

The Lookout

Wedding Information 2008

Thank you for considering the Lookout as a possible site for your special event. The Lookout, in addition to being an historic 19th century inn and restaurant, offers custom catering for weddings, rehearsal dinners, corporate outings and retreats, graduations, family reunions, and other special events. It is our mission to provide the essential elements to make your gathering one that will provide warm memories for years to come. Outstanding food, professional service, and a setting unmatched in natural beauty, will insure that the experience that you and your guests enjoy will be indeed unforgettable.

This package is designed to help you get started in the planning of your special event. Enclosed please information about the following:

1. An overview of the Lookout
2. Securing our services
3. Planning your event
4. Rates, deposits, and payments
5. Tent and other rentals for large events
6. Rooms and cottages

The Lookout is pleased to announce the addition of Chris Washburn as director of catering services and executive chef for the 2008 season. Chris is an accomplished chef who brings 30 years of experience in the restaurant and catering business to the Lookout team. He owned and operated his own restaurant (Fiddlehead Farms in Freeport and Catered in Freeport for more than 20 years. Most recently he has been chef at the Park Eastland Hotel in Portland in charge of catering .

1. Overview

Owned and operated by descendants of the Flye family for more than 100 years, The Lookout is a unique, old-fashioned country inn located three miles from the boat building village of Brooklin on the coast of Maine. Visitors enjoy spectacular views of Blue Hill and Herrick's Bays, small islands, lighthouses, majestic sailing vessels and lobster boats alike. Carefully attended organic flower and vegetable gardens grace the landscape. The name "Lookout" originated when the Flye family had to post a watch on a hill overlooking Blue Hill Bay for unfriendly Indians coming from the north.

The Lookout Inn has 9 rooms on two floors, most with exquisite views of the ocean just beyond our meadow. Many rooms have queen-sized beds; some rooms offer private bathroom facilities. 7 cottages with housekeeping facilities for families are available for rent by the week. Some cottages are also available for rent during the off-season. A gazebo stands at the end of the

point and is ideal for weddings and other special ceremonies.

We offer a variety of dining options for summer and autumn guests. Dinner is served from 5:30 to 8:30 PM. The menu is market driven and changes daily. For years the Lookout has been known for serving the freshest seafood, poultry, finest cuts of meat and exquisite, locally grown produce, some from our gardens right on the property. The carefully chosen and attractively priced wine list is a perennial standout among restaurants and inns in Down East Maine.

The kitchen serves complimentary breakfast from 7:30 am to 9:30 am for all Inn guests. We offer a full breakfast including eggs done your way, fresh fruit, cereal, and the Inn's special recipe for buttermilk blueberry pancakes. Cottage guests are welcome to join us for breakfast for a fee of \$10. In the event that there is demand for large groups, the Lookout will offer a breakfast buffet for the same price. Advance notice for groups larger than 12 people is required.

Lobster cookouts on the beach which typically include Maine's most famous crustacean, corn on the cob, steamed mussels and clams, and blueberry cobbler are offered by prior arrangement. .

Proximity to Blue Hill, Camden, Bar Harbor, Belfast, and Acadia National Park, make the Lookout a perfect vacation destination for those with families or those who are merely in search of an informal getaway to one of the most gorgeous properties on the coast of Maine.

2. Securing our services

A non refundable deposit of \$600 is required to secure the Lookout (up to 100 guests). Fees for larger groups will be determined on a sliding scale. This fee includes the following:

- use of the Lookout grounds and facilities
- consultation for event and menu planning
- labor involved in the procurement of rental goods
- kitchen setup
- We now have an electrical service on site

This fee is due within 2 weeks of the time a client agrees to use the Lookout for their event. Events extending for more than 5 hours will be billed at an hourly rate of \$175

3. Planning your event

What we both need to know:

- The day and time of your event
- The number of invited guests
- The type of food you would like to serve
- The type of service you would like to have (buffet, sit-down, stations, etc)
- Types of china, flatware, linens, etc
- Your need, if any, for room and cottage accommodations
- Dietary restrictions and allergy concerns of guests
- Special arrangements for wedding parties
- Your budget

We will discuss and work out these details during our consultations. Once a plan is established, the Lookout will provide a detailed price quotation that will change only if the client makes adjustments, e.g. added menu items, upgrade in rental goods, changes in number of guests.

A guaranteed number of guests is required 14 business days prior to your scheduled function. Additional guests may be added up to 24 hours prior to the event, but due to the logistics of planning and procurement of food, The Lookout regrets that the final guarantee is not subject to reduction.

4. Rates, deposits, and payments

All rates for labor at your function are charged on an hourly basis that begin at the time an employee arrives at the Lookout for work and end at the time the employee leaves. In some instances, next day clean up is required and will be billed accordingly. The size of staff will be determined by the number of guests, type of service, and function being held.

2008 labor rates are as follows:

wait staff	\$22 per hour
bartenders	\$25 per hour
sous chefs	\$25 per hour
first chefs	\$30 per hour

All food and beverage charges are subject to a Maine sales tax of 7%

Payment of 50% of your balance must be received 2 weeks prior to the scheduled event in the form of personal check, cash, or money order; no credit cards, please. At this time, any rental good fees must be paid in full. Final payment is required upon completion of the event, no credit cards please.

5. Tents and other rental goods for large events

The Lookout, through local party rental companies, will procure tents, tables, chairs, place settings, and all other appropriate necessities for outdoor weddings and other large events. During consultation we will assist in the selection of the most appropriate set up for your special event. In most cases we will have samples in various styles to assist you in your selection. The Lookout will provide an exact price quotation for the rental goods agreed upon. Alterations will be reflected in the customer's final bill.

6. Rooms and cottages

The Lookout offers rental packages for large groups. Between our rooms in the inn and our cottages we have space for approximately 50 guests. Smoking is not permitted inside of the inn. Room and cottage rentals rates are on a *per person* per night basis and range from \$60 out of season to \$70 in season. We highly recommend that hosts place their guests in appropriate rooms and cottages due to their familiarity with special needs and preferences. Once placed, your guests must contact us to make deposits to confirm their room or cottage. A deposit of one night's rent is required to reserve a room or cottage. All guest will be charged for their complete stay at the Lookout unless the Lookout is contacted 14 days in advance of their reservation. The wedding Party may hold all space available for \$2500 (off season) or \$3000 (in season) until the guest can make their reservations. This deposit will be put against the final catering bill less any amounts used for the wedding party family or guests. The schedule for refunds for the wedding party's deposit on cancellations are as follows:

80% will be returned before 120 days	
60 to 120 days	50 % of room deposit will be refunded
Within 60 days	0 % of room deposit will be refunded

Additional charges are as follows:

Breakfasts for guests not staying on Flye Pt.	\$15/hd includes tax and gratuity
Tenting fee for two people	\$25 per night
RV fee	\$40 per night
* Pet fee	\$10 per night / \$40 per week

* cottages only

Cold hors d'oeuvres -- suggestions

Seasonal vegetable crudite – choice of dip (curry, tzatziki, shrimp, smoked salmon etc.)

Smoked salmon and chevre pinwheels

Chilled gulf shrimp – traditional cocktail sauce

Scallop ceviche

Assorted fresh spring rolls
Assorted meat, vegetable, and seafood pates
Assortment of smoked fish and shellfish from local smokehouses
Open-faced beef tenderloin sandwiches – homemade baguettes, pesto mayonnaise
Display of local and imported cheeses
Whipped feta and pimento with toasted pita crisps
Hummus bi tahini
Herbed Mediterranean olives
Risotto stuffed grape leaves with avgolememo sauce
Assortment of raw shellfish on the half shell
Tuscan crostini with fig and olive tapenade
Italian antipasto with imported meats, cheeses, and marinated vegetable
Cippolini agrodolce (sweet and sour balsamic marinated baby onions)
Baby red new potatoes with crème fraiche and caviar
Greek style pickled button mushrooms
Pickled Local Mussels on the half shell
Cherry tomatoes stuffed with smoked mussels and smoked shrimp
Marinated local carrots with mint and vinegar

Hot hors d'oeuvres -- suggestions

Brandade de morue – salt cod, potato, garlic and olive oil pure
Sea Scallops wrapped with apple smoked bacon
Spanakopita – greek spinach, feta, and phyllo triangles
Sweet and sour meatballs
Beef fondue with dipping sauces
Sausage stuffed mushrooms
Crabmeat stuffed mushrooms
Vegetable stuffed mushrooms
Assorted tortilla mini pizzas
Assorted bacon wraps – chicken liver, artichoke hearts, dates, etc.
Mussels on the half shell with aioli and sourdough breadcrumbs
Clams casino
Baked brie rounds with chutney and crackers
Baked brie en croute
Grilled Turkish swordfish skewers
Baked chicken wings – spicy, oriental, barbecue, buffalo
Hot crabmeat dip with marscapone and toasted almonds

Soups suitable for first course sit-down service

Chilled fennel vischysoise
Chilled summer gazpacho
Chilled or hot smoky eggplant and roasted red pepper
Chilled or hot carrot, orange and ginger
Avgolemeno (Greek lemon soup)

Classic New England clam or fish chowder
Portuguese fish chowder with mussels and chorizo
Billi bi
Jonathan's famous tomato bisque
Lightly curried butternut squash and apple
Broccoli, mushroom and leek
Carrabaccia – Tuscan onion soup
Summer Minestrone
Curried Aucchini, summer squash, and carrot

Salads suitable for sit-down and buffet service -- suggestions

Seasonal organic greens and vegetables – choice of dressings
Classic Caesar with sourdough croutons
Greek salad with tomato, cucumber, red onion and feta
Insalata Caprese – fresh mozzarella, heirloom tomato, sweet basil, Italian olive oil
Panzanella – Tuscan bread and tomato salad
Middle-Eastern tabouleh
Warm salad with smoked mussels, chevre, organic greens, pinenuts and sprouts
Spinach salad with dried cranberries, toasted pecans, blue cheese and Dijon vinaigrette
Traditional New England cole slaw
Traditional New England potato and egg salad
Traditional German potato salad
Caribbean sweet potato salad
Curried 5 vegetable slaw
Potato and blue cheese salad
Warm potato salad with scallions and polish sausage
Indonesian curried turkey or chicken salad with currants and toasted cashews
Garlicky chicken salad with green seedless grapes, and toasted almonds
Insalata frutti di mare – chilled Italian seafood salad
Caribbean black bean salad
Tuscan bean salad with tuna or shrimp

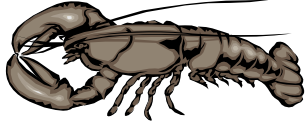
Main courses suitable for sit-down and buffet service

Mediterranean baked halibut
Stuffed Haddock
Grilled or baked Salmon on Cedar with aioli
Paupiettes of sole with sea scallops, smoked salmon and lemon beurre blanc
Hoisin and ginger glazed salmon fillet
Chilled poached Atlantic salmon cucumber dill sauce

Coquille St. Jacques
Shrimp and scallops en brochette
Grilled marinated swordfish or blue fin tuna
Whole roasted and slice beef tenderloin with chilled Dijon béarnaise
Grilled marinated leg of lamb
Grilled veal loin chops with porcini mushrooms and truffle oil
Grilled double-cut brined pork chops with balsamic syrup
English-style mixed grill – chops, sausages, vegetables
Barbecued Chicken
Chicken with brie
Baked Spinach and Ricotta stuffed chicken breast
Seared, sliced duck breast with pomegranate sauce
Assorted Lasagna – vegetarian, Bolognese, seafood
Eggplant Parmesan
Mushroom, artichoke and leek strudel

The Lookout Lobster Bake

An Option for your rehearsal or wedding dinner



Date: _____

Place: _____

Time: _____

Guest List: _____

Rental goods: The Lookout will supply bench tables, buffet tables with linens, disposable Dinnerware, and lighting if necessary

Suggested Menu: new england fish chowder, boiled lobster, steamed mussels and/or clams, corn on the cob, watermelon, blueberry crisp

suggested sides: green salad
 baked beans
 coleslaw
 potato salad
 hotdogs and hamburgers
 vegetarian lasagne

Bar Service: full or partial bar service is available

- A non-refundable deposit of \$ 500 is required to reserve a lobster bake catered by the Lookout
- Maine state sale tax @ 7 % will apply to all food and beverage sales

- A service charge of 15 % will be added to your final bill