests. A maximum of two additional guests may attend for an additional fee of \$50.

### MENU SPECIAL REQUESTS

Enhancements & Customization are available upon request, please speak with our Events Manager regarding options and pricing.

### CANCELLATION

Requested deposits are non-refundable. In the event of cancellation, a penalty fee may be applicable. Please refer to your Catering Sales Agreement for cancellation policy.

### BEVERAGE SERVICE

All beverage functions are arranged through our Sales & Events department. We have a complete selection of beverages to complement your functions. As a Licensee, the Hotel is responsible to abide by 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 to include favors. If alcoholic beverages are to be served on Hotel premises (or elsewhere under the Hotel's Alcoholic Beverage License), the Hotel will require that the beverages be dispensed by the Hotel servers and bartenders. The Hotel's Alcoholic Beverage License requires the Hotel to: (1) Request proper identification (photo ID) from any person of questionable age, and refuse alcoholic beverage service if the person is either underage, or if identification cannot be produced; and (2) Refuse to serve alcohol to anyone who, in the Hotel's judgment, appears intoxicated.

### BAR/BARTENDERS

One bartender per 75 guests is included in your package. If you would like additional bar/bartenders they are \$125.00 each.

### COAT CHECK

The Hotel can arrange for coat check services. A \$75 Attendant Fee will be assessed for all coat check services, per 75 guests.

### 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 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 Fees is based on your group's program. Revisions in factors, such as group counts, times, dates, meal functions, or set-up may necessitate a revision of such Fees.



#### SHIPPING & RECEIVING

Packages may be delivered to the hotel three (3) days prior to your event. Hotel will securely hold items for 12 hours following the end of the event. Please coordinate with your Event Manager to schedule a Specific Drop Off & Pick Up Date & Time. Hotel is not responsible for any lost or stolen items.

To ensure that your materials/event items are stored and delivered properly, please include the following information on ALL packages:

The Row Hotel  
360 Foley Street Somerville, MA 02145  
Attn: (Name of Event Manager) (Name of Group or Event)  
(First Date of Event)  
Number of Boxes (IE: 1 of 2, etc.)

#### PARKING

Hotel offers valet parking at \$35 a night per car.

#### ROOM BLOCK

The Hotel is pleased to offer reduced room rates to your wedding guests based on availability. Guestroom rates do not include taxes or breakfast. Hotel Check-in time is 3:00PM and Hotel Check Out time is 12:00Noon.

#### WELCOME AMENITIES

Should you choose to provide your overnight guests non personalized welcome amenities a \$3.50 per amenity bag will be charged to your master account. Alcohol is prohibited from "welcome bags" unless provided by the hotel.

#### 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 one month to two weeks at the latest, 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 unless included in your wedding package.

#### SPECIAL SERVICES

Your Event Manager 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 the lobby of the Hotel under any circumstances. Exterior directional signage will also not be permitted.

#### TECHNOLOGY

Your Event Manager will be delighted to assist you with your Audio Visual needs; Price lists are available upon request. Should you opt to utilize AV service provided by the Hotel's dedicated AV company KVL, 6% Taxable Administrative Fee, 7% Massachusetts State Sales Tax and 20% resource fee will be added to such charges.

#### VENDOR

A beautifully customized wedding cake is included in all wedding packages from Icing on the Cake. Please set-up a tasting appointment with the vendor to select a cake. The cake is delivered the day of the wedding to the hotel. The cake cutting fee of \$3 per person is waived in all wedding packages. However, cake must come from one of our licensed/insured vendor.

THE ICING ON THE CAKE 617-969-1830 WWW.TIOTC.COM, CAKE@TIOTC.NET

All personnel/vendors contracted by the client are required to follow policies and guidelines set forth at this location. This may require such vendors to provide hotel an indemnification agreement and proof of adequate insurance. See your Event Manager for details.

#### IMPORTANT INFORMATION DATES/TIMELINE:

- **Hotel Reservation Link(s)** For Room Blocks Become Available up to 11 months prior to event
- **Guest RSVP On Wedding Invitations:** Due No Later Than (6) Weeks Prior To Event
- **Menu Tasting & Wedding Reception Food Selection:** Scheduled ( 6-8) Months Prior
- **Menu Tasting Food Selections:** Due (3) Weeks Before Scheduled Menu Tasting
- **Reception Guest Meal Counts Due to Event Manager** 14 Days Prior To Event
- **Signed Event Orders & Diagram(s)** Due At Final Detail Appointment Weeks Prior To Event
- **Final Billing Estimated Deposit** Due (2) Weeks Prior To Event
- **Event Inventory Check List & Inventory Drop Off** (3) Days Prior To Event
- **Wedding Ceremony Rehearsal** (If Applicable )
- **Friday Weddings-** Ceremony Rehearsal Will Take Place On The Thursday Prior
- **Saturday/Sunday Weddings-** Ceremony Rehearsal Will Take Place On The Friday Prior To The Ceremony
- (Rehearsal Days Noted Above Are Subject To Changed Only If Discussed, & Agreed Upon With Your Event Manager)



#### **POLICIES, FEES AND ADDITIONAL INFORMATION CONTINUED**

- The sale and service of all alcoholic beverages is regulated by the Massachusetts Department of Liquor Licenses & Control. The hotel is responsible for the administration of those regulations.
- Wines that are offered on current hotel menus are not permitted to be brought in for functions.
- All quantity decisions need to be approved by the Sales and Catering Manager prior to your function BEO being finalized. This is to ensure that the appropriate quantities are brought in for your event.
- Beer, liquor, and wine are not permitted to be brought on property, and must be purchased through the hotel.
- Persons consuming alcoholic beverages at hotel events must be 21 years old. The hotel reserves the right to terminate alcohol service at any event if minors intend to consume alcoholic beverages are in attendance.
- The hotel reserves the right to terminate alcohol service to any guest that appears to become overly intoxicated.
- No food may be brought in to the hotel for any catered function. The hotel's culinary team will be happy to customize specialty menus at your request.
- The hotel prohibits the removal of food from the hotel premises.

#### **FOOD & BEVERAGE**

To ensure safety and compliance with state and local health regulations, all food and beverages must be consumed on premise and purchased solely through The Row.