



# **SPECIAL EVENT MEETING SPACES & GROUP ROOM BLOCKS**



Wedding  
Receptions

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Showers

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Corporate  
Meetings

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Birthday  
Celebrations

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Family  
Reunions



# Event / Meeting Room Options

Date

Contact Name

Start Time / End Time

Contact Phone Number

Event Name

Contact Email

# of Guests

## Event Room

- Event Name Signage
- Cake Table
- Gift Table
- Dance Floor
- Prop Doors Open
- Head Table
- Registration Desk
- Projector Table
- Bar Set Up

## Seating Style

- Theater
- U-Shaped
- Classroom
- Hollow Square
- Meeting
- Gallery / Workshop
- Interview
- Conference
- Perimeter
- Workshop
- Banquet Plated
- Buffet Banquet
- Long Tables
- Crescent Rounds
- Table Rounds of 10
- Table Rounds of 8

## Table Linens

- Black Tablecloth
- White Tablecloth
- Green Tablecloth
- Burgundy Tablecloth
- White Overlay
- Black Overlay
- Damask Overlay
- Damask Runner
- Black Napkins
- White Napkins

## A/V Equipment

- Projector
- LCD Screen
- Flip Chart / Markers
- Pen / Pads
- Podium
- Microphone
- Standing Microphone
- Speakers
- Conference Phone
- Stool
- Printer

## Catering

- Holiday Inn
- Outside catering
- Ordering In

## Miscellaneous

- Server Needed
- Bartender Needed

## Serveware

- Chafing Dishes
- Hammered Pitchers
- China
- Chafing
- Serving Utensils
- Plastic Plates / Utensils
- Buffet Table

A checklist of options that we offer to make your event custom to your needs. Charges and rates vary depending on individual contract terms.

# Special Events & Meeting Rooms



## Catering

Our collection of menu options ranges from coffee and dessert stations, midday breaks, carving stations, appetizer platters, buffets, to elegant plated dinners. You can choose from our catering option menus or bring your own food & beverage selections.

Special Events are easy at the Holiday Inn Express Chesapeake House. Whether you are planning a meeting or your special day, we are here to help you plan your special event.

## BOARDROOM

750 square ft.

**Capacity:**  
30 people

### Pricing:

1 to 3 hours	150.00
4 to 6 hours	250.00
Daily Rate	375.00

## SUSQUEHANNA ROOM

2500 sq. ft.,  
Private entrance.

**Capacity:**  
140 people

### Pricing:

1 to 4 hours	500.00
5 to 8 hours	750.00
Daily Rate	1050.00



## Meeting Offerings

- Wireless high-speed Internet
- Projector
- LCD Screen
- Dance Floor
- Microphone
- Wireless Printer / Copier
- Podium
- Flip Chart / Markers
- Pens / Pencils / Pads
- Speakers
- Conference Phone

\*Charges may apply



# Group Blocks

## GROUP CODE

Your group will be issued a three-letter code, exclusive to your group. When making reservations, use the group code to assure booking at the discounted group rate.

## METHOD OF RESERVATIONS

Reservations will be made by Rooming List or Individual. All reservations made individually by those in your group can be made by calling our property directly **(410.272.8100)** or **(1.800.465.4329)**, or online at [www.hiexpress.com/aberdeenmd](http://www.hiexpress.com/aberdeenmd)

## GUARANTEED POLICY

All reservations must be guaranteed with a major credit card when booking. Individual reservations must be cancelled not later than 72 hours prior to intended arrival to avoid cancellation charges. Please advise guests to obtain a cancellation number for reference.

## CUT-OFF DATE

Reservations by the individuals in a group room block must be received on or before "Cut-Off Date." The cut-off date is 21 days before the arrival date. At the Cut-Off Date, the reserved rooms for the block will automatically be released for general sale at the regular rate. Release of rooms for general sales following the Cut-Off Date does not affect the rest of the already booked reservations.

## AMENITIES

During your stay please enjoy our property's amenities. We have a year-round indoor-heated salt water pool, fitness center, business center, 24hr kids game room, free parking, and an outdoor gated patio. All guests will receive a hot, complimentary breakfast buffet served from 6:00am -9:30am Monday through Friday, and 7:00am - 10:30am Saturday and Sunday.

## LOCATION

Our property is 1 mile from I-95. Minutes from historic Havre de Grace and 30 minutes for downtown Baltimore. We are just steps away from Maryland locals' favorite restaurants such as The Greene Turtle and The Olive Tree and a short walk from other retail centers.



## NEED 10 ROOMS OR MORE?

Whether you're planning a family reunion, wedding, traveling with colleagues, or need rooms for a major relocation or meeting, we can help with discounted hotel rooms for groups.

## TERMS & CONDITIONS

A minimum of 10 rooms per night must be picked up within the room block to qualify for the group rate. If the minimum is not met, the rate will automatically be adjusted to the regular rate available for that day. Existing reservations within a group which didn't meet the 10-room minimum past the cut-off date, will automatically change to regular rate available for that day. The group contact is responsible for notifying group of cut-off date and rate change.

## CHECK-IN/CHECK-OUT

Rooms are available for check-in after 3:00 p.m. and checkout time is 11:00 am. If rooms are not available when guests arrive or guests arrive early, we will be delighted to store luggage for them. We will also store luggage for those guests who require a delayed departure.

## EARLY CHECK OUT

Any group room block guest who departs the hotel ahead of his or her schedule date of departure and not within the 72hr cancellation window, will be charged one night room and tax in addition to any charges accrued during their stay.

## REWARDS POINTS

Points earned in a group are awarded to the person who pays for the room and/or rooms and is enrolled in the Business Rewards Points Program. Individuals can receive points for their own room if enrolled in the IHG Rewards Club.

# BEVERAGES & BREAKS

## Coffee & Tea Station | 2.25 per person

Includes freshly brewed coffee, decaffeinated coffee, assorted gourmet teas, cream, milk, sugar

## Refreshment Break | 5.00 per person

Includes freshly brewed coffee, decaffeinated coffee, assorted gourmet teas, assorted soft drinks, bottled water

## Water Service | 1.50 per person

Aquafina bottled water & glasses

## Sparkling Water | 2.75 per person

## Afternoon Break | 7.00 per person

Includes freshly brewed coffee, decaffeinated coffee, assorted gourmet teas, assorted soft drinks, bottled water, freshly baked cookies

## Soft Drinks | 2.50 per person

## Breakfast Station | 12.95 per person

Scrambled eggs, egg white vegetable frittata, two breakfast meats, pancakes, breakfast breads, assorted yogurts, coffee, tea, juices, milk, fresh whole fruit

## Break Enhancements

Bagels & Spread | 2.25

Fresh Cookies | 1.50

Fresh Brownies | 2.00

Assorted Juices | 1.50

Fresh Sliced Fruit | 2.65

Chips/Pretzels | 4.25

Flavored Creamers | 1.00

Trail Mix/Granola Bars | 1.50

Assorted Yogurts | 2.50

Assorted Breakfast Breads | 2.50



# LUNCH

## Quick Bite | 10

Includes one sandwich, potato chips, cookies, and bottled water

- Roast Beef and Cheddar
- Ham & Swiss
- Turkey & Cheddar

## Deli Lunch | 12

Sliced Deli Meats, Assorted Cheeses, Sandwich Bread Rolls, and Condiments.

Includes garden salad with house dressing, cookies, and freshly brewed iced tea

## Hot Lunch Buffet

### One Choice | 14    Two Choices | 17

Includes your choice of entree, seasoned mixed vegetables, garden salad with house dressing, freshly baked bread, and brewed iced tea

- Baked Ziti
- Four Cheese Beef Lasagna
- Chicken Marsala with Penne
- Sliced Turkey, Stuffing, and Gravy
- Italian Sausage Peppers & Onions
- Baked Fish with Lemon Butter Sauce
- Meatballs Parmesan with Penne
- Lemon Herb Chicken with Roasted Potatoes

All pricing is per person unless otherwise noted. Prices are subject to change without notice. Price Subject to 6% tax, 18% gratuity, set up fee.



## Plated Lunch | 18

Includes your choice of one entrée & one side dish, one choice of vegetable side, fresh baked bread, freshly brewed Iced tea & water

### Entrees | choose one

Chicken Marsala: Chicken breast sautéed with fresh mushrooms and garlic in Marsala wine sauce

Homemade Lasagna

Lemon Herb Chicken: Tender chicken breast rubbed with fresh herbs and lemon

Baked Fish: Baked Fish Filet drizzled with fresh lemon and a dab of butter

### Sides | choose one

Pasta Salad	Potato Salad
Mashed Potatoes	Penne Marinara
Rice Pilaf	Roasted Potatoes

### Vegetable Sides | choose one

Mixed Vegetable Medley	Green Beans
Steamed Broccoli	Coleslaw





# APPETIZERS & DESSERTS

	<b>50 Pieces</b>	<b>100 Pieces</b>
Steamed Shrimp	145	275
Crab Balls	185	345
Buffalo Wings	90	175
Miniature Quiche	90	175
Stuffed Mushrooms with Crab	160	300
Mozzarella Tomato Basil Kabobs	130	195
Mozzarella Sticks	100	185
Deviled Eggs	90	150
Chicken Tenders / Dips	110	250
Italian Meatballs	80	150
BBQ Meatballs	80	150
Baby Hot Dogs in Pastry	90	175
Fried Ravioli	100	185
Assorted Cheese Platter	2.65 per person	
Vegetables / Dip Platter	2.65 per person	
Fresh Fruit Platter	2.65 per person	
Fresh Fruit & Cheese Platter	5.00 per person	
One Choice Dessert: Cookies, Pies, Chocolate, or Carrot Cake	3.85 per person	
Two Choice Dessert: Cookies, Pies, Chocolate, or Carrot Cake	6.55 per person	



All pricing is per person unless otherwise noted.  
Prices are subject to change without notice.  
Price Subject to 6% tax, 18% gratuity, set up fee.

# DINNER

## Traditional Dinner Buffet

One Choice | 18 Two Choices | 22

Includes your choice of entrée, choice of two side dishes, garden salad, house dressing, baked bread, and brewed iced tea

- Baked Fish with Lemon Butter Sauce
- Seafood Newburg\*
- Sliced Pork Tenderloin
- Chicken Marsala
- Sliced Roast Beef with Mushroom Demi-Glace
- Homemade Lasagna
- Roast Turkey Stuffing and Gravy
- Chicken Cordon Bleu
- Blacked Salmon
- Chicken Penne Alfredo
- Sausage Peppers and Onions
- Stuffed Chicken Imperial\*
- Stuffed Flounder Imperial\*
- Shrimp Scampi\*
- Beef Brisket
- Baked Half Chicken with Gravy

*\*Additional \$2.00 per person*

### Side Dishes | choose two

Broccoli	Jasmine Rice Pilaf	Green Beans
Mashed Potatoes	Mixed Vegetables	Penne Pasta
Baked Beans	Roasted Potatoes	Baked Potato*
Macaroni & Cheese*	Asparagus*	Brussel Sprouts*
Corn on the Cobb	Fettuccine Alfredo*	

*\*Additional \$1.15 per person*



## Plated Dinner | 24

Includes your choice of one entrée, one choice of side dish, garden salad with house dressing, baked bread, and brewed iced tea

- Roasted Turkey, Stuffing, and Gravy
- Barbeque Roasted Chicken
- Stuffed Shells
- Chicken Marsala
- Chicken Cordon Bleu
- Shrimp Scampi\*
- Blackened Salmon
- Barbeque Ribs
- Roasted Pork with Gravy
- Broiled Flounder
- Homemade Lasagna
- Chicken Penne Alfredo
- Maryland Crabcake
- Filet Mignon\*
- Prime Rib with Au Jus\*
- Beef Brisket
- Stuffed Flounder Imperial\*
- Stuffed Chicken Breast Imperial\*
- Steak and Crabcake\*
- Baked Half Chicken with Gravy

*\*Additional \$5.00 per person*

### Side Dishes | choose two

Broccoli	Jasmine Rice Pilaf
Mashed Potatoes	Mixed Vegetables
Green Beans	Penne Pasta
Baked Beans	Roasted Potatoes
Baked Potato*	Macaroni & Cheese*
Brussel Sprouts*	Asparagus*
Corn Cobb	Fettuccine Alfredo*

*\*Additional \$1.15 per person*

All pricing is per person unless otherwise noted. Prices are subject to change without notice. Price Subject to 6% tax, 18% gratuity, and set up fee. We prepare 5% more food than guaranteed number however, a per person charge will be incurred if the guaranteed amount of guests are exceeded. If numbers are less than the guarantee no refund will be made. 7 days prior to the event date, we will finalize the event contract and any catering requirements. Current pricing is guaranteed for all functions held within 90 days of booking with a signed contract.



## Terms and Conditions of Meeting / Event Space

The hotel does not permit nails, tacks, staples, glitter, smoke machines, pyrotechnics. If fire department and/or police authorities are summoned due to activities in your function room, the event will be stopped immediately with no refund. Nothing is to be fastened, stapled, tacked, nailed, or glued on the function room walls or ceilings. Any set up changes within 48 hours of a function are subject to labor. Masking tape is allowed. Electric tape is prohibited. Decorations are not to be attached to any fixtures without hotel management consent.

The room is open to be set up 30 min prior to event without charge. Anything over 30 minutes of the allotted time, whether before or after event scheduled and contracted time will require additional charges.

Conveners accept full responsibility for all persons attending and agree to be held liable for their actions. Any equipment or hotel property missing or damaged will be subject to an additional replacement charge to the convener.

We can provisionally/tentatively hold space for you, but not guarantee until 50% deposit and contracted commitment. The hotel requires a 72hr notice of guaranteed attendance. If the convener is unable to provide a guaranteed number, the last number received will be considered the guarantee. The convener is responsible to pay for guaranteed numbers if event is a seated and/or buffet catered event. If numbers are less than the guarantee no refund will be made. 7 days prior to the event date, we will finalize the event contract and any catering requirements. Current pricing is guaranteed for all functions held within 90 days of booking with a signed contract. Space cannot be held without a guaranteed method of payment. We are happy to accept cash, debit card, credit card, company check\* for payment and deposit.

Payment: a 50% upon receipt of a signed contract. Full payment is due 7days prior to event.

All cancellations must be submitted in writing to the sales department 7 days prior to event date. Cancellations within 72 hours of the function date are subject to 50% of the expected food and beverage revenues and meeting room rental.

Outside food and drinks may be brought with prior permission from the sales dept. We provide catering to which final menu selections must be submitted at least 1 week prior to event.

We prepare 5% more food than guaranteed number however, a per person charge will be incurred if the guaranteed amount of guests are exceeded. If numbers are less than the guarantee no refund will be made. 7 days prior to the event date, we will finalize the event contract and any catering requirements. Current pricing is guaranteed for all functions held within 90 days of booking with a signed contract.

Alcohol: We do not have a liquor license to offer alcohol. You may bring your own alcohol if abiding by the following guidelines: Alcohol is not permitted to be sold. Alcohol must stay in event room. Nobody under the legal age of 21 is authorized to consume alcohol. If any of the above guidelines are not followed, we reserve the right to immediately stop the event to which no refund will issued.

We reserve the right to move or alter meeting space allocations in response to changes in the number of attendees, layout concerns, technical issues, and for reasons of health and safety. If the attendance of a function increases or decreases, we reserve the right to change or alter the function room with no notification to the convener.

Coffee station, complimentary breakfast, computers, printers, pool area, fitness room, meeting area, patio, ice, cutlery, plates, glassware, and supplies can be supplied for a surcharge.

# Meeting Room Price List

<b>Susquehanna Room</b>		2500 sq ft	<b>Boardroom</b>		750 sq ft
1 to 4 hours	500.00		1 to 3 hours	150.00	
5 to 8 hours	750.00		4 to 6 hours	250.00	
Daily Rate	1050.00		Daily Rate	375.00	
<b>Capacity:</b> 140 w Table Rounds / 120 w Dance Floor			<b>Capacity:</b> 30 people / 20 people with Table Rounds		
Flip Chart / Markers	25.00	Projector / Screen	30.00		
Microphone / Speakers	10.00	Pen / Pads	2.25 per person		
			(50 pcs)	(100 pcs)	
China, Silverware, Glassware	1.20	Steamed Shrimp	145.00	275.00	
Serveware	.25	Crab Balls	175.00	345.00	
Chafing Dish	5.00 ea	Buffalo Wings	90.00	175.00	
Cloth Napkins	.25	Mini Quiche	90.00	175.00	
Hammered Pitcher	1.20 ea	Stuffed Mushrooms w Crab	160.00	300.00	
Table Linen	6.75 per table	Cheese Platter	2.65 per person		
Air Pots	2.50 ea	Veg Dip Platter	2.65 per person		
		Fruit & Cheese Platter	5.00 per person		
Breakfast Breads	2.50	Fruit Platter	2.65 per person		
Coffee Tea Station	2.25	Deviled Eggs	90.00	150.00	
Water Service	1.50	Chicken Tenders & Dip	110.00	150.00	
Soft Drinks	2.50	Italian Meatballs	80.00	150.00	
Sparkling Water	2.75	Baby Hotdogs Pastry	90.00	150.00	
All Day Coffee Break	7.00	Mozzarella Sticks	100.00	185.00	
Afternoon Break	5.00	Mozzarella Sticks	100.00	185.00	
Flavored Creamers	1.00	Dessert Platter (1 choice)	3.85 per person		
Breakfast Station	12.95	Dessert Platter (2 choices)	5.65 per person		
Bagels/Spreads	2.25	<b>Lunch</b>	<b>One Choice</b>	<b>Two Choices</b>	
Cookies	1.50	Quick Bite	10.00	-	
Brownies	2.00	Deli Lunch	12.00	-	
Juices	1.50	Hot Lunch Buffet	14.00	16.00	
Sliced Fruit	1.50	Plated Lunch	17.00	-	
Chips/Pretzels	4.25	<b>Dinner</b>	<b>One Choice</b>	<b>Two Choices</b>	
Breakfast Station	12.95	Dinner Buffet	16.00	18.00	
Cereal/Granola Bars	1.50	Dinner Buffet Upgrade	2.00	-	
Assorted Yogurt	1.50	Plated Dinner	20.00	-	
		Plated Dinner Upgrade	5.00	-	

If catered by us we do not charge for linens, silverware, etc. 18% gratuity is added to catering. 6% tax applied.