

What You Need to Know About Hosting An Event At The Cape May-Lewes Ferry



Venue Information



Thank you for your interest in the Cape May-Lewes Ferry as a possible venue for your event. At the Ferry, our talented staff will provide you with exquisite cuisine and professional service along with unmatched views of the Delaware Bay. We work hard to ensure that your event with the Cape May-Lewes Ferry will be smooth sailing.



For more information and facility fees, please contact Events & Catering Manager, Sandy Daniels, at sandra.daniels@drba.net.

Facilities

Cape May Terminal

- Sunset Lounge - Up to 100 Guests
- Bayside Greens - Up to 150 Guests
- The Gallery - Up to 75 Guests
(mainly used for meeting space)
- Bayside Patio - Up to 100 Guests

***The Cape May-Lewes Ferry
Where EVERY event
is a special event!***



Brunch Menu



Brunch Options

Options include beverage service of freshly brewed regular and decaf coffee, assorted hot teas, orange, cranberry and grapefruit juice

Continental Breakfast

\$12.00 per person

- Freshly Baked Pastries and Muffins
- Bagels and Cream Cheese
- Seasonal Fruit and Berries
- Assorted Low-Fat Yogurts

Hot Brunch Breakfast

\$28.00 per person

- Seasonal Fruit Tray
- Freshly Baked Danish and Muffins
- Fresh Scrambled Eggs
- Thick Sliced French Toast with Maple Syrup
- Chef's Breakfast Potatoes
- Choice of Two Breakfast Meats:
- Hickory Bacon
- Country Sausage
- Cherry Wood Smoked Ham
- Garden Tossed Salad with Balsamic Dressing
- Salmon Provencal, Roasted Grape Tomato & Caramelized Onion
- General Tso Chicken, Fried Rice
- Seasonal Vegetable

Additional menu options are available

Bar Service

Mimosa Bar

\$8.00 per person

- Chateau St Michelle Brut Champagne
- Choice of Three Juices,
- Fruit Garnish

Additional bar packages are available upon request



Prices and menu items are subject to change without notice.
A 20% service charge and applicable taxes will be added to all functions.



Food and Beverage Policy

The food and retail department is the exclusive provider of all food and beverage service at the Cape May-Lewes Ferry. Any request to bring outside food and beverages will be at CMLF's discretion and will be considered on a case by case basis. Please inquire with your sales professional.

DEPOSITS

In order to secure the date of your event, a deposit of 10% of the intended cost must be received. Your sales professional will discuss the amount due.

MENU PROPOSALS

In addition to designing menus for special events, our sales professionals will supply you with a proposal describing the menu items and pricing for your review. Once you have agreed on the menu and pricing, you will be asked to sign the proposal and return with any monies due.

CATERING GUARANTEES

To ensure the success of your event, it is necessary to receive your confirmed number of guests for each meal function by the following schedule:

- Events of up to 100 people, the final guarantee is due 5 days prior to the event
- Events between 101 and 500 people, the final guarantee is due 7 days prior to the event
- Events over 501 people, the final guarantee is due 10 days prior to the event

Once the final guarantee is due, the count may not be decreased. We will make every attempt to accommodate increases in your count after the final guarantee is due, however; any increase exceeding 10% of the final guarantee will be subject to a 10% surcharge.

MINIMUM REQUIREMENTS

There is a minimum guarantee of 25 people for all meal functions. If the guarantee is less than 25 people, a \$125.00 fee may apply.

FLOOR PLANS FOR CATERED FUNCTIONS

Your sales professional will review both guest seating arrangements (floor plan) and behind the scenes logistics to ensure ample space has been considered, making appropriate recommendations for both areas to create the best possible guest experience.

PAYMENT POLICY

Our policy requires full payment in advance. A payment schedule will be included in your final proposal. Acceptable forms of payment are American Express, Visa, MasterCard and Discover. We also accept Cashier Check or Money Orders.



Food and Beverage Policy (cont.)

CANCELLATION POLICY

Cancellation of an event must be sent in writing to your sales professional. Any cancellation received less than 60 days of the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges. A cancellation received less than 30 days of an event will result in a fee of 50% of the estimated food and beverage charges. Any cancellation received after the final guarantee has been provided, a fee of 100% of the estimated food and beverage will be charged.

RECOMMENDED SERVICES

We are happy to recommend a list of preferred vendors for your planning purposes or you may choose to hire a vendor of your choice. They will need to provide necessary insurance information and follow the guidelines for set up and delivery as well as break down procedures.

SMOKE-FREE CAMPUS

As of January 1, 2017, the Delaware River & Bay Authority and Cape May-Lewes Ferry is a smoke free-tobacco free environment. Smoking is not permitted anywhere on property.

