



The Establishment  
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Eateestablishment.com/functions

Dawn Zanazzo, Function Manager  
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## Function Contract

Type of Event: \_\_\_\_\_ / Guest of Honor \_\_\_\_\_

Event Room: Tuscan (large room) \_\_\_\_\_ Banquet Room (small room) \_\_\_\_\_

Client Name: \_\_\_\_\_ / Client Contact #: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Total attendees (final count due 7 days prior to event): \_\_\_\_\_

Food Service Time: \_\_\_\_\_

Upon entering this contract, a **non-refundable** room fee of \$200.00 is required to guarantee your reservation.

- \* There is a minimum requirement to reserve the Banquet Room and Tuscan Room, please inquire.
- \* All final payments must be made by cash, credit card or bank check only. If paying by check payment must be received 5 days prior to function.
- \* All food and alcoholic beverages are to be supplied by and purchased through The Establishment restaurant; apart from desserts, which may be brought in by the guests.
- \* The Establishment restaurant has the right to limit and control the amount of alcohol consumed by customers and those who do not have proper I.D.
- \* All food and liquor are to be consumed on the premises and cannot be packaged to take out due to insurance and health code regulations.
- \* **The use of CONFETTI, RICE or similar items are prohibited, you will be charged a \$50.00 confetti clean-up fee if confetti are brought into the room.**
- \* **No affixing anything heavy to the walls, doors, light fixtures, or ceilings of any room.**
- \* You will have 45 minutes to an hour before the event to set up, unless discussed otherwise.
- \* All forms of entertainment are to be under the control and direction of The Establishment restaurant.
- \* The customer assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of The Establishment restaurant.
- \* All decorations are required to be removed at the end of the event.

### **Applicable fees:**

- \* 7% meals Tax, 20% gratuity will be added to the invoice.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact # \_\_\_\_\_ Email \_\_\_\_\_

## Frequently Asked Questions

### **1. What is the first step to booking a date?**

The first step to booking a function with The Establishment is checking availability of your desired date. Please contact Dawn Zanazzo, Function Manager, at 781-248-5652 or via email at [dzanazzo@yahoo.com](mailto:dzanazzo@yahoo.com)

### **2. How do I secure the date?**

To secure the desired date, The Establishment requires a non-refundable \$200 room fee.

### **3. How far in advance do I need to submit my menu choices?**

Your menu must be submitted no less than 7 days prior to the event.

### **4. How far in advance do I need to submit the final head count?**

Your final guest count must be submitted no less than 7 days prior to the event.

### **5. How long do I have the space for my event?**

You are allotted four hours for your event. Additional time can be purchased but is not typically necessary. You may decorate 45 minutes to one hour before your event.

### **6. Can I decorate the room?**

Yes, you can decorate the room staying within the guidelines. You may arrive 45 minutes to an hour before your event to decorate. The following restrictions apply: no confetti, rice or similar items, no permanent adhesive, nails, tacks, or other items that may cause damage to the room.

### **7. What are my payment options for alcoholic beverages for my guests?**

We offer 'cash bar' (each customer pays as they consume) or 'open bar' (our bartender will keep a running total for the duration of the event), that total, plus 20% gratuity is paid by you at the conclusion of the event. We can customize a combination of these options to suit your needs such as drink tickets or open bar to a certain amount (with or without gratuity). Pitchers of sangria, mimosa, and bloody Mary's are also available to offer your guests; please ask about prices.

### **8. Are special linens available?**

The Establishment's standard linens are white. However, we do have many other colors, please inquire about options; the cost is \$25 for 50 napkins.

### **9. When do I pay for my event?**

If paying by check, payment is due 5 days prior to the event. For cash or credit card payments, the manager onsite will collect payment the day/evening of the event.