

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 100 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	25	\$100 per hour	8:00 a.m. – 4:00 p.m.
Living Room & Atrium	50	\$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): **50 people**
- Banquet Style (round tables with guests seated 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 additional 3% fee when using credit. There are no refunds and dates are not transferable

Food & Beverage Services:

- 1) Food and beverage services are provided through Gramercy; see attachment.
- 2) Choose one of our approved caterers for food and beverage options; see attachment.
- 3) If your guest count is 30 or less you may provide your own food with a \$250 cleaning fee.

Additional Rentals (Tax not included):

DLP Projector (no speakers) \$85 Tables: \$10
8' x 8' Screen \$25 Chairs: \$5
Easel with chart paper & markers \$30

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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 100 chairs, linens and set-up. Free on-site parking and Wi-Fi. Thirty minute set-up time prior to the start of the event. Fridays may be reserved two months prior to the date.

Day of the Week	Available Times (8 Hour Rental Time)	Price	Additional Time
Monday-Friday 25 Guests or Less	8:00 a.m.-6:00 p.m.	\$600	\$100 per hour
Monday-Friday 60 Guests or Less	8:00 a.m.-6:00 p.m.	\$750	\$100 per hour

Seating Styles:

- U-Shape or Conference: **30 people**
- Classroom (all tables and chairs facing projector in straight rows): **50 people**
- Banquet Style (round tables, guests seating facing inwards): **60 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% fee when using credit. There are no refunds and dates are not transferable.

Food & Beverage Services:

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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.

Payment is due upon ordering & can be made by check or credit. Checks must be received within 7 business days

There an additional 3% fee when using credit.

Gramercy Drinks: Includes lemon & mint infused ice water

8 Hour Beverage Service: Coffee, tea, orange juice, sodas, sparkling water (8 a.m.-4 p.m.) \$10.00

3 Hour Beverage Service: Coffee, tea, orange juice, sodas \$ 5.00

Gramercy's Continental Breakfast: (2 hour service)

\$18.00

Orange juice, coffee, hot tea, pastries, fresh fruit display, freshly baked Goldberg's bagels & cream cheese, chobani yogurts

Eddie's Sandwiches

Individual Bag Luncheons:

\$14 per person. \$20 Delivery Fee. Six Person Minimum.

Federal Hill:

Eddie's rare roast beef, Muenster, lettuce, tomato, onion and honey mustard on a Kaiser roll; with potato salad, brownie and seasonal fresh fruit.

Mt. Vernon:

Eddie's chicken salad, bacon lettuce, tomato and mayo on a croissant; with potato salad, a brownie and seasonal fruit

Oriole:

Eddie's roasted turkey breast, coleslaw tomato, cucumber on a Kaiser Roll with potato salad, a brownie and piece of fruit

Little Italy:

Peppered ham, hard salami, pepperoni, provolone, lettuce, tomato, onion and hot peppers on a sub roll; with coleslaw, a brownie and seasonal fruit.

Virginian:

Virginia baked ham, imported Swiss and honey mustard, on a Kaiser roll, with macaroni salad, brownie and seasonal fresh fruit

Powerhouse: Vegetarian

Muenster, lettuce, tomato, microgreens and spicy brown mustard, on multigrain; with potato salad, a brownie and seasonal fresh fruit

Traditional Lunch Box Lady Lunch Choices:

\$22.00 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.

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.

Gluten Free Bread available: additional \$3.00 charge.

Mayo and Mustard on the side.

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 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 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 pumpnickel 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 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-raisin 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
Chef's Expressions at the Manor	410-771-8155	www.chefsexpressions.com
The Classic Catering People	410-356-1666	www.classiccatering.com
Eleven Courses	410-459-6773	www.elevencourses.com
Hunt Valley Catering	410-343-3553	www.huntvalleycatering.com
Innovative Gourmet	410-363-1317	www.innovativegourmet.com
Linwood's Catering	410-581-4920	www.linwoods.com
Plan it to the T	240-899-5203	www.planittothet.com
Putting on the Ritz	800-213-7427	www.puttingontheritz.com
Simply Elegant Catering	410-984-1551	www.simplyelegantcatering.com
Zeffert and Gold Catering	410-944-4481	www.zeffertandgold.com
<u>Kosher:</u>		
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