

THE VILLAGE INN FUNCTION CONTRACT

WEST ROOM

SOUTH ROOM

NORTH ROOM

THE BARN

This contract has been entered freely on this _____ day of _____, 20____ between the undersigned customer and The Village Inn for use of the banquet room indicated above.

Time of engagement_____

Date of engagement_____

Upon entering this contract, a **non-refundable/non-transferable** deposit is required to guarantee your reservation. The deposit is the only way to secure your reservation and will be applied to the final bill.

- \$500 is required for the BARN
- \$200 is required for upstairs function rooms

The remaining balance and final count of guests is due no later than five (5) days prior to the date of your engagement.

- This number will serve as your guarantee and is not subject to reduction
- All final payments must be made by **cash or bank check**
- Quoted prices will be guaranteed five (5) business days from the date of the function
- All other quoted prices are subject to change without notice

Applicable Fees:

- 18% Gratuity
- 3.75% Linen
- 7.25% Mass & Local Tax
- \$50 Bartender Fee
 - Applied to: Any buffet 45 people and above, any sit-down meal 35 people and above
- A .50 cent per person fee will be charged for serving and cutting cake

Rules and Regulations:

- All food and beverages are to be supplied by and purchased through The Village Inn
- The Village Inn reserves the right to limit and control the amount of alcohol consumed by patrons
- All food and liquor are to be consumed on the premises and cannot be packaged to takeout due to insurance and health code regulations
- The use of CONFETTI, RICE or similar items is prohibited
- Affixing anything to the walls, doors, light fixtures or ceilings of any room is prohibited
- All forms of entertainment are to be under the control and direction of The Village Inn Management
- Entertainment is only permitted in the BARN
- The customer assumed full responsibility, including possible Village Inn legal fees, for the conduct of all persons in attendance and for any damage done to any part of The Village Inn
- We are in no way liable for any unforeseen mechanical failures or power outages
- We will not be held responsible for any articles left after the function
- Functions are allotted a five (5) hour block, including a one (1) hour block to set up
- Linen color cannot be changed within two (2) weeks of the date of the function

The contract is agreed to be a legal and binding document.

VILLAGE INN_____

CUSTOMER_____

THE VILLAGE INN
FUNCTION CONTRACT

CUSTOMER NAME _____

GUEST OF HONOR(S) _____

ADDRESS _____

HOME PHONE () _____ CELL PHONE () _____

TYPE OF ENGAGEMENT _____ NUMBER OF GUESTS _____

TIME OF ENGAGEMENT _____ TIME GUEST OF HONOR ARRIVING _____

NUMBER OF TABLES _____ PEOPLE PER TABLE (10 MAX) _____

LINEN COLOR _____

HEAD TABLE – YES # _____ / NO

GIFT TABLE – YES / NO

TOAST _____

APPETIZER _____ TIME SERVED _____

ENTRÉE _____ TIME SERVED _____

DESSERT _____

CAKE - .50 CENT FEE / PROVIDING OWN PAPER GOODS

CASH BAR – YES / NO

OPEN BAR- YES / NO

BAR FEE (\$50) - YES / NO

SET UP TIME _____

ADDITONAL NOTES/REQUESTS

