Gramercy Mansion
Bed & Breakfast and Conference Center
1400 Greenspring Valley Road • Stevenson, Maryland 21153
Phone: 410-486-2405 • Fax: 410-486-1765
www.gramercymansion.com

Gramercy Mansion Seminars and Retreats

Gramercy Mansion offers flexible set-up options to accommodate a variety of seating styles. Comfortably furnished breakout rooms with pocket doors for privacy are ideal for small group settings, and a spacious elegant atrium accommodates larger groups for dining. The rental includes up to 12 tables, up to 75 chairs, linens and set-up. On-site parking and Wi-Fi access is free. A 30 minute set-up time prior to the start of the event.

Rental Rates			
Meeting Room	**Max # of Guests**	**Rental Rate (4 hour minimum)**	**Availability Tuesday-Thursday Only Eight Hour Rental**
Living Room	15	$100 per hour	8:00 a.m. – 4:00 p.m.
Living Room & Atrium	40	$200 per hour	10:00 a.m. – 4:00 p.m.

Seating Styles:

- U-Shape or Conference: **30 people**
- Classroom (all tables and chairs facing projector in straight rows): **40 people**
- Banquet Style (round tables with guests seated facing inwards): **40 people**

To Reserve a Date:
To reserve a date, a signed contract and the full rental amount is required, via check or credit within seven business days of reserving the date. There is an additional 3.5% fee when using credit. There are no refunds and dates are not transferable

Food & Beverage Services:
1) Gramercy Options. See Attachment.
2) Choose one of our approved caterers for full service food and beverage options. See Attachment.
3) Catered food drop off with a $250 cleaning fee. Only available for parties of 30 or less guests.
Food requests are required three weeks prior to the event date.
Payment is due two weeks prior to the event date.

Additional Rentals: Tax not included.
DLP Projector (no speakers) $85 Tables with Linens: $10
8’ x 8’ Screen $25 Chairs: $5
Requests are needed three weeks prior to the event date.
Payment is due two weeks prior to the event date.

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Carriage House Rates Seminars Meetings and Retreats

Experience the tranquility of the Carriage House, a peaceful and contemplative atmosphere for your next corporate conference, meeting, training session or executive retreat. The Carriage Room, Conference Room and Batik Room open to a central courtyard enhanced by a tranquil fountain.

The spacious Carriage Room provides ample space for a variety of seating styles. The adjoining Conference Room with a large dining room table is ideal for food and beverage services throughout the day or for extra meeting space. The Batik Room provides a comfortable breakout space with access to the garden courtyard via French doors and three private bathrooms.

Rental Includes: up to 12 tables, up to 75 chairs, linens and set-up. Free on-site parking and Wi-Fi. Thirty minute set-up time prior to the start of the event.

Day of the Week	Available Times (8 Hour Rental Time)	Price	Additional Time
Monday-Thursday **25 Guests or Less**	8:00 a.m.-4:00 p.m.	$600	$100 per hour Ending by 6:00 p.m.
Monday-Thursday **50 Guests or Less**	8:00 a.m.-4:00 p.m.	$750	$100 per hour Ending by 6:00 p.m.

Seating Styles:

- U-Shape or Conference: **24 people**
- Classroom (all tables and chairs facing projector in straight rows): **40 people**
- Banquet Style (round tables, guests seating facing inwards): **50 people**

To Reserve a Date:
To reserve a date, a signed contract and the full rental amount is required, via check or credit within seven business days of reserving the date. There is an addition al 3.5% fee when using credit. There are no refunds and dates are not transferable.

Food & Beverage Services:
1) Gramercy Options. See Attachment.
2) Choose one of our approved caterers for full service food and beverage options. See Attachment.
3) Catered food drop off with a $250 cleaning fee. Only available for parties of 25 or less guests.

Additional Rentals: Tax not included.
DLP Projector: $85 8’ x 8’ Screen: $25 Tables with Linens: $10 Chairs: $5
Requests are needed three weeks prior to the event date.
Payment is due two weeks prior to the event date.

Seminar Food Options

Food prices are per person
Sales tax and a 20% service charge is not included and will be added.
Prices and options are subject to change. There is a 3.5% service fee when using credit.
Orders must be placed no later than three weeks prior to the event date.
Payment must be received no later than two weeks prior to the event date.

Gramercy Drinks: Includes lemon & mint infused ice water

8 Hour Beverage Service: Coffee, tea, orange juice, sodas and sparkling water	**$10.00**
3 Hour Beverage Service: Sodas and sparkling water	**$5.00**
3 Hour Beverage Service: Coffee and Tea	**$4.00**

Gramercy Continental Breakfast Service (two hour service) **$18.00**

Orange juice, coffee, hot tea, pastries, fresh fruit display, freshly baked bagels & cream cheese
Add breakfast sandwiches from Panera Bread **$8.00 per sandwich**. Choose from the following:
-Sausage and egg on an asiago bagel -Bacon, egg and cheese on a croissant
-Steak, egg & cheese on ciabatta -Ham, egg & cheese on ciabatta.

Panera Bread Lunch Sandwiches
Boxed sandwiches come with chips and a cookie/ Salads are served with a baguette and cookie
$30.00 Delivery Fee

Choose from the followings original sandwich selections: Price per sandwich **$14.00**

Chicken Roma Asiago Bagel Stack:
Grilled chicken, melty mozzarella, tomatoes, basil, arugula, green goddess dressing, garlic aioli drizzle on Asiago Bagel.

Spicy Steak Asiago Bagel: steak with melty provolone, creamy salsa verde spread, arugula, red onions, sweet peppers in asiago bagel

Mediterranean Veggie Zesty sweet peppers, feta, sliced cucumbers, mixed greens, tomatoes, onions, hummus on tomato basil whole grain sourdough..

Tomato Basil BLT Applewood smoked bacon with greens, tomatoes, mayo and tomato basil whole wheat sourdough.

Cranberry Walnut chicken Salad Chicken salad made with diced chicken, dried cranberries, walnuts, with creamy dressing, topped with greens, tomatoes on sourdough.

Choose from the following deluxe sandwich selections: Price per sandwich **$16.00**

Chicken Bacon Rancher: Grilled chicken, Applewood smoked bacon, white cheddar and ranch on focaccia.

Chipotle Chicken Avocado Melt: Smoked, pulled chicken with melty white cheddar, avocado, cilantro, zesty sweet peppers and chipotle aioli drizzle on black pepper focaccia.

Caprese Focaccia: Mozzarella, tomatoes, arugula, basil pesto spread and balsamic glaze drizzle on black pepper focaccia.

Smokehouse BBQ Chicken: smoked, pulled chicken with melty white cheddar, onion and BBQ sauce drizzle on ciabatta.

Bacon Turkey Bravo: Turkey breast, bacon, white cheddar, greens, tomatoes drizzled with signature bravo sauce on tomato basil whole grain sourdough.

Choose from the following premium salad selections: Price per salad **$18.00**

Harvest Medley Chicken: Mixed greens and arugula in balsamic vinaigrette, topped with our whole grain blend, grilled chicken, mandarin oranges, feta, dried cranberries, pumpkin seeds, toasted pecan pieces and crunchy beet strips.

Green Goddess Chicken Cob: Mixed greens and romaine topped with grilled chicken, grape tomatoes, onions, avocado, bacon and hard-boiled egg with green goddess dressing.

Southwest Chicken Ranch: Romaine topped with grilled chicken, avocado, grape tomatoes, roasted corn, cilantro, blue corn tortilla strips drizzled with chipotle aioli with ranch dressing on the side.

Mediterranean Chicken Greens with Grains: Mixed greens and romaine topped with whole grain blend, grilled chicken, hummus, fetta, onions, sweet peppers, cucumbers and sprinkled with shawarma seasoning and Greek dressing on the side.

Traditional Lunch Box Lady Lunch Choices: **$22.00**

Price per person Individual Boxed Lunches. Six person minimum $20 Delivery Fee
Three options: sandwich, wrap or salad Includes: fresh fruit, chips, dessert and bottled water.
Note: Gluten Free Bread additional $3.00. Mayo and Mustard on the side.

Sandwich Selections:

BLT: Crispy bacon, vine-ripened tomatoes, mayo and green leafy lettuce piled between toasted sourdough bread.

White Albacore Tuna Salad: Made fresh daily with white albacore tuna, celery, minced red onion, sweet relish and mayo.

Citrus Chicken Salad: A special recipe made with roasted chicken breast tossed with pineapple, dried cranberry, celery and mayo.

Egg salad: Deviled egg salad is made with minced red onion, mayo and a hint of Dijon and horseradish.

Roasted Turkey Breast: Oven roasted and thinly sliced.

Honey Ham and Cheese: thinly sliced honey ham served provolone cheese

Corned Beef: thinly sliced lean corned beef

Roast Beef: thinly sliced tender roast beef.

Bread Choices: Sourdough, Wheat, Rye, Pumpernickel, Vienna Roll.

Wrap Selections:

Mediterranean Veggie Wrap: soft wrap stuffed with fresh spring mix, hummus, roasted red peppers, cucumbers, seasoned olives, chick peas, artichoke hearts, feta cheese and vice ripened tomatoes.

Chicken Caesar Wrap: Pan roasted chicken breast with homemade Caesar salad turned inside of a soft wrap and served with creamy Caesar dressing

Italian Cold Cut Wrap: Premium Italian meats and cheeses layered with chopped Italian salad and served in a soft wrap: Note: contains tree nuts.

Turkey Wrap: Roasted turkey breast and Muenster cheese tucked inside a soft wrap with lettuce, tomato, shredded carrot and mayo.

Choices of Wraps: Soft white flour, wheat, spinach or garlic herb.

Salad Selections:
Chef Salad: Garden salad topped with roasted fresh turkey breast, honey ham, Swiss cheese and crumbled bacon with homemade honey balsamic dressing

Southwest Tex-Mex Salad: Mixed greens with fresh tomatoes, sweet yellow corn and black beans with homemade cilantro-lime dressing-**Vegetarian**

Greek Salad: Romaine lettuce with cucumbers, tri color peppers, Kalamata olives, Feta cheese, red onions and pepperoncini and served with homemade Greek dressing-**Vegetarian**

Spinach Salad: Spinach leaves topped with fresh strawberries, walnuts and Feta cheese, served with honey-balsamic dressing-**Vegetarian**

Caesar Salad: Romaine, Parmesan cheese, croutons and creamy Caesar dressing.

Premium Lunch Box Lady Lunch Choices: **$27.00**
Price per person Individual Boxed Lunches. Six Person Minimum $20.00 Delivery Fee

Lunch Options:
1) Signature Sandwich with a fresh fruit cup, homemade dessert, potato chips, chilled beverage,
2) Half & Half: Half sandwich and a small Caesar salad with fresh fruit cup, potato chips, homemade dessert, chilled beverage.

Sandwich Selections:
The Club Chesterfield: a three-decker club sandwich on toasted wheat bread stacked with honey ham, Swiss cheese, roasted turkey breast, crispy bacon, green leafy lettuce, mayo and tomato

The Arbutus Club: Bakery fresh pumpernickel layered with roasted turkey breast, tavern ham, Muenster cheese, crispy bacon, lettuce and crowned with cranberry sauce.

The Bank Street Muffuletta: Italian bread layered with Genoa salami provolone cheese, mortadella, capicola and tavern ham topped with s a Sicilian olive spread: Contain tree nuts.

The Raven: Thinly sliced lean corned beef, homemade Stout mustard, and Swiss cheese served on bakery fresh marble rye.

The Highlandtown: Herbed Greek chicken salad stuffed in a toasted pita with sweet tri-color peppers, sliced red onions and cherry tomatoes served with tzatziki sauce.

The Halethorpe Hero: Toasted Vienna roll stuffed with provolone, mozzarella, capicola, mortadella and Genoa salami and layered with our house Caesar salad: contains tree nuts.

The Catonsville: Roasted turkey breast, Muenster cheese and cornbread on cinnamon-raison swirl bread served with a side of homemade cranberry mayo.

Temp Mi: this Vegan Banh Mi sandwich is made with marinated and sautéed Tempeh, pickled carrots and radish, mushroom pate, cilantro and spicy mayo on a house made gluten-free rice flour roll.

Shrimp Salad Sandwich: Steamed jumbo shrimp, old bay, celery and mayo.

The Baltimore: thinly sliced top round roast beef and turkey breast layered with Swiss cheese, crowned with coleslaw and served on marble rye bread spread with Russian dressing.

Drink Selections:
Coke, Coke zero, Diet Coke, Sprite, Sprite Zero, Ginger Ale, Lacroix lemon, Sweet Tea, Green Tea, Arnold Palmer: half lemonade & half tea, Bottled Water.

Approved Catering List

Choose one of the following caterers for full service catering.
Caterers are responsible for food set-up and clean up.

Absolutely Perfect Catering	410-579-8777 |www.absolutelyperfectcatering.com
Ashling Market & Catering	443-332-6100 | www.ashlingco.com
Blind Tiger Mobile Bar	443-996-9944 | www.blindtigermobilebar.com/
Chef's Expressions at the Manor	410-771-8155 | www.chefsexpressions.com
The Classic Catering People	410-356-1666 | www.classiccatering.com
Hunt Valley Catering	410-343-3553 | www.huntvalleycatering.com
Linwood's Catering	410-581-4920 | www.linwoods.com
KDW Catering	410-808-3609 | www.kdwcatering.com
Mission BBQ	410-840-7300 | www.MISSION-BBQ.com/catering
Putting on the Ritz	800-213-7427 | www.puttingontheritz.com
Zeffert and Gold Catering	410-944-4481 | www.zeffertandgold.com
Kosher:	
Catering by Yaffa	410-486-3325 | www.cateringbyyaffa.com
Hoffman & Co.	410-764-6100 | www.hoffmancaterers.com
Knish Shop	410-484-5850 | www.knishshop.com