

Westminster Golf & Country Club Information Sheet Events

Please read and initial each line item.

_____ A \$300.00 non-refundable deposit is required to guarantee the time and date of your event (this will be subtracted from the total cost of your event). The contract is for a 5 hour period. Overtime is occasionally available and can be arranged prior to the event.

A second payment, toward the total, of an agreed upon amount and a signed contract will be due at a scheduled date.

Final payment will be due before the event begins, on the day of the event. This payment may in the form of cash or check.

**Checks should be made payable to: Settlers Crossing Enterprises Inc.
and sent to:**

**Settlers Crossing Enterprises Inc.
19 Burke Street, Lunenburg, MA 01462.**

_____ Prices quoted are subject to change according to food market fluctuations. Final menu selections are due at least 4 weeks prior to the event. At that point, we will confirm if there has been a price change other than what is printed on the menu. Then the price is final and guaranteed not to change after that point. There is an 18% service charge added (gratuity and administrative) and 6.25% Massachusetts Sales Tax.

_____ We require a guaranteed guest count 2 weeks prior to your event. Guest count may not decrease after this time. Charges are based on that guaranteed number or the number served, whichever is greater. Additions to the head count can be made up to 48 hours ahead of your event. After that, we cannot guarantee that unexpected guests will be provided a meal. If we do not receive a guest count guarantee, we will base our figures on the number of people originally told to us. Our chef prepares more food than necessary; therefore, any remaining food is Country Club property. Westminster Golf & Country Club does not allow the packaging and taking home of any food or alcoholic beverage from the premises.

_____ The Westminster Golf & Country Club will not be responsible for the condition of the food if the customer is more than 15 minutes behind schedule.

_____ The customer is not allowed to bring in any food. Certain specialty items (cake, desserts) may be brought in with the prior approval of the event coordinator.

_____ If a police detail is required for a function, then it is at the expense of the customer.

_____ All weekend afternoon/evening functions are subject to a \$300 room rental fee. (Unless otherwise noted)

_____ There is a \$75.00 bartender service fee for functions that do not reach a \$300 sales total at the bar. If you choose to have not bar at all, a \$200 "no bar" fee will be added.

_____ The State Alcoholic Beverage Commission strictly regulates the purchase, sale and service of alcoholic beverages. As licensee, the Westminster Golf & Country Club is responsible for the enforcement of these regulations. Therefore, it is our policy that no alcoholic beverages may be brought into the premises from outside sources and no beverages may be taken out of the building. This also includes wine bottles used for favors. We reserve the rights not to serve those whom we feel have already reached their limit. We also reserve the right to stop bar service at any time.

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_____ The customer agrees to conduct its function in an orderly manner and to comply with the rules and all applicable laws, ordinances' and regulations of any governing authority. We strictly adhere to all regulations governing the sale and consumption of alcoholic beverages, fire safety codes and emergency procedures. The customer agrees to cooperate fully with us to comply with and to enforce all such rules, regulations, law and code requirements.

_____ Westminster Golf & Country Club cannot be held liable for the non-performance of this agreement when attributable to circumstance beyond our reasonable control which prohibits our performance, including but not limited to; act of God, national emergency, riot, non-availability of food, beverage or other supplies, travel or transportation restrictions, government regulations or accident.

Decorations and Seating policy and information:

_____ All displays and decorations proposed by the patrons shall be subject to the approval of the Westminster Golf & Country Club. We do not allow affixing of anything to the walls, floors, and ceiling with nails, staples, tape or any other material without the prior approval of Westminster Golf & Country Club. We are not able to allow the use of any rice, loose glitter or confetti in or outside of the building. Due to local fire codes, any candles must be contained in a glass container with the wick four inches below the glass line.

_____ The seating chart, table cards, etc. must be submitted to us at least three days prior to the event, if we are facilitating the set up of the table cards. Arrangements for decorations and/or flower delivery and set up must be made ahead of time with the event coordinator. An additional fee may apply if the event coordinator is to set up centerpieces and other décor, to be discussed at least one month prior to the event date. We are not responsible for any items damaged or lost prior to, during or following the event. The customer is responsible for delivering and/or retrieving any items left at the Country Club in a timely manner. Any items left at the Club, without prior arrangement will be discarded.

_____ If available, and arrangements are able to be made so that decorating can be done the night before the event, the customer agrees to conclude all such set up by 6:00pm.