

**MASTER AGREEMENT AMENDMENT**

ADVANTAGE CONTRACT #: 18P 190523000000000000182	
COMMODITY/SERVICE DESCRIPTION: PQVL for Conference and Meeting Facilities	
START DATE: 5/16/2024	END DATE: 9/30/2026

This Contract is between the following State of Maine Department and Provider:

STATE OF MAINE DEPARTMENT		
DEPARTMENT NAME: Office of State Procurement Services		
ADDRESS: 111 Sewall St., 4 th Floor Burton Cross Office Building, SHS# 9		
CITY: Augusta	STATE: ME	ZIP CODE: 04333-009
PROVIDER		
PROVIDER NAME: Sugarloaf Mountain Corp		
ADDRESS: 5092 Access Rd		
CITY: Carrabassett Valley	STATE: ME	ZIP CODE: 04947
PROVIDER'S VENDOR CUSTOMER #: VC1000087369		

Each signatory below represents that the person has the requisite authority to enter into this Contract.

Department Representative:

Provider Representative:

Signed by:
8/11/2025
2D5B6E39F57E44A...
Bill Allen, Senior Procurement Manager

DocuSigned by:
8/11/2025
9C4E78113419487...
Taylor Jordan, Senior Sales Manager

The contract is fully executed when all parties sign and funds have been encumbered. Upon final approval by the Office of State Procurement Services, a case details page will be made part of this contract.

DEPARTMENT AND PROVIDER POINT OF CONTACT and PROCUREMENT METHOD

PROCUREMENT SERVICES MA MANGER: The Procurement Services MA Manager manages the MA contract documents. All other communication is to be with the agency the services were provided to.

NAME: Michelle Fournier	
EMAIL: michelle.fournier@maine.gov	TELEPHONE: 207-592-8197

VENDOR CONTACT: The vendor contact person will help consumers place orders, inquire about orders that have not been delivered, all shipping issues, quality issues and any issues pertaining to the Master Agreement (MA) contract. All orders not submitted through a Delivery Order will be sent through the vendor contact person. The vendor contact person for this MA is:

NAME: Taylor Jordan	
EMAIL: tjordan@sugarloaf.com	TELEPHONE: 207-237-6884

Any changes to the individuals identified above may be changed at any time through written notice by either party.

Master Agreement (MA) procurement method: RFP# 201803033

TABLE OF RIDERS

The following Riders are incorporated into this Contract and made part of the agreement.

RIDER	
<input checked="" type="checkbox"/>	Rider A – Scope of Work
<input checked="" type="checkbox"/>	Rider B – Terms and Conditions
<input type="checkbox"/>	Rider C – Exceptions
<input checked="" type="checkbox"/>	Rider D – Responsible Bidder Certification
<input checked="" type="checkbox"/>	Rider E – Rate Sheet and Food Policies
<input checked="" type="checkbox"/>	Rider G – Identification of Country in Which Contracted Work will be Performed

RIDER A: SCOPE OF WORK**TABLE OF CONTENTS**

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I. CONTRACT AMENDMENT PERIOD:

Start **10/01/2025** through **09/30/2026**

II. INTRODUCTION/OVERVIEW:

This Master Agreement (MA) is awarded as part of the Pre-Qualified Vendor List (PQVL) for the provision of rental space for conference and meeting room facilities for the use of all state agencies for a variety of events on an as needed/as available basis. State agencies could request partial or full-service accommodation, which may include, but is not limited to:

- 1. Space Rental, Setup, Signage, Parking, etc.
- 2. Technology, Rentals and Support
- 3. Meals
- 4. Lodging

III. SPECIFICATIONS:

The Provider will provide conference and meeting space/rooms for the use of all state agencies for a variety of events on an as needed basis. The Provider will coordinate, oversee and manage, on a daily basis, all aspects of the event whether small or large for room set up, conference hosting, event flow, staging, etc.

Location

Service will be provided in Region 2.

Space Rentals and Signage:

At the request of a state agency for large multiday conferences the Provider will allow access to the facility the day prior to the event to deliver items and/or set up for the following morning. Prior

to usage, each room should be set up by the facilities staff as requested. Rooms may require furniture, including tables, table skirts, chairs, stools, podium, lectern, dais, staging, pipes and drapes, etc. Rooms should also have a sufficient HVAC system.

1. **Large Conference/Main Meeting Room Rentals:** Main conference room area that will adequately fit requested number of attendees and agreed-upon accommodations. Agencies may request a large meeting room to accommodate all attendees for needs such as: general session, dining, exhibitor area, etc.
2. **Breakout/Meeting Rooms:** Smaller or secondary conference room(s) used for smaller group meetings to be used concurrent with general assembly room. In most cases, it is preferred that these rooms be in the same building as the large banquet/meeting room (when utilized). If the breakout room is part of the main meeting room, it should have a floor to ceiling partition to provide a sound barrier in order for sessions to run concurrently.
3. **Dining Rooms:** Agencies may request a separate meal/break serving area on-site so that neither set-up nor clean-up will interfere with scheduled presentations.
4. **Registration/Lobby area:** Agencies may require a Registration/Lobby area outside of any meeting room.
5. **Secure Storage Area:** Agencies may require a separate secured storage area (mostly for multiday conferences) for equipment, materials, etc.
6. **Restrooms:** Adequate (multi-stall) restroom facilities for participants.
7. **Exhibit Areas:** Some Agencies hold events that require exhibit areas for inside and/or outside the facility.
8. **Inside/Outside Signage:** Agencies may request signage both inside and outside.

A. Facility One Point of Contact

Throughout the duration of the master agreement there will be one dedicated representative assigned as a facility coordinator to oversee and manage all aspects of the event to be sure it runs smoothly and to assist the Agency utilizing the facility with questions and/or needs that arise throughout the event.

B. Technology, Rentals and Support

If applicable, provide onsite technical expertise for both the Agency and attendees for network and internet connectivity and audio-visual support.

1. **Wireless Internet Access:** Facility should include free high speed wireless Internet access sufficient for the number of anticipated participants simultaneously using the Internet, if needed. Some events may require websites/programs on a network infrastructure requiring regular access to the public worldwide web as well as to standard email servers. If there are, standard facility filtering or blocking features the Provider may be asked to turn it off for the conference, if needed.
2. **Rentals:** Equipment may or may not be provided by the using Agency. The Agency may require the need to rent equipment from the Provider. Such items could include but not limited to:
 - a. Staging
 - b. Digital Projection Equipment
 - c. Small and Large Screens
 - d. Handheld and Lapel Microphones
 - e. Step Stools
 - f. Easels
 - g. Flags
 - h. Charts
 - i. VHS or DVD Players
 - j. Audio/Video Cart
 - k. Cables, Connectors, Power Strips, Extension Cords
 - l. Amplifier Appropriate for Room Size
 - m. Laser Pointer
3. **Audio Visual Equipment and Support:** The Agency may request audiovisual equipment and support for specific events.

C. Other Requirements

1. **Americans with Disabilities Act (ADA) Compliance:** All spaces, including, but not limited to, presentation spaces, parking, and restrooms should be accessible for individuals with disabilities as per the Americans with Disabilities Act <http://www.gpo.gov/fdsys/pkg/STATUTE-104/pdf/STATUTE-104-Pg327.pdf>. If participants require accommodations to access the content of the event, such as an American Sign Language interpreter, the Agency will provide these services separate from this RFP.
2. **Smoke-Free:** Facility must comply with all applicable laws regarding smoke-free environments.

D. Meals

Meals will be determined by each Agency and will be specific to each event and may or may not be a requirement.

1. **GSA Rates:** Meal pricing, including plates, napkins, utensils, tablecloths, gratuities, etc., must remain within the current maximum approved GSA Per Diem Rates for applicable Agencies. Below are links for the most current rate information.

<http://www.gsa.gov/portal/category/100120>

<https://www.maine.gov/osc/travel/per-diem>

Meals must conform to the State Administration and Accounting Manual. Meals with meetings is covered in section 10.40.70 per the link below.

<https://www.maine.gov/osc/administration/saam>

2. **Meal items:** Agencies may request breakfast, lunch, snacks and/or dinner. Providers shall have menu options that provide for a balanced diet with a variety of choices. Providers should provide menu selections that are modest. Water stations may be requested as needed.
3. **Dietary Restrictions:** Providers should be able to accommodate specific dietary restrictions such as food allergies or special diets (vegetarian, vegan, etc.) made in advance upon request.

E. Lodging

Some events may require overnight accommodations.

1. Lodging is preferred onsite but could be through other local area facilities. Providers who provide onsite lodging should accommodate the total expected number of conference participants. Rooms should be single occupancy and clean, well maintained, and well lit. Rooms should also include wireless internet access for all guests.
2. Providers are encouraged to offer their most competitive pricing for lodging, in most cases using Agencies seek costs not to exceed the State of Maine per diem rate. See per diem rate information for your area by clicking on the following link and selecting Maine on the US map, <http://www.gsa.gov/portal/category/100120>.

F. Parking

Adequate parking for all participants (to include onsite parking for individuals with disabilities), or as an alternative, secondary parking with shuttle services of less than five-minute duration preferred.

G. Reservations

Providers should have a clear Reservation Plan for how state Agencies should make reservations, if required. Provider must accept reservations for an event or meeting space without requiring pre-payment.

H. Cancellations

Scheduled events may be cancelled by the Agency without penalty, up to 30-days prior to the scheduled event, including, but not limited to: room rentals and meals. Any penalties for cancellations after the above stated cancellation period, and the policies governing such cancellation, must be clearly stated by Provider. If a cancellation policy is not provided, there will be no penalty for events cancelled less than 30-days before the event date.

I. Reporting

Provide to the contract administrator a annual report no later than thirty (30) days after the end of each year which includes:

1. A summary of the services ordered indicating those paid for with a DO, open market and/or agency credit card;
2. The agency utilizing the facility;
3. The total dollar value for each event by agency

9. Alcohol Services Prohibited

Alcoholic beverages and related services shall not be included in any event agreements or delivery orders under the Master Agreement by or on behalf of the State of Maine.

The Provider shall not offer or include alcohol products or services in any proposals, deliverables, or events involving State of Maine agencies.

State agencies are prohibited from contracting for, including, or paying for alcohol products or services. These expenses are not eligible for reimbursement or payment under the Master Agreement.

Any associated costs must either:

- Be paid for directly by event attendees; or
- Be assumed by a non-State affiliated sponsor, without the use of State funds.

IV. AMENDMENT/EXTENSION PRICE/RATE CHANGES:

The State of Maine shall extend the current Master Agreement with Sugarloaf Mountain Corp for a one-year term, effective **October 1, 2025, through September 30, 2026.**

Please see attached for new pricing/rates.

This amendment incorporates the revised Rider B: Terms and Conditions. For changes to other Riders, refer to the Table of Riders above.

Alcoholic beverages and related services shall not be incorporated in any agreements or delivery orders entered into under the Master Agreement by or on behalf of the State of Maine.

V. CONTRACTED PRICING/RATES**Contract Pricing Rates:**

The new pricing/rates are incorporated in full text and are valid for the new Master Agreement period. Please see attached for details.

Price and Rate Guarantee Period:

All quoted prices and rates must be guaranteed for and must remain firm for minimally one year of the initial contract period. Any approved price or rate adjustments must be held firm for minimally one year or the remainder of the contract period.

Price Adjustment Requests:

Price adjustment requests must be made by the vendor at least sixty (60) days prior to the effective date. Requests for price adjustments must include sufficient documentation from the manufacture supporting the request. The price adjustment will not go into effect until the contract amendment has been fully approved by the State of Maine.

VII. AUTHORIZED USERS**Authorized Users:**

All State of Maine departments and agencies are authorized to utilize this Master Agreement.

Municipalities, Political Subdivisions, and School Districts in Maine:

- ☐ Not permitted to utilize this Master Agreement (MA)
- ☐ Permitted to utilize this MA as written
- ☒ Permitted to utilize this MA with the following condition: *With mutual consent of the Provider*

VI. ORDERING PROCEDURE/DELIVERY INFORMATION

Maine Armory Rental Program – When seeking facilities, Agencies are required to include the Maine State Armories, if applicable, when considering possible event locations. For more information on the programs go to

<https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/maine-armory-rental-program>

Use of Master Agreements

Once an agency has a need for a facility or conference services, the Agency will notify all prequalified vendors who meet the required geographical area and event size when specific services are needed by initiating the mini-bid process. Providers will be given a description of the particular services needed and asked to respond within a specific timeframe. Bids submitted on behalf of the mini bid process will be evaluated on the basis of the Providers' proposed cost or both proposed cost and detailed offering.

The Agency, as applicable, will then select one Provider based on the bids submitted and criteria being evaluated during the "mini-bid" process. Please note, the costs proposed under this RFP process will form the foundation of each Provider's future "mini-bid" responses – that is, a Provider may not propose rates in the "mini-bid" that are above what is proposed in response to this RFP process (but a Provider may propose a rate lower, if it so chooses).

An Agency would create a Delivery Order (DO) against the MA to secure the facility with the awarded bidder concluding the mini-bid process. Delivery Order will be emailed to the Provider's email address on file.

Public school systems and/or municipalities will handle their own orders and will be responsible for all payments.

MAs are to be used as a tool for Agencies, however each Agency reserves the right to select Providers from the PQVL without using this mini-bid process for emergencies, for projects less than \$10,000 and if only one Provider is able to meet the geographical and event size requirements. At the discretion of the State, large projects and/or projects with unique needs not covered within this RFP may be released and awarded through project specific RFPs. Providers for those projects will not be selected from the PQVL, rather through a separate RFP or other procurement process based on their specific needs/timelines.

RIDER B: TERMS and CONDITIONS

1. **INVOICES AND PAYMENT**. Department will pay the Provider as follows: Payment terms are net 30 days from the date the State receives an error-free invoice with all necessary and complete supporting documents.

All invoices must include the following:

- A. Advantage Contract numbers for this contract.
 - B. Vendor Code number assigned when registering as a vendor with the State of Maine. This number appears on all Contracts and Purchase Orders and can be acquired from the agency contact.
 - C. Itemizing all work performed during the invoice period, including the dates of service, rates of pay, hours of work performed, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State.
 - D. In cases where hourly rates of contracted resources are concerned, invoices must contain a copy or copies of time sheets associated with that invoice. Time sheets will need to be reviewed and approved by the State's contract administrator.
2. **BENEFITS AND DEDUCTIONS**. If the Provider is an individual, the Provider understands and agrees that they are an independent contractor for whom no Federal or State Income Tax will be deducted by the Department, and for whom no retirement benefits, survivor benefit insurance, group life insurance, vacation and sick leave, and similar benefits available to State employees will accrue. The Provider further understands that annual information returns, as required by the Internal Revenue Code or State of Maine Income Tax Law, will be filed by the State Controller with the Internal Revenue Service and the State of Maine Bureau of Revenue Services, copies of which will be furnished to the Provider for their Income Tax records.
3. **INDEPENDENT CAPACITY**. In the performance of this Contract, the parties hereto agree that the Provider, and any agents and employees of the Provider, shall act in the capacity of an independent contractor and not as officers or employees or agents of the State.
4. **DEPARTMENT'S REPRESENTATIVE**. The Contract Administrator shall be the Department's representative during the period of this Contract. The Contract Administrator has authority to curtail services if necessary to ensure proper execution. They shall certify to the Department when payments under the Contract are due and the amounts to be paid. They shall make decisions on all claims of the Provider, subject to the approval of the Commissioner of the Department.
5. **CHANGES IN THE WORK**. The Department may order changes in the work, the Contract Amount being adjusted accordingly. Any monetary adjustment or any substantive change in the work shall be in the form of an amendment, signed by both parties and approved by the State Procurement Review Committee. Said amendment must be effective prior to the execution of the changed work.
6. **SUB-CONTRACTORS**. The Provider may not enter into any subcontract for the work to be performed under this Contract without the express written consent of the Department. This

provision shall not apply to contracts of employment between the Provider and its employees.

The Provider is solely responsible for the performance of work under this Contract. The approval of the Department for the Provider to subcontract for work under this Contract shall not relieve the Provider in any way of its responsibility for performance of the work.

All Subcontractors shall be bound by the terms and conditions set forth in this Contract. The Provider shall give the State immediate notice in writing of any legal action or suit filed, and prompt notice of any claim made against the Provider by any Subcontractor, which may result in litigation related in any way to this Contract, or which may affect the performance of duties under this Contract.

7. **SUBLETTING, ASSIGNMENT OR TRANSFER**. The Provider shall not sublet, sell, transfer, assign or otherwise dispose of this Contract or any portion thereof, or of its right, title or interest therein, without the written request and written approval from the Department. Such approval shall not in any case relieve the Provider of its responsibility for performance of work or liability under this Contract.

8. **EQUAL EMPLOYMENT OPPORTUNITY**. During the performance of this Contract, the Provider certifies as follows:

A. The Provider shall not discriminate against any employee or applicant for employment relating to this Contract because of race, color, religious creed, sex, national origin, familial status, ancestry, age, physical or mental disability, sexual orientation, or gender identity, unless related to a bona fide occupational qualification.

Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Provider agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this nondiscrimination clause.

B. The Provider shall, in all solicitations or advertising for employees placed by or on behalf of the Provider relating to this Contract, state that all qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, familial status, ancestry, age, physical or mental disability, sexual orientation, or gender identity.

C. The Provider shall send to each labor union or representative of the workers with which it has a collective bargaining Contract, or other Contract or understanding, whereby it is furnished with labor for the performance of this Contract a notice to be provided by the contracting agency, advising the said labor union or workers' representative of the Provider's commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The Provider shall inform the contracting Department's Equal Employment Opportunity Coordinator of any discrimination complaints brought to an external regulatory body (Maine Human Rights Commission, EEOC, Office of Civil Rights, etc.) against their agency by any

individual as well as any lawsuit regarding alleged discriminatory practice.

- E. The Provider shall comply with all aspects of the Americans with Disabilities Act (ADA) in employment and in the provision of service to include accessibility and reasonable accommodations for employees and clients.
- F. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Contract so that such provisions shall be binding upon each Subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

- 9. CONFLICT OF INTEREST.** The Provider warrants that no State employee has or will receive any direct or indirect pecuniary interest in or receive or be eligible to receive, directly or indirectly, any benefit that may arise from this Contract, for any employee who participated in any way in the solicitation, award or administration of this Contract according to [Title 5 MRS §18-A, \(2\)](#) and in harmony with [Title 17 MRS §3104](#). Any contract made in violation of these sections is void.

The Provider certifies that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of its services hereunder. The Provider further certifies that in the performance of this Contract, no person having any such known interests shall be employed.

- 10. EMPLOYMENT AND PERSONNEL.** The Provider shall not engage on a full-time, part-time or other basis during the period of this Contract, any executive employee who participated in any way in the solicitation, award or administration of this Contract according to [Title 5 MRS §18-A, \(2\)](#) and in harmony with [Title 17 MRS §3104](#). Any contract made in violation of these sections is void.

- 11. NON-COLLUSION.** The Provider warrants that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Contract and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award of this Contract.

And, the Provider has not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services, and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

For breach or violation of this provision, the Department shall have the right to terminate this Contract without liability or, at its discretion to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

- 12. ACCESS TO RECORDS.** As a condition of accepting a Contract for services under this section,

a Provider must agree to treat all records, other than proprietary information, relating to personal services work performed under the Contract as public records under the freedom of access laws to the same extent as if the work were performed directly by the Department or agency. For the purposes of this subsection, "proprietary information" means information that is a trade secret or commercial or financial information, the disclosure of which would impair the competitive position of the Provider and would make available information not otherwise publicly available. Information relating to wages and benefits of the employees performing the personal services work under the Contract and information concerning employee and Contract oversight and accountability procedures and systems are not proprietary information. The Provider shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Contract and make such materials available at its offices at all reasonable times during the period of this Contract and for such subsequent period as specified under Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP) rules. The Provider shall allow inspection of pertinent documents by the Department or any authorized representative of the State of Maine or Federal Government, and shall furnish copies thereof, if requested. This subsection applies to contracts, contract extensions and contract amendments executed on or after October 1, 2009.

13. TERMINATION. The performance of work under this Contract may be terminated by the Department whenever for any reason the Contract Administrator shall determine that such termination is in the best interest of the Department. Any such termination shall be affected by the delivery to the Provider of a Notice of Termination specifying the date on which such termination becomes effective.

Either party may terminate this Contract for cause by providing a written notice of termination stating the reason for the termination a minimum of thirty (30) calendar day ahead of the effective date of the termination. As part of the thirty (30) calendar days written notice of termination, the defaulting party shall have fifteen (15) calendar days to cure the default. If the default is of such a nature that it cannot be cured within fifteen (15) calendar days, the defaulting party shall have such additional time, as the parties may agree to, to cure the default, provided the defaulting party has taken steps to cure the default within the initial fifteen (15) calendar days.

Upon termination, the Department shall pay the Provider for work performed by the Provider prior to the date of Notice of Termination.

14. GOVERNMENTAL REQUIREMENTS. The Provider warrants and represents that it will comply with all applicable governmental ordinances, laws and regulations.

15. GOVERNING LAW. This Contract shall be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this Contract shall be brought in the State of Maine administrative or judicial forums. The Provider consents to personal jurisdiction in the State of Maine.

16. STATE HELD HARMLESS. The Provider shall indemnify and hold harmless the Department and its officers, agents, and employees from and against any and all third party claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Provider, its employees or agents, officers or Subcontractors in

the performance of work under this Agreement; provided, however, the Provider shall not be liable for claims arising out of the negligent acts or omissions of the Department, or for actions taken in reasonable reliance on written instructions of the Department.

17. NOTICE OF CLAIMS. The Provider shall give the Contract Administrator immediate notice in writing of any legal action or suit filed related in any way to this Contract or which may affect the performance of duties under this Contract, and prompt notice of any claim made against the Provider by any Subcontractor which may result in litigation related in any way to this Contract or which may affect the performance of duties under this Contract.

18. APPROVAL. This Contract must be approved by the State Controller and the State Purchases Review Committee before it can be considered a valid, enforceable document.

19. INSURANCE REQUIREMENT. The Provider shall keep in force a liability policy issued by a company fully licensed or designated as an eligible surplus line insurer to do business in this State by the Maine Department of Professional & Financial Regulation, Bureau of Insurance, which policy includes the activity to be covered by this Contract with adequate liability coverage to protect itself and the Department from suits. Providers insured through a “risk retention group” insurer prior to July 1, 1991, may continue under that arrangement. Prior to or upon execution of this Contract, the Provider shall furnish the Department with written or photocopied verification of the existence of such liability insurance policy.

- A. Other Provisions - Unless explicitly waived by the Department, the insurance policies shall contain, or be endorsed to contain, the following provisions:
- i. The Provider’s insurance coverage shall be the primary and contributory. Any insurance or self-insurance maintained by the Department for its officers, agents, and employees shall be in excess of the Provider's insurance and shall not contribute to it.
 - ii. The Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - iii. The Provider shall furnish the Department with certificates of insurance, and with those endorsements, if any, affecting coverage, required by these Insurance Requirements. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Department before this Contract commences. The Department reserves the right to require complete, certified copies of all required insurance policies at any time.
 - iv. All policies should contain a revised cancellation clause allowing thirty (30) days notice to the Department in the event of cancellation for any reason, including nonpayment.
 - v. The Department will not grant the Provider, or any sub-contractor of the Provider, “Additional Insured” status and the Department will not grant any Provider a “Waiver of Subrogation”.

20. NON-APPROPRIATION. Notwithstanding any other provision of this Contract, if the State does not receive sufficient State, Federal, or other sources of funds to fund this Contract and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from State or Federal legislative, executive or judicial bodies, then the

State is not obligated to make payment under this Contract.

21. SEVERABILITY. The invalidity or unenforceability of any particular provision, or part thereof, of this Contract shall not affect the remainder of said provision or any other provisions, and this Contract shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

22. ORDER OF PRECEDENCE. In the event of a conflict between the documents comprising this Contract, the Order of Precedence shall be:

- Rider C Exceptions
- Rider B Terms and Conditions
- Rider A – Scope of Work/Specifications
- Rider D – Responsible Bidder Certification
- Rider E – Cost Schedule
- Rider G – Identification of Country in Which Contracted Work Will Be Performed
- Business Associate Agreement included at Department's Discretion
- Other Included at Department's Discretion

23. FORCE MAJEURE. The performance of an obligation by either party shall be excused in the event that performance of that obligation is prevented by an act of God, act of war, riot, fire, explosion, flood, pandemic or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party.

24. SET-OFF RIGHTS. The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any monies due to the Provider under this Contract up to any amounts due and owing to the State with regard to this Contract, any other Contract with any State department or agency, including any Contract for a term commencing prior to the term of this Contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Controller.

25. ENTIRE CONTRACT. This document contains the entire Contract of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to the Contract that any implied waiver occurred between the parties, which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of the Contract, or to exercise an option or election under the Contract, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election, but the same shall continue in full force and effect, and no waiver by any party of any one or more of its rights or remedies under the Contract shall be deemed to be a waiver of

any prior or subsequent rights or remedy under the Contract or at law.

26. AMENDMENT. No changes, modifications, or amendments in the terms and conditions of this Contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Provider.

27. DEBARMENT AND PERFORMANCE CERTIFICATION. By signing this Contract, the Provider certifies to the best of Provider's knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this Contract:

- A. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- B. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.

28. STATE PROPERTY. The Provider shall be responsible for the proper custody, care and return of any Department or State-owned property furnished or state-funded for the Provider's use in connection with the performance of this Contract, and the Provider will reimburse the Department for its loss or damage, normal wear and tear excepted.

29. CYBERSECURITY AND PROHIBITED TECHNOLOGIES. Through the execution of this contract, the Provider certifies that the aforementioned organization, its principals and any subcontractors named in this Contract:

- A. is not a foreign adversary business entity, <https://www.maine.gov/oit/prohibited-technologies>, [Title 5 M.R.S. §2021 \(3\)](#); and
- B. is not on the list of prohibited companies or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services <https://www.maine.gov/oit/prohibited-technologies>, [Title 5 M.R.S. §2030-B](#).

Contracts entered into by a state agency in violation of Title 5 M.R.S. §2030-B are void. A person who executes this contract in violation of this section commits a civil violation for which a fine may be adjudged in an amount that is twice the amount of this contract or \$250,000, whichever is greater, (Title 5 M.R.S., §2030-A).

30. CONFIDENTIALITY.

- A. Subject to the Maine Freedom of Access Act (FOAA), [Title 1 M.R.S. §400](#) et seq., “confidential information” means non-public information designated as protected from disclosure under state or federal law. Confidential information given to the Provider by the Department, or acquired by the Provider on behalf of the Department, whether in verbal, written, electronic, or any other format, shall be subject to the requirements herein. The term “confidential information” does not include any information or documentation that is subject to disclosure under FOAA.
- B. In conformance with applicable Federal and State statutes, regulations, and ethical standards, the Provider and the Department shall take all necessary steps to protect confidential information regarding all persons served by the Department, including the proper care, custody, use, and preservation of records, papers, files, communications, and any such items that may reveal confidential information about persons served by the Department, or whose information is utilized in order to accomplish the purposes of this Contract.
- C. In the event of a breach of this confidentiality provision, the Provider shall notify the Contract Administrator immediately.
- D. The Provider shall comply with the [Maine Public Law, Title 10, Chapter 210-B \(Notice of Risk to Personal Data Act\)](#).

31. TARIFFS. Any price increases implemented by the provider due to the imposition of tariffs shall remain in effect only for the duration that such tariffs are in place. In the event of the repeal or reduction of any applicable tariff(s), the provider shall immediately return to the original price list or make a proportional reduction in the price to reflect the decrease in tariff(s). Price adjustments under this clause shall be made in good faith and without undue delay upon confirmation via documents reflecting tariff changes.

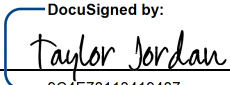
RIDER D: RESPONSIBLE BIDDER CERTIFICATION

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.*
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

- **Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name: Taylor Jordan	Title: Sales Manager
Authorized Signature: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> DocuSigned by:  9C4E78113419487... </div>	Date: 8/11/2025



State of Maine Agreement	
October 1, 2025 - September 30, 2026	

Lodging Rates	
Hotel Standard 1 Queen	\$140++ per night
Hotel Superior 1 queen	\$140++ per night
Hotel Superior 2 Queens	\$140++ per night

Notes	
Lodging rates are subject to a 12% resort fee and 9% state tax unless tax exempt.	Lodging rates from December 15th, 2025 to April 15th, 2026 are subject to current retail rates.

Meal Prices	
Breakfast	
The Birches Continental	\$19++ per person
Superquad Hot Breakfast	\$25++ per person

Lunch	
Sugarloaf Deli Buffet	\$27++ per person
Sugarloaf Salad Buffet	\$27++ per person

Dinner	
Carrabassett Dinner Buffet	\$50++ per person
Italian Dinner Buffet	\$55++ per person
Valley Dinner Buffet	\$55++ per person

Notes	
All food and beverage is subject to a 22% service and gratuity charge	



BANQUET MENU



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BREAKFAST BUFFETS

All breakfast buffets include Assorted Chilled Juices,
Freshly Brewed Carrabassett Valley Coffee and Assorted Teas.

THE BIRCHES

19

Assorted Whole Fruit
Yogurt Parfaits
Bagels and Cream Cheese
Assorted Muffins and Pastries
Assorted Cereals

Minimum
15 Guests.
Priced Per
Person.

SUPERQUAD

25

Assorted Muffins and Pastries
Sliced Fresh Fruit
Yogurt Parfaits
Home Fries
Breakfast Sausage
Farm Fresh Scrambled Eggs
Smoked Maple Bacon
Assorted Cereals
Bagel Station

Minimum
25 Guests.
Priced Per
Person.

BREAKFAST ON THE GO

21

Individually packaged for easy transport

Orange Juice
Flavored Yogurt
Breakfast Sandwich

Choice of One Sandwich on English Muffin

Bacon, Egg & Cheddar
Sausage, Egg & Cheddar
Egg & Cheddar

Minimum
15 Guests.
Priced Per
Person.

ELEVATE YOUR BREAKFAST BUFFET

French Toast with
Blueberry Compote • 5
Pancakes • 5
Corned Beef Hash • 5
Biscuits and Gravy • 5
Cheese Grits • 5
Live Action Omelette Station • 7

Choice of One.
Priced Per
Person.

Available for Superquad Menu Only.

BREAKFAST ENHANCEMENTS

Available only in addition to a pre-selected Menu • Minimum 25 Guests

BLOODY MARY BAR

\$15
Per
Drink

*Classic Housemade Bloody Mary Mix
(Spicy and Mild)*

Vodka

Pickled Vegetables

Celery

Bacon

Stuffed Olives

Pepperocinis

Lemons

Limes

Assorted Spices and Hot Sauces

MIMOSA BAR

\$14
Per
Drink

Assorted Juices

Fresh Fruit Purees

Prosecco

Fresh Fruit Garnishes

COLD BREW STATION

\$90
Per
Gallon

Wandering Bear Cold Brew

Monin Syrups:

French Vanilla

Hazelnut

Caramel

Cane Sugar

Creamer, Milk and Oatmilk

Sugar, Splenda

FRESHLY BLENDED SMOOTHIES

\$10
Per
Person

Wild Berry & Yogurt

Banana, Orange, Yogurt & Mango

Spinach & Oat Milk

Served On Consumption

One gallon serves approximately 20 people.

TAKE A BREAK

Minimum 25 Guests • Which side are you on?

FROM THE BAKERY

\$15
Per
Person

Mini Cinnamon Rolls
Mini Beignets
Assorted Coffee Cake

BUILD YOUR OWN PARFAIT

\$15
Per
Person

Traditional and Greek Yogurt
Granola
Fresh Seasonal Fruit
Fresh Fruit Compote
Dried Fruit and Nuts
Honey

SWEET TREATS

\$15
Per
Person

Fresh Baked Cookies
Decedent Chocolate Brownies

FRESHLY BLENDED SMOOTHIES

\$15
Per
Person

Wild Berry & Yogurt
Banana, Orange & Mango
Spinach & Oat Milk

MEDITERRANEAN BREAK

\$15
Per
Person

Hummus Pita Chips
Baba Ganoush Vegetable Crudit 

SOUTH OF THE BORDER

\$15
Per
Person

Tortilla Chips Street Corn Dip
Queso Salsa
Guacamole

CREATE YOUR OWN TRAIL MIX

\$15
Per
Person

Assorted Nuts Savory Snacks
Dried Fruit Chocolate Candy
Assorted Seeds

POPCORN AND PRETZEL BAR

\$15
Per
Person

POPCORN PRETZEL BITES
House Popped & Spicy Mustards
Seasoned Cheese Dip

A LA CARTE

Minimum One Dozen • Priced per Dozen

Individual Yogurts	35	Baked Jumbo Cookies	35
Individual Whole Fruit	36	Gluten Free Cookies	48
Assorted Jumbo Muffins	45	Candy Bars	55
Gluten Free Muffins	60	Kind Bars	65
Assorted Pastries	45	Clif Energy Bars	65
Double Fudge Brownies	35	Novelty Ice Creams	65

LUNCH TO GO

\$22
Per
Person

Minimum 10 Guests • Available from 11am-3pm.

Your choice of three sandwiches or wraps. All bagged lunches include potato chips, whole fruit, cookie, condiments, utensils and a bottled water.

ROAST BEEF & CHEDDAR SANDWICH

Lettuce and Tomato

HAM & SWISS SANDWICH

Lettuce and Tomato

TURKEY BLT WRAP

Bacon, Lettuce and Tomato

VEGGIE WRAP

Hummus, Roasted Red Peppers,
Tabbouleh, Cucumber and Feta

CHICKEN SALAD WRAP

Lettuce and Tomato

GRILLED CHICKEN CAESAR WRAP

Romaine Lettuce, Parmesan Cheese,
and Caesar Dressing

LUNCH BUFFETS

Minimum 25 Guests • Priced Per Guest

All Buffets include Iced Tea or Lemonade, Fresh Brewed Carrabassett Coffee and Assorted Teas.

SUGARLOAF DELI

26

Garden Salad
Smoked Turkey, Roast Beef and Ham
Hummus
Cheddar, American and Swiss Cheeses
Assorted Bread and Wraps

Lettuce, Tomato, Onion, Pickles,
Mayonnaise and Mustard
House Made Chips
Chef's Selection of Assorted Desserts

SUGARLOAF SALAD

26

Mixed Greens & Roasted Vegetable Salad
Mediterranean Pasta Salad
Chicken Salad
Egg Salad
Hummus

Lettuce, Tomato, Onion, Pickles
Assorted Breads and Wraps
House Made Chips
Chef's Selection of Assorted Desserts

SUGARLOAF SANDWICH BOARD

27

Choice
of three
pre-made
sandwiches

Pastrami, Arugula, White Cheddar, Onion,
Mustard Jam

Turkey, Tomato, Avocado, Basil Aioli, Arugula

Muffaletta; Salami, Mortadella, Capicola, Olive
Spread, Provolone Cheese

Roast Beef, Dill Havarti, Pickled Onion, Arugula,
Tomato, Deli Sauce

Buffalo Chicken, Tomato, Bacon, Bleu Cheese,
Scallion Spread, Lettuce

Vegetarian; Baba Ganoush, Cucumber,
Pickled Onion, Tabbouleh

Broccoli Salad with Lemon Dressing
Tomato, Cucumber and Quinoa Salad
House Made Chips
Chef's Selection of Desserts

LUNCH BUFFETS

Minimum 25 Guests • Priced Per Guest

All Buffets include Iced Tea or Lemonade, Fresh Brewed Carrabassett Coffee and Assorted Teas.

FROM THE SIZZLING GRILL

28

Choice
of two grill
options

Bratwurst with Sauteed Onions and Peppers,
Hoagie Roll

Kielbasa with Sauerkraut, Hoagie Roll

Hot Dogs, Split Top Bun

BBQ Pulled Pork, Potato Roll

Beef Burgers, Potato Roll

Veggie Burgers, Potato Roll

House Made Chips
Loaded Baked Potato Salad
Garden Salad
Watermelon
Condiments

**Optional Outdoor Grilling Station for
\$150/location dependant*

BUILD YOUR OWN POKE BOWL

35

Broccoli Cabbage Salad
Tuna Poke
Choice of Bulgogi Beef or Chicken
White Rice
Steamed Edamame
Seaweed Salad
Kimchi

Pickled Vegetables
Lettuce Wraps
Fried Peppers
Fried Won Tons
Assorted Hot Sauces
Ginger Green Tea Tapioca Pudding

ADD A CHEF'S SOUP

10

Chili (Beef, Chicken White Bean or Vegetarian)
Lobster Bisque
New England Clam Chowder
Roasted Corn Chowder

Tomato & Garden Vegetable
Butternut Squash & Apple Bisque
Broccoli & Cheddar

DIPS & DISPLAYS

Priced per 25 Guests

CHARCUTERIE BOARD

Variety of Cured Meats, Cheeses and House-Made Pickled Vegetables

\$275

VEGETABLE CRUDITÉ

Assorted Vegetables with Hummus and Ranch Dip

\$125

MEDITERRANEAN CRUDITÉ

Hummus, Tapenade, Baba Ganoush Tabbouleh, Assorted Grilled and Raw Vegetables, Olive Assortment, Pita Chips

\$160

IMPORTED & DOMESTIC CHEESES

Served with Assorted Crackers and Crostinis

\$175

SEASONAL FRUIT DISPLAY

Selection of Fresh Fruit and Berries

\$125

BAKED BRIE WHEEL WITH SEASONAL CHUTNEY

Served with Assorted Crackers and Crostinis

\$140

COASTAL SEAFOOD DISPLAY

\$380

A Variety of Fresh, Smoked and Cured Seafood, Served with Spicy Cocktail Sauce and Mustard Aioli

HOUSE MADE CHIPS AND SPREADS

Caramelized Onion & Bacon Smoked Trout Pimento Cheese

\$100

MAINE CRAB DIP

Served warm with Pita Crisps

\$150

ROASTED BUFFALO CHICKEN DIP

Buffalo Chicken and Blue Cheese, served warm with Pita Crisps

\$125

SPINACH & ARTICHOKE DIP

Served warm with Pita Crisps

\$100

HORS D'OEUVRES

Priced per 25 Pieces.

PLEASE NOTE:

For server passed appetizers
there is a \$1.25 per person
service fee.

COLD

\$100 **VEGETABLE ANTIPASTO SKEWERS**

\$100 **PROSCIUTTO WRAPPED FRUIT**

\$150 **GRILLED SHRIMP WRAPPED
IN MAPLE BACON**

\$200 **RARE TENDERLOIN OF BEEF
ON A TOASTED BAGUETTE**
Served with Horseradish Cream Sauce

\$150 **SEARED TUNA
CUCUMBER ROUNDS**
Served with Wasabi Sauce

\$150 **CHILLED JUMBO SHRIMP**
Served with Spicy Cocktail Sauce

\$100 **SRIRACHA DEVEILED EGGS**

\$200 **LOBSTER SALAD ON ENDIVE**

HOT

\$150 **CHICKEN LOLIPOP**
Topped with Blueberry Maple Bourbon Glaze

\$200 **BACON WRAPPED GOUDA**

\$125 **SWEET SAUSAGE STUFFED
CREMINI MUSHROOMS**

\$150 **CRABMEAT STUFFED
CREMINI MUSHROOMS**

\$125 **SPANAKOPITA**

\$200 **MAINE CRAB CAKES**
With Remoulade

\$200 **JUMBO SCALLOPS**
Wrapped in Bacon with a Maple Glaze

\$125 **SICILIAN ARANCINI**
Stuffed with Asiago Cheese

\$100 **POT STICKERS**
Served with Ginger Sauce

\$150 **CRAB RANGOONS**
Served with Sweet Chili Sauce

\$125 **VEGETARIAN SPRING ROLLS**
Served with Sweet Chili Sauce

FAMILY STYLE & PLATED DINNERS

BAKED STUFFED HADDOCK

63

With Seafood Stuffing and
Lemon Herb Compound Butter

HONEY ORANGE GLAZED SALMON

65

Red Cabbage Carrot Slaw

GRILLED SWORDFISH

69

Blood Orange Beurre Blanc,
Candied Citrus and Tarragon

SURF AND TURF

95

Petite Filet with Bernaise Sauce and
Lobster Tail with Lemon Butter

GRILLED BISTRO STEAK 59

Garlic Tomato Confit and Blue Cheese Sauce

BEEF TENDERLOIN 72

Pancetta Leek Ragout and Fried Leeks

CINNAMON CUMIN ROASTED PORK TENDERLOIN

58

Roasted Peaches

POLENTA 40

Roasted Vegetable Ragout and
Shaved Parmesan

CAPRESE STATLER CHICKEN

58

Stuffed with Tomatoes, Shallots, Basil and
Mozzarella finished with Balsamic
Reduction Drizzle

TUSCAN STATLER CHICKEN

58

Creamy Spinach, Mushroom, and
Sundried Tomato Filling with Pan Sauce
and Crispy Prosciutto Flakes

POBLANO PEPPER 42

Stuffed with Spanish Rice over a Warm
Black Bean and Tomato Succotash with
an Avocado Crema

Minimum 25 Guests Priced per Person

Includes one entrée selection and
one vegetation option. For groups
of 50 or more, two entrée sections
and one vegetarian option can be
selected.

All entrées include choice of
Garden Salad, Spinach Salad or
Caesar Salad, dinner roll, Chef's
choice of side, seasonal vegetable,
dessert, Carrabassett Coffee and
Assorted Teas.

DINNER BUFFETS

Minimum 25 Guests • Priced per Person

All Buffets include Fresh
Brewed Carrabassett Coffee
and Assorted Teas.

MAINE LOBSTER BAKE

MARKET
PRICE

Garden Salad
Clam Chowder
One Pound Maine Lobster per Guest
Steamed Mussels
Roasted Red Potatoes
Corn on the Cob
Grilled Sirloin Steak
Corn Bread
Chef's Choice of Dessert

ITALIAN

55

Caprese Salad
Roasted Garden Vegetable Soup
Bruschetta Chicken
Penne with Marinara with Shaved Parmesan
Grilled Vegetables
Garlic Bread
Chef's Choice of Dessert

MOUNTAIN

60

Classic Caesar Salad
Roasted Corn Chowder
Maple Glazed Salmon
Slow Roasted Short Ribs in Jus
Roasted Red Potatoes
Green Beans in a Brown Butter Sauce
Fresh Baked Rolls
Chef's Choice of Dessert

CARRABASSETT

50

Garden Salad
Choice of two: Smoked Beef Brisket, Pulled
Pork, Smoked Pulled Chicken or Kielbasa with
Assorted Housemade BBQ Sauces
Smoked Gouda Macaroni and Cheese
Baked Beans with Maple Bacon
Seasonal Vegetable
Corn Bread
Chef's Choice of Dessert

VALLEY

55

Spinach Salad
Butternut Squash & Apple Bisque
Tuscan Chicken
Bistro Steak
Maple Bacon Brussel Sprouts
Roasted Tri-Color Potatoes
Fresh Baked Rolls
Chef's Choice of Dessert

THE TIMBERS

55

Mixed Greens Salad with Candied Nuts,
Berries and Goat Cheese
Maine Seafood Scampi
Marinated Chicken
Lemon Herb Wild Rice
Tri-Colored Carrots
Fresh Baked Rolls
Chef's Choice of Dessert

DINNER BUFFETS

Minimum 25 Guests • Priced per Person

All Buffets include Fresh
Brewed Carrabassett Coffee
and Assorted Teas.

PRIME RIB

75

Chopped Wedge Salad
Herb Rubbed Prime Rib
A Jus and Horseradish Cream Sauce
Baked Potato with Sour Cream and Butter

Seasonal Vegetable
Fresh Baked Rolls
Chefs Choice of Dessert

BUILD YOUR OWN DINNER BUFFET

65

CHOICE OF TWO ENTRÉES:

- Smoked Beef Brisket
- Pulled Pork and House-made BBQ Sauces
- Pulled Chicken and House-made BBQ Sauces
- Kielbasa
- Bruchetta Chicken
- Maple Glazed Salmon
- Slow Roasted Short Ribs in Jus
- Tuscan Chicken
- Bistro Steak
- Seafood Scampi
- Greek Chicken
- Polenta with Roasted Vegetable Ragout
- Poblano Pepper

Additional Selection +15

CHOICE OF TWO SIDES:

- Roasted Potato Wedges
- Tri-Color Fingerling Potatoes
- Mashed Potatoes
- Penne with Marinara
- Macaroni and Cheese
- Baked Beans with Maple Bacon
- Lemon Herb Wild Rice
- Green Beans with Brown Butter
- Maple Bacon Brussel Sprouts
- Roasted Tri-Color Carrots
- Charred Broccolini

Additional Selection +7

CHOICE OF ONE SOUP OR SALAD:

- Garden Salad
- Caprese Salad
- Classic Caesar Salad
- Spinach Salad
- Pasta Salad
- Potato Salad
- Sirloin or Vegetarian Chili
- New England Clam Chowder
- Tomato Vegetable Soup
- Hungarian Mushroom Soup
- Butternut Squash and Apple Soup

Additional Selection +10

CHOICE OF ONE DESSERT:

- Chocolate Cake
- Lemon Bars
- Assorted Dessert Bars
- Blueberry Bread Pudding
- Tiramisu
- Chocolate Mousse Cup
- Berries and Whipped Cream

Additional Selection +10

BEVERAGE SERVICE

Priced on consumption unless otherwise specified

COCA-COLA CANS 3.75/EA.

12oz. Coke, Diet Coke, Sprite, Ginger Ale

DASANI WATER 4.5/EA.

POWERADE 4.75/EA.

MINUTE MAID JUICE 4.5/EA.

Cranberry, Orange, Apple

SPARKLING WATER 4/EA.

ENERGY DRINKS 6/EA.

LEMONADE 40/2 GALLONS

One gallon serves approximately 20 people.

ICED TEA 40/2 GALLONS

One gallon serves approximately 20 people.

JUICE CARAFE 20/CARAFE

Cranberry, Orange, Apple

WHITE OR CHOCOLATE MILK 15/CARAFE

HOT BEVERAGES

Priced Per 1.5 Gallon

Coffee & Tea Services includes Sugar, Sweetener, Half & Half, Oat Milk, and Honey.

FRESHLY BREWED CARRABASSETT VALLEY COFFEE 45

ASSORTED TAZO TEAS 45

HOT CHOCOLATE 45

COLD BREW STATION

Priced Per Gallon 90

One gallon serves approximately 20 people.

Wandering Bear Cold Brew

Monin Syrups:

French Vanilla

Hazelnut

Caramel

Cane Sugar

Creamer, Milk and Oatmilk

Sugar, Splenda

BEVERAGE SELECTION

Including, but not limited to:

BEER

Bud Light	Seasonal Maine Microbrews	Seasonal Seltzer
Coors Light	Downeast Cider	

WINE

HOUSE

Nicholas Wines • *Southwest France*

Cabernet Sauvignon	Sauvignon Blanc
Pinot Noir	La Marca
	<i>Veneto, Italy</i>
Chardonnay	Prosecco

PREMIUM

William Hill Estates • *California, US*

Cabernet Sauvignon	Sauvignon Blanc
Pinot Noir	La Marca
	<i>Veneto, Italy</i>
Chardonnay	Prosecco

LIQUOR

HOUSE

Tito's	Bacardi
Tanqueray	Malibu
Jack Daniels	Captain Morgan
Jim Beam	Dewar's
Jameson	Hornitos

PREMIUM

Ketel One	Chivas Regal
Bombay Sapphire	Maker's Mark
Casamigos	Kahlua
	Bailey's

NON-ALCOHOLIC

Coke	Ginger Beer	Pineapple Juice
Diet Coke	Lemonade	Tonic Water
Sprite	Cranberry	Soda Water
Ginger Ale	Orange Juice	

BAR SERVICE

PACKAGES

STANDARD

25/PER HOUR

Beer & Wine Only

Package includes an assortment of beers and house wines. limit 4 hours.

Option to add two Signature Drinks for an additional \$5 per person

PREMIUM

40/PER HOUR

Premium Liquor, Beer & Wine

Package includes premium liquor, an assortment of beers and premium wines. Limit 4 hours.

HOUSE

30/PER HOUR

House Liquor, Beer & Wine

Package includes house liquor, an assortment of beers, and house wines. Limit 4 hours.

UNDER 21

8/PER HOUR

Non-Alcoholic

Package includes an assortment of juice and soda.

ON CONSUMPTION

Sponsored Bar

Fully stocked bar featuring house or premium brands. Charges reflect the actual number of drinks consumed, charged back to the master account.

Cash Bar

Individuals are responsible for paying for their own beverages.

	HOUSE	PREMIUM
COCKTAILS	14	15
WINE BY THE GLASS	12	13
DOMESTIC & CRAFT BEER	8-13	8-13

Please Note: A \$150 bartender fee will be assessed for all cash and sponsored bars if sales do not exceed \$500. One bartender will be assigned for every 100 guests. If you wish to add an additional bar, a set-up fee will be charged at \$250 for the Standard bar package and \$500 for House and Premium bar packages.

GUARANTEE POLICY

Sugarloaf requires that all menus be submitted to our Catering & Conference Service Manager at least three weeks prior to your function. A final guarantee is required five working days prior to the event. This guarantee or the actual number served, whichever is greater, will be the number for which you will be charged. The Sugarloaf kitchen will prepare food for 5% above the guaranteed guest count. Should the number in your party change considerably, we reserve the right to move your group to a more appropriately sized room or location.

All food and beverage served at Sugarloaf must be prepared and served by resort staff. No outside food or beverage can be brought to a resort function (the exception is made for wedding cakes prepared by a licensed food service professional).

DINING

Buffet tables are replenished frequently to maintain a quality appearance and provide each guest with every selection. Buffets are priced for 90-minute duration only. At the conclusion of each buffet function, all food and beverages (with the exception of wedding cakes) become the property of Sugarloaf Resort and cannot be taken from the banquet function.

Due to the delicate preparation involved with food service, Sugarloaf shall not be responsible for food quality, should meal periods be delayed by the customer in excess of 30 minutes beyond the pre-arranged mealtime.

Please notify your coordinator of any special dietary needs. Our coordinators work closely with the Chef's to accommodate any special dietary requests and needs.

SECURITY & ENGINEERING

The Resort cannot assume responsibility for damage or loss of personal property or equipment left in any meeting or banquet room. The Resort may require additional security staff for event functions. Your Conference Service Manager can assist you with these arrangements.

DÉCOR

We are ready to assist you with all décor. Caution is requested when attaching items to walls, doors, or ceilings. No nails, pins, or tacks of any sort may be used. Please notify us of your needs so we can assist you with the installation and the materials needed to do so. Any damages due to careless decorating will be the group's responsibility.

PRICING

A maximum of two entrées per plated event will be allowed, with the exception of any special dietary requirements. We require counts on each entrée and any special dietary requirements five working days in advance. If a selection with a minimum is chosen for groups with less than that minimum, the minimum price still holds. For example, a group with 10 guests requesting a menu with a minimum of 15 will be charged for 15 guests. All food and beverage functions are subject to a 22% service charge and the prevailing Maine state tax. Prices and service charge are subject to change.

ROOM CHARGES

Specific requirements for the set up of a room, which include Audio Visual, must be confirmed a minimum of 72 hours prior to your event. Changes made to pre-arranged set up plans within 72 hours of the event are subject to a \$100 room change fee, per room.

GROUP SHIPMENT

All boxes sent before the conference, must be labeled to the attention of the Conference Services Manager with the recipient's name, group affiliation and event date. The resort cannot receive any materials prior to seven days before arrival. Shipments received before that date are subject to an additional storage fee of \$5.00 per box, per day.

SERVICE FEES & TAXES

All prices are subject to a 22% service charge and applicable state and local taxes. Current state sales tax is 8%. Taxes and service charge subject to change.

STATE OF MAINE | MASTER AGREEMENT

RIDER G: Identification of Country Contracted Work Will Be Performed

Please identify the country in which the services purchased through this contract will be performed:

☒ **United States. Please identify state: Enter State**

☐ **Other. Please identify country: Enter Country**

Notification of Changes to the Information:

The Provider agrees to notify the Division of Procurement Services of any changes to the information provided above.