MEADOW BROOK

Charlestown Rhode Island

INN

168 Carolina Back Road • Charlestown, RI • 401.364.3669 • MeadowBrookInnRi.com

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WELCOME TO THE MEADOW BROOK INN

The Meadow Brook Inn is South County's premier boutique wedding venue nestled in the woodlands of Charlestown, Rhode Island. The venue and grounds embody charm, simple elegance and romance while offering an enchanted private country setting for your wedding ceremony and reception. Whether planning an intimate gathering or gala affair, the property compliments many different wedding styles, from elegant and sophisticated to natural and rustic.

The Meadow Brook Inn was built in the early 1900's, is rich in beauty and history and has served as the perfect backdrop for couples and their guests on their wedding day.

We invite you to be our guest and experience the charm of Charlestown!

"MEADOW BROOK INN – IT'S MORE THAN JUST A PLACE. IT'S A FEELING. IT'S AN EXPERIENCE…THERE'S A LOT OF MAGIC THAT HAPPENS THERE"

EVENT SPACES

CEREMONY

The Meadow Brook Inn’s secret garden is the perfect setting for a romantic al fresco ceremony. Under a canopy of trees and surrounded by lush greenery and a babbling brook, you and your guests will experience the beauty of Meadow Brook Inn’s annual and perennial gardens.

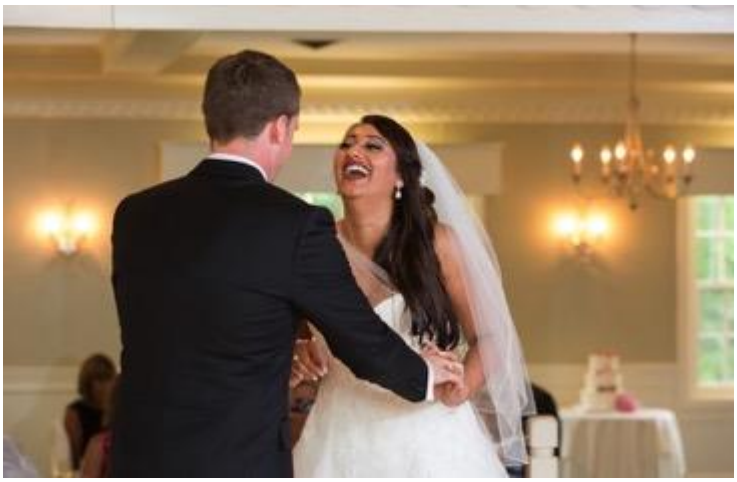
COCKTAIL HOUR

"The Lawn" is the perfect place for cocktails, hors d'oeuvres and merriment prior to the reception. Guests will enjoy wandering the gardens, playing lawn games and listening to music while the couple and bridal party take formal photos throughout the property. We encourage you to join your guests and the festivities as well!

"OUR GUESTS HAD SO MUCH FUN PLAYING LAWN GAMES AT COCKTAIL HOUR...THEY ARE STILL TALKING ABOUT THE APPETIZERS AND SIGNATURE DRINK. WE ARE SWOONING OVER OUR PHOTOS." VICKI

BALLROOM

The Meadow Brook Inn's elegant ballroom can host up to 160 guests and features a crisp neutral canvas, dental molding and chandeliers and crystal sconces that accentuate the natural light from the bay windows. Wedding packages are inclusive of all tables, chairs, china, flatware, glassware, linens and event coordinator. The romantic ambiance of the Meadow Brook Inn's ballroom is the perfect setting for your magical wedding day.



CELEBRATION

Dance the night away with your closest family and friends at the Meadow Brook Inn!
The dance floor (25' x 26') offers ample space for everybody, including a band or DJ.

Lighting is another great addition to your party and can help enhance the mood. The neutral palette of the Meadow Brook Inn is the perfect background for up lighting and our chandeliers can be adjusted throughout the evening. Party on!

WE HAD A BLAST AND DIDN'T WANT TO LEAVE. THANK YOU FOR LETTING US EXTEND OUR CELEBRATION FOR AN EXTRA HOUR. IT WAS A NIGHT WE'LL NEVER FORGET. BERNADETTE

THE LOUNGE

The Lounge is the perfect space for more intimate weddings of 50 guests or less, rehearsal dinners and more photos ops for the couple. It’s a great overflow room for guests who want to take a break from the party OR continue the party in here with a photo booth set up.

THE COUPLE

THE CHANGING ROOM

The Bride's Changing Room is a bright and tranquil space for the bridal party to arrive one and a half hours (more time available upon request) prior to the ceremony to relax and get dressed. Typically, hair and make up is already done prior to arrival so you can use this time to unwind and take your "getting ready" photos. The space includes a vanity, sitting area, bathroom, plenty of mirrors and a dining table set with pitchers of mimosas, soft drinks, bottled water and a cheese/cracker display!

THE GROOM'S EXPERIENCE

Arriving pre-ceremony is the ideal time for the groom to exhale and take photos with the groomsmen and parents. There are endless nooks and crannies on the property from formal to rustic and everything in between. The bar will be available for beer, wine, soft drinks and bottled water.

MENUS AND DETAILS

All of the Meadow Brook Inn's menus have the flexibility of being customized to suit your wedding vision. Our Executive Chef prepares all menu items from a "scratch" kitchen and a complimentary tasting is provided to couples that book their wedding at MBI.

Bronze Wedding Package
Plated Entree

Cocktail Hour

Stationary Hors D'Oeuvres – Select One

Assorted Domestic & Imported Cheese & Cracker Display • Vegetable Crudité with house dip • Traditional Hummus & Pita Wedges • Fresh Fruit Display

Butlered Hors D'Oeuvres – Select Three

Tomato & Basil Bruschetta •Stuffed Mushroom Caps (sausage or bread stuffing) • Pot Stickers with Asian Dipping Sauce • Asian Sesame Chicken tenders •Tomato-Fresh Mozzarella-Balsamic Reduction Bruschetta • Boneless Buffalo Chicken • Assorted Puffs • Mini Potato Croquettes • Risotto Cakes

Reception

First Course – Select One

Spring Mix Greens topped with cucumbers, julienned carrots & grape tomatoes served with house dressing • Seasonal Fresh Fruit Cup • Cup of Soup (Minestrone, Chicken Escarole, Cream of Three Onion)

Second Course: Select Two Entrées (vegetarian options available)

Poultry: Chicken Francese • Chicken Marsala • Chicken Piccata • Herbed Cornish Game Hen with choice of stuffing and sauce • Chicken Breast stuffed with traditional bread stuffing & topped with veloute sauce

Seafood: Baked Scrod Oregonata • Baked Stuffed Filet of Sole with beurre blanc

Pork & Beef: Roast Pork Loin Sliced and topped with apple demi glace or oriental ginger sauce • Sliced, Roast Pork Loin stuffed with spinach, roasted red peppers, provolone cheese and topped with Madeira sauce • Roast Prime Rib au jus

Accompaniments – Select Two

Seasonal Sautéed Vegetables • Herb Roasted Red Bliss Potatoes • Mashed Red Skinned Potatoes • Rice Pilaf

Select One:

Champagne Toast OR Late Night Popcorn Stand (freshly popped and bagged for your guests…a big crowd pleaser!)

All meals are served with fresh baked rolls with creamery butter and a coffee & tea station

Included: Floor Length Linens (off white) with matching overlays and choice of colored napkins

Cost: $70 per person

Please add 20% Service Fee and RI State Sales Tax • Prices Subject To Change

Bronze Wedding Package
Buffet

Cocktail Hour

Stationary Hors D'Oeuvres – Select One

Assorted Domestic & Imported Cheese & Cracker Display • Vegetable Crudité with house dip • Traditional Hummus & Pita Wedges • Fresh Fruit Display

Butlered Hors D'Oeuvres – Select Three

Tomato & Basil Bruschetta •Stuffed Mushroom Caps (sausage or bread stuffing) • Pot Stickers with Asian Dipping Sauce • Asian Sesame Chicken tenders •Tomato-Fresh Mozzarella-Balsamic Reduction Bruschetta • Boneless Buffalo Chicken • Assorted Puffs • Mini Potato Croquettes • Risotto Cakes

Reception

First Course – Select One (served tableside)

Spring Mix Greens topped with cucumbers, julienned carrots & grape tomatoes served with house dressing • Seasonal Fresh Fruit Cup • Cup of Soup (Minestrone, Chicken Escarole, Cream of Three Onion)

Entrée: Select Two Entrées

Chicken Francese • Chicken Marsala • Chicken Piccata • Baked Scrod Oregonata • Baked Stuffed Filet of Sole • Roast Pork Loin Sliced and topped with apple demi glace or oriental ginger sauce • Sliced Beef in a mushroom demi glace • Beef Bourguignon • Sliced Brisket in a red wine sauce • Pepper Steak • Prime Rib au jus Carving Table • Homemade Meatballs • Sausage & Peppers • Eggplant Parmigiana

Accompaniments – Select Three

Seasonal Sautéed Vegetables • Herb Roasted Red Bliss Potatoes • Mashed Red Skinned Potatoes • Rice Pilaf • Penne Pasta with Marinara Sauce

Select One:

Champagne Toast OR Late Night Popcorn Stand (freshly popped and bagged for your guests….a big crowd pleaser!)

All entrees are served with fresh baked rolls & creamery butter and a coffee & tea station

Included: Floor Length Linens (off white) with matching overlays and choice of colored napkins

Cost: $70 per person

Please add 20% Service Fee and RI State Sales Tax • Prices Subject To Change

Silver Wedding Package
Plated Entrée

Cocktail Hour

Stationary Hors D'Oeuvres: Select Two

Baked Brie En Croute • Spanish Salsa & Pita Wedges • Grilled Vegetable Display • Assorted Domestic & Imported Cheese & Cracker Display • Vegetable Crudité with house dip • Traditional Hummus & Pita Wedges • Avocado Hummus & Pita Wedges • Fresh Fruit Display

Butlered Hors D'Oeuvres – Select Five (continuous service)

Scallops & Bacon • Mini Crab Cakes with Roasted Red Pepper Aioli • Beef Empanadas • Assorted Bruschetta • Baby Mozzarella Grape Tomato & Kalamata Olive Kabobs • Shrimp & Tropical Salsa Shooters • Asian Beef • Mini Potato Croquettes • Asparagus & Prosciutto Wraps • Pulled Pork Eggrolls • Chicken or Veggie Quesadillas • Stuffed Mushroom Caps (sausage or bread stuffing) • Pot Stickers with Asian Dipping Sauce • Asian Sesame Chicken Tenders • Boneless Buffalo Chicken • Assorted Puffs • Risotto Cakes

Reception

Champagne Toast

First Course: Select One

Seasonal Fresh Fruit Cup • Cup of Soup (Minestrone, Chicken Escarole, Cream of Three Onion & Seasonal Options)

Second Course: Select One

Spring Mix Field Greens topped with cucumbers, julienned carrots & grape tomatoes served with house dressing • Spring Mix Field Greens topped with fresh pear slices, candied walnuts & citrus vinaigrette • Baby Spinach Salad topped with crispy pancetta, mushrooms & brown sugar vinaigrette

- Continued -

Silver Wedding Package
Plated Entrée

Third Course: Select Two Entrées (vegetarian options available)

Poultry: Porcini mushroom-crusted boneless breast of chicken topped with cognac cream sauce • Chicken Sophie-boneless breast of chicken stuffed with spinach & mushrooms and topped with a red wine shallot sauce • Chicken Forrestiere • Chicken Saltimbocca topped with Madeira sauce • Chicken Camille-boneless breast of chicken served with asparagus, sun dried tomato & garlic cream sauce • Chicken Francese • Chicken Marsala • Herbed Cornish Game Hen with choice of stuffing and sauce • Herbed & Grilled Boneless Breast of Chicken topped with Tropical Salsa

Seafood: Mahi Mahi grilled & served with choice of sauce or salsa • Salmon-Fresh broiled filet served with basil cream, dill cream or mustard cream sauce • Tilapia- sautéed and topped with saffron, scampi or citron sauce • Baked Stuffed Filet of Sole • Baked Stuffed Shrimp-4 jumbo shrimp with traditional stuffing

Beef, Pork and Specialty Cuts: Grilled Sirloin Steak served with peppercorn cream sauce & topped with crispy onions • Grilled Ribeye steak served with two jumbo grilled shrimp (choice of sauce) • Pork Scaloppini with porcini mushroom dust and cognac cream sauce • Bone in Pork Chop-slow roasted & stuffed with spinach, peas & prosciutto • Pork Shank Osso Bucco au jus • Roast Pork Loin Sliced and topped with apple demi glace or oriental ginger sauce • Roast Prime Rib au jus

Accompaniments – Select Two

Seasonal Sautéed Vegetables • Herb Roasted Red Bliss Potatoes • Mashed Red Skinned Potatoes • Rice Pilaf

Late Night Menu

Select One:

Popcorn Stand-freshly popped & bagged popcorn (a big crowd pleaser) • Cheese Pizza-homemade & fresh out of the oven (can be eaten at MBI or guests can box a slice for the ride home!) • Waffle Station • Candied Nuts • Hot Dog Station • New York Style Pretzels-salted or cinnamon sugared • Ice Cream Sundae Bar

All entrees are served with fresh baked rolls & creamery butter and a coffee & tea station

Included:
Floor Length Linens (off white) with matching overlays and choice of colored napkins
Chair Covers
Brides Changing Room (1.5 hours usage prior to ceremony)

VIENNESE DESSERT TABLE AVAILABLE AT ADDITIONAL COST

Cost: $90 per person

Please add 20% Service Fee and RI State Sales Tax • Prices Subject To Change

Silver Wedding Package
Buffet

Cocktail Hour

Stationary Hors D'Oeuvres: Select Two

Baked Brie En Croute • Avocado Hummus & Pita Chips • Spanish Salsa & Pita Wedges • Grilled Vegetable Display •Assorted Domestic & Imported Cheese & Cracker Display • Vegetable Crudité with house dip • Traditional Hummus & Pita Wedges • Avocado Hummus & Pita Wedges • Fresh Fruit Display

Butlered Hors D'Oeuvres – Select Five (continuous service)

Scallops & Bacon • Mini Crab Cakes with Roasted Red Pepper Aioli • Beef Empanadas • Assorted Bruschetta • Baby Mozzarella Grape Tomato & Kalamata Olive Kabobs • Shrimp & Tropical Salsa Shooters • Asian Beef • Mini Potato Croquettes • Asparagus & Prosciutto Wraps • Pulled Pork Eggrolls • Chicken or Vegetable Quesadillas • Stuffed Mushroom Caps (sausage or bread stuffing) • Pot Stickers with Asian Dipping Sauce • Asian Sesame Chicken tenders • Buffalo Boneless Chicken • Assorted Puffs • Risotto Cakes

Reception

Champagne Toast

First Course: Select One (served tableside)

Seasonal Fresh Fruit Cup • Cup of Soup (Minestrone, Chicken Escarole, Cream of Three Onion & Seasonal Options)

Second Course: Select One (served tableside)

Spring Mix Field Greens topped with cucumbers, julienned carrots & grape tomatoes served with house dressing • Spring Mix Field Greens topped with fresh pear slices, candied walnuts & citrus vinaigrette • Baby Spinach Salad topped with crispy pancetta, mushrooms & brown sugar vinaigrette

Entrée: Select Three Entrées**

Porcini mushroom-crusted boneless breast of chicken topped with cognac cream sauce • Chicken Sophie-boneless breast of chicken stuffed with spinach & mushrooms and topped with a red wine shallot sauce • Chicken Forrestiere • Chicken Camille-boneless breast of chicken served with asparagus, sun dried tomato & garlic cream sauce • Chicken Francese • Chicken Marsala • Chicken Cocovan • Chicken Rollatini • Mahi Mahi grilled & served with choice of sauce or salsa • Salmon-Fresh broiled filet served with basil cream, dill cream or mustard cream sauce • Tilapia- sautéed and tomato, capers & olives • Baked Stuffed Filet of Sole • Sole Florentine • Mussels Marinara • Pork Scaloppini with porcini mushroom dust and cognac cream sauce • Braised Pork with Green Chili Sauce • Sliced Top Round of Beef with a mushroom brown gravy • Sliced Brisket with red wine sauce • Roast Pork Loin Sliced and topped with apple demi glace or oriental ginger sauce • Pepper Steak • Steak Pizzaiola • Beef Bourguignon • Veal & Peppers • Sausage & Peppers • Homemade Meatballs • Eggplant Parmigiana

- Continued -

Silver Wedding Package
Buffet

Accompaniments – Select Three
Seasonal Sautéed Vegetables • Herb Roasted Red Bliss Potatoes • Mashed Red Skinned Potatoes • Rice Pilaf • Penne Pasta with Marinara Sauce

Late Night Menu

Late Night Menu
Select One:
Popcorn Stand-freshly popped & bagged popcorn (a big crowd pleaser) • Cheese Pizza-homemade & fresh out of the oven (can be eaten at MBI or guests can box a slice for the ride home!) • Waffle Station • Candied Nuts • Hot Dog Station • New York Style Pretzels-salted or cinnamon sugared • Ice Cream Sundae Bar

All entrees are served with fresh baked rolls & creamery butter and a coffee & tea station

Included: Floor Length Linens (off white) with matching overlays and choice of colored napkins
Chair Covers
Brides Changing Room (1.5 hours usage prior to ceremony)

VIENNESE DESSERT TABLE AVAILABLE AT ADDITIONAL COST

Cost: $90 per person

**Additional Option: select 2 entrees and 1 carving station (roast pork loin, top round of beef, roast turkey, baked ham)

Please add 20% Service Fee and RI State Sales Tax • Prices Subject To Change

Gold Wedding Package
Plated Entrée

Lemonade, Hot Chocolate or Hot Mulled Cider Station for guests to enjoy upon arrival

Cocktail Hour

Stationary Hors D'Oeuvres: Select Three

Antipasto Display • Baked Brie Encroute • Avocado Hummus & Pita Chips • Spanish Salsa & Pita Wedges • Grilled Vegetable Display • Assorted Domestic & Imported Cheese & Cracker Display • Vegetable Crudité with house dip • Traditional Hummus & Pita Wedges • Fresh Fruit Display • Tomato & Mozzarella Napoleons with Rosemary Skewer & Balsamic Reduction

Butlered Hors D'Oeuvres – Select Eight (continuous service)

Jumbo Shrimp Cocktail • Grilled Jumbo Shrimp on a Rosemary Skewer • Mini Grilled Cheese and Tomato Soup Shooters • Cold Asian Noodles in to-go box with chop sticks • Scallops & Bacon • Mini Crab Cakes with Roasted Red Pepper Aioli • Beef Empanadas • Assorted Bruschetta • Baby Mozzarella Grape Tomato & Kalamata Olive Kabobs • Shrimp & Tropical Salsa Shooters • Asian Beef • Mini Potato Croquettes • Asparagus & Prosciutto Wraps • Pulled Pork Eggrolls • Chicken or Vegetable Quesadillas • Stuffed Mushroom Caps (sausage or bread stuffing) • Pot Stickers with Asian Dipping Sauce • Asian Sesame Chicken tenders • Buffalo Boneless Chicken • Assorted Puffs • Risotto Cakes

Reception

Champagne Toast

First Course: Select One

Seasonal Fresh Fruit Cup • Cup of Soup (Minestrone, Chicken Escarole, Cream of Three Onion, New England Clam Chowder & Seasonal Options

Second Course: Select One

Caesar Salad • Spring Mix Field Greens topped with cucumbers, julienned carrots & grape tomatoes served with house dressing • Spring Mix Field Greens topped with fresh pear slices, candied walnuts & citrus vinaigrette • Baby Spinach Salad topped with pancetta, mushrooms & brown sugar vinaigrette • Tomato & Mozzarella Napoleon, Cheese Tortellini with Pesto cream sauce (contains nuts) • Penne Pasta with Vodka or Marinara Sauce (inquire about seasonal sauces) • Eggplant Rollatini

- Continued -

Gold Wedding Package
Plated Entree

Third Course: Select Two Entrées (vegetarian options available)

Poultry: Chicken & Shrimp Duet-chicken Francese, Piccata or Citron with two Jumbo Grilled Shrimp • Porcini mushroom-crusted boneless breast of chicken topped with cognac cream sauce • Chicken Sophie-boneless breast of chicken stuffed with spinach & mushrooms and topped with a red wine shallot sauce • Chicken Forrestiere • Chicken Saltimbocca topped with madeira sauce • Chicken Camille-boneless breast of chicken served with asparagus, sun dried tomato & garlic cream sauce • Chicken Francese Chicken Marsala • Herbed Cornish Game Hen with choice of stuffing and sauce • Herbed & Grilled Chicken Breast Topped with Tropical Salsa

Seafood: Grilled Swordfish Steak topped with choice of sauce/salsa • Pan Seared Tuna Steak with choice of sauce/salsa • Sole Francese atop a bed of sautéed spinach • Mahi Mahi grilled & served with choice of sauce or salsa • Salmon-Fresh broiled filet served with basil cream, dill cream or mustard cream sauce • Tilapia- sautéed and topped with saffron, scampi or citron sauce • Baked Stuffed Filet of Sole • Baked Stuffed Shrimp-4 jumbo shrimp with traditional stuffing,

Beef, Pork and Specialty Cuts: Filet Mignon-grilled with choice of sauce • Surf & Turf-grilled filet mignon and two grilled jumbo shrimp with choice of sauce • Grilled Sirloin Steak with two Jumbo Grilled Shrimp served with peppercorn cream sauce & topped with crispy onions • Grilled Ribeye steak served with two jumbo grilled shrimp and choice of sauce • Pork Scaloppini with porcini mushroom dust and cognac cream sauce • Bone in Pork Chop-slow roasted & stuffed with spinach, peas & prosciutto • Pork Shank Osso Bucco au jus • Roast Pork Loin Sliced and topped with apple demi glace or oriental ginger sauce • Roast Prime Rib au jus

Accompaniments – Select Two

Seasonal Sautéed Vegetables • Herb Roasted Red Bliss Potatoes • Mashed Red Skinned Potatoes • Rice Pilaf

Late Night Menu: Select Two

Viennese Dessert Station • Popcorn Stand-freshly popped & bagged popcorn (a big crowd pleaser) • Carving Station during dinner service • Cheese Pizza-homemade & hot…can be eaten at Meadow Brook Inn or guests can box a slice for the ride home • Waffle Station • Candied Nuts • Hot Dog Station • New York Style Pretzels-salted or cinnamon sugared • Ice Cream Sundae Bar

All entrees are served with fresh baked rolls & creamery butter and a coffee & tea station

Included:
Floor Length Linens (off white) with matching overlays and choice of colored napkins
Chair Covers
Brides Changing Room (1.5 hours usage prior to ceremony)

Cost: $120 per person

Please add 20% Service Fee and RI State Sales Tax • Prices Subject To Change

Gold Wedding Package
Buffet

Lemonade, Hot Chocolate OR Hot Mulled Cider Station for guests to enjoy upon arrival

Cocktail Hour

Stationary Hors D'Oeuvres: Select Three

Antipasto Display • Baked Brie Encroute • Avocado Hummus & Pita Chips Spanish Salsa & Pita Wedges • Grilled Vegetable Display • Assorted Domestic & Imported Cheese & Cracker Display • Vegetable Crudité with house dip • Traditional Hummus & Pita Wedges • Fresh Fruit Display

Butlered Hors D'Oeuvres – Select Eight (continuous service)

Jumbo Shrimp Cocktail • Grilled Jumbo Shrimp on a Rosemary Skewer • Mini Grilled Cheese and Tomato Soup Shooters • Cold Asian Noodles in to-go box with chop sticks • Scallops & Bacon • Mini Crab Cakes with Roasted Red Pepper Aioli • Beef Empanadas • Assorted Bruschetta • Baby Mozzarella Grape Tomato & Kalamata Olive Kabobs • Shrimp & Tropical Salsa Shooters • Asian Beef • Mini Potato Croquettes • Asparagus & Prosciutto Wraps • Pulled Pork Eggrolls • Chicken or Vegetable Quesadillas • Stuffed Mushroom Caps (sausage or bread stuffing) • Pot Stickers with Asian Dipping Sauce • Asian Sesame Chicken tenders • Buffalo Boneless Chicken • Assorted Puffs • Risotto Cakes

Reception

Champagne Toast

First Course: Select One (served tableside)

Seasonal Fresh Fruit Cup • Cup of Soup (Minestrone, Chicken Escarole, Cream of Three Onion, New England Clam Chowder & Seasonal Options)

Second Course: Select One (served tableside)

Caesar Salad • Spring Mix Field Greens topped with cucumbers, julienned carrots & grape tomatoes served with house dressing • Spring Mix Field Greens topped with fresh pear slices, candied walnuts & citrus vinaigrette • Baby Spinach Salad topped with pancetta, mushrooms & brown sugar vinaigrette • Cheese Tortellini with Pesto cream sauce (contains nuts) • Penne Pasta with Vodka or Marinara Sauce (inquire about seasonal sauces) • Eggplant Rollatini

- Continued -

Gold Wedding Package
Buffet

Entrée: Select Three Entrée Choices and One Carving Station

Porcini mushroom-crusted boneless breast of chicken topped with cognac cream sauce • Chicken Sophie-boneless breast of chicken stuffed with spinach & mushrooms and topped with a red wine shallot sauce • Chicken Forrestiere • Chicken Camille-boneless breast of chicken served with asparagus, sun dried tomato & garlic cream sauce • Chicken Francese • Chicken Marsala Chicken Cocovan • Chicken Rollatini • Mahi Mahi grilled & served with choice of sauce or salsa • Salmon-Fresh broiled filet served with basil cream, dill cream or mustard cream sauce • Tilapia- sautéed and tomato, capers & olives • Baked Stuffed Filet of Sole • Sole Florentine • Baked Stuffed Shrimp • Pork Scaloppini with porcini mushroom dust and cognac cream sauce • Braised Pork with Green Chili Sauce • Sliced Top Round of Beef with a mushroom brown gravy • Sliced Brisket with red wine sauce • Roast Pork Loin Sliced and topped with apple demi glace or oriental ginger sauce • Pepper Steak • Steak Pizzaiola • Beef Bourguignon • Veal & Peppers • Sausage & Peppers • Homemade Meatballs • Eggplant Parmigiana

Accompaniments – Select Three

Seasonal Sautéed Vegetables • Herb Roasted Red Bliss Potatoes • Mashed Red Skinned Potatoes • Rice Pilaf • Penne Pasta with Marinara or Vodka Sauce • Cheese Tortellini with Pesto Cream Sauce • Eggplant Rollatini

Options: Select Two

Viennese Dessert Station • Popcorn Stand-freshly popped & bagged popcorn (a big crowd pleaser) • Carving Station during dinner service • Cheese Pizza-homemade & hot…can be eaten at Meadow Brook Inn or guests can box a slice for the ride home • Waffle Station • Candied Nuts • Hot Dog Station • New York Style Pretzels-salted or cinnamon sugared • Ice Cream Sundae Bar

All entrees are served with fresh baked rolls & creamery butter and a coffee & tea station

Included:

Floor Length Linens (off white) with matching overlays and choice of colored napkins
Chair Covers
Brides Changing Room (1.5 hours usage prior to ceremony)

Cost: $120 per person

Please add 20% Service Fee and RI State Sales Tax • Prices Subject To Change

Terms and Conditions

Agreement

Meadow Brook Inn and the above named Client, in consideration of the payment made and to be made by the Client and the promises undertaken by Meadow Brook Inn, do hereby agree that Meadow Brook Inn will provide to the Client its services and a portion of its premises for the purpose of enabling Client to host the function described on cover page of the Agreement.

Function Selection

Client shall complete all menu and other selections no later than four (4) months prior to the function date, at which time the final estimated price may be determined. Client will work with Meadow Brook Inn's Special Events Manager to complete the Function Selection Sheet (BEO) which is incorporated in and deemed part of this Agreement. Once executed by Client, the Function Sheet shall be deemed to reflect the final choices of Client, upon which Meadow Brook Inn shall rely on in preparing for the function. Changes in the function selection may be made at any time after the Client's execution of the Function Selection Sheet, but no later than fifteen (15) days prior to the function date. Thereafter, changes may be made only with the approval of Meadow Brook Inn's Special Events Manager and the total function cost will be amended accordingly. When more than one entrée is selected, Client is required to guarantee the number of each entrée and provide a means of identifying which guest receives which entrée. In the event that unexpected guests attend Client's event, Meadow Brook Inn will make every attempt to serve the same menu items selected for the event, however, this cannot be guaranteed. Client agrees to pay for additional unexpected guests at the end of the event.

Special Menus

Any food allergies or dietary restrictions must be communicated to Meadow Brook Inn at least thirty (30) days prior to the event and must be noted on client's seating chart.

Guest Guarantee

A final guaranteed guest count shall be furnished six (6) weeks prior to the event and cannot be reduced after this time. This represents the number of dinners for which you will be billed. If your attendance exceeds the guarantee, billing will be for the actual number of guests in attendance. Meadow Brook Inn will be prepared to serve 3% over your guaranteed figure. Increases in attendance are accepted up to 3 days prior to your event. A 100-guest minimum is required for a Saturday evening event.

Terms and Conditions

Function Cost

Total function cost will be determined when Client makes all final selections and final head count and entrée counts are provided. A 20% taxable service fee, 7% State Sales Tax and 1% Meal and Beverage Tax will be added to the Client's total bill. Sales Tax will not be applied if an organization is considered non-profit and is able to provide Meadow Brook Inn with a tax exemption certificate for the said organization. Menu prices are published periodically and are subject to change. While every attempt is made to insure that the price for food and beverage items remains constant, the volatility of markets makes it impossible to guarantee pricing beyond 30 days. Prices are subject to change.

Date Reservation Fees and Payment

All reservations are tentative until a contract is executed and date reservation fee is paid. A retainer of $1000.00 is required at the time of booking. Six months prior to your event, an additional $2,000.00 date reservation fee is due. All date reservation fees paid will be deducted from the Client's final invoice. All date reservation fees are non-refundable and non-transferable. Payment of remaining balance is due THIRTY (30) days in advance of the function and is based on the final guarantee. All payments must be made in the form of certified bank check, money order or cash. Final payments made with a credit card will incur a 6% surcharge. Any additional charges incurred during the event that are not covered by the invoice will be due and payable on the day of the function. No function will take place unless Client's final invoice is paid **THIRTY (30)** days prior to Client's event.

Availability

Meadow Brook Inn's ballroom is available seven days a week at the following times:
Daytime Wedding *with* On-Site Ceremony: 10:30am-4:00pm.
Daytime Wedding *without* On-Site Ceremony: 11:00am-4:00pm
During daytime events, bands and disc jockeys must finish playing at 3:45pm.
Evening Wedding *with* On-Site Ceremony: 5:30pm-11:00pm
Evening Wedding *without* On-Site Ceremony: 6:00pm-11:00pm
During evening events, bands and disc jockeys must finish playing (5) minutes prior to contracted end time unless client contracts additional time.

Terms and Conditions

Ceremony

On site ceremony duration is 30 minutes and includes outdoor chair set-up and breakdown, outdoor bar set-up and a thirty-minute rehearsal prior to event date. A two-hour notice must be given to move ceremony inside due to inclement weather. Ceremony fee is $500.

Site Fee

Site fee for Saturday event is $4,000 which includes chairs, tables, flatware, glassware, house floor length ivory linens & china. Site fee for Sunday – Friday (non-holiday) is $3,000. Site Fee for 2024 events is $4,500.

Overtime

Function duration is 5 hours (includes one hour for cocktails and 4 hours for reception).
$500.00 per hour fee is applied after the contracted 5-hour duration.

Food - Beverage – Bar Service

Due to insurance and health code regulations, all food and beverage must be provided by Meadow Brook Inn with the exception of wedding cake and wedding favors. Outside caterers are not permitted. All food and beverage items prepared by Meadow Brook Inn and not consumed during the Client's event remain the property of Meadow Brook Inn and may not be removed from venue after a function. In accordance with Rhode Island State Law, **alcoholic beverages may not be brought on or removed from the premises by Client, vendors or guests of the Client**. A Board of Health Licensed Baker must prepare wedding cakes. **Both cash and open bar options are available**. Open bar is calculated on a consumption basis and Client will settle bar tab at the end of the event. Meadow Brook Inn reserves the right to refuse alcohol service to anyone at any time. We reserve the right to discontinue bar service for any reason. Bar service ends one half hour before contracted end time of event. All guests, including the bridal party, require proper identification. No alcohol may be purchased and/or served to any guest under the age of 21. Meadow Brook Inn practices responsible alcohol service and will refuse service to any guest or patron deemed to be intoxicated. Bartender Fee is $125/bartender for the entire event.

Function Termination

In the event that the client cancels this agreement, the client agrees that Meadow Brook Inn shall be entitled to retain Date Reservation Fee(s) as partial compensation for the loss of business sustained by Meadow Brook Inn. Cancellation requests must be made in writing.

Meadow Brook Inn is not liable for the failure to complete this contract due to strikes, accidents, and interruption in utilities, adverse weather or acts of God such as fire, floods, earthquakes, hurricanes, pandemics or other calamity. Meadow Brook Inn reserves the right to cancel engagements due to these circumstances; compensation provisions previously set forth shall apply. Meadow Brook Inn also reserves the right to terminate this agreement prior to the function date if Client fails to make payments when due or if Client fails to meet deadlines imposed by this Agreement. If Meadow Brook Inn terminates the function, the termination and compensation provisions previously set forth shall apply.

Terms and Conditions

Decorations

All decorations must comply with local and state fire codes. Please do not affix decorations or signs to the walls, doors, fixtures or ceilings with materials other than those approved by Meadow Brook Inn. No nails, tacks, tape or adhesives may be used. The use of confetti is prohibited; if confetti is used in any capacity a $150.00 clean up fee must be paid prior to the completion of the function. Only fresh flower petals may be used during the ceremony. Artificial petals are not permitted and if used, the Client will incur a $150 clean up fee that must be paid prior to the completion of the function.

Vendors

Client is responsible for ensuring that all contracted vendors and performers act in accordance with all local and State laws, regulations and ordinances as well as Meadow Brook Inn's rules and policies.

No less than six months prior to event date, the Client is required to submit a list of all vendors for Meadow Brook Inn's approval prior to client contracting said vendors. If a vendor is not approved by Meadow Brook Inn, the client is responsible for submitting an alternate vendor for Meadow Brook Inn's approval.

All outside vendors are required to submit a certificate of insurance to Meadow Brook Inn one month prior to the function date. If certificate of insurance is not received prior to event, vendor will not be permitted to perform/provide services on Meadow Brook Inn property. We reserve the right to limit the volume of musical entertainment. Entertainment enhancing machinery must be approved prior to the event. **Pyrotechnics of any kind are strictly prohibited.** Any third party vendors hired or otherwise utilized by the Client shall be deemed agents of the Client and not Meadow Brook Inn. Meadow Brook Inn will not be liable for any claims of any nature made by such agents, and Client shall indemnify and hold Meadow Brook Inn harmless from the claims of any such agents.

Client shall instruct all vendors that access to Meadow Brook Inn is available two hours prior to event start time and vendor access shall be through service entrances. All vendors must vacate the property within one hour after the conclusion of the event. Florists are responsible for placing arrangements in appropriate locations. All floral equipment/décor must be removed at the conclusion of event.

Terms and Conditions

Miscellaneous Fees/Package Upgrade Options

- Bride's Changing Room- Fee is $300 and mimosas, soft drinks, bottled water, a cheese & cracker and an attendant are provided. Arrival time for Bride's Changing Room is 1.5 hours prior to start time of the event. Bride's Changing Room is available prior to event only and will be locked and inaccessible for the duration of the event due to insurance carrier regulations. All personal belongings must be removed prior to the ceremony.
- Chairs Covers - $3 per chair
- Table Runners - $8 each
- Non-Alcoholic events will incur an additional fee.
- Late fees will be assessed if second deposit and final payment are submitted after designated due date.

Theft or Damage

Client shall be liable to Meadow Brook Inn for theft or damage to Meadow Brook Inn property caused by any guests or agents of Client.
Meadow Brook Inn shall not be liable to Client for the theft or damage to any personal property of Client or Client's guests, except as may be directly attributable to the negligence of Meadow Brook Inn.

Indemnification by Client

Client agrees to indemnify Meadow Brook Inn and to hold Meadow Brook Inn harmless from and against any claims, demands, liabilities or damages made or suffered by any guest or agents of Client or any employees of Meadow Brook Inn, if the same are caused by any action or omission of Client or any guest or agent of client.

Pandemic Clause

Meadow Brook Inn is obligated to follow all pandemic protocols set forth by the RI Department of Health and RI Department of Business Regulations for venues, weddings and special events including but not limited to capacity limits and service modifications.
In the event of a random act of God, environmental distress or global pandemic, contagion/virus shutdown and if state or federal mandates prohibit the occurrence of your event, Meadow Brook Inn will release Client from the within agreement less the paid non-refundable date reservation fee(s)/booking fees, if the client elects not to reschedule event.
If state and federal mandates allow event to take place but with limited capacity restrictions and Client elects to cancel and not modify event capacity or postpone event, date reservation fee(s) are non-refundable.
If the Client elects to reschedule/postpone event, client may do so within the same calendar year to keep the same pricing/policies and an amended contract will be required.
If the Client postpones to a date outside of the contracted calendar year, a new contract will be generated/signed and the new year's pricing will apply.
All Date Reservation Fee(s) will follow Client to new contracted date.
A $150 non-refundable rescheduling fee will be assessed for every date change.

BAR SERVICE

There are many options for bar service at the Meadow Brook Inn. You can host an open bar (full open bar or beer & wine), a cash bar or a combination of both.

Hosting open bar for cocktail hour only and then switching over to a cash bar for the reception is a popular option. Open bar is calculated on a consumption basis so you are only charged for what is consumed. Any form of an open bar is required to have a dollar limit in place. The options are numerous and varied. Two bartenders are required for events with 100 + guests.

Cheers!

OFF SEASON DATES & RATES

Experience the charm of the Meadow Brook Inn during the months of November – April and enjoy modified ceremony/site fees and reduced package rates (excluding New Year's Eve and official holidays). The Meadow Brook Inn is decorated in full holiday splendor in December complete with fresh poinsettia centerpieces…all you have to do is show up!

(reduced rates: Site Fee- $3,000, Ceremony Fee-$500
Bronze Package-$5 0ff, Silver Package-$10 off, Gold Package-$15 off)

What are you waiting for? Schedule your tour today!