



# *Planning Your Wedding Reception*

*20 - 200 Guests*



## **The Williams Inn**

On-the-Green  
Jct. Routes 2 & 7  
Williamstown, Massachusetts 01267  
413-458-9371

# *Planning Your Wedding Reception*

A great deal of thought and planning goes into every wedding reception and we look forward to the opportunity to plan with you for your special day!

To help you begin planning your reception and to let you know what we can do, we hope you will find the following information helpful. Enclosed is our banquet menu and hors d'oeuvres list.

Of course, a personal visit is always encouraged so you can see our facilities first-hand and get a feel of the atmosphere and surroundings. One of our staff will be happy to show you around and discuss possible plans and details. Just call to arrange a time! 413-458-9371.

## *Reception Room*

Our banquet room accommodates receptions of 20 to 200 guests. A skirted head table can be set on risers if the wedding party numbers 12 or less. Otherwise, the table would remain at floor level. We provide a skirted cake table and skirted gift table. If placecards are provided, an appropriate skirted table is set near the entrance to the Banquet Room. You may want to place the guest book on that table also. Guests are seated at round tables for eight. Our dance floor is an 18' x 18' parquet surface. **A reception is planned for a 6-hour time period.** There is an initial room use fee. Only one reception is scheduled per date.

## *Wedding Ceremony*

From time to time use of our facilities is requested for the wedding ceremony as well. We can accommodate ceremonies for about 100 seated guests in our Berkshire Room. A set-up fee is charged.

## *Cocktail Hour*

Before your dinner, welcome your guests with cocktails and hors d'oeuvres.

**Host Bar:** We offer a full selection of familiar standard brands and premium brands of liquor, premium wines, house wine, domestic and imported beers. Drinks are charged on a consumption basis at our published beverage prices. The total is subject to an 18% gratuity. There is no tip jar.

Often times a host bar is provided for an hour before the dinner begins. Sometimes only beer and wine and soda are hosted. When dinner is served, the bar service can then change to a cash basis.

**Cash Bar:** Again we offer a full selection of familiar standard brands and premium brands. Drinks are sold for cash at our published beverage price. The bartender maintains a tip jar.

Non-alcoholic wine and beer is available and we can make a fruit punch or champagne punch upon request.

A bar fee is charged.

## *Hors d'oeuvres*

In selecting hors d'oeuvres it is best to plan on four to seven pieces per person, per hour. Enjoy selecting from our extensive list or make your own suggestions. Cheese and crackers is always a popular addition as well as crudités with dips.

## *Toast*

It is traditional for the best man to offer a toast to the bride and groom before dinner begins. A champagne or white wine toast are most common and can be selected from our wine list or our house wine may be used.

## *Dinner*

Our extensive menu selection offers but a sampling of the variety of entrée items available. We can prepare anything and welcome your suggestions for alternative entrées. You may offer guests a choice of up to three entrée items if you wish, but this information must be included on your invitation response card.

We also offer an extensive buffet menu appropriate for receptions of less than 125 guests as some space is taken up in the room by the buffet table arrangement.

The meals are complete with appetizer, salad, entrée, potato and vegetable, rolls and butter, ice cream with your cake for dessert and coffee and tea. If you wish to add an additional course, there will be an additional charge. If you wish to have a dessert and cut the wedding cake later on, the dessert is an additional charge.

Children's meals are available. Special diets are easily accommodated so do not hesitate if you need some vegetarian dinners or plainly cooked meals.

It is customary to include your deejay or band, photographer, and videographer in the dinner count.

Also, some receptions may want a late-evening snack such as cold meats and breads for sandwiches, or pre-made sandwiches, potato salad, pasta salad, chips, cookies or pastries and more coffee. You may want to plan a buffet breakfast here the morning following the wedding for your overnight guests. Or if people can stay, plan on including our wonderful Sunday Brunch which is served from 11:30 a.m to 2 p.m.!

### *Service Charge and Tax*

All food and beverage is subject to 6.25% tax and 18% gratuity.

### *Meal Guarantees*

A tentative count is requested two weeks prior to the reception. A guaranteed minimum count is due 3 days prior to the reception. This is the minimum number for which you will be charged. We will be prepared to serve 5% more than that count.

### *Table Decorations*

The Inn provides white lap-length tablecloths and a choice of white, pink, sage, red, royal blue, hunter green, or purple napkins. Any other color napkin can be rented for a nominal fee. Floor-length cloths can also be obtained for a rental fee. The Inn does not provide table flowers or vases. These should be supplied from your local florist. Also, open flame candles are not permitted by law. Candles must be surrounded by glass.

### *Band*

There are many styles of music and each couple has their favorites. Therefore, it is important for you to select your own music be it a band or disc jockey. The Inn maintains a list of local groups that you may find helpful. Music is usually contracted for a 4 to 6 hour time period. We do need to know what set-up requirements the band or DJ has so we will be prepared.

### *Wedding Cakes*

The Inn maintains a list of professional and private local cake makers. The cake is usually delivered to the Inn several hours before the wedding. We take care to keep all the pieces of equipment used in the cake so you may return them to the supplier. There is no fee for cutting the wedding cake.

### *Other Details*

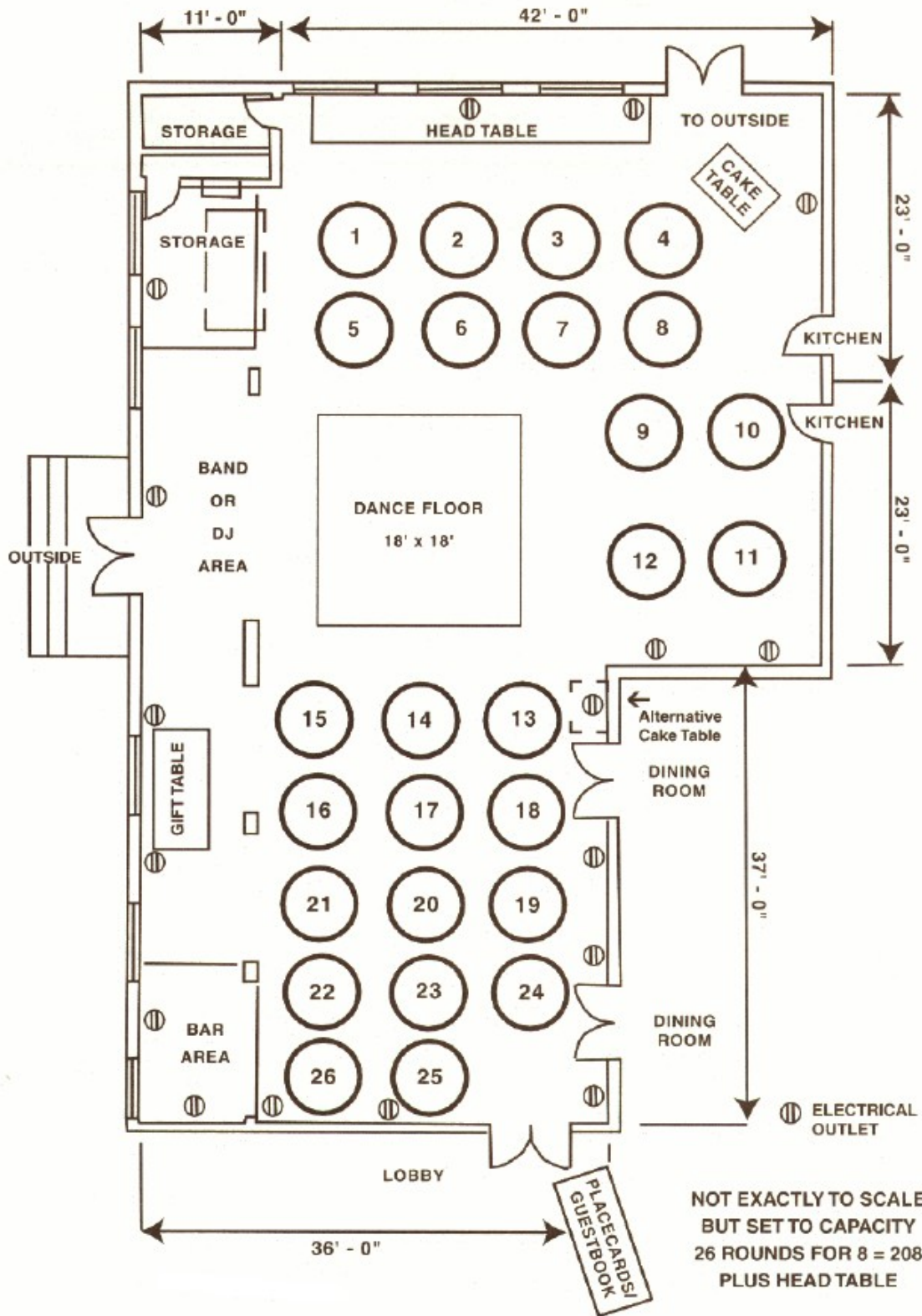
Any special items such as placecards (in alphabetical order), seating charts, favors, cake knife, guest book, toasting glasses, etc. should be delivered to the Inn the day before the reception. Any items left over will be returned to the bride and will be assembled by the gift table and must be cleared from the room at the end of the reception. Transport of wedding gifts is solely your responsibility.

### *Finances*

A \$500 deposit is required to reserve the banquet space. An additional 90% deposit based on your anticipated total food and beverage charges is due two weeks prior to the reception. The balance is due within 30 days following the reception. Payments must be by check or cash – credit cards are not accepted for special parties.

We assure you of the finest food and attentive, caring service for your reception. Relax, and be confident that your reception is in good hands at the Williams Inn!

# WILLIAMS INN BANQUET ROOM



NOT EXACTLY TO SCALE  
BUT SET TO CAPACITY  
26 ROUNDS FOR 8 = 208  
PLUS HEAD TABLE