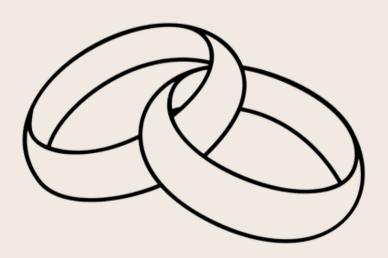


Wedding Planning Guide



For more info about our hotel



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Congratulations!



The Portland Regency Hotel & Spa is a classic setting for your wedding celebration. Our *timeless* venue is located in the heart of the charming Old Port district, right on Portland's waterfront. Just a block away from the hotel is our Wedding Venue, Mariners Church as well as The Rooftop at 27 Pearl Street which offers a seasonal outdoor option for your special day.



*Circa 1985

Our enclosed wedding packages offer unique highquality pre-selected menus with an array of wedding services, décor and other luxury amenities. Couples are encouraged to custom tailor the package of their choice to match their personal taste. Our team of wedding professionals will guide you through every step of the planning and preparations for your wedding day.

From ceremony to cocktail hour and wedding reception, the Portland Regency Hotel & Spa holds itself to an unparalleled standard, and we promise that your every detail will be met with ease. Your only focus will be to create memories that will be *cherished forever*. Please note that additional costs will apply for a wedding event at Mariners Church & The Rooftop at 27 Pearl Street.

Our Packages Include the Following:



- A four-hour wedding reception (to follow the ceremony and cocktail hour).
- Elegant ivory linens and place settings.
- Valet parking for all guests on your wedding day.
- A team of wedding professionals to guide you through every step of the planning process.
- The perfect balance of *historic* charm and modern style in the heart of the Old Port!

Packages continued on pages 3-9







Plated Dinner

Cocktail Hour

Your choice of beer, wine, and spirits paired with a bountiful display of crisp garden vegetables, seasonal fruit and an assortment of fine domestic and international cheeses.

Salads - Please Choose One

Garden Salad: lettuce and baby field greens topped with garden vegetables

Caesar Salad: crisp romaine tossed with grated parmesan, garlic croutons and our house made Caesar dressing

Spinach Salad: tender baby spinach leaves topped with tomatoes, cucumbers, red onion, sliced mushrooms and grated carrot

Entrées - Please Choose Three

Chicken Chasseur: sautéed chicken breasts topped with a sliced cremini mushroom, ripe tomato and cognac espagnole

Chicken Concetta: chicken breasts stuffed with prosciutto Riserva Fiorucci and asparagus al dente, finished with a boursin cream sauce

Chicken Sesame: breaded with bread crumbs and sesame seeds, sautéed to a golden brown, topped with a Dijon mustard and chive cream sauce

Haddock Portuguese: fresh caught Gulf of Maine fillets baked with a tomato, scallion, saffron, capers and herb sauce

Baked Haddock: fresh caught Gulf of Maine fillets topped with a citrus, herb and macadamia nut crust

Grilled Salmon: fresh caught Northern Atlantic fillets topped with a light and tangy tomato, cucumber and caper relish

Charbroiled Sirloin Steak: hand-cut, all natural New York strip with a roasted shallot, garlic and red wine compound butter

Charbroiled Rib Eye Steak: hand cut and all natural, served with a sweet onion relish and bordelaise sauce

Chocolate-Chili Rubbed Hanger Steak: U.S.D.A. prime hanger steak topped with fried leeks and ancho chili demi-glace

*All entrees served with chef's choice of potato or rice and seasonal vegetables. Homemade rolls and whipped butter are also provided.



Additional Luxuries (75 guest minimum)

- Deluxe overnight accommodations for two
- Pre-selected luxury spa treatment
- Champagne toast for all wedding guests

Cocktail Hour

Your choice of beer, wine, and spirits paired with a bountiful display of crisp garden vegetables, seasonal fruit and an assortment of fine domestic and international cheeses.

Starters - Please Choose Three

Garden Salad: lettuce and baby field greens topped with garden vegetables

Caesar Salad: crisp romaine tossed with grated parmesan, garlic croutons and our house made Caesar dressing

Spinach Salad: tender baby spinach leaves topped with tomatoes, cucumbers, red onion, sliced mushrooms and grated carrot

Caprese Salad: vine-ripened tomatoes, fresh mozzarella cheese, shaved red onion, Kalamata olives, and a basil vinaigrette

Regency Salad: a blend of lettuce and baby field greens topped with tomatoes, cucumbers, sundried cranberries, blue cheese, and toasted pecans

Antipasto Platter: a display of sliced hard salami, provolone cheese, Kalamata olives, marinated mushrooms, grape tomatoes, and artichoke hearts, pepperoncini, sweet gherkins and roasted garlic

Panzanella Salad: cubes of homemade French bread tossed with diced ripe tomato, julienne red onion, fresh mozzarella, sliced green olives, basil, and extra virgin olive oil

*All entrees served with chef's choice of potato or rice and seasonal vegetables. Homemade rolls and whipped butter are also provided.

Continued on next page



Buffet Dinner

Carving Station - Please Choose One:

Roast Sirloin with horseradish scallion sauce
Roast Turkey Breast with sundried cranberry and mango chutney
Roast Pork Loin with passion fruit infused applesauce

Entrées - Please Choose Three

Chicken Concetta: chicken breasts stuffed with prosciutto Riserva Fiorucci and asparagus al dente, finished with a boursin cream sauce

Gorgonzola Chicken: chicken breasts sautéed with a wild mushroom, gorgonzola and herb cream sauce

Chicken Chasseur: sautéed fresh chicken breasts topped with a sliced crimini mushroom, ripe tomato, and cognac espagnole

Baked Haddock: fresh caught Gulf of Maine fillets topped with a citrus, herb and macadamia nut crust

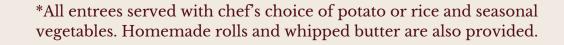
Haddock and Maine Shrimp: fresh caught Gulf of Maine fillets sautéed with a Maine shrimp, shallot and white wine cream sauce, finished with parsley and parmesan

Grilled Salmon: fresh caught Northern Atlantic fillets topped with a whole grain mustard, white wine, and dill cream sauce

Roast London Broil: marinated choice London broil, charbroiled and sliced thin, accented with a button mushroom and Madeira wine demi-glace

Sirloin Diablo: petite hand cut sirloin steaks, charbroiled and served with a spicy black peppercorn and whole grain mustard demi-glace

Roast Pork Loin: center cut pork loin sliced thin topped with a sundried cherry and rosemary sauce





Additional Luxuries (75 guest minimum)

- Romantic engagement dinner for two
- Deluxe overnight accommodations for two
- Pre-selected luxury spa treatment
- Champagne toast for all wedding guests

Cocktail Hour

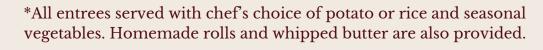
Your choice of beer, wine, and spirits paired with a bountiful display of crisp garden vegetables, seasonal fruit and an assortment of fine domestic and international cheeses.

Stationed Hors D'oeuvres

- Gourmet cheese selection, seasonal fruit and crisp vegetable cornucopia with savory dipping sauce
- Fine smoked Salmon
- Hummus & Tapenade
- Crackers and an assortment of fresh baked breads
- Antipasto platter

Passed Hors D'oeuvres

- Jumbo shrimp cocktail with spicy cocktail sauce 200 pieces
- Scallops wrapped in bacon 200 pieces
- Coconut shrimp with mango dipping sauce 100 pieces
- Maine crab cakes with lemon shallot dipping sauce 100 pieces
- Lamb chop lollipops with maple-rosemary demi-glace 100 pieces
- Herb goat cheese balls fried with panko crumbs 150 pieces
- Maine lobster salad puff pastry 150 pieces







Additional Luxuries (75 guest minimum)

- Romantic engagement dinner for two
- Overnight accommodations for two in our "Honeymoon" Regency Suite
- Pre-selected luxury spa treatment
- White-glove service
- Red and white house-wine served with dinner
- Candlelit dessert table with petit fours
- Champagne toast for the entire guest list
- The option for a private meeting with our Executive Chef to customize the following menu:

Cocktail Hour

Your choice of beer, wine, and spirits paired with a bountiful display of crisp garden vegetables, seasonal fruit and an assortment of fine domestic and international cheeses.

Hors D'oeuvres - Please Choose Two

Scallops and Bacon: sweet sea scallops wrapped in smoked sugar-cured bacon

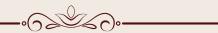
Fried Goat Cheese: blended with fresh herbs, coated in Panko crumbs

Deep Fried Artichoke Hearts: tender artichoke hearts nestled in a basil and feta cheese cream sauce

Shrimp Cocktail: chilled fresh jumbo shrimp served with homemade spicy cocktail sauce and lemon

Continued on next page







Plated Dinner

First Course - Please Choose One

Chicken Roulade: chicken breasts stuffed with sundried tomatoes, prosciutto and leeks, served with herb mayonnaise and sliced French bread

Scallops Ceviche: sweet sea scallops "cooked" in a spicy citrus and tomato marinade, served with diced avocado and fried tortilla strips

Lobster Stew: succulent Maine lobster combined with our own lobster reduction, cream, sherry, and shallots

Seafood Chowder: Maine scallops, shrimp, mussels and whitefish combined with sweet onion, Maine potatoes, cream, and traditional seasonings

Crab Cakes: our famous crab cakes served with orange-chili mayonnaise

Baked Brie: creamy French brie with raspberry and sugared almonds in puff pastry

Salad - Please Choose One

Garden Salad: a blend of lettuce and baby field greens topped with crisp garden vegetables with either four peppercorn ranch or roasted red pepper Italian dressing

Caesar Salad: crispy chopped romaine tossed with grated parmesan, garlic croutons and our house made Caesar dressing

Mesclun Salad: with sliced strawberries, candied walnuts and goat cheese with our house made balsamic vinaigrette

Caprese Salad: vine-ripened tomatoes, fresh mozzarella cheese, shaved red onion, Kalamata olives, and basil vinaigrette

Wedge Salad: crisp iceberg lettuce with smoked bacon, diced red onion, bleu cheese, and diced tomato with Thousand Island dressing

Sorbet Intermezzo

Pink Grapefruit-Rosemary Sorbet Lemon-Lavender Sorbet Key Lime Buttermilk Sherbet

Continued on next page







First Course - Please Choose One

Regency Chicken Piccata: sautéed breasts with Maine shrimp in a mushroom, scallion and caper lemon cream sauce, served with chefs rice pilaf and seasonal vegetables

Marsala Chicken: sautéed breasts topped with prosciutto Riserva Fiorucci and melted fontina cheese finished with a shitake mushroom and Marsala demi-glace, served with garlic smashed red potatoes and seasonal vegetables

Roast Pheasant Breast: a statler style breast accompanied with arugula salad, pear and sundried cranberry chutney and a wild rice blend

Roast Beef Tenderloin: sliced and served with Portobello mushroom, garlic and red wine glace de viande, duchess potatoes and seasonal vegetables

Buffalo Sirloin: a hand cut New York strip accented with oyster mushroom and roasted garlic demi-glace, Maytag bleu cheese, oven roasted garlic and rosemary red potatoes and seasonal vegetables

Steak Diane: a pan-seared hand cut filet mignon with a sautéed mushroom, Dijon mustard and brandy espagnole sauce, garlic smashed red potatoes and seasonal vegetables

Surf and Turf: charbroiled hand cut filet mignon with lobster stuffed jumbo shrimp topped with garlic and parsley butter, served with chef's rice pilaf and seasonal vegetables

Lazy Mans Lobster: Maine lobster the easy way! 6 oz. of succulent lobster meat enhanced with lemon-garlic butter, served with oven roasted garlic and rosemary red potatoes and seasonal vegetables

Grilled Swordfish: local wild –caught center cut swordfish steak with sweet Jonah crabmeat, avocado and chili-lime vinaigrette, served with creamy polenta and seasonal vegetables

Sole and Smoked Salmon Roulade: sole fillets wrapped with Duck Trap River smoked salmon served on a bed of Swiss chard with lemon –dill cream and chefs rice pilaf

And don't forget the dessert table!

Hors d'Oeuvres Options

(pricing per 50 pieces unless otherwise stated)

COLD

Jumbo Shrimp Cocktail with Spicy Cocktail Sauce Smoked Salmon Canapés with Cream Cheese and Chives on Rye Antipasto Skewers- Salami, Provolone, Kalamata Olives and Grape Tomatoes Bruschetta al Pomodoro

Choux Puff with Maine Lobster Salad
Tuna Tartar on a Cucumber Slice with Ponzu Sauce
Crostini Topped with Brie, Apples and Caramel Sauce
Watermelon Bites Drizzled with Jalapeno Infused Olive Oil and Cilantro
Cherry Tomatoes Stuffed with a Roasted Garlic and Basil Cream Cheese
Crostini with Sliced Rare Tenderloin, Minced Red Onion and Horseradish Sauce
Chilled Prince Edward Island Mussels with a Cucumber-Pepper Mignonette

HOT

Coconut Shrimp with a Curried Mango Dipping Sauce
Jumbo Shrimp Marinated and Grilled with Garlic, Chili and Lime
Flatbread Bites with a Light Marinara, Feta Cheese and Basil
Lamb Chop Lollipops Served with a Maple-Rosemary Demi-Glace
Asparagus and Brie in a Phyllo Cup
Herb Goat Cheese Balls Fried in Panko Crumbs
Kobe Beef Franks in a Blanket served with a Honey Mustard Sauce
Crabmeat Stuffed Mushrooms
Scallops Wrapped in Bacon
Teriyaki Beef Skewers

Guava and Crisp Almond Empanadas

Marinated Sirloin Beef Tips with Horseradish Scallion Sauce

Maine Crab Cakes served with Lemon Shallot Mayonnaise

Coriander Scallops with a Sundried Apricot Sauce

Vegetable Spring Rolls with Sweet and Sour Dipping Sauce

Sesame Chicken Bites with a Sweet and Sour Dipping Sauce

Artichoke, Garlic and Herb Fritters

Shielson Saltimba and Marinated with Palagraia Vincent Horbe

Chicken Saltimbocca Marinated with Balsamic Vinegar, Herbs,
Parmesan Cheese, Wrapped in Prosciutto
Vegetarian Cornucopia- Sweet Corn, Monterey Jack Cheese,
Scallions, Carrots and Hot Peppers in a Tortilla







Our available options

(pricing per 50 pieces)

Stations

Maine Crabmeat Dip Served with French Bread and Crackers

Hummus and Olive Tapenade with Crackers and Assorted Bread

Smoked Salmon, Tomatoes, Capers, Onions and French Bread

Country Pate with Cornichons, Mustards, Crackers and French Bread

Fresh Vegetable Crudités with a Garlic and Herb Dip

Fresh Fruit and Cheese Display Served with Crackers

Clams or Oysters on the Half Shell (50 pieces)

Beverages

Top Shelf per drink Premium Brands per drink Call Brands per drink

Domestic Beer per bottle Imported Beer per bottle Micro Brews per bottle

House Wine per glass Soft Drinks per glass Sparkling Water per bottle

Fruit Juice per glass

Punch Bowls (serves 50)

Champagne Punch Fruit Punch (N/A) Egg Nog (N/A)







(Exclusions may apply to events on The Rooftop at 27 Pearl St.)

MENUS

Custom menus are available in consultation with our Executive Chef, Wedding Sales Consultant, and Banquet Manager. The enclosed menus are a sample of our chef's culinary offerings. All prices and menu options are subject to change.

WEDDING RECEPTIONS

Wedding receptions are restricted to a 5-hour maximum, and must be finished by 10pm. For your convenience following the reception, the Armory Lounge may be available to wedding guests (closing times may vary).

REMOVAL OF FOOD AND BEVERAGE

Removal of food and beverage from the function rooms is not permitted, nor will The Regency Hotel & Spa allow any food and beverage items sourced outside of the hotel - with the exception of a wedding cake.

CHILDREN'S MEALS

Children ages 12 and under dine at a rate of \$16.95/child (pre-tax and gratuity).

MENU TASTING

The Regency Hotel & Spa proudly offers all couples an in house tasting of their choice of three entrees.

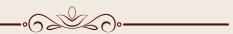
SPA SERVICES

We welcome you to enjoy a complimentary spa service with select packages. This can be booked on the day of your wedding, or within 6 months of your wedding date (Mon.-Fri.) Please contact your Wedding Consultant to learn more about our spa options, and information on booking. *Packages include 30min Relax Massage. Please note that other spa services are available for purchase.

WELCOME BAGS

We are happy to distribute wedding welcome bags to your guests upon arrival at the front desk. Bags also may be placed within rooms for an additional fee of \$3/bag.







GRATUITY CHARGE/TAX

8% Maine state tax and 23% service charge will be added to all food and host bar tabs.

VENDORS

Please contact your Wedding Consultant for a list of recommended vendors. Though we have carefully curated this list of reputable and reliable local vendors, you are also able to bring in your own vendors choice.

COMPLIMENTARY OVERNIGHT ACCOMODATIONS

We offer a complimentary overnight room for the Bride and Groom with select packages. Upgrades can be offered at a rate less the cost of the complimentary room based on availability. A credit card is required to secure the reservation, and any incidentals will be charged to the individual. Your wedding sales consultant will assist in reserving your overnight room. *Rooms differ between packages; *The Classic* does not include overnight accommodations.

GUEST ROOM BLOCKS

We are happy to create a room block for your guests. This would be based on availability and typically includes five rooms the night before your wedding, and ten rooms on the night of your wedding. Forty-five days before your check-in date any rooms remaining unbooked will be released back to the public at no charge to you. Please note that premium rooms such as deck rooms and suites are always issued at the standard rate.

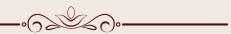
CHECK-IN/CHECK-OUT

We are best available for check-in between 3 PM-7 PM. Check-out is at 11 AM. Individual cancellations are required 48 hours in advance in order to avoid any charges for first night's lodging.

BAR OPTIONS

We are able to accommodate almost all bar options. You may host an open bar, elect for a cash bar at any point of your wedding or feature a beer and wine bar with a specialty cocktail. The bar fee is based upon consumption. If your bar revenue exceeds \$500, the bartender fee of \$75 will be waived.







CARVING STATION

If a carving station is requested, a carving attendant fee of \$75 will be applied. This excludes packages that already include carving stations.

CAKE CUTTING

If you bring a cake from an outside vendor, there is a cake cutting fee of \$2.50 per person.

WEDDING REHEARSAL DINNER + BRUNCH

We offer many options for your rehearsal dinner and send-off brunch. The ease of having everything in one place can be a great convenience for you and your guests!

SETUP

The event staff will have your wedding room ready in advance of your wedding start time. Upon request, you are able to set up additional or specially ordered décor.

PLACE CARDS

The Portland Regency Hotel & Spa requires all events with a plated meal to use escort cards or a seating chart and place cards with entrée selections noted. This ensures smooth service for you, your guests and our banquet team. If you have any questions regarding place cards, please contact your Wedding Consultant.

DANCE FLOOR

An optional 15x15 dance floor is complimentary with indoor events.

CHIAVARI CHAIRS

If you would like to upgrade from our standard chairs to Chiavari chairs a rental cost can be quoted upon request. Chair covers also may be rented through the Portland Regency Hotel & Spa.

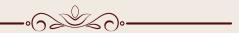
LINENS

The Portland Regency Hotel & Spa offers classic ivory tablecloths and napkins with each wedding package. Personalized linen and color options are available at your request for an additional fee.

ON-SITE CEREMONY

The cost of an onsite ceremony is \$300. Our ceremony includes set up and a rehearsal ceremony with our Wedding Consultant. The rehearsal time and place are subject to availability.







EVENT SPACE

The Portland Regency Hotel & Spa offers several event spaces, each with its own character and charm. See our size chart below for information on each and discuss your specific needs with your Wedding Consultant.

THE MARINERS CHURCH BUILDING

The Mariners Church Building was constructed in 1828. The same architect who designed the Mariners Church also designed Quincy Market in Boston. In 1973, the Mariners Church was declared a National Landmark by the Smithsonian Institute. The Mariners Church has the space to host your wedding ceremony and reception. With a dance floor of 27'x25', we have space for everyone to dance the night away. Mariners Church can host 180 guests for a Buffet or plated meal as well as up to 200 guests for a cocktail reception.

THE ROOFTOP AT 27 PEARL

The Rooftop at 27 Pearle Street is available seasonally from May - October for wedding ceremonies and cocktail style receptions of all kinds. The Rooftop is a perfect location for those couples who are looking for an incredible view of the city as a backdrop for their celebration. There will be a designated weather backup chosen during booking.

DEPOSITS AND PAYMENTS

50% of your total food and beverage expense will be due. Your final guaranteed headcount and the remaining balance will be due ten days prior to your reception. We require a credit card on file for any day of incidentals. All deposits and payments are non-refundable.

CANCELLATION POLICY

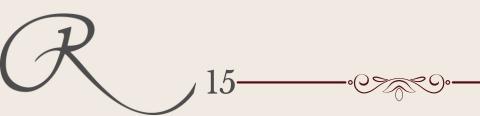
In the event of a cancellation, a fee will be incurred based upon the contractual agreement between the client and the Portland Regency Hotel & Spa.

GUARANTEED ATTENDANCE

The guaranteed number of guests is required ten days prior to the date of the event. This number must be adhered to in order to cater your event to our exacting standard of service.

GRATUITY CHARGE + MAINE STATE TAX

Maine 8% state tax and 23% service charge will be added to all food and host bar tabs.



For more info on our event spaces, or to submit an RFP





20 Milk St - Portland, ME 04101 *Local* 207.774.4200 *Toll-free* 800.727.3436

www.theregency.com



