

The
White Mountain
HOTEL AND RESORT
P. O. Box 1828, North Conway, New Hampshire 03860
1-800-533-6301 ■ www.whitemountainhotel.com

January, 2012

Dear Meeting Planner:

Thank you for your interest in the White Mountain Hotel, located in North Conway, New Hampshire. We look forward to the possibility of working with you on your next meeting, conference or corporate retreat. The following pages offer general information that may be helpful to you in considering our property for your next off-site event. Our Professional Meeting Planners and Event Coordinators are located on site and are readily available to answer all of your questions.

The hotel sits at the base of White Horse Ledge with beautiful views of Mount Cranmore, and walking trails to nearby Echo Lake. The center of historic North Conway Village is just 5 minutes away with over 150 tax-free shops, outlet stores, museums, taverns, cafes and galleries to explore. Located just 2 ½ hours north of Boston, MA, 2 hours from Manchester, NH, and 1 ½ hours from Portland, Maine, the White Mountain Hotel & Resort is the perfect location for your next Corporate event.

In house your group will enjoy our comfortable meeting facilities with complimentary Wi-Fi internet access and award winning cuisine in Ledges. After a day of meetings your participants can relax in the deluxe guest rooms that feature pillow-top mattresses, high thread-count sheets, down-like blankets and pillows, refrigerators in every room and much more. Our year round, outdoor heated pool and Jacuzzi are very popular, as is our fire pit, fitness center, game room, and the Tullamore Tavern.

North Conway is truly a four season resort town. Our property is co-located with the Hale's Location Golf course called "one of the most unique and spectacularly beautiful developments in the country" by *Golf Magazine*. During the winter, guests may purchase discounted ski lift tickets to area resorts right from the front desk, with seasonal hikes enjoyable in all four seasons.

I look forward to sharing with you why so many groups return to hold their functions with us each year. I may be reached at 1-800-533-6301, ext 415, or kclarke@whitemountainhotel.com.

Sincerely,
Kimberly N. Clarke
Kimberly N. Clarke
Sales Department Manager



Caring for our guests ... naturally

New Hampshire Sustainable Lodging & Restaurant Program
Environmental Champion

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North Conway, NH

Corporate Meeting Planner Information Sheet



Details of our Complete Meeting Package

- Deluxe Accommodations
- Complimentary suite upgrade for the group leader
- Free use of meeting space with 10 overnight rooms booked
- An enjoyable at leisure country breakfast with a view in Ledges Dining Room
- Optional group choice of continental breakfast buffet in meeting room
- Lunch off the corporate menu, or as an in meeting room deli buffet
- Dinner selected off-the-menu in Ledges, at leisure, may be included
- Choice-3 group dinner in Ledges or the Echo Ballroom is a popular option
- Continuous morning and afternoon refreshment breaks
- All room and included meal taxes and gratuities
- Access to meeting room on a 24-hour basis may be arranged
- Applicable breakout rooms
- Complimentary use of in-house A/V Equipment
- Discounted tickets to area ski resorts in season
- On-site personal Conference Services Coordinator
- Use of all hotel amenities including fitness center, year-round outdoor heated pool and Jacuzzi, game room, fire pit and tennis court
- Discounts and premium tee times at the on-site Hale's Location Golf Course with rental clubs available (Golf Course is open May-October)

Midweek room rates start at **\$99.00** per night and vary by season. Weekend groups welcomed. Meeting/Meal packages customized to your group needs.

Day Meeting Package

\$50.00 per person

- Enjoyable lunch in Ledges or served buffet style during your meeting
- Continuous morning and afternoon refreshment breaks
- Gratuities and tax for refreshment breaks and lunch included
- Complimentary use of meeting and break-out rooms, subject to availability
- Complimentary use of in-house A/V Equipment
- On-site professional Event Coordinators

Custom Meeting Package

Our Conference Sales Manager is happy to work with your group to design a package that meets all of your specific needs.

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Policies and Procedures

Thank you for your interest in the White Mountain Hotel and Resort. The following information and guidelines will help you plan your next function or meeting. We will be happy to assist you in making the proper menu selections, as well as any special arrangements needed to ensure a successful event. It is recommended that all menu selections, meeting room requirements, and special arrangements be submitted to the sales department at least 14 days prior to the function.

General Dining Information:

The Ledges Dining Room offers a full menu of traditional New England favorites and the freshest Maine seafood, along with excellent service, an attentive staff and spectacular panoramic views. Group seating dinner reservations are suggested at either 6:00 PM or 8:00 PM in the Ledges Dining Room. The Tullamore Tavern offers light fare in a relaxed atmosphere. Group Dinners may be served in the Echo Ballroom between 5:30 and 9:00 PM.

The dress code for the Ledges Dining Room in the evening is “Resort Casual.” Resort casual is defined as no tee shirts unless covered by a blazer, no shorts, no flip flops and no torn jeans.

General Lodging and Reservation Information:

Check-in time is after 3:00 PM and check out time is prior to 11:00 AM. Should additional time be needed for the group, please check with the Sales Department. Individual guests may check with the front desk staff. Hotel quiet hours are from 11:00 PM to 7:00 AM.

Group rates are available for a block of 10 or more rooms for corporate functions. All room blocks will be held until 21 days prior to arrival at which time the block will be released. Rooms will then become available on a first come, first served basis.

All guest rooms are non-smoking. A cleaning fee of \$250.00 will be charged for smoking in any guest room.

Deposits and Cancellation Policy:

CORPORATE FUNCTIONS: In order to confirm arrangements, a copy of the signed contract along with a deposit of \$1,000 must be received within 14 days of the contract being issued. The deposit amount is applied directly to the master account and is refundable if cancellation occurs 90 days prior to the arrival date. If booking occurs within the 90 day period, the deposit is non-refundable. Payment of 75% of the estimated bill, less deposit, will be due 30 days prior to a corporate function. Final payment is due upon completion of the corporate function. Any cancellation of rooms five (5) days or more prior to arrival that have been confirmed via rooming list or direct booking by the guest, will be charged a \$10.00 administration fee. Individual rooms already reserved that cancel within five (5) days prior to arrival will be charged a sum equal to one night’s lodging, with the balance refunded.

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Guarantee Policy:

Attendance and menu guarantees are necessary to ensure proper preparation of the food. An estimated attendance, meal count, and final meal choices are due at least 14 days prior to arrival. All final counts must be given 7 days prior to arrival, which is the amount guaranteed for payment unless the count increases. In the event that a final guarantee is not supplied, the estimated number of guests will be considered the final guarantee.

Music and Entertainment Policy:

The White Mountain Hotel & Resort reserves the right to control all sound levels that might exceed the comfort levels of other guests. The Hotel's quiet hours are between 11:00 PM and 7:00 AM.

Audio Visual Equipment and Decorations:

Any audio visual equipment that is leased or rented will be the responsibility of the group. Special items such as ice carvings, custom floral arrangements and theme decorations can be priced and ordered through the Sales Department. All decorations must be approved by the Hotel and be in accordance with fire regulations.

Food and Beverage:

Hotel policy and state licensing laws require that all food, liquor and beverages served at all functions be provided by the White Mountain Hotel & Resort with the exception of wedding cakes. Due to health concerns and Hotel policy, no leftover food or beverage may be taken from the banquet area with the exception of wedding cakes.

Liability:

The White Mountain Hotel and Resort reserves the right to control all private functions. The Management reserves the right to pre-approve the amount of alcohol brought into hospitality areas. The Hotel can curtail any function if it goes beyond the 11:00 PM quiet hour, or the time reserved for the function under the group agreement. The Hotel cannot assume any responsibility for personal property brought on to the Hotel premises. Alcoholic beverages are not allowed in public areas such as hallways, health club, game room, stairways, elevator and public restrooms. The White Mountain Hotel & Resort must supply all alcoholic beverages consumed at the pool area.

Code 179:5 Prohibited Sales:

No licensee, salesperson, nor any other person shall sell or give away or cause or allow or procure to be sold, delivered or given away any liquor or beverages to a person under the age of 21 years old or to a person under the influence of liquor or beverage.

*The management and staff of the White Mountain Hotel & Resort looks forward to making your next event a success.
Please feel free to contact the Sales Department at 800-533-6301 with any questions.*

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Conference Capacity

	THEATER	CLASSROOM	BANQUET	SQ. FEET
Echo Ballroom	125	75	100	1550
White Horse Room	75	50	65	975
Cathedral Room	45	25	25	575
Mount Cranmore Suite	30	20	n/a	550
Mount Kearsarge Suite	30	20	n/a	550
Presidential Suite	30	15	n/a	550
Suite 133	20	16	n/a	378
Suite 233	20	16	n/a	378
Ledges Dining Room	n/a	n/a	130	1,700

Audiovisual Equipment

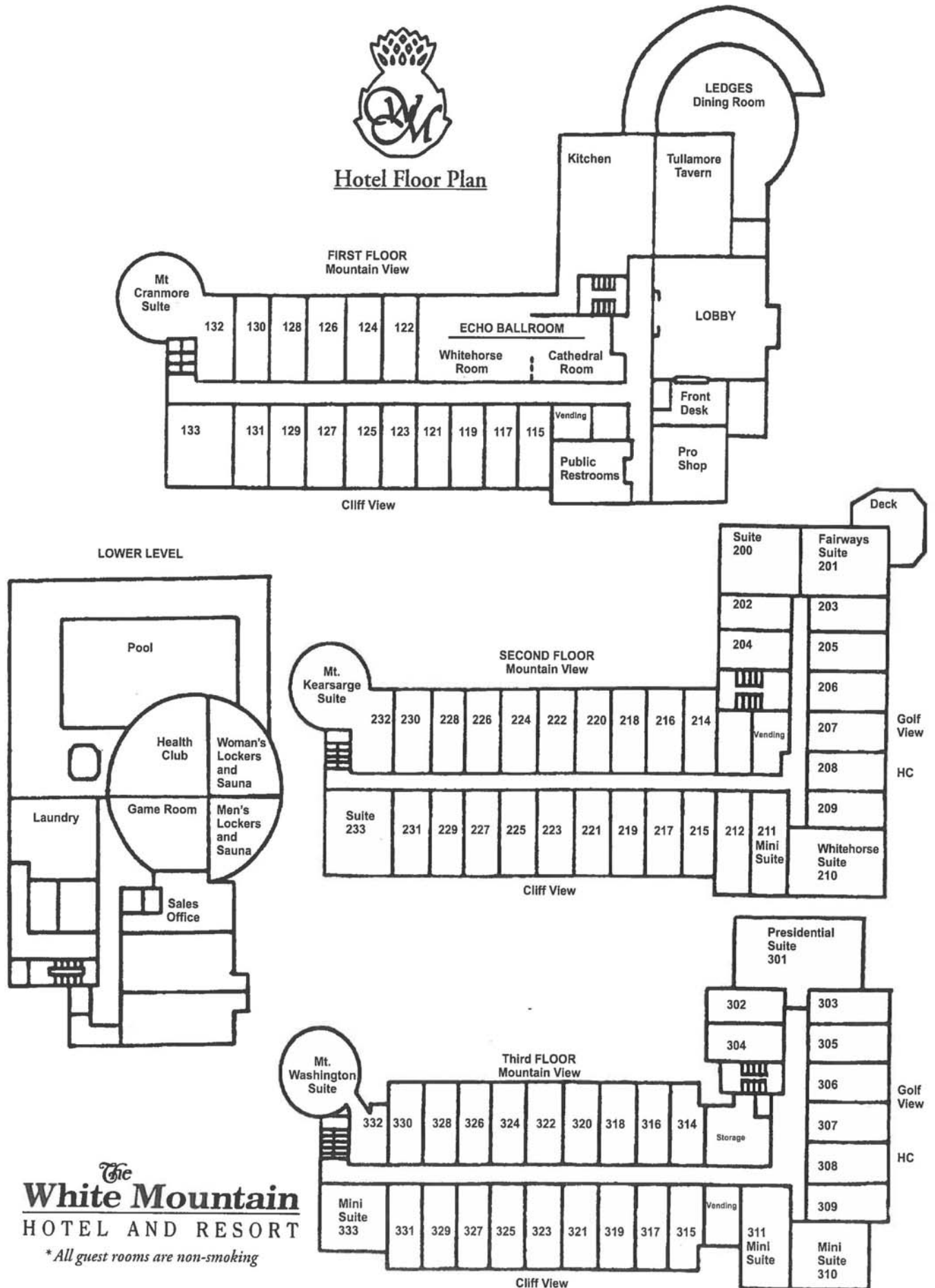
The following in-house audiovisual equipment is complimentary to groups: overhead projector and screen, DVD player and TV, flipcharts with paper and markers and a podium with microphone. Complimentary wireless internet service is available throughout the hotel.

LCD projectors, speaker phones and any additional equipment that is needed may be rented and will be charged accordingly. Please confirm your needs with the sales department at least 14 days prior to arrival.

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Hotel Floor Plan



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** All guest rooms are non-smoking*

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Property Location

Directions to the White Mountain Hotel & Resort from:

Boston

Interstate 95 North to Exit 4 Spaulding Turnpike to end. Rt 16 North to first traffic light at The Echo Group sign in Conway. (Note: This turn is in Conway Village - not North Conway.) Left onto Washington St, then stay left at fork onto West Side Rd. Hotel entrance 5 miles on the left. (Approximately 120 miles, 2.5 hours)

Portland:

Rte 302 West to Rte 113 West. Rte 16 South for 100 yards to traffic light at The Echo Group sign in Conway. (Note: This turn is in Conway Village - not North Conway.) Right onto Washington Street, then stay left at fork onto West Side Rd. Hotel entrance 5 miles on the left. (Approximately 60 miles, 1.25 hours)

Manchester:

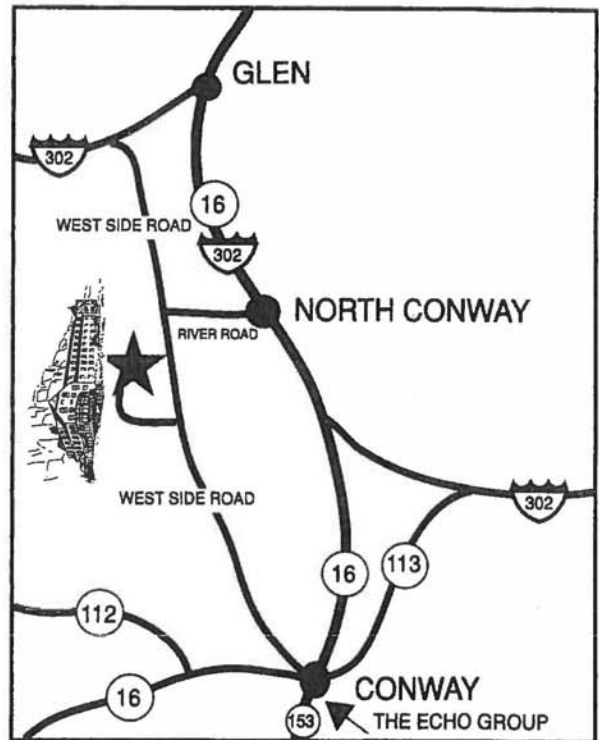
Interstate 93 North to Rte 104 East to Rte 25 East to Rte 16 North. Left onto Rte 16 North to first traffic light at The Echo Group sign in Conway. (Note: This turn is in Conway Village - not North Conway.) Left onto Washington St, then stay left at fork onto West Side Rd. Hotel entrance 5 miles on the left. (Approximately 100 miles, 2 hours)

Hartford:

Interstate 84 East to Interstate 90 East (Mass Pike) to Interstate 495 North to Interstate 95 North. Follow Boston directions to Hotel. (Approximately 235 miles, 4.5 hours)

Montreal:

Rte 10 East to Magog. Rte 55 South to border to Interstate 91 South to Interstate 93 South, then Exit onto Rte 302 East. Right onto River Rd at first traffic light in North Conway, then first left onto West Side Rd. Hotel Entrance 1 mile on the right. (Approximately 235 miles, 4 hours)



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Continental Breakfast Menu

*Seasonal Cut Fresh Fruit and Berries, Fresh Yogurt and Wholesome Granola
Assorted Cold Cereal, Freshly Baked Muffins & Danish,
Assortment of Chilled Fruit Juice,
Freshly Brewed Coffee, Decaf & Tea*
\$12.00 per person

Refreshment Break Menu

Morning Refreshment Break

*Fresh Baked Muffins and Pastry OR Fresh Fruit Bowl and Assorted Yogurt
Served with Fresh Brewed Coffee, Decaf, Tea, and Bottled Water*
\$9.25 per person, inclusive of tax and gratuity

Afternoon Refreshment Break

*Fresh Baked Cookies and Brownies OR Assorted Granola Bars and Fresh Fruit Bowl
Served with Fresh Brewed Coffee, Decaf, Tea, Assorted Soda, and Bottled Water*
\$9.25 per person, inclusive of tax and gratuity

Beverage Break Menu

Fresh Brewed Coffee, Decaf, Tea, Assorted Soda, and Bottled Water
\$6.25 per person, inclusive of tax and gratuity

Coffee “Refresh”

Replenishment of Fresh Brewed Coffee, Decaf, Tea, Bottled Water
\$4.25 per person, inclusive of tax and gratuity

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GROUP DINNER SPECIALTIES MENU

(for groups of 20 or more people who are dining as a group at the same time)

Appetizer Selections

(Please select one – additional cost)

Chilled Fresh Fruit (\$3.50 per person ++)

Four Jumbo Shrimp Cocktail (\$12.95 per person ++)

Cheese Tortellini – served with Prosciutto & Vegetables (\$6.95 per person ++)

Lobster Ravioli – A homemade ravioli with fresh lobster filling (\$9.95 per person ++)

Baked Brie – Brie cheese seasoned with herbs and wrapped in Phyllo dough,
baked and served with a Raspberry Sauce (\$6.95 per person ++)

Soup or Salad

(Please select one)

Soup du Jour

Garden Salad with House Dressing

Entrée

(Please select up to three entrees)

Broiled Haddock

*A New England tradition served with a light crumb topping and complimented
by a rich lobster sauce*

Baked Seafood Stuffed Haddock

Fresh haddock stuffed with a seafood stuffing and topped with a lemon wine butter

Swordfish

Fresh Swordfish grilled with Maitre d'Hotel Butter

Atlantic Citrus Salmon

Pan seared in olive oil, then finished in the oven and presented atop a pineapple salsa

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Entrée (cont.)

Vegetarian Medley

Florentine stuffed Portabella mushroom

New Hampshire Apple Chicken

A breast of chicken sautéed and served with a caramelized applesauce, fresh seared apples, and a cheddar cheese wedge

Chicken Marsala

A breast of chicken sautéed with Marsala wine, Prosciutto and mushrooms

Pan Roasted Pork Loin

served with an apple brandy glaze and a walnut crust

Sliced Roast Sirloin of Beef

Herb Crusted Sirloin served with a Bordelaise Sauce

Prime Rib

Roasted to perfection, and served with herbed popovers.

All entrées are served with Chef's choice of vegetable and potato or rice, fresh baked warm bread, Chef's choice of dessert, and a non-alcoholic beverage.

*A choice of three entrees, i.e. beef, chicken, and fish must be pre-selected.
Gluten-free and vegetarian choices may also be provided*

All final meal counts and choices are due to the Sales Office (14) days prior to arrival.

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SET HORS D'OEUVRES SELECTIONS

International and Domestic Cheese, Cracker, and Fruit Platter

- *small (serves 20-30)* \$100.00
- *medium (serves 40-50)* \$150.00
- *large (serves 60-75)* \$200.00

Fresh Seasonal Crudités served with Herbed Dip

- *small (serves 20-30)* \$ 50.00
- *medium (serves 40-50)* \$100.00
- *large (serves 60-75)* \$150.00

Strawberries dipped in Chocolate (in season) \$2.00 per person

Assorted Finger Sandwiches ~ Chicken, Tuna, and Seafood Salad \$3.00 per person

Baked Brie with local Strawberry Jam and Brown Sugar \$3.00 per person

Smoked Salmon Display \$5.00 per person
 ~ Includes Chopped Egg, Onion, Horseradish Sauce and Miniature Bagels

New England Sea Coast Raw Bar (per 50 pieces) Seasonal
 ~Includes Fresh Shrimp, Oysters, Littlenecks and Mussels Ask for Pricing

Ice Sculptures Available Starting At
\$200.00

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PASSED HORS D'OEUVRES

Spinach and Feta Spanikopitas
Prosciutto wrapped Seasonal Fruit
Chicken or Beef Satay with Peanut Sauce
Sesame Chicken with Orange Plum Sauce
Roasted Red Pepper & Goat Cheese Canapés
Mini Spinach and Fresh Mozzarella Brushetta
\$100.00 per 50 Pieces

Carpaccio of Beef
Assorted Mini Quiche
Scallops Wrapped in Bacon
Coconut Shrimp with Pineapple Honey Salsa
Baked Stuffed Mushrooms with Crabmeat Stuffing
\$150.00 per 50 Pieces

Smoked Salmon Canapés
Asian Scallops Wrapped in Bacon
Grilled Asparagus and Smoked Salmon
Baked Stuffed Mushrooms with Lobster Stuffing
Mini Crab Cakes with a Cherry Pepper Rémolade
Beef Tenderloin with Roasted Garlic and Sour Cream Canapés
\$175.00 per 50 Pieces

Pate du Jour
Oysters Rockefeller
Lobster Spring Rolls
Mini Beef Wellingtons
Iced Jumbo Shrimp Cocktail
Lump Crab Cakes served with a Roasted Garlic Rémolade
\$200.00 per 50 Pieces

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Premium Selections

*Absolut Vodka Tanqueray Gin Bacardi Rum Dewar's Scotch
 Jack Daniels Bourbon V.O. Cuervo Gold Tequila Brandy*

Top Shelf Selections

*Belvedere Vodka Bombay Sapphire Gin Myers Rum
 Chivas Scotch Makers Mark Bourbon Cuervo 1800 Tequila
 Crown Royal Courvoisier VS*

Open Bar Prices Based Upon Consumption

Liquor

*Premium Brands \$6.50
 Top Shelf Brands \$7.50*

Beer

*Domestic Bottled \$3.50
 Imported Bottled \$4.00
 Imported/Micro Draft \$4.50*

Two Liquor Drinks

*Premium Brands \$7.50
 Top Shelf Brands \$8.50*

House Wine

*House Wine \$6.95
 Premium Wines \$7.95*

Cognacs

*Grand Marnier \$7.50
 Remy Martin \$7.50
 Courvoisier VS \$7.50*

Beverages

*Soda \$2.00
 Juice \$2.00
 Sparkling Water \$2.00*

Punch Bowls

(serves 25 people)

*Fruit Punch \$50.00
 Fruit Punch w/ Alcohol \$85.00*

Strawberry Champagne Punch \$95.00

Special Wine Selections and Cordials are also available.

There will be a \$150.00 set-up fee per bar for all bars not held in the Tullamore Tavern.

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The Only Thing We Overlook is the Mountains

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