

THE VILLAGE

AT BOULDER RIDGE

Special Event Information

Thank you for choosing The Village at Boulder Ridge for your special event. The following information pertains to special events such as Anniversary or Retirement Parties, Corporate Dinners, and Reunions. More specific information for Weddings, Baby/Bridal showers, and Bar/Bat Mitzvahs is available on our website.

Our banquet menu packages consist of the following amenities:

- A bar setup consisting of sodas and juices.
- White linen tablecloths and napkins.
- Banquet tables, chairs, and china.

Dining Room Options

The Village at Boulder Ridge has both inside and outside facilities to choose from.

The Main Dining Room

- Seats up to 300 people without using the dance floor area for seating. Reserved for parties of 125 or more on Saturdays without any additional fees.

The Fire Place Room

- Seats 40–75 people around the Grand Fireplace. The Fire Place Room is available Sunday–Friday with limited availability on Saturdays.

The Pavilion

- Seats up to 175 guests outside for a more informal function that can be customized to be as casual or formal as you like. If you choose to have your event on the Pavilion, china and glassware will be replaced with elegant plasticware. Options will be provided by your event planner.
- **Please note:** If you choose to take advantage of one of our outing style menus gratuity may be required. Please ask your outing coordinator for more information.

Speakers & Awards Presentations

The Village at Boulder Ridge has a microphone/P.A. system and podium available to use in giving speeches or presenting awards. Please ask your event planner for details.

Music

If you do not have a band or DJ at your event you may choose to play CD's or connect an iPod/MP3 player to our stereo system which plays throughout the banquet room. This system is limited to quiet, background music and can not be used to replace a DJ/Band for dancing.

Liquor & Bartender Service

You supply your own liquor, wine, champagne, and beer. We can recommend Bartenders for you, if requested: \$125 each for 6 hours with tip tray. \$200 each without tip tray. Be sure to inform your event planner of your decision regarding the use of the tip tray. Suggested Bartender Ratio: 1 Bartender for every 75 guests.

A bartender (s) is mandatory due to insurance regulations. If you prefer, a full-service bartending company can be recommended by your event planner.

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Setup & Seating

- You may have your liquor etc. delivered to The Village at Boulder Ridge on the day before your event. Please call (860) 379-4050 to make arrangements for delivery.
- It's best to drop off the following items the day before your event so that The Village staff will be able to assist you in setting up your dining room (if applicable):
 - Name Cards
 - Table Centerpieces
 - Favors
- It is best to sit 8 guests per table. You can fit 10 if you have to, but it is very tight.
- **REMINDER:** If you are using assigned seating your floor plan must be received by The Village 3 days ahead of your event. Please mail or fax it to your event planner at least a week in advance to ensure that it gets there in time.

Deposit

A \$1,500 deposit is required to secure a date. The check should be made payable to The Village at Boulder Ridge, 104 Goose Green Road, Barkhamsted, CT 06063. In case of cancellation, the deposit is refunded only if another party can be booked in your place. Payment in full is due the week before your event. Final payment must be by cashier's check, money order or credit card. Credit card payments are subject to a 3% convenience fee.

Thank you again for considering The Village at Boulder Ridge for your special event!