



# 2025 | CATERING AND EVENTS

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## WELCOME TO CANOPY

Nestled along Portland, Maine's scenic waterfront, our hotel is just four blocks from downtown, putting you steps away from the city's best shopping, dining, galleries, and trails. Hop on one of our complimentary Canopy bikes to explore the neighborhood, or soak in the stunning views of Casco Bay from Luna, our year-round rooftop bar.

With a welcoming, positive vibe, our hotel features 135 "just right" guestrooms and three flexible meeting spaces accommodating 10 to 100 guests—plus The Swasey Room, a private dining and boardroom for more intimate gatherings. Salt Yard Café + Bar, located on the ground floor, offers breakfast, lunch, and dinner, with live music every Friday night. Proudly ranked the #1 hotel in Portland, we also offer full private buyouts of Luna Rooftop and Salt Yard Café + Bar. Contact our sales team to learn more!

## HEADCOUNT DEADLINES

*Rough Headcount* | Due 10 Business Days Prior to Event Date

*Final Headcount* | Due 5 Business Days Prior to Event Date

# MEET THE TEAM

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**Brett Bisson** | *Director of Sales + Marketing*

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**Theory Lane** | *Junior Sales Manager*

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**Jason Putnam** | *Executive Chef*

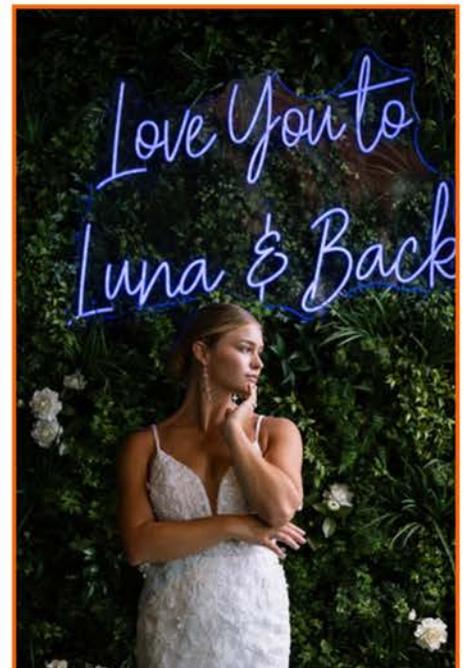
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# GUESTROOMS & SUITES

As Portland's premier lifestyle boutique hotel, Canopy Portland Waterfront offers 135 cleverly designed guestrooms and suites that blend comfort, style, and local charm. Whether you're here for a wedding, a weekend escape, or a business retreat, our accommodations cater to every traveler—ranging from 1 King and 2 Queen rooms to our innovative Five Feet to Fitness room and the luxurious Presidential Suites.

Designed with an urban resort feel, each room features hardwood floors, locally inspired artwork, and premium Cuddledown bedding, creating a sophisticated yet cozy retreat. Modern essentials include a mini-fridge, Nespresso machine, and rainfall shower in every room.

Stay seamlessly connected with complimentary WiFi throughout the hotel, and Hilton Honors members can elevate their experience with the Hilton Honors app, offering e-check-in, streaming access, and in-room controls at their fingertips.

Guests enjoy access to our 24/7 fitness center, equipped with Peloton bikes, free weights, and Technogym equipment. Plus, water refill stations and ice machines are conveniently located at every elevator landing.

Blending the energy of the city with the comfort of a retreat, Canopy Portland Waterfront is the perfect urban resort—where modern travelers can relax, recharge, and experience the best of Portland, Maine.



## ROOM TYPES

- 1 King Standard
- 2 Queen Standard
- 1 King Deluxe
- 1 King Deluxe w/ View

- 2 Queen w/ View
- 2 Queen Premium
- 2 Queen Premium w/ View
- 1 King Premium
- 1 King Premium w/ View

- 1 King Fitness w/ Peloton
- 1 King 1 Bedroom Suite
- 1 King 1 Bedroom Suite w/ View
- Presidential King 1 Bedroom Suite
- Presidential King 1 Bedroom Suite w/ View

# EVENT ROOMS & SPACES

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## **Center Street Room** | 1,200 sqft

- Setup Capacities
  - U Shape | 30 Guests
  - Crescent Rounds | 54 Guests
  - Rounds | 72 Guests
  - Classroom | 60 Guests
  - Theater | 100 Guests
  - Reception | 100 Guests

## **Cross + Commercial St. Room** | 768 sqft

- Setup Capacities
  - U Shape | 16 Guests
  - Crescent Rounds | 24 Guests
  - Rounds | 32 Guests
  - Classroom | 24 Guests
  - Theater | 40 Guests

## **Pre-Function** | 900 sqft

- Setup Capacities
  - Reception | 45 Guests

## **Cross St. Room** | 384 sqft

- Setup Capacities
  - U Shape | 8 Guests
  - Crescent Rounds | 12 Guests
  - Rounds | 16 Guests
  - Classroom | 12 Guests
  - Theater | 20 Guests

## **Commercial St. Room** | 384 sqft

- Setup Capacities
  - U Shape | 8 Guests
  - Crescent Rounds | 12 Guests
  - Rounds | 16 Guests
  - Classroom | 12 Guests
  - Theater | 20 Guests

## **Swasey Room** | 450 sqft

- Setup Capacities
  - Boardroom Style | 14 Guests

## **Canopy Central** | 450 sqft

- Setup Capacities
  - Reception | 35 Guests

## **Presidential Suite** | 384 sqft

- Setup Capacities
  - Boardroom | 6 Guests
  - Soft Seating | 6 Guests

## **One King One Bedroom Suite** | 384 sqft

- Setup Capacities
  - Boardroom | 6 Guests
  - Soft Seating | 6 Guests

## **Salt Yard Cafe + Bar** | 2,500 sqft

- Setup Capacities
  - Dinner (Seated) | 64 Guests
  - Reception | 250 Guests

## **Luna Rooftop Bar** | 1,250 sqft

- Setup Capacities
  - Reception (Indoor + Outdoor) | 150 Guests
  - Reception (Indoor) | 100 Guests

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EVENT DIAGRAMS + FLOOR PLANS AVAILABLE UPON REQUEST

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# AUDIO VISUAL

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## In House A/V Equipment

*All event rooms offer a complimentary 75" TV screen, Huddly iQ camera and Power Strips*

- Easel | **\$5**
- Flip Chart w/ Stick it Strip | **\$35**
- Whiteboard w/ Markers | **\$25**
- Wireless Handheld Microphone | **\$30**
- Wireless Lapel Microphone | **\$30**
- PA System w/ Wired Microphone and One Speaker | **\$50**
- PA System w/ Wireless Microphone(s) and Two Speakers | **\$50**
- Podium | **\$25**
- Slide Advancer + Pointer Device | **\$25**
- Secondary 75" Mobile TV Screen | **\$75**
- Projection Screen | **\$125**
- UHD Projector | **\$125**
- Conference Phone | **\$40**
- Uplighting Modules x4 | **\$60**
- Uplighting Modules x8 | **\$100**

# HOR D'OEUVRES

Priced Per Person | 8 Guest Minimum

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## **BEEF WELLINGTON** | Served Passed or Stationed | \$14

- Black Garlic Aioli

## **MAINE CRAB CAKES** | Served Passed or Stationed | \$14

- Preserved Lemon Aioli and Old Bay

## **GRILLED STEAK CROSTINI** | Served Passed or Stationed | \$13

- Horseradish Aioli

## **TUNA TARTARE** | Served Stationed | \$15

- Yuzu Aioli and Chili Crisp

## **SPANAKOPITA** | Served Passed or Stationed | \$11

- Phyllo, Spinach and Cheese

## **LOCAL BEEF MEATBALL** | Served Passed or Stationed | \$11

- Pickled Jalapeno and Lime Crema

## **CRISPY LOCAL TOFU** | Served Passed or Stationed | \$12

- Sweet Chili Glaze, Cilantro and Pickled Chile

## **EMPANADA** | Served Passed or Stationed | \$12

- Choice of One Protein | Chicken or Beef
- Served w/Blue Corn and Lime Crema

## **TRUFFLED POTATO CROQUETTE** | Served Passed | \$11

- Chive and Crème Fraiche

## **TEMPURA SWEET POTATO** | Served Stationed | \$10

- Spicy Mayo and Furikaki

## **BACON WRAPPED SCALLOPS** | Served Passed or Stationed | \$13

- Smoked Bacon, Local Scallop and Maple Gastrique

## **CARAMELIZED ONION TARTLET** | Served Passed or Stationed | \$10

### *Legend*

 Gluten Free

 Dairy Free

 Vegan

# BOARDS

*Priced Per Person | Served Stationed*

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## CHILLED SEAFOOD BAR | \$52

- Local Oysters, Poached Shrimp, Smoked Salmon, Local Crackers, Citrus, House Made Cocktail Sauce and Horseradish Cream

## CHEF'S BOARD | \$50

- Selection of Regional Cheeses and Artisan Charcuterie, Local Honey, Fresh Fruit, Olives, House Pickles, Local Mustard, Grilled Bread, Roasted Tomato Jam, Fruit Conserve and Crackers

## LOCAL CHEESE BOARD | \$36

- Selection of Regional Cheeses, Fresh Fruit, Local Honey, Smoked Almonds, Fruit Conserve and Local Crackers and Crisps

## ARTISAN CHARCUTERIE BOARD | \$38

- Artisan Cured Meats served with Local Mustard, House Pickles, Marinated Olives and Grilled Bread

## GARDEN BOARD | \$24 ✂

- Seasonal Raw, Pickled and Grilled Vegetables, Roasted Garlic Hummus and Roasted Garlic Ranch

## ASSORTED SLIDER BOARD | \$14

*Choose Two | Add \$11 for Each Additional Slider*

*\*Gluten Free Rolls Available Upon Request | Add \$1 Per Person*

- Cheeseburger
  - Shaved Iceberg, Burger Sauce and Local Cheddar
- Caprese
  - Heirloom Tomato, Basil Aioli, Fresh Mozzarella, and Arugula
- Nashville Hot Chicken
  - Roasted Garlic Ranch and Bread + Butter Pickles
- Falafel 🌱
  - Sesame Tahini, Pickled Red Onion and Frisée
- Korean BBQ Slider
  - Scallion Aioli, Bimimbap Sauce and Shredded Carrot

### *Legend*



# STATIONED DISPLAYS

Priced Per Person | Served Stationed

## BREADS + SPREADS | \$24

- Grilled Bread, Grilled Garlic Naan, Toasted Pita Bread, Garlic Hummus, Olive Tapenade, Roasted Tomato Relish and Marinated Artichoke Dip

## MINI LOBSTER ROLLS | \$MKT

- Local Gulf of Maine Lobster Rolls and Shaved Lettuce on a Brioche Slider Bun
  - Choice of either Citrus Aioli or Brown Butter

## MINI CRAB ROLLS | \$MKT

- Local Gulf of Maine Crab Rolls, Shaved Lettuce and Old Bay Aioli on a Brioche Slider Bun

## DESSERT DISPLAY | \$11

Choose Two | Add \$9 for Each Additional Dessert

- Mini Salted Caramel Cheesecake
- Assorted Macarons
- Fresh Fruit Tart w/ Lemon Cream
- Assorted Chocolate Truffles

### Legend



# BAR SERVICES

*Choice of Hosted Open Bar, Cash Bar or Drink Tickets*

*One Bartender Per 50 Guests | \$150 Per Bartender*

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## DIAMOND BAR TIER | SPIRITS, BEER & WINE

Cocktails | **\$18**

Custom/Signature Cocktails Available Upon Request | **\$19**

- Vodka | Titos
- Gin | Tanqueray
- Rum | Bacardi
- Spiced Rum | Captain Morgan
- Bourbon | Makers Mark
- Rye | Bulleit Rye
- Whiskey | Chivas
- Tequila | Hornitos Plata
- Cognac | Pierre Ferrand 1840

Glass | **\$17**

- Sparkling | Marques de Caceres, Cava Brut, Spain (NV)
- Chardonnay | La Crema, Monterey, California, 2020
- Rose | Famille Perrin, Cotes du Rhone, France, 2021
- Sauvignon Blanc | Kuranui, Marlborough New Zealand, 2021
- Pinot Grigio | Dipinti, Vigneti Delle Dolomiti, Trentino-Alto Adige, Italy 2020
- Pinot Noir | Pavette, California, 2020
- Cabernet Sauvignon | Benziger Family Winery Sonoma County, California, 2019
- Malbec | Tinto Negro, Mendoza, Argentina, 2020

Assorted Après Seltzers | **\$11**

Assorted Local Ciders | **\$11**

Assorted Local Beers | **\$10**

# BAR SERVICES

*Choice of Hosted Open Bar, Cash Bar or Drink Tickets*  
*One Bartender Per 50 Guests | \$150 Per Bartender*

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## **GOLD BAR TIER | SPIRITS, BEER & WINE**

Cocktails | **\$17**

Custom/Signature Cocktails Available Upon Request | **\$18**

- Vodka | Seacoast
- Gin | Fords
- Rum | Cruzan
- Spiced Rum | Sailor Jerry's
- Bourbon | Old Forester
- Rye | Dickel Rye
- Whiskey | Dewars
- Tequila | El Jimador Blanco
- Cognac | Martell VS

Glass | **\$16**

- Sparkling | Silver Gate Vineyards, Spain, Brut (NV)
- Chardonnay | MAN Family Wines, Central Coast Region, South Africa, 2021
- Sauvignon Blanc | MAN Family Wines, Warrelwind Western Cape, South Africa, 2021
- Pinot Noir | Tussock Jumper Wines, France, 2020
- Pinot Grigio | Tussock Jumper Wines, France, 2020
- Cabernet Sauvignon | MAN Family Wines, Ou Kalant Coastal Region, South Africa, 2020

Assorted Après Seltzers | **\$11**

Assorted Local Ciders | **\$11**

Assorted Local Beers | **\$10**

# ADDITIONAL INFORMATION

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## SERVICE CHARGE | SALES TAX

The following additional amounts will be added: (1) Service Charge: 15% of the total food and beverage revenue will be distributed to wait staff & service associates; and (2) Administrative Charge: 5% of the total Event Order revenue will be retained by the Hotel to cover non- itemized costs of the event. No part of the administrative fee, set up fees, or labor fees are to be considered a tip or gratuity for any associate. Service charges, administrative charges and set up and labor fees are all subject to state sales taxes. These sales taxes will be in accordance with federal, state and local regulations on all applicable charges.

## LABOR

Additional carvers, station attendants, bartenders, food and cocktail servers are available at a \$150 fee + applicable tax. Coat Check attendants are available at a \$150 fee (per attendant) + applicable tax. Labor fees are charged to offset certain hotel costs and, as such, are not distributed to the associates serving the event.

## USE OF EVENT + FUNCTION SPACE(S)

To protect the safety and security of all Hotel guests and property, wedding planners and vendors will obtain Hotel's advance written approval before using items in event and function space that could create noise, noxious odors or hazardous effects and before engaging in any activities outside of the reserved function rooms. The vendors will obtain any required Fire Marshal or other safety approvals and will pay any expenses incurred by hotel as a result of such activity, such as resetting smoke or fire alarms or unusual clean-up costs. Hotel does not provide security in the event and function space and all personal property left in the event or function space is at the sole risk of the owner.

## GUARANTEES

It is required that the sales office be notified of the exact guest count by 5:00pm, five (5) business days prior to the function. This minimum number of guests will be considered a guarantee for which you will be charged even if fewer guests attend. The Canopy Portland Waterfront will set up for 5% over the final guaranteed figure; however, food is prepared for the guarantee only. If the sales office receives no guarantee, we will then consider your last indication of the number of guests attending to be the guarantee.