

Lake Fort Meadows Pavilion Contract

587 Bolton Street Marlborough MA 01752 508-485-4416

DAY: _____ DATE: _____ SET UP TIME: _____ START TIME: _____ END TIME: _____

CONTACT NAME: _____ PHONE: _____

E-MAIL: _____

ROOM: _____

SET UP MEMO: _____

NUMBER OF GUESTS: _____

GUARANTEE: _____

BARTENDER: _____ BAR TYPE: _____

BAR MEMO: _____

DEPOSIT AMOUNT: _____ DEPOSIT RECEIVED: _____

MENU: _____ MENU TYPE: _____ PLAN: _____

APPS: _____

ENTREES: _____

SIDE DISHES: _____

DESSERT: _____

MEMO: _____

PRIVATE PARTY INFORMATION AND CONTRACT

PRIVATE PARTY RESERVATIONS:

The Pavilion is available for parties of 25 or more with a room charge of \$2500.00. Please ask for details.

FOOD AND BEVERAGE:

We can create other menu selections upon request if you desire special dietary combinations. Due to local beverage laws, all alcoholic beverages must be supplied and served by Bolton Street Tavern, 587 Bolton Street Inc., personnel. This menu and prices are subject to change.

If you bring your own cake, only store purchased cakes are allowed. All cakes must be delivered in their original container and have a label with the ingredients listed. No homemade cakes are allowed.

ALCOHOL:

Our staff will abide by all State and Local laws to ensure responsible drinking. All guests who plan to consume alcoholic beverages must have a valid ID, no exceptions.

Any person who, in the opinion of Bolton Street Tavern employees, is or appears to be impaired will not be served pursuant to State Law.

GUARANTEES:

You must notify us of your final Guest count no later than 1 week in advance of your event, and food selections two weeks in advance of the event. This number will be a minimum chargeable guarantee and must be accompanied by a NON-REFUNDABLE deposit. If your actual guest count total on the day of the event is in excess of your estimate, we will try our best to accommodate, but we cannot guarantee we can fulfill the increase, in any case we must charge an additional per person rate accordingly. Final billing will be based on the guarantee, or the actual number of guests, whichever is greater.

PAYMENT:

Full payment is required on the day of the function. Prices on menu do not include 7% Massachusetts State and Local Meal Tax and suggested server gratuity of 20%

CANCELLATIONS:

In the event of a declared weather emergency all non-refundable deposits or pre-payments may be applied to another event to be scheduled within 90 days from the original event

WAIVER OF LIABILITY:

Bolton Street Tavern c/o Lake Fort Meadow Pavilion assumes no responsibility for any damage or loss of any personal property, rental equipment or any articles left in the Pavilion prior to, during, or following your function. You will assume all liability for items left or staged for your event. You are responsible for the set up and tear down of all equipment not rented through or supplied by Bolton Street Tavern c/o Lake Fort Meadow Pavilion.

You agree that you are accountable for the behavior of your guests and will be the first point of contact regarding the behavior of your guests.

I have read and understand the terms and conditions of this contract:

Signature

Name

Address

City, State, Zip Code

Bolton Street General Manager

Signature

General Manager, Bolton Street Tavern c/o Lake Fort Meadows Pavilion

For more information please inquire at:

lakefortmeadowpavilion@gmail.com

Sharon Stournaras