

## *Wedding Information 2011*

Thank you for considering the Lookout as a possible site for your special event. The Lookout, in addition to being an historic 19<sup>th</sup> century inn and restaurant, offers custom catering for weddings, rehearsal dinners, corporate outings, 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 Devin Finigan as our chef and director of catering services for the 2011 season. Devin is one of the youngest chefs to have held this position at the Lookout. Devin worked with her chef father in Vermont during her years in high school as his assistant at the Saw Mill Inn. She moved to Maine and became the gardener at the Lookout for a couple of years and often helping out in the kitchen and with catering after work. During the winter she has worked at the Brooklin Inn and at Bucks Restaurant in Brooksville with John Chase a former chef at Jonathans (Blue Hill) and the Lookout. She has worked as Jonathan's assistant on two trips to Tuscany. Devin often makes her own pasta to be served at the Lookout. She has also been on our catering staff for six years and last year she was our chef at the Winter House Restaurant for the first time. She has traveled to New York to apprentice at Per Se (one of Thomas Keller's restaurants) the first week of November 2010. Her menus always use local ingredients from the gardens in the area and other Maine farms that grow their own meats. Her entrees are always exciting and have a flair that some of us older chefs seem to have forgotten. The Lookout also has three or four other chefs that work with us on our weddings with various area of expertise for your special events.

## 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. 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 nine 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. Eight 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 plus tax and gratuity. Many times a summer the Lookout will host large groups for breakfast with various menus.

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 \$700 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
- Use of electrical service on site
- In most case serving dishes are supplied

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 \$200. No additional fee is required to hold the tents, tables, chairs and equipment for your event.

## **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.

2011 labor rates are as follows:

Wait staff	\$23 per hour
Bartenders	\$27 per hour
Sous chefs	\$26 per hour
First chefs	\$32 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 60 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 guests 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 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.	\$16/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 dips (curry, tzatziki, shrimp, smoked salmon etc.)  
Smoked salmon and chevre pinwheels  
Chilled gulf shrimp – traditional cocktail sauce  
Scallop seivicle  
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 avgolemono 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 cruet  
Grilled Turkish swordfish skewers  
Baked chicken wings – spicy, oriental, barbecue, buffalo  
Hot crabmeat dip with mascarpone and toasted almonds

Soups suitable for first course sit-down service

Chilled fennel vichyssoise  
Chilled summer gazpacho (with lobster)  
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  
Jonathan's famous tomato bisque  
Lightly curried butternut squash and apple  
Broccoli, mushroom and leek  
Carrabaccia – Tuscan onion soup  
Summer Minestrone  
Curried Zucchini, summer squash, and carrot

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

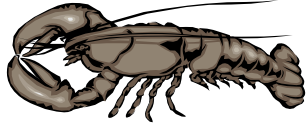
Seasonal organic greens and vegetables – choice of dressings  
Classic Caesar with sourdough croutons  
Greek salad with tomato, cucumber, red onion and feta  
Insalata Caprese – fresh mozzarella, heirloom tomato, sweet basil, Italian olive oil  
Panzanella – Tuscan bread and tomato salad  
Middle-Eastern tabouleh  
Warm salad with smoked mussels, chevre, organic greens, pine nuts 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 Five 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 with fresh tomato sauce and olives  
Stuffed Haddock, crab or herb  
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  
Grilled Salmon with lemon garlic and mustard aioli  
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 Tenderloin with red wine gorgonzola sauce  
Filet au crusted black pepper and brandied cream sauce  
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  
Smoked Salmon Alfredo  
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
- hot dogs and hamburgers
- Vegetarian lasagna

**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

