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Contact us at 585-359-1800 or www.ritinn.com
Classic Reception

Cocktail Hour
(to include One Hour Open Bar)
Imported & Domestic Cheeses and Vegetable Crudite
Or
Two Hand Passed Hors d’ Oeuvres from Tier One

Dinner
Champagne or Sparkling Grape Juice Toast
Dinner Rolls and Butter

Choice of One Starter Course
Home Made Soup
Seasonal Salad
Classic Caesar Salad
Field Greens with Market Vegetables and House Vinaigrette

Main Course
Choice of Three Entrees from Tier One
Chef Selected Starch and Vegetable
Freshly Brewed Coffee, Decaffeinated Coffee, and Herbal Teas

Two Hour Open Bar
Premium Spirits and Wine
Choice of Three Beer Selections
And a Personalized Signature Drink

Wedding Cake or Assorted Pastries

$67 per person

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2016
Premier Reception

Cocktail Hour
(to include One Hour Open Bar)
Imported & Domestic Cheeses and Vegetable Crudite
Or
Three Hand Passed Hors d’ Oeuvres from Tier One or Two

Dinner
Champagne or Sparkling Grape Juice Toast
Dinner Rolls and Butter

Choice of One Starter Course
Home Made Soup
Seasonal Fruit

Choice of One Second Course
Classic Caesar Salad
Seasonal Salad
Field Greens with Market Vegetables and House Vinaigrette

Main Course
Choice of Three Entrees from Tier One or Two
Chef Selected Starch and Vegetable
Freshly Brewed Coffee, Decaffeinated Coffee, and Herbal Teas

Two Hour Open Bar
Premium Spirits and Wine
Choice of Three Beer Selections
And a Personalized Signature Drink

Wedding Cake or Assorted Pastries

$77 per person

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Contact us at 585-359-1800 or www.ritinn.com
Exquisite Reception

Cocktail Hour
(to include One Hour Open Bar)
Imported & Domestic Cheeses and Vegetable Crudite
Two Hand Passed Hors d’Oeuvres from Tier One, Two, or Three
Or
Four Hand Passed Hors d’Oeuvres from Tier One, Two, or Three

Dinner
Champagne or Sparkling Grape Juice Toast with a Raspberry Garnish
Dinner Rolls and Butter

Choice of One Starter Course
Home Made Soup
Seasonal Fruit
Pasta or Risotto Appetizer

Choice of One Second Course
Classic Caesar Salad
Seasonal Salad
Caprese Salad
Field Greens with Market Vegetables and House Vinaigrette

Main Course with Wine Service
Choice of Three Entrees from Tier One, Two, or Three
Chef Selected Starch and Vegetable
Freshly Brewed Coffee, Decaffeinated Coffee, and Herbal Teas

Three Hour Open Bar
Premium Spirits and Wine, Choice of Three Beer Selections
And a Personalized Signature Drink

Wedding Cake or Assorted Pastries
White or Ivory Chair Covers & Sashes

$87 per person

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2016
Buffet Reception

Cocktail Hour
(to include One Hour Open Bar)
Imported & Domestic Cheeses and Vegetable Crudite
Or
Two Hand Passed Hors d’ Oeuvres

Dinner
Champagne or Sparkling Grape Juice Toast
Tablesise Warm Rolls and Butter

Starter Course
Served Field Greens with Market Vegetables and House Vinaigrette

Buffet
Choice of Three Entrees from Tier One

In Season Vegetable Medley
Red Bliss or Yukon Gold Potatoes
Cheese Tortellini with Marinara or Alfredo Sauce

Freshly Brewed Coffee, Decaffeinated Coffee, and Herbal Teas

Two Hour Open Bar
Premium Spirits and Wine
Choice of Three Beer Selections
And a Personalized Signature Drink

Wedding Cake or Assorted Pastries

$69 per person

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2016
Tier One Entrees

**Chicken Marsala**
Sautéed Chicken Breast topped with Wild Mushrooms and Rosemary & Marsala Demi Glaze served over Three Cheese Risotto

**Chicken French**
Sautéed Chicken Breast with Lemon Sherry Butter Sauce & Artichoke French

**Chicken Basil**
Grilled Chicken Breast topped with Roasted Red Peppers, Baby Bella Mushrooms and a Basil Asiago Cheese Sauce

**Chicken Panzas**
Parmesan Breaded Chicken Breast stuffed with Spinach & Garlic Cream Cheese served over Three Cheese Risotto

**Chicken Piccata**
Sautéed Chicken Breast topped with White Wine, Capers & Lemon Butter Sauce

**Chicken Parmesan**
Breaded Chicken Breast served over Pasta with Mozzarella & Asiago Cheeses, topped with Chef Paul’s Marinara

**Tuscan Penne Pasta**
Penne tossed with Kalamata Olives, Artichokes, Roasted Red Peppers & Fresh Basil in a White Wine & Asiago Sauce

**Tuscan Penne Pasta Alfredo**
Your choice of Pasta tossed with Fresh Seasonal Vegetables & Alfredo Sauce

**Tilapia Florentine**
Spinach & Cream Cheese stuffed Tilapia served with a Classic Beurre Blanc

**Lemon Pepper Tilapia**
Baked Tilapia coated with Lemon Pepper seasoning in a White Wine Sauce

**Asiago & Parmesan Crusted Haddock**
Haddock Filet topped with Asiago & Parmesan Butter Bread Crumbs

**Pork Medallions**
Rosemary & Garlic Rubbed and slow roasted Pork Loin with a Rosemary Infused Demi Glaze

**Grilled Napoleon**
Grilled Portobello Mushroom Cap layered with Marinated Vegetables and topped with a Roasted Tomato Coulis Sauce

**Wild Mushroom Ravioli**
Mushroom stuffed Raviolis topped with Wild Mushrooms & Sherry Cream Sauce

**London Broil**
Grilled Flank Steak Marinated in Chef Paul’s own Captain Black’s Marinade topped with a Mushroom & Rosemary Infused Demi Glaze

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*Contact us at 585-359-1800 or www.ritinn.com 2016*
Tier Two Entrees

**New York Strip Steak**
10 ounces of Choice Beef, Grilled and topped with Caramelized Onions and our own Rosemary Infused Demi Glaze

**Premium Frenched Pork Chop**
Prime Pork rubbed with Rosemary & Garlic, grilled to perfection and served with an Apple Cider Reduced Demi Glaze

**Maltese Salmon**
Crispy seared Salmon topped with a Valencia Orange Hollandaise

**Slow Roasted Prime Rib**
A Generous 10 ounce Prime Rib is slowly roasted & served with Au Jus

**Steak au Poivre**
Twin Petite Filet grilled & served with Brandy, Rosemary & Mustard Reduced Demi Glaze

Tier Three Entrees

**Classic Medley**
Slow Roasted Tenderloin of Beef topped with Caramelized Onions and a Rosemary Infused Demi Glaze coupled with our Signature Chicken Panzas

**Medley di Mare**
Slow Roasted Tenderloin of Beef topped with our Famous Rosemary Infused Demi Glaze coupled with a Fresh Crab Cake

**Broiled Sea Scallops**
Large Sea Scallops broiled in a traditional Sherry Lemon Butter Sauce

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2016
Hors d’Oeuvres

Tier One
- Bruschetta Crostinis
- Artichoke French
- Pork Pot Stickers
- Pakora
- Garlic Risotto Balls
- Meatballs (Italian, Asian, or Swedish)
- Andouille Sausage Stuffed Artichoke Hearts
- Sausage or Casino Mushroom Caps
- Roasted Red Pepper Cream in Phyllo

Tier Two
- Caprese Brochettes
- Chicken Fritters
- Beef Empanada
- Spinach & Cheese Blossoms
- Assorted Cold Canapes
- Brie & Raspberry Phyllo
- Southwest Chicken Quesadillas
- Thai Chicken Spring Roll

Tier Three
- Jumbo Shrimp Cocktail
- Asparagus in Phyllo
- Miniature Reubens
- Crab Mushroom Caps
- Scallops Wrapped in Bacon
- Tenderloin Crostinis with Horseradish Cream
- Crab Cakes with Tangy Remoulade
- Goat Cheese & Wild Mushroom Purses
- Miniature Beef Wellentons

Displayed Hors d’Oeuvres

Imported & Domestic Cheese Display $5
Artistically arranged on a Platter & served with Assorted Crackers

Vegetable Crudite $5
Artistically arranged Vegetables with Assorted Dips

Spreads & Dips $7
- Crostinis, Pita Triangles & Tortilla Chips
- Choice of Two Dips:
  - Roasted Red Pepper Hummus
  - Guacamole
  - Bruschetta

Baked Brie Wheel $8
Brie served in Puff Pastry with Orange Marmalade & Assorted Crackers

Fresh Fruit Display $5
Artistically cut & arranged Fruits garnished with a variety of Berries

Hors d’Oeuvres Packages

Simple Elegance $7
- Choice of Three
- Meatballs (Italian, Asian, or Swedish)
- Sausage or Casino Mushroom Caps
- Bruschetta Crostinis
- Andouille Sausage Stuffed Artichoke Hearts
- Artichoke French

The Elite $11
- Choice of Three
- Assorted Cold Canapes
- Miniature Beef Wellentons
- Southwest Chicken Quesadillas
- Sausage, Casino or Crab Mushroom Caps
- Garlic Risotto Balls

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2016
Late Night Packages
~Minimum of 35 Guests~
~Late Night Packages available after 9pm in addition to Dinner Service~

Pizza Stop $6
Cheese & Pepperoni Pizza
Buffalo Chicken Bites
Celery Sticks & Bleu Cheese

Spinach & Artichoke
Dip $6
Warm House Made Spinach and Artichoke Dip
Served with an Assortment of Garlic Crostinis and Pita Triangles

Garbage Plate Station
$14
Macaroni Salad
Baked Beans
Home Fries
Hamburgers & Cheeseburgers
Miniature Hot Dogs
House Made Meat Sauce
Diced Onions
Sliced Italian Bread
Assorted Condiments

Goodnight Snack $6
Assorted Favor Bags including:
Bottled Water
Colossal Cookie
Potato Chips
Mints
Advil

Slider Station $10
Miniature Burger & Chicken Sliders
Assorted Condiments

Buffalo Chicken
Mac n' Cheese $10
Cavatappi Pasta tossed in Three Cheese Cream Sauce layered with Diced Buffalo Chicken Breast topped with Buttered Crumbs

*Brownie Sundae Bar*
$8
Vanilla & Chocolate Ice Cream
Fudge Brownies
Chocolate & Caramel Sauces
Mixed Nuts, and M&Ms*
Maraschino Cherries & Whipped Cream

*Applicable Station Prices do not reflect $50 Culinary Attendant Fee*

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Contact us at 585-359-1800 or www.ritinn.com
Sweety Stations

~All Sweet Stations include Gourmet Coffee Station~

Gourmet Coffee $4
Regular, Decaffeinated & Flavored Coffees
Herbal Teas & Hot Cocoa
Chocolate Shavings, Caramel Bits & Lemon Wedges
Assorted Flavored Syrups
Whipped Cream & Assorted Creamers

Gourmet Table $12
Arrangement of Four Cakes, Cheesecakes or Pies

Half Dipped $8
Rice Krispie Treats®
Jumbo Marshmallows
Pretzels & Oreo S
Chocolate Chip & Peanut Butter Cookies

Candy Shoppe $7
Assorted Candies & Chocolates
Chocolate Pretzels & House Made Caramel Crunch
Mini Peanut Butter & Jelly Sandwiches
Shortbread Cookies, Pretzels & Oreo S
Assorted Fruits
Rice Krispie Treats®
Jumbo Marshmallows

Patisserie $10
Assorted Variety of House Baked Pastries
Chocolate Covered Strawberries

*Sundae Bar* $10
Vanilla & Chocolate Ice Cream
Hot Fudge, Caramel & Strawberry Sauces
Mixed Nuts, Sprinkles and M&Ms®
Maraschino Cherries & Whipped Cream

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2016
“Saying Goodbye” Brunch
~Minimum of 20 Guests~

Beverage Station

Assorted Juices
Gourmet Coffee Station

Buffet

Assortment of Bagels, Muffins & Pastries
Sliced Fresh Fruit with Yogurt Dips
Scrambled Eggs
Breakfast Potatoes
Country Sausage or Bacon
Fresh Garden Salad
Warm Rolls & Butter
Rice Pilaf
Oven Roasted Vegetable Medley

Choice of Two Entrees
Vegetable Lasagna
Chicken French
Slow Roasted Honey Ham
Asiago & Parmesan Encrusted Haddock

$22 per person
~Children 10 and Under $11~

Enhancements
Mimosa Service $3

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Contact us at 585-359-1800 or www.ritinn.com 2016
Elegant Rehearsal
~Minimum of 15 Guests~

Upon Arrival
One Hour Premium Beer, Wine & Soda Bar
Hand Passed Bruschetta Crostinis

Buffet
Garlic Bread
Classic Caesar Salad
Sauteed Zucchini
Penne Pasta with House Made Marinara

Choice of One Entree
Classic Beef or White Vegetarian Lasagna
Chicken French
Chicken or Eggplant Parmesan
Chicken Piccata
Pork Medallions
Asiago & Parmesan Encrusted Haddock

Dessert
Cannolis & Pizzelles
Freshly Brewed Coffee, Decaffeinated Coffee & Herbal Teas

$35 per person

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Contact us at 585-359-1800 or www.ritinn.com
Signature “Station” Rehearsal

~Minimum of 25 Guests~

Upon Arrival

One Hour Premium Beer, Wine & Soda Bar
Hand Passed Bruschetta Crostinis

Salad Station

Artisan Breads with Butter
Greens: Romaine & Field Greens
Cucumbers, Carrots, Grape Tomatoes, Diced Bell Peppers
Red Onions, Black Olives, Pepperoncini, Croutons
Asiago & Cheddar Cheeses
Selection of Salad Dressings

Carving Station

Warm Rolls with Butter
Rosemary Flank Steak
Oven Roasted Turkey Breast

Pasta Station

Garlic Bread
Marinara, Alfredo & Pesto Cream Sauces
Choice of Two Pastas
Orecchiette, Cavatappi, Cheese Tortellini or Mushroom Ravioli

$35 per person

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2016

### Open Bar

<table>
<thead>
<tr>
<th>Additional Hour Added to Package</th>
<th>Premium</th>
<th>Top Shelf</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4.00</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

### Cash Bar

(Guests Pay for Their Own Beverages)

### Host Bar

(Host Pays for Beverages Consumed)

<table>
<thead>
<tr>
<th>Cash Bar</th>
<th>Host Bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium</td>
<td>Top Shelf</td>
</tr>
<tr>
<td>Manhattans and Martinis</td>
<td>$8.00</td>
</tr>
<tr>
<td>Cocktails</td>
<td>$7.00</td>
</tr>
<tr>
<td>Beer</td>
<td>$5.00</td>
</tr>
<tr>
<td>Wine</td>
<td>$7.00</td>
</tr>
<tr>
<td>Perrier Water</td>
<td>$3.00</td>
</tr>
<tr>
<td>Sodas, Juices and Bottled Water</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

For all Cash and Host Bars, there will be a $30.00 per hour charge for each bartender, until a minimum of $100.00 in sales per hour, per bartender is reached.

### Beer, Wine, & Soda Bar

(Unlimited Consumption—Minimum 30 Guests)

<table>
<thead>
<tr>
<th>Premium</th>
<th>Top Shelf</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Hour</td>
<td>$11.00</td>
</tr>
<tr>
<td>Two Hours</td>
<td>$14.00</td>
</tr>
<tr>
<td>Three Hours</td>
<td>$17.00</td>
</tr>
<tr>
<td>Four Hours</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
### Bar Features

<table>
<thead>
<tr>
<th>Selection</th>
<th>Premium</th>
<th>Top Shelf</th>
</tr>
</thead>
<tbody>
<tr>
<td>VODKA</td>
<td>Smirnoff</td>
<td>Grey Goose</td>
</tr>
<tr>
<td>GIN</td>
<td>Bombay Dry</td>
<td>Bombay Sapphire</td>
</tr>
<tr>
<td>RUM</td>
<td>Bacardi</td>
<td>Bacardi &amp; Captain Morgan’s Spiced</td>
</tr>
<tr>
<td>SCOTCH</td>
<td>Dewars</td>
<td>Johnny Walker Red</td>
</tr>
<tr>
<td>WHISKEY</td>
<td>Seagrams 7</td>
<td>Crown Royal</td>
</tr>
<tr>
<td>BOURBON</td>
<td>Jim Beam</td>
<td>Makers Mark</td>
</tr>
<tr>
<td>COFFEE</td>
<td>Kahlua</td>
<td>Kahlua</td>
</tr>
<tr>
<td>AMARETTO</td>
<td>Amaretto DeKuyper</td>
<td>DiSaronno</td>
</tr>
<tr>
<td>SCHNAPPS</td>
<td>Peach DeKuyper</td>
<td>Peach DeKuyper</td>
</tr>
<tr>
<td>VERMOUTH</td>
<td>Martini &amp; Rossi Sweet &amp; Dry</td>
<td>Martini &amp; Rossi Sweet &amp; Dry</td>
</tr>
<tr>
<td>BEER</td>
<td>Labatt Blue, Labatt Blue Light, Budweiser, Bud Light, Michelob Ultra, Miller Light, Coors Light and Molson</td>
<td>Premium Options Plus Heineken, Corona, Sam Adams, Blue Moon and Saranac Pale Ale</td>
</tr>
<tr>
<td>NON ALCOHOLIC</td>
<td>O’Douls</td>
<td>O’Douls</td>
</tr>
<tr>
<td>RED WINE</td>
<td>Canyon Road Merlot, Night Harvest</td>
<td>Red Rock Merlot, Robert Mondavi</td>
</tr>
<tr>
<td></td>
<td>Cabernet Sauvignon</td>
<td>Cabernet Sauvignon</td>
</tr>
<tr>
<td>BLUSH WINE</td>
<td>Woodbridge White Zinfandel</td>
<td>Barefoot Pink Moscato</td>
</tr>
<tr>
<td>WHITE WINE</td>
<td>Canyon Road Chardonnay, Bluefield Riesling</td>
<td>Salmon Run Chardonnay, Chateau St. Michelle Riesling</td>
</tr>
</tbody>
</table>

It would be our pleasure to create a specialty drink menu to be featured during your event. Specials request also welcome, just ask your Sales Manager.

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**Punch** (per 3 Gallons)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sangria</td>
<td>$65.00</td>
</tr>
<tr>
<td>Fruit Punch</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

**Soda Bar**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One Hour</td>
<td>$4.00</td>
</tr>
<tr>
<td>Two Hours</td>
<td>$6.00</td>
</tr>
<tr>
<td>Three Hours</td>
<td>$8.00</td>
</tr>
<tr>
<td>Four Hours</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

**Wine by the Bottle**

<table>
<thead>
<tr>
<th>White</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Casa Lapostolle Sauvignon Blanc (Chili)</td>
<td>$38.00</td>
</tr>
<tr>
<td>Fox Run Chardonnay (New York)</td>
<td>$26.00</td>
</tr>
<tr>
<td>Canyon Road Chardonnay (California)</td>
<td>$22.00</td>
</tr>
<tr>
<td>William Hill Chardonnay (California)</td>
<td>$32.00</td>
</tr>
<tr>
<td>Mirassou Pinot Grigio (Italy)</td>
<td>$28.00</td>
</tr>
<tr>
<td>Bluefeld Riesling (Germany)</td>
<td>$26.00</td>
</tr>
<tr>
<td>Bully Hill Riesling (New York)</td>
<td>$32.00</td>
</tr>
<tr>
<td><strong>Blush</strong></td>
<td></td>
</tr>
<tr>
<td>Woodbridge White Zinfandel (California)</td>
<td>$22.00</td>
</tr>
<tr>
<td>Barefoot Pink Moscato</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Red</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Rock Merlot (California)</td>
<td>$32.00</td>
</tr>
<tr>
<td>Canyon Road Merlot (California)</td>
<td>$22.00</td>
</tr>
<tr>
<td>William Hill Cabernet Sauvignon (California)</td>
<td>$32.00</td>
</tr>
<tr>
<td>Mirassou Pinot Noir (Italy)</td>
<td>$28.00</td>
</tr>
<tr>
<td>Alamos Malbec</td>
<td>$28.00</td>
</tr>
<tr>
<td>Wyndham Bin 555 Shiraz (Australia)</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sparkling</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>House Champagne (France)</td>
<td>$18.00</td>
</tr>
<tr>
<td>Mionetto Prosecco Brut (Italy)</td>
<td>$28.00</td>
</tr>
<tr>
<td>Martini and Rossi Asti Spumante (Italy)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Moet and Chandon White Star (California)</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

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**Additional Options Available Upon Request**
Children’s Menu

Served Dinner
Sparkling Grape Juice Toast

Starter Course
Sliced Fresh Fruit Cup

Choice of One Entrée
Chicken Fingers served with French Fries
Grilled Cheese served with French Fries
Pasta Marinara with Meatballs
Macaroni & Cheese served with Veggies
Personal Cheese Pizza

Includes Milk, Soda or Juice

$15 per person

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Thank you for considering the RIT Inn & Conference Center for your upcoming Wedding Reception. Our Hotel offers you comfortable, elegant surroundings and a staff with the sincere desire to provide you with an enjoyable and successful visit. As is the case with most successful businesses, we find that certain guidelines and procedures help us ensure that you will be totally satisfied with your function. The following is included for your information.

**Payment Policy**
We require a $1,000.00 non-refundable deposit in order to confirm your date. A second deposit of $3,000.00 will be due nine (9) months prior to your function. The next deposit, equal to three-fourth’s (3/4) of the estimated cost, is due three (3) months prior to the function. **Payment in full is due three (3) days prior to the function.** All advance deposits will be applied toward your final bill at full value. In the event that your scheduled event is cancelled, your deposits shall become the property of the hotel. Payments are accepted in the form of cash, check, or major credit card. A valid credit card number will also be needed on file. This credit card will be used for any unpaid charges at the conclusion of your reception. In the event that you over-pay the hotel, we will promptly refund the difference.

**Guarantees**
We must be informed as to your guaranteed attendance at least ten (10) business days prior to your gathering. This will be considered your minimum guarantee, which is not subject to reduction. We will be prepared to serve 5% over your guaranteed number.

**Menus**
Menu prices are subject to an increase on an annual basis. The enclosed menus are offered as a guideline. Please note that our Event Managers and Executive Chef will be more than glad to work with you in designing a menu tailored to your specific needs.

**Security**
The Hotel will not assume responsibility for items such as gifts, money boxes, gift envelopes, cake tops, etc. Special arrangements can be made with your Event Manager.

**Beverage Service**
We offer a complete selection of beverages to compliment your event. Please note that alcoholic beverages sales and services are regulated by the State of New York. The Hotel, as a licensee, is responsible for administration of these regulations. Therefore, it is a policy, that no liquor, beer or wine may be brought into the Hotel from outside sources. Note that all servers are direct to refrain from serving any guest avoiding moderation.

**Baked Goods**
No food may be brought into or taken out of the hotel. However, baked goods may be brought in for your reception if it is from a Monroe County Health Department approved bakery. A copy of the Health Department certificate and also certificate of insurance will be required from the chosen bakery. Any other source such as home baked products, are in violation of the New York Sanitary Code.

**This establishment charges a 20% administration fee to offset costs associated with the administration of your event. This fee is not a gratuity and is not distributed to the employees servicing your event.**

All prices listed are charged per person unless otherwise noted. Prices may be subject to change.

Contact us at 585-359-1800 or www.ritinn.com 2016
**Smoking**
The RIT Inn & Conference Center is a smoke free environment. This includes all guestrooms, meeting rooms, public areas, pools, bars and restaurants.

**Administrative Fee and Sales Tax**
THIS ESTABLISHMENT CHARGES A 20% ADMINISTRATIVE FEE TO OFFSET COSTS ASSOCIATED WITH THE ADMINISTRATION OF YOUR EVENT. THIS ADMINISTRATIVE FEE IS NOT A GRATUITY AND IS NOT DISTRIBUTED TO THE EMPLOYEES WHO SERVICE YOUR EVENT. Any additional gratuity is at the sole discretion of our guests and is not required or expected. All food, beverage, administrative charges and sundry items are subject to an 8% State and Local Sales taxes unless documented proof of exception is provided.

**Insurance**
The RIT Inn and Conference Center is owned by a third party and managed by Gunther & Associates, LLC. In this agency relationship Gunther & Associates, LLC carries general liability insurance for the purpose of protecting itself, the ownership and legal entity from claims made against such for many actions. It does not cover any acts, omissions, etc. from third parties; therefore we require All third party vendors, purveyors or the like to provide the insurance exactly as scripted in the following paragraph.

Supplier shall, at its own expense, maintain insurance as outlined below with minimum limits as referenced. “Gunther & Associates, LLC” and “The 5257 West Henrietta Road, LLC” and “Rochester Institute of Technology” (for Suppliers working on or using the RIT Inn & Conference Center) shall be named as an additional insured on policies providing coverage for #1 and #3 below.

1. Commercial General Liability (1986 ISO form or later) with minimum limits of $1,000,000 per occurrence/$2,000,000 aggregate written on an occurrence basis.
2. Auto Liability (included owned, hired and non-owned autos): $1,000,000 combined single limit (each accident).
3. Excess Liability: $3,000,000 minimum limits in excess of underlying limits. The umbrella shall be no more restrictive than underlying coverage.
4. Worker’s Compensation and Employer’s Liability: Statutory New York State limits. Additionally, if applicable:
5. Professional Liability: Minimum limits of $1,000,000. Coverage shall be maintained for at least four years subsequent to the termination date of this contract; during such four year period, Supplier shall assure that there is no change to the retroactive date of coverage. These coverage’s and limits are to be considered minimum requirements under this Agreement/Purchase Order and in no way limit the liability of the Supplier.

This insurance shall be written by a company licensed to do business in New York State with a minimum A. M. Best rating of A- VII. Each policy shall provide for notification to Gunther & Associates, LLC (30) days prior to termination, material change, or restrictive amendments. The insurance companies issuing the policies shall have no recourse against Gunther & Associates, LLC for payment of any premiums or for any assessments under any form of policy. Gunther & Associates, LLC reserves the right to request copies of insurance policies. The insurance policies referred to above shall be primary insurance ahead of any insurance carried by Gunther & Associates, LLC with respect to the Purchase Order.

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