

**MASTER AGREEMENT AMENDMENT**

ADVANTAGE CONTRACT #: 18P 24080200000000000015	
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: Sunday River Skiway Corp (Sunday River)		
ADDRESS: 15 South Ridge Road		
CITY: Newry	STATE: ME	ZIP CODE: 04261
PROVIDER'S VENDOR CUSTOMER #: VC0000260176		

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

Signed by:
8/8/2025
A996FA1500A541C...
Katie Grice

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: Katie Grice	
EMAIL: katie.grice@boyneresorts.com	TELEPHONE: 207-824-5046

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 by reference and made part of the agreement. Riders A, B, and G are required. Please check all additional Riders that apply.

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

- I. CONTRACT PERIOD
- II. INTRODUCTION/OVERVIEW
- III. SPECIFICATIONS
- IV. AMENDMENT/EXTENSION PRICING/RATE CHANGES
- V. CONTRACTED PRICING/RATES
- VI. AUTHORIZED USERS
- VII. ORDERING PROCEDURE/DELIVERY INFORMATION

I. CONTRACT PERIOD:

Start **05/16/2024** 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 Sunday River for an additional one-year term, effective **October 1, 2025**, through **September 30, 2026**.

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

Alcohol services may not be added to any State of Maine event agreements or delivery orders. State agencies are not permitted to include alcohol as part of their contracted services, and any costs associated with alcohol services are not eligible for reimbursement or payment under this Master Agreement. If alcohol services are requested, the cost must be borne by a non-State affiliated sponsor or paid for directly by event attendees.

V. CONTRACTED PRICING/RATES

Contract Pricing Rates:

Sunday River agrees to extend the current Master Agreement with the State of Maine for an additional one-year term. All pricing will remain the same.

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 \$5,000 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
- Funding Rider
- Rider D Responsible Bidder Certification
- Rider E Rate Sheet and Food Policies
- Rider F Included at Department's Discretion
- 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: Katie Grice	Title: Vice President of Sales
Authorized Signature: <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> Signed by:  A996FA1500A541C... </div>	Date: 8/8/2025

STATE OF MAINE | MASTER AGREEMENT

RIDER E: "NOT TO EXCEED" RATE SHEET and FOOD POLICIES

Lodging

\$133 per night valid for the Summit Lodge or Jordan Grand

Room Types:

- Studio Superior
- Studio Standard
- Studio Deluxe

No Minimum night stay

No minimum amount of attendees

*13% service fee per room added



Continental Breakfast

Service is for 1.5 hours, additional service time requires additional fee. For an additional hour of service, add \$3 per person. Minimum of 15 people required for continental breakfast. When minimum is not met additional charges will apply.

BUILD YOUR OWN CONTINENTAL

Choose four items for \$15 or per item as listed price.

Sunday River Regular & Decaf Coffee by Coffee Hound, Tea \$4
 Select 2 Juices: Orange, Cranberry, Grapefruit, Apple, \$4.5
 Assorted Muffins \$4.25
 Cinnamon Rolls \$4.25
 Vanilla Yogurt, Granola (V) \$4.75
 Cereal \$4
 Bacon (GF) \$4.75
 Coffee Cake \$4
 Fruit Salad (V GF) \$4.5
 Sliced Fruit (V GF) \$4.75
 Whole Fruit (V GF) \$2.5
 Oatmeal, Cranberries, Raisins, Brown Sugar (V) \$4.5
 Cinnamon Roll Bread Pudding (V) \$4.5
 Donuts (V) \$4.25

Items below are +\$2.5 per person if selected as a choose 4.

Assorted Gourmet Donuts (V) \$5.75
 Assorted Parfaits (V) \$6
 Greek Yogurt & Mixed Berries (V) \$6.5
 Chia Pudding Parfait (V VG GF DF) \$7
 Overnight Oats Parfait (V) \$6.5
 Select up to two built sandwiches, price as listed.
 English Muffin, Egg, Cheese, Choice of 1 Meat \$6
 Croissant, Egg, Cheese, Choice of 1 Meat \$6.5
 Bagel, Egg, Cheese, Choice of 1 Meat \$6.5
 Burrito, Egg, Cheese, Choice of 1 Meat \$7

Breakfast Buffet

Service is for 1.5 hours additional service time requires additional fee. Minimum of 20 people required. All breakfast buffets include sliced fruit, orange juice, coffee & tea.

One Entrée & Two Sides \$18
 Two Entrées & Two Sides \$21
 Two Entrées & Three Sides \$24

Additional Breakfast Entrée +\$5.5
 Additional Breakfast Side +\$4

ENTRÉES

Traditional Scrambled Eggs (V GF)
 Cheese Scrambled Eggs (V GF)
 Vegetable Scrambled Eggs (V GF)
 French Toast (V)
 Blueberry Pancakes (V) +\$1.5
 Chocolate Chip Pancakes (V) +\$1.5
 Three Cheese Quiche (V) +\$2
 Bacon & Cheese Quiche +\$2
 Spinach & Cheese Quiche (V) \$2
 Vegetarian Frittata (V GF)
 Bacon, Sausage, Ham, Frittata
 Cheese Frittata (V GF)
 Biscuits & Gravy

BREAKFAST SANDWICHES

Items below are +\$2.5 per person if selected as entree.

Choice of One: Bacon, Turkey Bacon, Sausage, Ham, Veggie
 Choice of One: English Muffin, Croissant, Bagel Burrito

Additional Meat Selection +\$2
 Additional Bread Selection +\$1

SIDES

Sausage Patties
 Sausage Links
 Bacon
 Turkey Bacon
 Ham
 Corned Beef Hash
 Vegetarian Hash (V GF DF)
 Home Fries (V GF DF)





BANQUET BREAKFAST

Breakfast Enhancements

Add any of the following to your continental or buffet breakfast. Additional fee applies if not ordered as an accompaniment to a full menu. All items must be ordered for the entire group. Prices are listed per person unless otherwise noted.

Parfait Station (V) \$11

Greek, Vanilla, Flavored Yogurt, House Granola, Berries, Dried Fruit, Nuts, Honey, Flax Seeds, Chia Seeds

Chef-Attended Omelet Station \$14

Includes Attendant

Eggs, Cheese, Bacon, Sausage, Ham, Onions, Peppers, Mushrooms, Spinach, Banana Peppers, Tomatoes

Quiche \$35 per quiche

Serves 8 people.

Three Cheese (V)
Bacon & Cheese
Spinach & Cheese (V)

Retail breakfast for operating breakfast outlets can be purchased in advance for your group at \$15.75++ per person between the months of May and October, and \$21.75++ between the months of November and April. Group rate only valid when purchased for entire group for entire length of stay.

Hot & Cold Beverage Package

Service is for up to 4 hours. Minimum of 15 people required for beverage package. When minimum is not met additional charges will apply. All items must be ordered for the entire group. Prices are listed per person.

Includes Regular and Decaf Coffee, Tea, and Assorted Coca-Cola Products \$14





Sweet Breaks

Service is for up to 1.5 hours, additional service time requires additional fee. Minimum of 15 people required for breaks. When minimum is not met additional charges will apply. All items must be ordered for the entire group. Prices are listed per person.

Farmer's Break (V) \$7

Biscuits, Cornbread, Jams, Butter

All About Apples (V) \$8

Apples, Caramel Sauce, Apple Muffins, Apple Cider

Maple Break (V NUT) \$8

Sweet Breads, Maple Butter, Maple Whoopie Pies

Build Your Own Trail Mix (V) \$10

Nuts, Dried Fruit, Seeds, M&Ms, Granola, Gold Fish, Chex

Something Maine (V NUT) \$11

Assorted Whoopie Pies, Sunday River Trail Mix Cookies, Chex Muddy Buddies

Savory Breaks

Service is for up to 1.5 hours additional service time requires additional fee. Minimum of 15 people required for breaks. When minimum is not met additional charges will apply. All items must be ordered for the entire group. Prices are listed per person.

Chips & Dip (V) \$6

Choice of One Chip: Potato, Tortilla GF, Pita

Premium Selection +\$.50

House-Made Potato Chip

Naan Bread

Choice of One Dip: Onion, Veggie, Spinach, Hummus, Ranch, Ranchero, Salsa

Premium Dips \$.75

Guacamole

Olive Tapenade

Sundried Tomato Tapenade

House-Made Chip Break (V) \$8

Cajun-Dusted House-Made Potato Chips, Sea-Salted House-Made Chips, 2 Chef's Choice House-Made Dips

Mediterranean (V) \$10.5

Naan Bread, Pita Chips, Vegetables, Hummus, Olive Tapenade, Sundried Tomato Tapenade, Spinach Dip

A La Cart Items

Served per dozen unless otherwise noted.

Cookies (V) \$28

Sunday River Trail Mix Cookie (V NUT) \$33

Gluten-Free Cookies (V, GF) \$36

Brownies (V) \$29

Gluten-Free Brownies (V, GF) \$35

Cinnamon Rolls (V) \$33

Muffins (V) \$30

Donuts (V) \$29

Coffee Cake (V) \$30

Dessert Bars (V) \$32

Whoopie Pies \$38

Whole fruit (V, GF, DF) \$23

Fruit Salad (V GF) \$4.5 per person

Sliced Fruit (V GF) \$4.75 per person

Beverages

Coffee Hound Regular or Decaf Coffee \$52/1.5 Gallon

Hot Tea \$41/1.5 Gallon

Hot Chocolate \$34/1.5 Gallon

Lemonade, Iced Tea, or Fruit Punch \$19/Pitcher

Orange, Grapefruit, Cranberry, or Apple Juice \$21/Pitcher

Individual Fruit Juices \$5/Each

Assorted Coca-Cola Canned Soft Drinks \$4.75/Each

Dasani Bottled Water \$5.25/Each





Lunch On-The-Go

Service is for 1.5 hours. Minimum of 10 per selection required. When minimum is not met additional charges will apply. May select up to 3 sandwich selections. Additional selections over 3 require \$2 per person per all selections. If 2 additional selections are chosen over the 3 include the additional fee per person for all selections is \$4. Any salad selection may be chosen as a selection on the Deli Sandwich and Gourmet Sandwich menus. Lunches served in recyclable bags.

BOXED LUNCH

Includes Whole Fruit, Cookie, and Coca-Cola Soft Drink **OR** Bottled Water.

Deli Sandwich \$18

INCLUDES CHIPS

*Selection refers to one built sandwich which includes one meat, one cheese, one bread. Mayonnaise and mustard packets. Minimum of 10 per selection required.

Choice of One: Ham, Roast Beef, Turkey, Chicken Salad, Egg Salad, Veggie

Choice of One: Cheddar, Swiss, American, Pepper Jack Cheese

Choice of One: White, Wheat, Bulky Roll, Wrap

Includes: Lettuce, Tomato, Onion, and condiments

Gourmet Sandwich \$23

INCLUDES CHIPS

*Selection refers to one built sandwich selection. Minimum of 10 per selection required.

Choice of One:

-Turkey, Bacon, Baby Arugula, Tomato, Muenster Cheese, Avocado
Lime Aioli, Herbed Focaccia

-Ham, Swiss, Sundried Tomato Pesto, Asparagus, Arugula,
Herbed Focaccia

-Apple Pecan Dijon Chicken Salad, Spinach, Wrap

-Edamame Spread, Dijon Mustard, Roasted Tomatoes, Arugula,
Cucumber, Roasted Red Peppers, Wrap (V)

-Grilled Vegetables, Garam Masala, Carrots, Hummus, Sprouts,
Wrap (V)

-Maine Lobster Roll +\$11 *+mkt*

House Salad (V GF DF) \$18

Minimum of 10 required.

Mixed Greens, Tomatoes, Onions, Cucumbers, Carrots, Italian,
Balsamic, **OR** Ranch

Chef Salad \$20

Minimum of 10 required.

Romaine, Sliced Egg, Turkey, Ham, Swiss, Cheddar, Tomatoes,
Cucumbers, Carrots, Italian, Balsamic, **OR** Ranch

Caesar Salad \$19

Minimum of 10 required.

Romaine, Parmesan, Croutons, Classic Dressing

Chilled Asian Noodle Salad with Grilled Chicken \$22

Minimum of 10 required.

Lo-Mein Noodles, Carrots, Diced Peppers, Soy, Honey, Pineapples

Grilled Chicken Cobb Salad \$23

Minimum of 10 required.

Romaine, Chicken, Egg, Bacon, Bleu Cheese, Avocados, Red
Onion, Tomatoes, Italian, Balsamic, **OR** Ranch

BAGGED LUNCH \$15

Minimum of 15 per selection required.

Includes chips.

*Selection refers to one sandwich type and one bread choice.

Choice of One:

-Ham & American

-Roast Beef & Cheddar

-Bacon, Lettuce & Tomato

-Peanut Butter & Jelly

-Peanut Butter & Fluff

Choice of One: White, Wheat Bread

Choice of One: Coca-Cola Soft Drinks, Bottled Water

Choice of One: Whole fruit, Cookie





BANQUET LUNCH

Classic Lunch

Service is for 1.5 hours additional service time requires additional fees. Minimum of 20 people required. When minimum is not met additional charges will apply. Includes choice of Sweet Tea, Unsweetened Tea, Lemonade, or Fruit Punch, and 1 Baked Treats dessert selection, additional selection(s) require additional fees. If served after 4pm an additional \$7 charge per person applies.

Deli Sandwich

Choice of Two Built Sandwich Selections **\$20**

Choice of Three Built Sandwich Selections **\$22**

*Selection refers to one built sandwich which includes one meat, one cheese, one bread.

Choice of One: Ham, Roast Beef, Turkey, Chicken Salad, Egg Salad, Veggie

Choice of One: Cheddar, Swiss, American, Pepper Jack Cheese

Choice of One: White, Wheat, Bulky Roll, Wrap

Includes: Lettuce, Tomato, Onion, and condiments

Choice of Two: Lunch Sides

Gourmet Deli \$24

Choice of Three Built Sandwiches served on Herbed Focaccia:

*Selection refers to one built sandwich.

-Turkey, Bacon, Baby Arugula, Tomato, Muenster Cheese, Avocado
Lime Aioli, Sundried Tomato

-Ham, Swiss, Sundried Tomato Pesto, Asparagus, Arugula

-Apple Pecan Dijon Chicken Salad

-Edamame Spread, Dijon Mustard, Roasted Tomatoes, Arugula,
Cucumber, Roasted Red Peppers (V)

-Grilled Vegetables, Garam Masala, Carrots, Hummus, Sprouts, (V)

-Maine Lobster Roll +\$11 +\$mkt

Choice of Two Lunch Sides

Build Your Own Deli Sandwich

Choice of Two Fillings **\$19**

Choice of Three Fillings **\$20**

*Additional fees apply for additional selections of fillings, cheeses, and breads.

Filling Selections: Ham, Roast Beef, Turkey, Chicken Salad, Egg Salad, Veggie

Choice of Two: Cheddar, Swiss, American, Pepper Jack Cheese

Choice of One: White, Wheat, Bulky Roll, Wrap

Lettuce, Tomato, Onion, and Condiments

Choice of Two Lunch Sides

Soup & Salad \$25

Choice of One: New England Clam Chowder, Fish Chowder, Corn Chowder, Maine Lobster Chowder (+\$4 +\$mkt), Chicken Noodle, Turkey Wild Rice, Carrot & Ginger (V GF), Vegetable (V), Beef Vegetable, Cream of Potato & Bacon, Minestrone (V), Roasted Tomato Basil
Additional Soup +\$2

Choice of Two Chilled Items : Shrimp, Grilled Flank Steak, Marinated Chicken, Jerk Marinated Tofu

Choice of Two: Spring Mix, Romaine, Arugula

Includes: Tomatoes, Cucumbers, Carrots, Onions, Green Peppers, Nuts, Flax, Chia Seeds, Croutons, Blueberry Balsamic Vinaigrette, and Blood Orange Yogurt Dressing (V GF)

Italian \$23

Garlic Bread

Choice of One : Meatballs, Italian Sausage, Grilled Chicken,

Jumbo Shrimp +\$7, Sautéed Vegetables (V), Kale "meat" balls

Choice of One: Stuffed Shells, Manicotti

Choice of Two Lunch Sides

Cookout \$24

Buns & Rolls (V)

Cheeses, Lettuce, Tomato, Onion, Pickles, Condiments

Hamburgers

Hot Dogs

Smoked Black Bean Burgers available on request

Choice of Two Lunch Sides

Summer Grill \$25

Slider Buns

Maine Blueberry BBQ Pulled Pork (GF)

Honey Cranberry Mustard Glazed Chicken Thighs

Choice of Two Lunch Sides

LUNCH SIDES

Additional Lunch Side +\$4

Substitute Soup +2

Potato Chips

Garden Salad (V VG GF DF)

Caesar Salad

Coleslaw (V GF)

Tomato Cucumber Feta Salad (V GF)

Bean Salad (V VG GF DF)

Mexican Corn Salad (V GF)

Pasta Salad *Vinaigrette based* (V)

Macaroni Salad *Mayonnaise based* (V)

Fruit Salad (V VG GF DF)

Fingerling Potato Salad

Baked Beans (GF DF)

Provençal Vegetable Medley (V GF)

Corn on the Cob (V GF) *Seasonal*





BANQUET LUNCH

Lunch Buffet

Service is for 1.5 hours, additional service time requires additional fee.
Minimum of 20 people required. When minimum is not met additional charges will apply. Includes choice of Iced Tea, Sweet Tea, Unsweetened Tea, Lemonade, OR Fruit Punch, and 1 Sweet Ending dessert selection, additional selection(s) require additional fees.
If served after 4pm an additional \$7 charge per person applies.

- One Entrée & Two Sides \$27
- Two Entrées & Two Sides \$31
- Two Entrées & Three Sides \$33

ENTRÉES

Additional Lunch Entrée +\$6.25

- House-made Meatloaf & Beef Gravy
- Beyond Meatloaf & Gravy (V)
- Grilled BBQ Beef Tips
- Sliced Roast Beef
- Grilled Jerk Chicken Thighs
- Roasted Chicken Quarters (GF)
- Pesto-Crusted Chicken Breasts
- Chicken Parmesan
- Sliced Baked Ham (GF)
- Pork Tenderloin, Blueberry Applesauce
- Pork Loin, Cornbread Stuffing
- New England Baked Haddock
- Grilled Shrimp Skewer (GF) +\$7
- Seared Salmon (GF)
- Pesto Roasted Veggie Kebob (V GF)
- Baked Stuffed Portabella Mushrooms (V)
- Smoked Black Bean Patties, Pico (V DF)

SIDES

Additional Lunch Side +\$4

- Rice Pilaf
- Mashed Potato (GF)
- Fingerling Potato Salad (GF)
- Quinoa Pilaf (V GF)
- Garlic Mashed Potato (V GF)
- Italian Herb-Roasted Potato (V GF DF)
- Roasted Sweet Potato (V GF)
- Roasted Cauliflower (V GF DF)
- Broccoli with Lemon Butter (V GF DF)
- Green Beans (V GF)
- Mixed Seasonal Vegetable (V GF)
- Glazed Tri-Colored Carrots (V GF DF)
- Chef's Choice Pasta Salad (V)
- Cold Wild Rice Salad (V GF DF)
- Coleslaw (V GF)
- Garden Salad (V GF DF)
- Caesar Salad

SOUPS

May be selected as side option

- Chicken Noodle Soup
- Vegetable Soup (V)
- Beef Vegetable Soup
- Cream of Potato & Bacon Soup
- Minestrone Soup (V)
- Turkey Wild Rice Soup
- Carrot & Ginger Soup (V)
- Roasted Tomato Basil Soup (V)
- Corn Chowder
- New England Clam Chowder
- Fish Chowder
- Maine Lobster Chowder +\$4 +\$mkt

Executive Lunch

Pre-ordered a la carte luncheons from operating restaurant in the hotel where meeting is taking place are available. **Maximum of 15 people.**





BANQUET RECEPTION

Hors d'Oeuvres

Each item is to be selected individually and is priced per piece. Minimum order is 3 dozen per item. Selections may be requested to be butler passed at \$30 per server per hour. One server per 50 guests required.

† indicates items that can be butler passed.

Cold

- † Tomato Basil Bruschetta (V) \$3.75
- † Smoked Chicken, Brie, Blueberry Gastrique, Scallions \$4
- † Pickled Corn, Tomato, Brie, Pumpernickel Rye (V) \$3.5
- † Mexican Corn Salad, Avocado, Lime, Cream, Crostini (V) \$3.5
- † Wild Mushroom Duxelle, Toasted Crostini \$3.75
- † Roasted Pine Nut Hummus, Three-Onion Eggplant Caponata, Grilled Pita (V DF) \$3.5
- † Local Blue Cheese, Local Honey, Toasted Crostini (V) \$4.25
- † Blackened Beef, Tomato Horseradish, Onion Jam \$5.25
- Vegetable Summer Roll (V) \$5.25
- Shrimp Summer Roll \$5.5
- † Roasted Beet, Orange Reduction, Local Feta (V GF) \$4.5
- † Lobster & Corn Verrine \$8 ^{+\$mkt}

Hot

- † Spinach Artichoke Stuffed Mushrooms (V) \$3.5
- † Sausage & Cornbread Stuffed Mushrooms (V) \$3.75
- † Spinach, Feta, Phyllo (*Spanakopita*) (V) \$3.75
- † Swedish Meatballs \$4.5
- Steamed Pot Stickers, Ginger Sauce (DF) \$3.75
- Chicken Fingers, Dipping Sauce \$4.25
- † Chicken Satay (DF) \$4.25
- Slow-Roasted St. Louis Ribs \$4.75
- † Fried Vegetable Spring Roll (V) \$4.5
- † Maple Cinnamon Cayenne North Country Bacon Skewer \$4.75
- Chicken Wings (DF) \$4.75
- † Beef Satay (DF) \$5
- † Pork Belly, Apple Slaw, Asian BBQ, Pickled Carrots, Steamed Bun (DF) \$6
- † Duck Confit, Cranberry Raspberry Reduction \$5
- † Blueberry Venison-Stuffed Mushroom \$5
- † Bacon-Wrapped Scallops (DF) \$5.5
- † Lamb Lollipops \$6
- † Lobster Cod Cakes \$7 ^{+\$mkt}

Displays

Displays are served for a maximum of 1.5 hours. Serving sizes available for 25, 50, or 100 people.

Maine Charcuterie

\$255 serves 25; \$429 serves 50; \$590 serves 100

Maine Cheeses, Cured Meats, Whole Grain Mustard, Jams, Pickled Vegetables, Peppadew Peppers, Crusty Bread, Crackers

Mediterranean (V)

\$235 serves 25; \$370 serves 50; \$535 serves 100

Hummus, Pesto, Olive Tapenade, Sundried Tomato Tapenade, Quinoa, Tabbouleh, Feta, Minced Herbs, Roasted Radishes, Eggplant Relish, Roasted Vegetables, Baguettes, Ciabatta, Flatbread

New England Cheese (V)

\$195 serves 25; \$325 serves 50; \$425 serves 100

Four Select Cheeses, Berries, Crackers, Crusty Bread

Crudite (V)

\$165 serves 25; \$275 serves 50; \$335 serves 100

Carrots, Celery, Radishes, Cucumbers, Broccoli, Cauliflower, Cherry Tomatoes, Yogurt Dip, Hummus

Baked Brie (V)

\$240 Serves 25

Pastry-Wrapped Brie, Maine Blueberry Gastrique, Crusty Bread, Crackers

Jumbo Shrimp Cocktail

\$279 serves 25; \$479 serves 50; \$815 serves 100

Traditional Shrimp Cocktail, Avocado Crema, Chipotle Remoulade, Cocktail Sauce, Lemon

Shrimp & Crab Cocktail

\$345 serves 25; \$545 serves 50; \$850 serves 100

Poached Shrimp, Crab Legs, Lemon, Lime, Tabasco, Cocktail Sauce, Remoulade





BANQUET RECEPTION

Stations

Enhance your menu by adding a station, or create a whole reception with a minimum of three station choices. All stations require a 20 person minimum and are priced per person. Each station must be ordered for the entire group. Service is for 1.5 hours. Additional time requires an additional fee.

CARVING STATION

Carving stations are chef-attended and include Artisan Rolls.

- Cinnamon Salt-Crusted Pork Loin** Maple Apple Sauce (GF) \$12
- Bacon-Roasted Turkey Breast** Blueberry Cranberry Compote \$14
- Salmon En Crouete** \$15
- Coffee-Dusted Beef Tenderloin** \$22
- Herb Crusted Prime Rib** Horseradish, Sunday River Steak Sauce (GF) \$24

STANDARD STATION

Trio of Salads (V) \$11

Caesar, Garden, Sunday River Signature – mixed greens, blueberries, strawberries, candied pecans, feta
Italian, Ranch, Blueberry Balsamic

Potato \$10

Additional Potato +\$1.50

Choice of One: Baked Sweet Potato, Baked Potato, Mashed Potato
Brown Sugar, Cinnamon, Diced Apples, Chives, Bacon, Broccoli,
Smoked Cheddar, Sour Cream, Caramelized Onions, Sautéed
Mushrooms

Mac & Cheese \$12

Add Sautéed Vegetables +\$2.5

Add Sliced Grilled chicken +\$2.5

Add Jumbo Shrimp \$6.25

Sunday River House-Made Cheddar Cheese Sauce, Wild Mushrooms,
Bacon, Avocado, Broccoli, Roasted Tomatoes, Caramelized Onions,
Herbed Bread Crumbs, Asparagus, Sautéed Spinach and Kale

Mini Lobster Roll \$17

Classic Maine Lobster Salad, Shredded Lettuce, Toasted Brioche

Taco \$13

Add carne asada +\$6

Add house pulled pork and Pineland Farms cheddar +\$5

Additional shell +\$1

Choice of One: flour tortilla, corn tortilla, hard shell corn

Choice of One: Fajita Chicken, Ground Beef, Beyond Crumble (V)
Salsa, Lettuce, Tomato, Onion, Jalapeno, Shredded Cheese, Sour
Cream

Sliders \$12

Additional protein +\$5

Choice of One: Burger Patty, Fried Chicken, Grilled Chicken, Fried
Tofu

Includes: Slider Rolls, Cheese, Ketchup, Mayonnaise, Mustard,
Pickles

Poke \$18

Additional protein +\$5

Brown and White rice +\$2

Choice of One: salmon, tuna, beef

Choice of One: white rice, brown rice

Seaweed salad, pickled carrot, spicy mayo, ponzu sesame
dressing

Ice Cream Stand (V) \$8

Hoodsie Cups, Fudgsicles, Ice Cream Sandwiches, Bomb Pops

S'mores (V) \$10

Graham Crackers, Marshmallows, Hershey Bars.

Tabletop firepits included. Does not include outside firepit +\$250/hour.

Ultimate S'mores (V) \$13

Graham Crackers, Caramel Pecan Cookies, Marshmallows,
Hershey Bars, Reese Cups, Kit-Kats, Heath Bar Crumble

Tabletop firepits included. Does not include outside firepit
+\$250/hour

ACTION STATION

Action stations are chef-attended. Max number of guests 150, over requires
additional attendant and fees

Stir Fry \$14

Additional Rice +\$1.5

Additional Meat +\$2.5

Choice of One: Lo Mein, Brown Rice, White Rice

Choice of One: Vegetables, Chicken, Beef, Tofu
Teriyaki Sauce, Szechuan Sauce

Pasta \$14

Includes Shaved Parmesan

Additional Pasta +\$1.5

Additional Meat +\$2.5

Choice of One: Pasta: Cheese Tortellini, Fettuccini, Penne

Choice of Two: Sauces: Marinara, Alfredo, Pesto Cream, Bolognese

Choice of One: Meatballs, Italian Sausage, Sliced Grilled Chicken,
Jumbo Shrimp +\$6.25, Sautéed Vegetables (V), Kelp "Meat"balls (V)

Grilled Cheese \$13 (Max number of guests 50)

Additional Grilled Cheese Selection +\$2.5

Choice of One Bread: Texas Toast, Wheatberry, Cuban Loaf

Choice of One Sandwich:

-Tomato, Bacon, Onion, Smoked Cheddar

-Brie, Caramelized Onions, Apples, Cranberry Apple Butter (V)

-Smoked Ham, Gruyere

-Tomato, Basil Pesto, Mozzarella (V, Nut)

Ice Cream Sundae (V NUT) \$12

Two Gifford's Ice Cream Flavors, Sprinkles, Chocolate Chips, Peanut
Butter Cups, Nuts, Bacon, Hot Fudge, Caramel, Strawberry Sauce,
Whipped Cream





BANQUET DINNER

Dinner Buffet

Service is for 1.5 hours additional service time requires additional fee. Minimum of 20 people required. Includes Artisan Rolls with Olive Oil and Balsamic Vinegar, 1 Sweet Endings dessert selection, additional selection(s) require additional fees, Coffee & Tea station.

Two Entrées & Two Sides \$38

Two Entrées & Three Sides \$41

Three Entrées & Three Sides \$43

Entrées

Additional Buffet Entree +\$7.5

- Beef Tip Shepherd's Pie
- Beyond Shepherd's Pie (V)
- Roasted Strip Loin of Beef, Cipollini Onion Mushroom Ragout, Red Wine Demi-Glace
- Pretzel-Encrusted Chicken Breast, Herb Dijon Cream Sauce
- Buttermilk Honey Chicken Breast, Brown Sugar BBQ Glaze, Cherries, Blueberries
- Bacon-Wrapped Pork Loin, Molasses Sherry Glaze
- Honey Sesame Pork Tenderloin, Ginger Ponzu
- Crab, Shrimp, Scallop, White Wine Butter Sauce
- Seared Salmon, Tomato Caper Relish (GF)
- New England Baked Haddock
- Ricotta Gnocchi, Pomodoro Sauce (V)

Sides

Additional Side +\$5.25

Starch

- Garlic Smashed Potatoes (V GF)
- Rice Pilaf
- Italian Herb-Roasted Potato (V GF DF)
- Roasted Sweet Potato (V GF)
- Baked Potato (V GF DF)
- Roasted Fingerling Potatoes (V)

Premium Starch +\$2.50

- Wild Rice, Grain Pilaf, Cranberries (V)
- Sweet & Yukon Mashed Potatoes, Goat Cheese, Maple Candied Pecans (V NUT)
- Quinoa Pilaf (V GF)
- Roasted Vegetable Farro (V)

Vegetable

- Glazed Tri-Colored Carrots (V GF DF)
- Mixed Seasonal Vegetable (V GF)
- Zucchini, Summer Squash Provencal (V)
- Herb-Roasted Root Vegetables (V)
- Roasted Cauliflower (V GF DF)
- Lemon-Butter Broccoli (V GF)

Premium Vegetable +\$2.5

- Roasted Asparagus, Lemon (V)
- Maple Bourbon Roasted Tri-Color Carrots (V)
- Balsamic Bacon Roasted Brussels Sprouts (GF)
- Green Beans Almandine (V GF NUT)

Soups & Salads

Add Soup or Salad +\$4.5

- Garden Salad (V GF DF)
- Caesar Salad
- Chicken Noodle
- Vegetable (V)
- Beef Vegetable
- Cream of Potato & Bacon
- Minestrone (V)
- Turkey Wild Rice
- Carrot & Ginger (V)
- Roasted Tomato Basil (V)
- Corn Chowder
- New England Clam
- Fish Chowder
- Maine Lobster Chowder +\$4 *+\$MKT*





BANQUET DINNER

Classic Dinner Buffet

Service is for 1.5 hours. Minimum of 20 people required. Includes 1 Sweet Endings dessert selection, additional selection(s) require additional fees, Coffee & Tea station.

Cookout \$35

Additional Entree +\$9.50

Garden Salad, Ranch, Balsamic Dressings (V)
 Potato Salad (V)
 Corn on the Cob (V)
 Baked Beans (GF DF)
 Buns & Rolls (V)
 Cheeses, Lettuce, Tomato, Onion, Pickles, Condiments
 Hamburgers
 Red Hot Dogs

Premium Entrée +\$5.25

Honey Blueberry BBQ Chicken
 Pulled Pork
 Beef Brisket
 BBQ Pork Ribs
 Flank Steak
 Beyond Burgers (V)
 Beyond Bratwurst (V)

Backyard Barbecue \$49

Additional Entree +\$9.5

Cornbread, Honey Butter
 Garden Salad, Ranch, Balsamic Dressings (V)
 Potato Salad (V)
 Cole Slaw (V)
 Sliced Fruit
 Baked Beans (GF DF)
 Corn on the Cob (V)
Choose Two: Honey Blueberry BBQ Chicken, Pulled Pork,
 Beef Brisket, BBQ Pork Ribs, Flank Steak

Tuscany \$37

Garlic Bread
 Caesar Salad
 Shaved Parmesan
 -Italian Herb Roasted Potato (V, VG, GF, DF)
 -Eggplant, Squash, Tomato, Ratatouille (V, GF)
 -Mushroom Pesto Orzo (V)
 -Shrimp, Scallops, Penne Alfredo
 -Chicken Breast, Mushrooms, Marsala Wine Sauce

Maine Lobster Bake \$95 +\$mkt

Minimum of 20 people required. Includes one lobster per person, sweet tea, unsweetened tea, lemonade, OR fruit punch and artisan rolls.

Fruit Salad (V GF DF)
 Coleslaw (V)
 Baked Beans
 Corn on the Cob (V GF)
 Roasted potatoes (V GF DF)
 Mussels (GF)
 Drawn Butter
 1 ¼ lb Maine Lobster (GF DF) +\$ mkt

Enhancements

Second Maine Lobster \$27 +\$mkt
 Lobster Tail \$20 +\$mkt
 Diver Scallops \$16
 Filet Mignon \$17
 Grilled N.Y. Strip Sirloin Steak (GF) \$13
 Grilled Barbecue Chicken Quarters \$10
 Grilled Shrimp Skewer \$11
 Grilled Portabella Mushroom (V) \$9.5
 Sausage, Peppers, & Onion s \$9
 Sirloin Beef Tips \$10
 Crab Cakes \$9
 Steamed Maine Mussels, White Wine, Herbs, Garlic \$9
 Intermezzo Sorbet (VG GF) \$4



BANQUET DINNER

Plated Dinner

Minimum of 20 people, minimum of 10 per entrée selection required.

May select up to 3 entrees, 1 starch selection, 1 vegetable selection, and 1 dessert selection that will be served with all 3 entrees. Additional selections will incur additional charges. If more than one entrée is selected, an entrée indicator is required to be provided.

Includes Sunday River Signature Salad, Artisan Rolls with Olive Oil and Balsamic Vinegar, 1 Starch, 1 Vegetable, 1 Signature Sweets dessert selection, Coffee & Tea service.

Beef

- Braised Short Rib, Maine Blueberry BBQ \$39
- Beef Tenderloin, Bourbon Peppercorn Demi-Glace \$46
- Veal Schnitzel, Brown Butter \$44
- Djon Rack of Lamb, Chimichurri \$47

Poultry

- Maple Dijon Mustard Statler Chicken \$34
- Honey Lavender Statler Chicken \$34
- Seared Statler Chicken Breast, Roasted Fennel, Artichokes, White Wine Tarragon Jus (GF) \$34
- Slow-Roasted Duck, Hoisin Glaze \$42

Pork

- Pepper-Crusted Pork Loin, Cherry Amaretto Butter (GF) \$33
- Grilled Pork Chop, Bacon Onion Jam (GF) \$34

Seafood

- New England Haddock, Seafood Herbed Butter Cracker Crust \$35
- Haddock Newburg \$37
- Seared Salmon, Limoncello Sauce (GF) \$38

Vegetarian

- Maine Wild Mushroom, Brie Risotto (V, GF) \$32
- Toasted Quinoa-Stuffed Eggplant, Mushroom Salsa, Saffron Tomato Coulis (V, GF) \$30
- Smoked Black Bean Cakes, Pico de Gallo (V) \$29
- Ricotta Gnocchi, Pomodoro Sauce (V) \$30

Sides

Starch

- Garlic Smashed Potatoes (V GF)
- Rice Pilaf
- Italian Herb-Roasted Potato (V GF DF)
- Roasted Sweet Potato (V GF)
- Baked Potato (V GF DF)
- Roasted Fingerling Potatoes (V)

Premium Starch +\$2.25

- Wild Rice, Grain Pilaf, Cranberries (V)
- Sweet & Yukon Mashed Potatoes, Goat Cheese, Maple Candied Pecans (V NUT)
- Quinoa Pilaf (V GF)
- Roasted Vegetable Farro (V)

Vegetable

- Glazed Tri-Colored Carrots (V VG GF DF)
- Mixed Seasonal Vegetable (V VG GF DF)
- Zucchini, Summer Squash Provencal (V GF)
- Herb-Roasted Root Vegetables (V VG GF DF)
- Roasted Cauliflower (V VG GF DF)
- Lemon-Butter Broccoli (V GF)

Premium Vegetable +\$2.25

- Roasted Asparagus, Lemon (V VG GF DF)
- Maple Bourbon Roasted Tri-Color Carrots (V)
- Balsamic Bacon Roasted Brussels Sprouts (GF)
- Green Beans Almandine (V GF NUT)

DINNER ENHANCEMENTS

- Second Maine Lobster \$27 +\$mkt
- Lobster Tail \$20 +\$mkt
- Diver Scallops \$16
- Filet Mignon \$17
- Grilled N.Y. Strip Sirloin Steak (GF) \$13
- Grilled Barbecue Chicken Quarters \$10
- Grilled Shrimp Skewer \$11
- Grilled Portabella Mushroom (V) \$9.5
- Sausage, Peppers, & Onions \$9
- Sirloin Beef Tips \$10
- Crab Cakes \$9
- Steamed Maine Mussels, White Wine, Herbs, Garlic \$9
- Intermezzo Sorbet (VG, GF) \$4

Soups

Add Soup +\$4.5

May select 1 soup that will be served with all entrees. Additional selections will incur additional charges. If more than one soup is selected, an indicator is required to be provided.

- Chicken Noodle
- Vegetable (V)
- Beef Vegetable
- Cream of Potato & Bacon
- Minestrone (V)
- Turkey Wild Rice
- Carrot & Ginger (V)
- Roasted Tomato Basil (V)
- Corn Chowder
- New England Clam
- Fish Chowder
- Maine Lobster Chowder +\$4 +\$MKT





BANQUET DESSERT

DESSERT

Choose 1 selection from dessert type included with lunch or dinner menu selected. Additional selections will incur additional charges.

Baked Treats \$4

Select 1, minimum of 20 per selection required if more than 1 selection is made. Additional fee applies for multiple selections.

Cookies (V)
Brownies (V)
Dessert Bars (V)
Gluten Free Cookies (V GF)

Upgrade menu dessert Baked Treats to Sweet Endings +\$3.25

Sweet Endings \$7

Select 1, minimum of 20 per selection required if more than 1 selection is made. Additional fee applies for multiple selections.

Blueberry Pie (V)
Apple Pie (V)
Cheesecake (V)
Chocolate Cake (V)
Vanilla Cake (V)
Ice Cream (V)
Berry Sorbet (V GF DF)
Maine Blueberry Crisp (V)
Blueberry Buckle Cake (V)
Apple Crisp (V)
Assorted Mousse Cups (V GF)

Upgrade menu dessert Sweet Endings to Signature Sweets +\$4.25

Signature Sweets \$10

Select 1, minimum of 20 per selection required if more than 1 selection is made. Additional fee applies for multiple selections.

Premium Cheesecakes (V)
Tiramisu (V)
Creme Brûlée (V)
Lemon Blueberry Mascarpone Cake (V)
German Chocolate Cake (V NUT)
(Requires 4 week notice)
Triple Chocolate Cake (V)
Maine Blueberry Cobbler (V)
Strawberry Shortcake (V)

Upgrade to Ala Mode +\$3

Non-Alcoholic Beverages

Soft Drinks	Fruit Juices	Bottled Water
\$4.75	\$5	\$5.25





Minimums

All banquet functions are subject to a 20-guest minimum unless otherwise noted.

Pricing

All prices are per person unless otherwise noted and subject to a 22% service charge plus the prevailing Maine state tax.

Dietary Restrictions

Menu items are marked with a V for vegetarian, VG for vegan, GF for gluten free, DF for dairy free, NUT when contains nuts. We are not a nut free or gluten free facility. *For severe allergies please work closely with your service coordinator.*

Guarantee

Sunday River requires that clients confirm all menus at least three weeks in advance of event, with a final guarantee on guest count required seven days prior. This guarantee, or the actual number served (whichever is greater), will be the number for which you will be charged. Should the number in your party change considerably, we reserve the right to move your group to a more appropriately sized room or location. *We are prepared to serve up to 5% over the guaranteed attendance for your group if your attendance requires an increase of the guarantee number on-site. If the guarantee exceeds 5% any time within the 72-hour period, a 10% surcharge will be included on the cost of the additional meals.*

Meeting Reset Charges

For any changes made to a function within 24 hours, a minimum of \$200 reset charge will be posted to the group's Master Account.

Sunday River Banquet Space

All banquet space is a licensed food and beverage outlet. No food and beverage purchased outside of Sunday River Banquets is permitted in these areas. All food and beverage must be prepared and served by resort staff. No outside food or beverage can be brought to a resort function (exceptions made for wedding desserts prepared by a licensed food service professional).

Dining

Breakfast is available from 6AM to 10AM, lunch from 11AM to 3PM, and dinner from 4PM to 9PM. Meals served outside of these times may be subject to an additional charge.

Buffets

Buffet tables are replenished frequently to maintain a quality appearance. Meals are priced by a maximum of 90 minutes of service, not by the amount of food prepared. To ensure food safety and quality, buffet food may not be removed from function locations. Sunday River policy dictates food, beverage, or alcohol purchased outside of Sunday River is not allowed in any event venue. A minimum guarantee of 20 people is required for all buffet functions regardless of the number of people served. At the conclusion of buffet functions, remaining food and beverages (with the exception of wedding desserts) are retained by Sunday River and cannot be taken from the banquet function. Extended schedules are available at an additional cost. Catered functions served at Sunday River less than the required minimum attendance will be charged the per person meal price up to the minimum required, or a surcharge of \$200, whichever is less. This charge is non-inclusive of charges incurred for the room rental. Minimums are listed throughout this menu. Due to the preparation involved with food service, Sunday River 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.

Plated Menus

If more than one entrée is selected, we require the client to provide each guest with an entrée selection indicator, a meal key, and a guest list.

Special Meals

Special meals for dietary, health or religious reasons may be arranged with your Sunday River Service Coordinator prior to arrival. The exact number of special substitute meals must be specified with the guaranteed attendance. Many of our menu items can be designed to meet heart-healthy guidelines. The following notations are used: GF Gluten-Free; DF Dairy-Free; V Vegetarian, VG Vegan. Thoroughly cooking foods of animal origin such as beef, eggs, fish, lamb, pork, poultry or shellfish reduces the risk of foodborne illness. Consult your physician or public health official for further information.

Children's Meals

Children's plated entrée selections are available for children 12 and under for \$17.95 plus taxes and service fee. One selection may be chosen for all children in attendance. Your coordinator can advise you for the available plated options at the time of your event. Children under 12 choosing to dine from the chosen buffet menu will be billed at half of the menu price. Children at half priced do not count towards group minimum of 20. Children 5 and under eat free from any buffet menu. If plated option is chosen the \$17.95 children's plate fee will apply.





Alcoholic Beverage Policy

All banquet space is a licensed food and beverage outlet. No food and beverage purchased outside of Sunday River Banquets is permitted in these areas. Alcoholic beverages may not be brought into the event from outside sources by customers or event attendees. The customer acknowledges that the sale, service, and consumption of alcoholic beverages is regulated by the Maine State Alcoholic Beverage Commission. Sunday River, as an alcoholic beverage licensee, is subject to the regulations put forth by said commission.

Damage & Loss

Sunday River will not assume responsibility for damage or loss of equipment or property belonging to the customer and their guests or attendees. Charges incurred by damage or loss of any items contracted for the customer through an outside vendor is the sole responsibility of the customer. Customer agrees to be responsible for any damages incurred to Sunday River by the patron, guests, or any person connected in any way with said event.

Linen

Sunday River will provide you with a choice of linen held in our inventory. Special orders are available at the client's expense with a minimum four-week notice. All special-order linens must be canceled 2 weeks prior to the event. Cancellations made afterward may result in the full rental charge owed.

Décor

Please notify us of any decoration needs so we can assist you with installation. Any décor set-up that requires a ladder must be executed by either Sunday River or by a licensed and insured décor company. Sunday River décor services are \$100 per hour, per staff. Favors may be displayed by the client in advance of the event. All favors that are food-related must be wrapped and remain unopened during the event. Caution is requested when attaching materials to walls, doors, or ceilings, and no nails or tacks of any sort may be used. Any damage due to careless decorating will be the customer's responsibility.

Vacate Charges

Event end time in all venues and function space is 10:00 PM. If you wish to extend later than 10:00 PM an additional hourly fee will apply. Fees vary based on location. *All bands and DJ's must stop playing by 10:00 PM regardless of event end time.* The latest end time for any event is 12:00 AM. Last call at the bar will be 15 minutes prior to scheduled event end time. A vacate fee of \$1000 will be added to final bill if venue is not vacated by time listed on Final Banquet Event Order.

Service Charges and Sales Tax

Our catering prices do not include the 22 % service charge on food, and beverage and audio-visual rentals. Applicable sales tax is added to all food and beverage.





A/V Ready Rooms	Per Day
Grand Ballroom - Combined <i>3 LCDs, 3 dropdown screens, house sound patch, 1 wireless microphone, 1 presentation clicker</i>	\$875
Grand Ballroom - Standard <i>1 LCD, 1 dropdown screen, house sound patch, 1 wireless microphone, 1 presentation clicker</i>	\$375
Grand Ballroom Window Side or Lobby Side - Individual <i>1 LCD, 1 dropdown screens, house sound patch, 1 wireless microphone, 1 presentation clicker</i>	\$375
Birches - Combined <i>2 LCDs, 2 dropdown screens, 1 wall-mounted TV, 2 Flat Screens with rolling stands, house sound patch, 1 wireless microphone, 1 presentation clicker</i>	\$600
Birches 1 - Individual <i>2 LCDs, 2 dropdown screens, house sound patch, 1 wireless microphone, 1 presentation clicker</i>	\$425
Birches II - Individual <i>1 LCD, 1 dropdown screen, house sound patch, 1 wireless microphone, 1 presentation clicker</i>	\$375
Balsams/Spruce/Juniper - Combined <i>3 LCDs, 3 dropdown screens, house sound patch, 1 wireless microphone, 1 presentation clicker</i>	\$500
Balsams OR Spruce OR Juniper - Individual <i>1 LCD, 1 dropdown screen, house sound patch, 1 wireless microphone, 1 presentation clicker</i>	\$375
Ketchum, Grafton, Notch, Simonds, Whittier - Individual <i>1 70" flat screen monitor, sound bar audio, 1 presentation clicker</i>	\$275
Sliders <i>5 flat screen monitors, house sound patch, 1 wireless microphone</i>	\$425
Visual Equipment	Each, Per Day
LCD Projector	\$275
55" Flat Screen TV with Rolling Stand	\$200
Dropdown Screen - Grand Ballroom, Balsam, Spruce, Juniper, and Birches Rooms	\$150
8' x 8' Tripod Screen	\$200
BlueRay DVD Player	\$75
Audio Equipment	Each, Per Day
Wireless Microphone + House Sound Patch	\$175
Wired Microphone + House Sound Patch	\$125
Wireless Lavalier Microphone + House Sound Patch	\$200
Desktop Speaker	\$50
Polycom Conference Telephone	\$100
Portable Speaker System & Channel Mixer	\$350
Direct Box	\$30
House Patch	\$100





AUDIO/VISUAL SERVICES

Accessories	Each, Per Day
Podium	\$95
A/V Cart with Power Strip	\$30
AC Extension Cord	\$15
AC Power Strip	\$15
Presentation Clicker	\$20
50-foot or 75-foot VGA Cable	\$20
15-foot or 25-foot HDMI Cable	\$45
Sticky Note Flip Chart Pad with Stand and Markers	\$60
Additional Sticky Note Flip Chart Pad(s)	\$30
Presentation Easel	\$15
Houseman Fee – <i>Banner hanging, confetti cleanup, room decoration, etc.</i>	\$100/hour
In-Room Technician	\$75/hour
Staging	\$50/piece

PLEASE NOTE:

- All prices subject to 22% service fee, some items require 6% tax. Additional equipment and services available, please inquire.
- Vendor table fee without electricity \$75 per table; with electricity \$100 per table.
- Unless prior approval is obtained by Sunday River, the use of outside audio-visual vendors will incur a charge of \$250/day.
- A \$25/day power usage fee will be assessed for each room in which a client uses their own equipment.
- For items that require power drops or that exceed the limits of a 20 amp circuit, a three phase power distribution box will be required at \$350/day (Grand Ballroom only).
- Rates subject to change without notice.



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.