

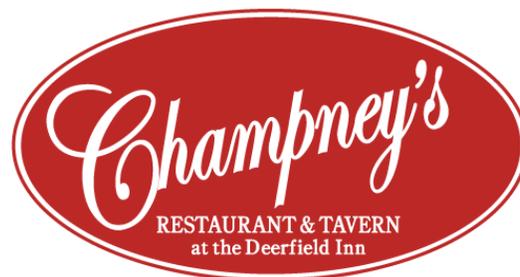


•FOOD•DRINK•LODGING•SINCE 1884•

# *Private Dining Guide*

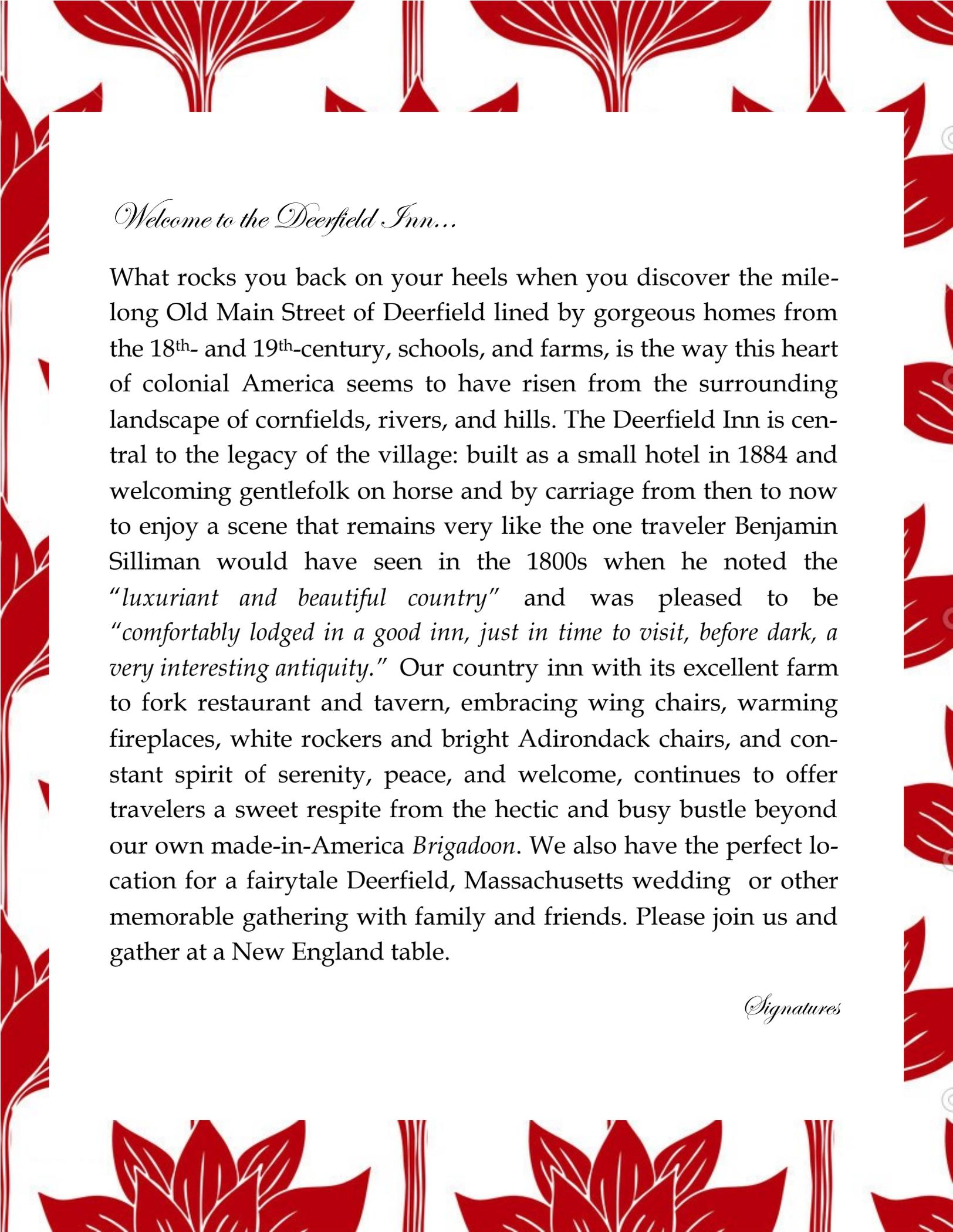


*... in the heart of a 350 year-old New England village*



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A decorative border with a repeating pattern of stylized red leaves and stems, framing the central text area.

*Welcome to the Deerfield Inn...*

What rocks you back on your heels when you discover the mile-long Old Main Street of Deerfield lined by gorgeous homes from the 18<sup>th</sup>- and 19<sup>th</sup>-century, schools, and farms, is the way this heart of colonial America seems to have risen from the surrounding landscape of cornfields, rivers, and hills. The Deerfield Inn is central to the legacy of the village: built as a small hotel in 1884 and welcoming gentlefolk on horse and by carriage from then to now to enjoy a scene that remains very like the one traveler Benjamin Silliman would have seen in the 1800s when he noted the *“luxuriant and beautiful country”* and was pleased to be *“comfortably lodged in a good inn, just in time to visit, before dark, a very interesting antiquity.”* Our country inn with its excellent farm to fork restaurant and tavern, embracing wing chairs, warming fireplaces, white rockers and bright Adirondack chairs, and constant spirit of serenity, peace, and welcome, continues to offer travelers a sweet respite from the hectic and busy bustle beyond our own made-in-America *Brigadoon*. We also have the perfect location for a fairytale Deerfield, Massachusetts wedding or other memorable gathering with family and friends. Please join us and gather at a New England table.

*Signatures*

# *Breakfast & Brunch Buffet*

## **NEW ENGLAND BREAKFAST**

**\$15 per person**

*Seasonal fruit*

*Housemade muffins*

*Local yogurt and homemade granola*

*Bagels and cream cheese*

*Fruit juices, coffee, herbal tea*

## **AMERICAN BRUNCH**

**\$26 per person**

**New England Breakfast included. \$3 for every additional item.**

### ***Entrees (Choose 3)***

*Spiced French toast*

*Silver dollar pancakes with local maple syrup*

*Biscuits with sausage gravy*

*Scrambled eggs*

*Frittata with peppers, onions, and cheddar cheese*

*Eggs Benedict with smoked ham*

*Quiche: ham and swiss or vegetarian*

\*\*\*

*Orange-basil chicken*

*Ale braised beef*

*Salmon with Dijon cream*

*Orzo primavera*

### ***Sides (Choose 2)***

*Applewood smoked bacon*

*Maple sausage links*

*Home fried potatoes*

*Mashed potatoes*

*Rice pilaf*

*Seasonal vegetables*

*\*Please ask to add on an omelet station, carvery or dessert service\**

# High Tea

**\$25 per person**

Hot tea served in colorful pots, demerara sugar, half & half, and thin lemon slices.  
Foods served on displays, ready for the taking.

## TEA SANDWICHES

(choose 3)

**Cucumber and herbed goat cheese**

*salted cucumbers with creamy goat cheese and fresh herbs*

**Salmon and dill**

*smoked salmon cream cheese and fresh dill*

**Ham and cheese**

*sliced ham and Swiss cheese with dijonnaise*

**Egg salad**

*a timeless classic*

**Hummus tea sandwiches**

*house made hummus on pita points*

**Turkey tea sandwiches**

*sliced turkey with arugula pesto*

**BLT**

*bacon, lettuce, and sundried tomato mayonnaise*

**Mini seafood salad or tuna salad croissants**

*A favorite!*

**Mini chicken salad croissants**

*miniature croissant sandwiches filled with chicken salad accented with dried fruit*

**Deviled ham croissants**

*smoked ham, pickles and dijonnaise*

## DESSERT

(choose 3)

**Carrot and walnut muffins**

**White sponge cake with jam and confectioner's sugar**

**Assorted cookies**

**Fresh seasonal fruit with Chantilly cream**

**Lemon tarts**

**Mini assorted cupcakes**

**Shortbread squares**

## ALSO INCLUDES

**Freshly baked scones**

*with butter and jam*

**House made biscotti**

**Add a sherry toast for \$2**

A plating fee will apply for bringing in your own dessert \* Subject to 7% tax, 5% administrative fee and 21% gratuity \* Room charge applies to all private rooms

# Hors d'Oeuvres

## BUTLERED SELECTIONS

\$3 per person per hors d'oeuvre

### **Seasonal Soup Shooter**

ask for the seasonal offerings

### **Cod Fritters**

salt cod and potato with a dollop of remoulade

### **Leek Tartlets**

with blue cheese or goat cheese

### **Glazed Cocktail Meatballs**

with sweet chili sauce

### **Andouille & Shrimp Bite**

grilled and finished with whiskey glaze

### **Cucumber with Herbed Goat Cheese**

topped with chive oil

### **Asparagus Wrapped in Prosciutto**

fresh asparagus spears wrapped in thinly cut prosciutto slices

### **Roasted Tomato Tartlets**

individual tomato tartlets with herbed goat cheese and glazed with olive oil

### **Caprese Skewers**

cherry tomatoes, fresh mozzarella balls and basil drizzled with a balsamic reduction, olive oil, and sea salt

### **Smoked Salmon Quichelette**

mini quiche with smoked salmon topped with a fresh herb salad

### **House Smoked Pork and Pickle**

house-smoked pork tenderloin with seasonal pickled vegetables

### **Turkey "Pot Pie"**

lemon and rosemary turkey "pot pie" served as a bite on an hors d'oeuvre spoon with a crisp of puff pastry

### **Figs and Pigs**

grilled, marinated pork with fresh figs and a red wine gastrique

### **Mini Crabcakes**

topped with fresh, seasonal salsa

### **Apple-Cheddar Grilled Cheese**

cheddar "grilled cheese" finished with a poached apple ball

### **Fried Brussels Sprouts and Pickled Pepper**

sweet Peppadew peppers and crisp fried sprouts

### **House-made Sausage Brochettes**

grilled and served with a honey-mustard drizzle

### **White Truffle Croquettes**

fluffy potato with a hint of truffle and crisp exterior

### **Mini French Onion Bites**

caramelized onion and shaved Parmesan on a crisp

### **Seasonal Risotto Balls**

ask for the seasonal selection

## STATIONARY SELECTIONS

\$3 per person unless otherwise noted

### **Quesadilla**

flour tortillas filled with sharp cheddar, shredded chicken, spices and herbs served with salsa and crème fraîche

### **Seasonal Thin Crust Pizzas**

chef's choice highlighting seasonal offerings on house made crust with both marinara and pesto sauces

### **Vegetable Cruautés and Dip Platter**

an assortment of fresh, seasonal vegetables alongside green goddess dressing

### **Cheese and Fresh Fruit Platter**

a selection of cheeses and fruit accompanied by assorted crackers and fruit chutney

### **Bruschetta Basket**

Chef's selection

### **Paté, Tapenade and Crostini Platter**

choice of two spreads: White bean & rosemary paté; truffle-scented chicken liver paté; and sun-dried tomato & black olive tapenade. Served with house-pickled vegetables

### **Baked Brie en Croute \$25**

with nuts and brown sugar, sliced apple and baguette. Each miniwheel feeds approximately 20 people.

### **Shrimp Cocktail**

tender, poached white shrimp with house made cocktail sauce and lemon

### **Oysters on the Half Shell Market \$**

served on ice with mignonette, cocktail sauce and lemon wedges. Available in quantities of 25.

### **Smoked Salmon Platter \$60**

sliced, smoked salmon with capers, toast points, lemon, red onion, egg, & dill tartar sauce. Serves 25-30 people.

### **Hummus, Roasted Vegetable and**

### **Pita Platter**

with seasonal, marinated and grilled vegetables and roasted garlic

## LARGE DISPLAY SELECTIONS

For quantities of 50, 100 or 150 people

### **Antipasto Display**

A wide variety of cheeses, charcuterie, roasted & marinated vegetables, bread sticks, spreads and bruschetta

### **Chilled Seafood Tower Display**

shrimp cocktail, chilled lobster tails, marinated mussels, house-cured salmon, Jonah crab claws and accompaniments

# *Petit Fours*

## **SPOON**

*\$3 per serving*

*Goat Cheese Panna Cotta* with fruit compote

*Seasonal Crème Brûlée*

*Individual Indian Pudding*

*Seasonal Crisp* with whipped cream

*Apple Bread Pudding* and cider caramel

*Chocolate Mousse* with toasted almonds and Chantilly cream

## **BITES**

*\$3 per serving*

*Citrus Cheese Cake* with blueberry and lemon compote

*Mini Cannoli*

*Profiteroles* with pastry cream and chocolate drizzle

*Chocolate Covered Strawberries*

*Flourless Chocolate Cake Squares*

*Coconut Macaroons* dipped in chocolate

*Lemon Curd Tartlets* with raspberry coulis

*White Chocolate & Raspberry Truffle Tartlet*

*Pumpkin or Carrot Cupcakes* with cream cheese frosting

## **MINIS**

*\$4 per serving*

*Chocolate Mousse* with whipped fresh cream and salted caramel sauce

*Gingerbread Trifle* with poached pears and whipped cream

*Seasonal Fruit Shortcake*

*Lemon Curd and Berry Parfaits*

*Pumpkin Pie* or *Cheesecake Squares*

*Whoopie Pies*

## **TRUFFLES**

*\$2 a piece*

*Cocoa \* Orange \* Pecan \* Espresso*

# Private Dining Menu

**\$29 per person ~ Plated      \$27 per person ~ Buffet**

*Includes warm rolls and butter; hot & iced coffee and tea.*

**Minimum of 25 people although smaller groups can oftentimes be accommodated.  
Entrée counts and seating plan required in advance for plated meal.**

## **SALAD & SOUP**

**Choose one for all (to add an additional course +\$4)**

### **Caesar Salad**

*with homemade garlic croutons and aged Parmesan*

### **Local Greens**

*with shaved radish, grape tomatoes, English cucumber and house vinaigrette*

### **Classic Spinach Salad**

*with crumbled bacon, pickled red onion, hard boiled egg and red wine vinaigrette*

### **Roasted Beet Salad**

*with candied walnuts, goat cheese, spinach, and balsamic vinaigrette- +\$2*

### **Chopped Salad**

*with lettuce mix, chick peas, sunflower seeds, bell pepper and house vinaigrette +\$2*

### **Clarkdale Fruit Farm Apple & Cheddar Salad**

*caramelized apples, cheddar curds, toasted pumpkin seeds, teardrop peppers, mix of local greens with Banyuls vinaigrette +\$2*

### **Chilled Tomato Gazpacho**

*made with local seasonal fruits and vegetables*

### **Garden Vegetable Soup**

*vegetarian soup from a seasonal variety of fresh vegetables*

### **Apple Cheddar Ale Soup**

### **Roasted Corn Chowder**

*finished with fresh herbs*

### **Roasted Butternut Squash Soup**

### **Lobster Bisque**

*+\$2*

### **French Onion**

*topped with a melted cheese crouton +\$2*

### **Crab and Corn Chowder**

*+\$2*

## **ENTREES (Choose 3)**

**Chef's choice of seasonal sides**

### ***Apple Brandy Pork Loin***

*sliced pork loin and an apple-brandy sauce*

### ***Beef & Leeks***

*tender beef braised in wine with potatoes, carrots and mushrooms topped with frizzled leeks*

### ***Herb-Crumbed White Fish***

*tender and flaky white fish topped with toasted herbed crumbs with a sundried tomato butter sauce*

### ***Chicken Andouille***

*bourbon jus with bell pepper and andouille sausage*

### ***Herb Roasted Salmon***

*with Dijon cream sauce*

### ***Orange-Basil Chicken***

*topped with fried basil*

### ***Lemon Rosemary Chicken***

*roasted Statler chicken breast with a bright and rich sauce*

### ***Slow-Roasted Turkey Breast***

*with jus or port-cherry sauce*

### ***Seasonal Vegetable Lasagna Rolls***

*roasted vegetables in a classic lasagna noodle with béchamel sauce, house marinara, and blend of cheeses*

### ***Mushrooms Orzo & Carrot Mille Feuille***

*assorted mushrooms sautéed and tossed with orzo pasta and topped with a carrot stack, crumbled goat cheese and fresh herbs*

### ***Beef Tenderloin (\$5)***

*sous vide, seared, medium-rare beef tenderloin with béarnaise sauce*

### ***Beef Tender and Shrimp (\$5)***

*seared, sliced petite tenders with herbed, garlic-butter shrimp*

### ***Surf n' Turf (\$10)***

*sous vide, seared, medium-rare tenderloin slices topped with a broiled lobster tail*

### ***Twin Lobster Tails (\$10)***

*two broiled lobster tails finished with clarified herbed butter*

### ***Pistachio-Halibut (\$5)***

*pan-roasted halibut filet with pistachio glaze*

### ***Cedar Planked Salmon (\$5)***

*baked on a cedar plank*

## **DESSERT (Choose 1)**

*Flourless chocolate cake*

*Seasonal fruit crisp*

*Deerfield Inn Indian pudding*

*Lemon-Berry parfait*

*Panna Cotta with seasonal fruit compote*

\*Up-charge prices may fluctuate based on seasonal availability

A plating fee will apply for bringing in your own dessert \* Subject to 7% tax, 5% administrative fee and 21% gratuity \* Room charge applies to all private rooms

# Pizza Package

**\$25 per person**

**Meal includes freshly baked bread sticks and marinara sauce; iced tea and soda**

## **SALAD**

*Caesar salad*

*with homemade garlic croutons and aged Parmesan*

**or**

*Local greens*

*with seasonal vegetables and house vinaigrette*

## **CHICKEN WINGS**

*with blue cheese dip*

## **FLATBREAD PIZZAS**

Estimate 2 people per pizza

*topped with pesto and red sauces and the chef's choice of toppings such as:*

*Cheese*

*Pepperoni*

*Bacon*

*Caramelized onions*

*Olives*

*Mushrooms*

*Bell peppers*

## **DESSERT CHOICE OF**

### **Cake**

*Choice of chocolate, vanilla or  
lemon cake*

*With chocolate, vanilla or lemon  
butter cream*

### **Ice Cream Sundae Bar**

**(for 25 people or less)**

*Vanilla Ice Cream & Toppings*

To include:

*Chocolate chips or sprinkles*

*Chopped nuts*

*Chocolate and caramel sauces*

*Fresh fruit*

*Cookie crumbs*

*Whipped cream & cherries*

### **Cookie & Brownie Platter**

*Chef's choice of delectables*

# Cookouts

An additional \$50 chef fee will apply for each manned station

## TRADITIONAL CLAM BAKE

**\$65 per person**

Additional items are \$5 per person

### *Includes*

*1 1/4 lb. lobster  
Steamers  
Mussels  
Sausage  
Potato  
Corn on the Cob*

## BBQ PACKAGE

**\$35 per person**

Additional items are \$5 per person

### *Main Dishes (choose 3)*

*BBQ chicken  
Grilled sausages  
Kielbasa  
Pulled pork  
Babyback ribs  
Beef brisket*

### *Salads and Sides (choose 3)*

*Baked potato  
House salad  
Corn on the cob  
Potato salad  
Macaroni salad  
Potato chips  
Baked beans  
Bean salad  
Grilled vegetables*

### *Dessert (choose 1)*

*Indian pudding  
Berry shortcake  
Ice cream bars  
Seasonal fruit crisp  
Cookies & Brownies*

## HOT DOGS GRILLED CHICKEN & BURGERS

**\$25 per person**  
(with 2 sides and cookie platter)

# Food Stations

All prices are per portion and have a minimum of 25

*A \$50 chef fee will apply to each manned station*

## CARVERY

If not ordered with other stations or packages a minimum of two portions per person would be necessary

**Applewood Smoked Ham \$6.00**

*with honey mustard*

**Free-range Turkey Breast \$6.00**

*with port-cherry sauce*

**Responsibly Raised Pork Loin \$6.00**

*with apple brandy sauce*

**Tenderloin of Beef \$8.00**

*with béarnaise*

**Cedar-Planked Side of Salmon \$8.00**

*with mustard glaze and aioli*

**Rosemary & Spice Roasted Leg of Lamb \$9.00**

*with jus*

**Champney's, Rubbed Prime Rib \$10.00**

*with horseradish cream and jus*

**Add a Sandwich Station... \$5.00**

*slider rolls, aioli, mustard, and platters of sliced cheeses, lettuce, tomato, and pickled red onions*

## SALAD BAR

Local lettuce mix, chopped romaine, grape tomatoes, sliced radish, cucumber, pickled red onion, and croutons with your choice of 6 of the following additional toppings:

*Roasted beets*

*Blue cheese*

*Bacon crumbles*

*Bell pepper*

*Shredded carrot*

*Peas*

*Edamame*

*House pickles*

*Hard-boiled egg*

*Diced apple*

*Avocado*

*Dried fruit*

*Sunflower seeds*

*Toasted almonds*

*Diced ham*

*Shredded cheddar*

## PASTA

Parmesan Cheese available to sprinkle atop

**Choice of two pastas:**

*Orzo*

*Penne*

*Angel Hair*

*Linguine*

*Farfalle*

**Choice of two sauces:**

*House Marinara*

*Vodka Cream*

*Mushroom Cream*

*Pesto*

*Arrabiata*

*Alfredo*

*Piccata*

**Choice of 2 meat and 4 vegetable condiments:**

*Ham*

*Sausage*

*Shrimp*

*Chicken*

*Artichokes*

*Meatballs*

*Bacon*

*Mushrooms*

*Broccoli*

*Onions*

*Spinach*

*Capers*

*Peas*

*Peppers*

*Zucchini*

## BAKED or MASHED POTATO BAR

*Either one with your choice of 5 of the following toppings:*

*Cheddar cheese*

*Bacon crumbles*

*Chives*

*Butter*

*Truffled olive oil*

*Chevre*

*Broccoli*

*Blue cheese*

*Scallions*

*Sour cream*

*Jalapeños*

*Chili*

## SLIDER BAR

Your choice of 5 toppings from above or below:

*Whiskey barbecue sauce*

*Sautéed mushrooms*

*Caramelized onions*

*Swiss cheese*

# *Additional's*

## **ROOM CHARGES**

**All private dining and private events do incur a room charge**

*Beehive Parlor, Terrace, Restaurant – \$250*

*Champney's Tavern – \$5000*

*Terrace Patio and Lawn – Varies*

## **TENT CHARGES**

**For any tent over 400 square feet an additional \$60 permit fee applies**

*10x10 frame tent – \$175*

*15x15 frame tent – \$325*

*20x20 frame tent – \$375*

*20x30 patio frame tent – \$500*

*20x40 frame tent – \$550*

*30x30 frame tent – \$650*

*Solid white side curtains – \$2 per running foot*

*Cathedral window side curtains – \$2.25 per running foot*

*Pole Lighting – \$30 per*

*Dimmer Switch – \$35*

*Chandelier – \$40*

*Accent lighting around perimeter of tent – \$.50 per running foot*

*Tent heaters – \$125 plus cost of fuel or more*

*Tent rain gutter – \$35*

*Tent liner – Ask for quote and availability*

## **DANCE FLOOR**

**The set up of the dance floor requires a \$50 added gratuity**

*10x10 minimum. \$1.50 per square foot*

## **OTHER EQUIPMENT, DECOR & RENTAL**

**Our house tables, chairs, and service wear are no additional cost unless more are needed for your event**

*1" round, clear glass bulbs string across patio or tent – \$40*

*White padded garden chair rental – \$3.25 each*

*White folding chair rental – \$2 each*

*Podium – \$25*

*Wireless microphone – \$25*

*LCD projector – \$25*

*Colored or Specialty Linens – Ask for choices and a quote. Napkins – \$.25 each.*

*Balloons – Ask for colors and sizes. Starting at \$2 each.*

# Catering Agreement

Thank you for considering the Deerfield Inn for your upcoming event. Please take a few moments to review our catering agreement and if you have any questions or need clarification on any item, please do not hesitate to call. All of us at the Deerfield Inn take great pride in every catered event and we look forward to working with you

## Food and Beverage Minimums

The Inn reserves the right to require a minimum food and beverage revenue for all events. This total excludes state sales tax (currently 7%), gratuity, and an administrative fee. For all private events a room charge applies however additional room costs will apply if this minimum is not met. See catering agreement for specifics for your event.

## Pricing

All food and beverage prices are subject to state sales tax (currently 7%) and service charges (currently at 21% for gratuity and 5% for an administrative fee). Any non-food or beverage charge will incur sales tax of 6.25%. The Deerfield Inn will guarantee prices 60 days prior to your function but will do our best to keep to estimated costs and desired budgets.

## Payment Information

A signed and returned agreement and a non-refundable deposit as listed on the agreement will be required to validate your agreement and secure the date of your event. Cash, personal check and credit cards are accepted. A valid credit card must be presented to remain on file regardless of the method of desired payment for the deposit or further payments. All deposits will be credited towards the final bill. Your advance deposits will not be refunded if the event should cancel. Unless otherwise arranged, payments reflecting 25% of the current estimate will be due 6 months prior to the event. Additional payments reflecting 50% will be due 3 months in advance, 75% due 45 days in advance and the final payment, reflecting the final amount owed for all costs will be due 7 days prior to your event. At this time your final head count will be due and approval and signature on a final Banquet Event Order may be required. In the event that payment is not received by the specified time, charges will automatically be posted to the credit card on file. Any host paid beverage and additional charges that are incurred on the day of your event will be posted to the credit card on file at the completion of your party unless other arrangements are made ahead.

## Cancellation

If you must cancel your event for any reason the following cancellation policy will apply and in most cases should reflect the deposits on file. If a deposit payment is late based on the above schedule than the difference will be charged to cover the above percentages.

0 - 7 days prior to event – 100% of total estimated revenue, taxes, gratuity and admin fee

8 - 45 days prior to event – 75% of total estimated revenue, taxes and admin fee

46 - 90 days prior to event – 50% of total estimated revenue, taxes and admin fee

91 days or more prior to event after signing of contract – 25% of total estimated revenue plus taxes and admin fee

## Menu Selection and Guarantees

Seasonal aspects and availability may change menu items. The complete menu selection, including both food and beverage items, must be confirmed no later than 30 days prior to your function. Requests for changes made to the menu after this time cannot be guaranteed. Entrée choice policy is as follows: Maximum of three (3) entrée choices unless otherwise indicated. Soup, salad and dessert selections are the same for all guests. Final counts for each entrée selection must be received no later than 7 days prior to your event in the event of a plated meal. For buffets we only must know a firm number in attendance 7 days prior. This is normally done in conjunction with the final deposit. If your final guarantee is not received, your estimated attendance as listed in this contract will become your guarantee number and will be charged accordingly. The exception to this would be if your actual number of guests exceeds your guarantee, in which case you would be charged for the actual number of guests that attend your event, whichever is a greater number.

## **Food Policy**

Deerfield Inn policy prohibits any unauthorized food to be brought into any public area on the premises, including function rooms. The Deerfield Inn's policy does not allow any food items purchased to be taken off the premises unless previously arranged. This means that no buffet and plated food will be taken home after a function, even if people do not show. Plated meals can be boxed to go if we know in advance of the event and included in the agreement. Buffet food is never to be brought home.

## **Alcoholic Beverages**

All federal, state, and local laws with regard to beverage purchases and consumption will be strictly adhered to. State law strictly prohibits you or your guests from bring any alcoholic beverages to the inn or any public area on the premises. The Deerfield Inn's policy does not allow any beverages purchased to be taken off premises. In accordance with state and local law, it is the Inn's policy to (a) request proper identification (photo I.D.) of any person of questionable age and refuse alcoholic beverage service if the person is either under the age of 21 or proper identification can not be produced and (b) refuse alcoholic beverage service to any person who, in the **Inn's sole judgment**, appears intoxicated. For weddings and some other events you will also be asked to sign another document specific to our alcohol policy.

## **Security**

The Deerfield Inn reserves the right to inspect and control all private parties, meetings, receptions, etc., being held on the premises, and to limit the noise volume in any or all areas in consideration of others. The Inn will not assume responsibility for the damage or loss of any merchandise or articles left in the Inn prior to or following any banquet or meeting. Arrangements may be made for security prior to your planned event through the Innkeepers.

## **Group Representative Guarantee**

The host is required to conduct the function in an orderly manner, in full compliance with applicable laws, regulations and Inn rules. Host also assumes full responsibility for the conduct of all persons in attendance and for any damage done to persons or property on the Inn premises or theft of property. Under no circumstances will the Inn be held liable for the criminal acts of third parties.

## **Decoration**

While we would like to allow you to personalize the space to fit your special event be advised that the use of the following items is prohibited at the Deerfield Inn.

- Sparklers, as they are illegal in the state of MA and cause injury

- Confetti

- Loose glitter

- Open flame candles- hurricanes must be used for any visible flame

- Tape/tacks/glue to adhere any items to our walls, poles, or windows

Use of these items will results in either confiscation of item/s, additional fees, or both. If you have decorations that you intend to use please review them with the Event Manager to confirm their eligibility.

## **Shipping and Storage**

Any materials shipped to the Deerfield Inn must have prior approval by the Innkeepers or Event Manager. Materials shipped may arrive no earlier than two days prior to your function and may not remain on the premises longer than two days after the function date. All materials must bear the name of your group, be addressed to the attention of the Event Manager, and shipping charges paid by you or your company. If any major handling is required on the part of the Deerfield Inn, a handling charge will apply. The Deerfield Inn accepts no responsibility for items stored or left on property.

## **Overnight Accommodations**

If you would like to discuss accommodations for your guests, please contact Jane Howard (jane@deerfieldinn.com), Innkeeper, at 413-774-5587 or Alicia Graves (agraves@deerfieldinn.com), Event Manager, at 413-774-5587 ext. 173.

## **Event Parking**

Any event guests that will be staying overnight at the inn we ask to park in the back lot of the inn, behind the Carriage House. All other guests that are able are asked to park across the street, behind the fire house. Between these two areas and additional parking on the street as needed there are plenty of spots to accommodate private events.

