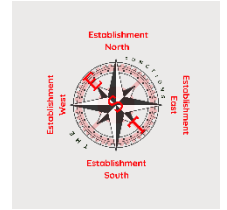




The Establishment
 75 Princeton Street
 North Chelmsford, MA 01863
 Phone: 978-455-3111

Dawn Zanazzo, Function Manager
 Cell: 781-248-5652
dawn@eateestablishment.com
Eateestablishment.com/functions



Function Contract

Type of Event: _____ / Guest of Honor _____

Event 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 reservation of the room. The room fee is **not** deducted from the final invoice.

- * All rooms have minimum requirement to reserve it.
 - * 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, confetti-filled balloons, or similar items are prohibited, you will be charged a \$50.00 confetti clean-up fee if confetti is brought into the room.**
 - * **Do NOT hang anything on the walls, doors, light fixtures, or ceilings of any room. Easels and hooks are available for displaying decorations.**
 - * 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 dawn@eateestablishment.com

2. How do I secure the date?

To secure the desired date, The Establishment requires a non-refundable 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, nothing can be hung from walls, light fixtures, etc. There are hooks & easels available for decorating.

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 table linens & napkins are white. Our supplier can provide various color napkins as requested. 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.