

## *Terms of Agreement*

- ♥ We require a non-refundable deposit of \$1000 to reserve the date and it must accompany a signed agreement. The deposit will be credited towards your final bill.
- ♥ Six months prior to the event an additional \$1000 non-refundable deposit is due.
- ♥ Final payment in full is due two weeks prior to the event. The only acceptable form of final payment is certified bank check, money order, or cash. No personal checks will be accepted.
- ♥ Our prices do not include gratuity and 7% Massachusetts meals tax, which will be added to all services.
- ♥ A room rental fee of \$300 per hour will be applied to events lasting longer than 6 hours. All events include an additional one hour for set up and one hour for break down at no charge.
- ♥ Prices are guaranteed as of the date the initial deposit is received, if within twelve months of the event. Events booked over one year in advance are guaranteed to increase no more than 10% of the initial contract price.
- ♥ A credit card number must be secured for any incidentals that may occur during the day of your event.
- ♥ All menu selections must be confirmed three weeks before your event. We require a guaranteed final count of guests seven days prior to your event.
- ♥ All cancellation notices must be in writing, must state the date of the function, and must be signed by the person whose name appears on the initial contract. Such notice will be effective on the date it is received by the management. Refunds will be based on the policy above.

