**The Grafton Inn**

GROUP FUNCTION AGENDA

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 Name: Leadership Southeast Dinner

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 Arr: Wednesday September 10, 2014 Depart: Wednesday September 10, 2014

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 Contact: Jen Johnson

 Executive Director Phone:

 56 Main Street Suite 2 802-885-2779 (Jen)

 Springfield, VT 05156

 email: springfieldrcoc@vermontel.net

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 Dining Gratuity: 18% gratuity

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 Billing: Master bill, Incidentals to individuals.

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Mtg Room: Garden Room #P 17

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 Booked By: AC 9/2

Wednesday September 10, 2014

5:30 p.m. Grafton Village Cheese Board- H/A

 Followed by a buffet dinner in Garden Room.

Cash Bar.

6:00 p.m. Dinner set with (1) long table in Garden Room- 17. Will have final head count by 9/12/14

***Lasagna Supper***

*Fresh Garden Salad*

*Homemade Lasagna: Vegetarian and Meat*

*Garlic Bread*

*Lemon Squares and Brownies (bring dessert out during speaker)*

*$24.00 pp ++*

*# of people 17*

6:45 p.m. Dessert to be brought out. Coffee & Tea.- Guest Speaker to begin speaking

7:30 p.m. Conclusion.

All menu selections for lunches/dinners to be made in advance to include vegetarian options.

All food offerings to be prepared with fresh and local ingredients.

The Grafton Inn is a member of Fresh Network in the state of Vermont.

Exclusive use of the Homestead Room, Presidents Room and Parlors as needed throughout the day.

Activities can be added throughout the days to compliment the retreat or meeting.

All alcoholic beverages will be the responsibility of each guest and not included in the package rates.

Menu selections, dining arrangements and all other food and beverage requirements are requested two weeks prior to the event. Number of people attending each meal must be specified two weeks in advance. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. Specific dining space will be assigned depending on final meal count. Any food service and or catering will be done by The Grafton Inn.