

# The Norwalk Inn & Conference Center

99 East Avenue  
East Norwalk, CT 06851

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*Off - Premise Catering*  
**Banquet Information**

Welcome to The Inn

## *Event Features*

Newly Renovated Private Ballrooms  
Dedicated Wait-staff  
Customized Napkin Arrangements  
Deluxe Linens Selection  
Gift Mail Box ~ Gift & Cake Tables  
Entrance Tables ~ Display Tables  
PA system ~ CD System  
Wireless Internet Service  
Drop Down Screens ~ LCD Rental  
Customized Floor Plans



## *Tradition & Elegance*

Come enjoy our newly-renovated, magnificent ballroom with granite dance floor, chandelier lights, and raised ceilings. Customized menu options, 71 beautifully-appointed guest rooms, complimentary holding rooms, new glassed in patio, an outdoor pool in a lovely garden setting and attentive, accommodating banquet professionals, will respect your unique style.

*Let Tradition & Elegance Enhance Your Event.*

*Date TBD*

*Time TBD*

**Artemis Ballroom or Mariner Ballroom**

**PROPOSAL**

**OFF – PREMISES CATERING**

**(Caterer must provide proof of license and insurance)**

**CONDITIONS**

**BANQUET ACCOMMODATIONS FOR APPROX. 100-200 GUESTS**

**OVAL TABLES - NAPKIN COLOR TO BE DETERMINED**

**ROOM CHARGE \$1500.00\***

**CHARGE FOR : TABLE SET-UP, PLATES, WATER PITCHER WITH SET-UP,  
CLEAN-UP**

**\$35 PER PERSON (GUEST)\***

**DOES NOT INCLUDE: SERVICE, KITCHEN ACCESS OR PREPARATION, HOTEL  
EQUIPMENT**

GUESE QUOTE MINIMUM 100 TOTAL GUESTS, AND THERAFTER IN  
INCRIMENTS OF 150 TOTAL AND 200 TOTAL GUESTS

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**OPEN BAR**

**(provided by Norwalk Inn)**

**\$22.00 PP\* FOR 4 HOURS\***



**\*ALL PRICES ABOVE SUBJECT TO 20% SERVICE FEE AND SALES TAX  
PAYMENTS MADE BY CREDIT CARD WITHIN 30 DAYS OF EVENT WILL BE SUBJECT TO A 3%  
SURCHARGE OR 4% SURCHARGE ON AMEX**

PLEASE NOTE: It is the policy of the Inn to require a non-refundable/non-transferable \$500 deposit for each event date. Your deposit guarantees banquet room availability and food service prices. Room assignments may be subject to change. For your convenience we accept checks and all major credit cards. Receipt of a deposit indicates your acceptance of this proposal. Final guest count is due 1 week prior to your event with the final payment. Additionally, please note that no items can be glued, taped, tacked or attached in any manner to our walls.

Thank you for considering The Norwalk Inn & Conference Center for your Celebration, and please be assured of our desire to provide the best in services to you and your guests. A contract will be offered at time of deposit.

**99 EAST AVENUE • NORWALK, CONNECTICUT • 06851  
Phone: (203) 838-2006 • Fax: (203) 855-9722**



## Conditions

Caterer must provide proof of license and insurance  
Prices are per Artemis Ballroom or Mariner Ballroom or Patio  
At no time unless otherwise clearly stated  
does caterer have service access to kitchen for heating or preparing foods.  
All alcoholic and non-alcoholic beverages must be served by Norwalk Inn.



## DIY Pastry Table

Bring in your own pastry platters or cake cutting service.  
Display table, linen, dessert plates, serving utensils and napkins provided for you.  
\$3.50 per person

## Gourmet Desserts

Customized Cupcakes with Embellishments ~ French Vanilla Strawberry Crepes  
Handmade Canolis with Custom Filling ~ Ice Cream Sundae ~ Ricotta Cheesecake  
Fruit Tart ~ Apple Strudel ~ Raspberry Parfait Martinis ~ Fruit Cobbler with Custard  
Crème Carmel with Cinnamon ~ Celery Apple Granita ~ Assorted Biscotti  
Strawberry Shortcake Pizzelle ~ Flavored Sorbet ~ Crème Brule ~ Marble Cheese Mascarpone Cake  
Key Lime Pie ~ Tiramisu ~ Warm Apple Strudel ~ Spiced Poached Pear  
Ice Cream Sundae Bar ~ Crème Carmel ~ Chocolate Fondue Fountain ~ Berries Sauvignon

\$4.00 -\$6.00 one item ~ \$11 four items (buffet style) ~ \$25 six items (buffet style)

## Enhancements

### Ice Cream Sundae Bar

Bowls of Premium Ice Cream with Condiments Galore:  
*Example list:* Oreos, Snickers, M& M's, Sprinkles, Fudge and more.  
\$7.50 per person

### Chocolate Fountain Bar

White, Pink or Dark Melted Chocolate Station with Condiments Galore:  
*Example list:* Pineapples, Strawberries, Marshmallows, Pretzels, Graham Crackers and more.  
\$7.50 per person



## Party Checklist



\_\_\_ Place Cards

\_\_\_ Guest Book with Pen

\_\_\_ Floor Plan

\_\_\_ Disposable Cameras

\_\_\_ Favors Rentals

\_\_\_ Specialty Napkins

\_\_\_ Picture Frame

\_\_\_ White basket for Cards

\_\_\_ Vegetarians

\_\_\_ Centerpieces

\_\_\_ Screen - DVD - LCD

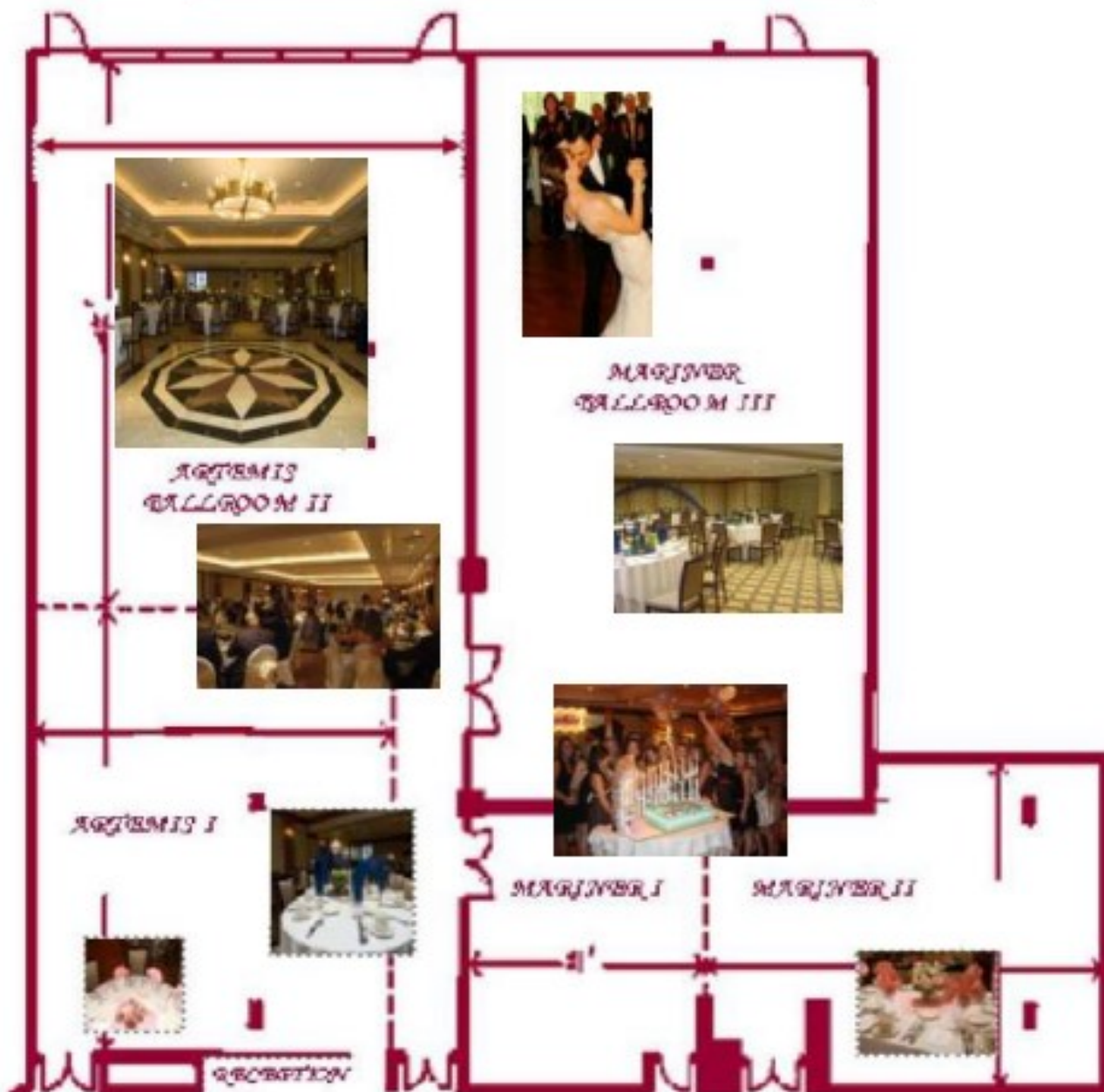
\_\_\_ Special Linen

\_\_\_ Balloons

\_\_\_ Other \_\_\_\_\_



## Party Room Features



### *Tradition & Elegance*

Our newly-renovated, magnificent ballrooms feature wooden inlay & granite dance floors, chandelier lights, and raised ceilings, customized, exceptional menu options, 71 beautifully-appointed guest rooms, complimentary holding rooms, an outdoor pool in a lovely garden setting.

Thank you for choosing Norwalk Inn.