



2025 | CATERING AND EVENTS

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

Brett Bisson | *Director of Sales + Marketing*

Email | Bbisson@canopyportlandwaterfront.com

Direct | 207-791-0005

Theory Lane | *Junior Sales Manager*

Email | Tlane@canopyportlandwaterfront.com

Direct | 207-791-0004

Jason Putnam | *Executive Chef*

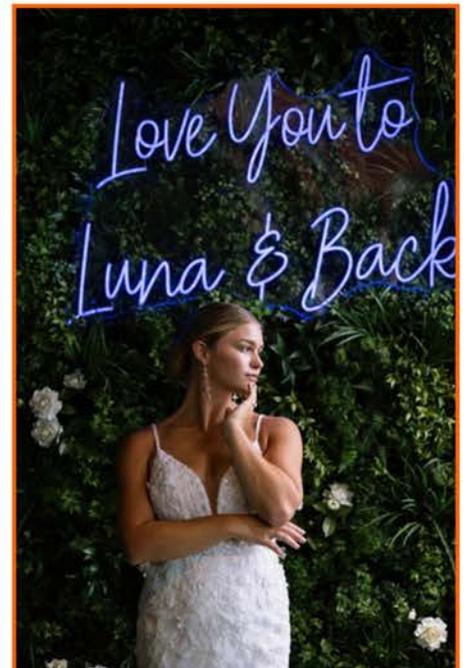
Email | Jputnam@canopyportlandwaterfront.com

Direct | 207-791-0006

Martha Hutchins | *Director of Food + Beverage*

Email | Mhutchins@canopyportlandwaterfront.com

Direct | 207-791-0007



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

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

EVENT DIAGRAMS + FLOOR PLANS AVAILABLE UPON REQUEST

AUDIO VISUAL

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**

BREAKFAST

CUSHING ISLAND | \$32

Priced Per Person

- Seasonal Whole Fruit
- Assorted Orchard Ridge Farm Bagels | Assorted Cream Cheeses and Pickled Onion
 - *Gluten Free Everything Bagels + Vegan Cream Cheese Available Upon Request* ✂ 🥛
- Fresh Berries, Lemon Curd, Local Yogurt, Granola
- Today's selection of House Made Pastries
- Fresh Local Butter, Preserves, Jellies and Marmalades
- Fresh Squeezed Orange Juice and Assorted Juices
- Fresh Ground Rwanda Bean Coffee & Decaffeinated Coffee
- Assorted Teas

PEAK'S ISLAND | \$40

Priced Per Person

- Traditional Scrambled Eggs ✂ 🥛
 - *Tofu Scramble Available Upon Request*
- Local Applewood Smoked Bacon
- Fresh Berries, Lemon Curd, Local Yogurt, Granola
- Today's selection of House Made Pastries
- Seasoned Smashed Crispy Potatoes, Fresh Herbs ✂ 🥛
- Fresh Local Butter, Preserves, Jellies and Marmalades
- Fresh Squeezed Orange Juice and Assorted Juices
- Fresh Ground Rwanda Bean Coffee & Decaffeinated Coffee
- Assorted Teas

GREAT DIAMOND ISLAND | \$46

Priced Per Person

- Market Scrambled | Eggs, Cheese, Seasonal Vegetable
 - *Tofu Scramble Available Upon Request*
- Applewood Bacon and Local Sausage
 - *Vegan Sausage Available Upon Request*
- Seasoned Smashed Crispy Potatoes, Fresh Herbs ✂ 🥛
- House Made Popovers | Honey Butter & Wild Blueberry Preserves
- Greek Yogurt | Granola, Honey, Assorted Berries & Lemon Curd
- Fresh Local Butter, Preserves, Jellies and Marmalades
- Fresh Squeezed Orange Juice and Assorted Juices
- Fresh Ground Rwanda Bean Coffee & Decaffeinated Coffee
- Assorted Teas

Legend



BREAKFAST & A LA CARTE

BREAKFAST A LA CARTE

Priced Per Person

- Seasoned Smashed Crispy Potatoes, Fresh Herbs | **\$8** ✂ 🥛
- Market Scramble | Eggs, Cheese, Seasonal Vegetable | **\$10**
- Traditional Scrambled Eggs | **\$8** ✂ 🥛
- Tofu Scramble | Seasonal Vegetables | **\$10**
- Assorted Sweet and Savory Croissants | **\$7**
- Fresh Berries, Lemon Curd, Local Yogurt and Granola | **\$14**
- Applewood Smoked Bacon | **\$10**
- Maple Infused Sausages | **\$10**
- Smoked Local Ham | **\$10**
- Vegan Sausage | **\$11** 🌱
- Salt Yard Breakfast Sandwiches | **\$14**
 - Ham, Egg and Brie
 - Bacon, Egg and Cheddar
 - Florentine | Egg, Spinach, Tomato + Hollandaise Sauce
- House Made Biscuits | Honey Butter, Wild Blueberry Preserves | **\$9**
- Banana Bread and Honey Butter | **\$7**
- Seasonal Muffins | **\$7**
- Assorted Orchard Ridge Farm Bagels and Cream Cheeses | **\$9**
 - *Gluten Free Everything Bagels + Vegan Cream Cheese Available Upon Request* ✂ 🥛

BEVERAGES A LA CARTE

Priced Per Person

- All Day Rwanda Bean Coffee: Regular, Decaffeinated and Artisanal Teas | **\$15**
- Half Day Rwanda Bean Coffee: Regular, Decaffeinated and Artisanal Teas | **\$8**
- Assorted Soft Drinks | Coca-Cola Products | **\$6**
- Artisanal Sparkling and Still Water | **\$6**
- Assorted Bottled Juices | Orange, Blood Orange Elderberry and Carrot Ginger | **\$9**
- Assorted Juice by the Pitcher | Orange, Cranberry and Apple | **\$7**
- Assorted Iced Teas | **\$6**
- Lemonade | **\$6**
- Water Station w/ Fresh Cut Lemon | **\$3**
- Executive Meeting Set | Still Water Bottle, Notepad + Pen | **\$6**

Legend



LUNCH

THOMPSON'S POINT | \$48

Priced Per Person | Includes Iced Tea + Lemonade

- Seasonal Salt Yard House Salad w/ Balsamic Vinaigrette and Caesar Dressings ✂
- Entrée's | *Choose Two*
 - Roasted Chicken Breast | Local Mushrooms, Leeks and Red Wine
 - Grilled Steak | Yukon Gold Puree, Aged Blue Cheese and Balsamic Reduction ✂
 - Crispy Local Tofu | Snap Pea, Sweet Chile Glaze and Fresh Herbs ✂ 🥛
 - Calabrese Fusilli Pasta | Lemon, Peas, Mascarpone and Parmesan
- Sides
 - Roasted Carrot, Almond Dukah and Local Honey ✂ 🥛
 - Haricot Vert, Lemon and Parmesan ✂
- Dessert | *Choose One*
 - Maine Mini Whoopie Pies
 - Blueberry Crumb Bar
 - Lemon Sponge Cake w/ Berries and Whipped Cream
 - Oatmeal Craisin Almond Cookie ✂ 🥛

MAINE STATE PIER | \$42

Priced Per Person | Includes Iced Tea + Lemonade

**Gluten Free Bread, Wraps + Rolls Available Upon Request*

- Seasonal Salt Yard House Salad w/ Balsamic Vinaigrette ✂
- House Made Potato Chips
- Sandwiches | *Choose Three*
 - Smoked Turkey Croissant | Roasted Grape Tomato, Arugula, Sweet Pepper Aioli and Local Cheddar
 - Grilled Steak Baguette | Caramelized Onion, Blue Cheese and Horseradish Aioli
 - Chicken Salad Wrap | Celery, Garlic Aioli, Pickled Onion and Shaved Iceberg
 - Caprese Baguette | Heirloom Tomato, Basil Aioli, Fresh Mozzarella and Arugula
 - Italian Cold Cut Baguette | Roasted Peppers, Pickles, Shaved Iceberg, EVOO and Fresh Mozzarella
 - Ham Baguette | Brie and Dijon Mustard
 - Hummus Wrap | Red Peppers, Olives, Lettuce, Tomato and Onion 🥬
 - Grilled Chicken Caesar Wrap | Romaine and Parmesan
- Dessert | *Choose One*
 - Maine Mini Whoopie Pies
 - Blueberry Crumb Bar
 - Lemon Sponge Cake w/ Berries and Whipped Cream
 - Oatmeal Craisin Almond Cookie ✂ 🥛

Legend



LUNCH

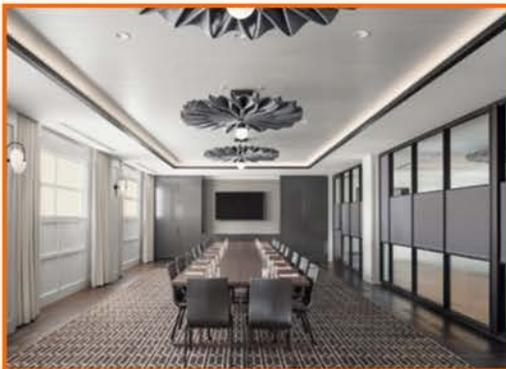
CANOPY SALAD BAR | \$45

Priced Per Person | 8 Guest Minimum | Includes Iced Tea + Lemonade

- Seasonal Salt Yard House Salad | Served w/ Balsamic and Caesar Dressings ✂
- Locally Grown Greens
- Assorted Toppings, Vegetables and Cheeses
- Local Applewood Smoked Bacon
- House Made Bread Service with Local Butter
- White Bean and Radicchio Salad 🍃 ✂
- Proteins | *Choose Two* | *Add \$8 For Each Additional Protein*
 - Grilled Local Steak
 - Roasted Chicken Breast
 - Roasted North Atlantic Salmon
 - Crispy Local Tofu
- Dessert | *Choose One*
 - Maine Mini Whoopie Pies
 - Blueberry Crumb Bar
 - Lemon Sponge Cake w/ Berries and Whipped Cream
 - Oatmeal Craisin Almond Cookie ✂ 🍪

Legend

- ✂ Gluten Free
- 🍪 Dairy Free
- 🍃 Vegan



AFTERNOON BREAK

A LA CARTE | BREAKS

Priced Per Person

PICK TWO | \$18 per person

PICK THREE | \$25 per person

Add \$9 Each Additional Selection

- Sweet + Savory Glazed Nuts + Fruit ✂ 🥛
- Fiesta Mix (Contains Nuts) 🥛
- Canopy Cookies
- Local Soft Pretzel Bites w/ House Mustard
- Seasonal Vegetable Crudit  w/ Garlic Ranch ✂ 🥛
- Seasonal Cut Fruit 🍌
- Granola Bars
- House Made Tortilla Chips + Salsa ✂ 🥛
- House Made Potato Chips + Caramelized Onion Dip ✂
- House Made Pita Chips + Hummus 🥛

A LA CARTE | BEVERAGES

Priced Per Person

- All Day Rwanda Bean Coffee: Regular, Decaffeinated and Artisanal Teas | \$15
- Half Day Rwanda Bean Coffee: Regular, Decaffeinated and Artisanal Teas | \$8
- Assorted Soft Drinks | Coca-Cola Products | \$6
- Artisanal Sparkling and Still Water | \$6
- Assorted Bottled Juices | Orange, Blood Orange Elderberry and Carrot Ginger | \$9
- Assorted Juice by the Pitcher | Orange, Cranberry and Apple | \$7
- Assorted Iced Teas | \$6
- Lemonade | \$6
- Water Station w/ Fresh Cut Lemon | \$3
- Executive Meeting Set | Still Water Bottle, Notepad + Pen | \$6

Legend



HOR D'OEUVRES

Priced Per Person | 8 Guest Minimum

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



BOARDS

Priced Per Person | Served Stationed

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

DIAMOND BAR TIER | SPIRITS, BEER & WINE

Cocktails | \$17

- 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

Wine Glass | \$16

- 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 | \$10

Assorted Local Ciders | \$10

Assorted Local Beers | \$9

BAR SERVICES

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

GOLD BAR TIER | SPIRITS, BEER & WINE

Cocktails | \$16

- 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 | \$15

- 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 | \$10

Assorted Local Ciders | \$10

Assorted Local Beers | \$9

THE BAY MIST DINNER

Priced Per Person | 8 Guest Minimum | Includes House Made Bread Service

PLATED

With Guest Preorders | **\$100**

Without Guest Preorders | **\$110**

- Choice of One Salad, Two Entrée's and One Dessert

FAMILY STYLE

Served to each table to share | **\$95**

- Choice of One Salad, Three Entrée's and One Dessert

SALADS

- Fattoush | Torn Romaine, Crispy Pita, Marinated Broad Beans, Radish, Tomato and Pomegranate Vinaigrette 
- Chopped Iceberg | Bacon, Tomato, Cucumber and Ranch 
- Kale Caesar | Garlic Crouton, Aged Parmesan, House Caesar Dressing
- Field Greens | Pickled Onion, Manchego, Roasted Tomato and Hot Honey Balsamic Vinaigrette 

ENTREES

- Roasted Chicken Breast | Local Mushrooms, Leeks and Red Wine
- Grilled Local Steak | Yukon Gold Puree, Aged Bleu Cheese and Balsamic Reduction
- Roasted North Atlantic Salmon | Snap Pea, Fried Rice and Soy Glaze
- Local Tofu Tika Masala | Roasted Tomatoes and Jasmine Rice  
- Rigatoni | Bolognese, Confit Tomatoes, Roasted Peppers, Parmesan and Fresh Basil
- Buckwheat Soba | Edamame, Mousam Valley Shitake Mushrooms and Sesame Miso Sauce 
- Lemon Poached Cod | Yukon Gold Puree and Haricot Vert

DESSERTS

- Caramel Pot de crème w/ Shaved Chocolate
- Lemon Cake | Buttercream Frosting and Fresh Berries
- Chocolate Flourless Cake 
- Strawberry Tres Leche

Legend



THE CASCO BAY BUFFET

Priced Per Person

BUFFET | \$90

- Choice of One Salad, Two Proteins, Three Sides and One Dessert

SALADS

- Fattoush | Torn Romaine, Crispy Pita, Marinated Broad Beans, Radish, Tomato and Pomegranate Vinaigrette
- Chopped Iceberg | Bacon, Tomato, Cucumber and Ranch
- Kale Caesar | Garlic Crouton, Aged Parmesan and House Caesar Dressing
- Field Greens | Pickled Onion, Manchego, Roasted Tomato and Hot Honey Balsamic Vinaigrette

PROTEINS

- Grilled Local Steak with Balsamic Reduction
- Roasted Chicken Breast with Red Wine Sauce
- Roasted Pork Tenderloin with Seasonal Fruit Chutney
- Roasted North Atlantic Salmon with Soy Glaze
- Lemon Poached Cod
- Crispy Local Tofu with Sweet Chili Glaze

SIDES

- Mac and Cheese
- Yukon Gold Potato Puree
- Grilled Asparagus
- Grilled Broccolini
- Haricot Vert, Lemon and Parmesan
- Fried Rice with Snap Peas
- Roasted Carrots, Almond Dukka and Local Honey

DESSERTS

- Caramel Pot de crème w/ Shaved Chocolate
- Lemon Cake | Buttercream Frosting and Fresh Berries
- Chocolate Flourless Cake ✕
- Strawberry Tres Leche

Legend



ADDITIONAL INFORMATION

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.