****75 Princeton Street
North Chelmsford, MA 01863
Restaurant Phone: 978-455-3111**

**Function Manager: Dawn Zanazzo**

**Cell: 781-248-5652**

**Fax: 978-677-6837**

**Dzanazzo@yahoo.com**

**The Establishment Function Contract**

**Event Type**:

**Event Room**: Tuscan (large room) or Banquet Room (small room):

**Contact Name**: **Contact Number**:

**Date of Event**: **Time of Event**:

**Approximate number of attendees** (final count due 5 days prior to event):

**Food Service Time:**

Upon entering this contract, **a non-refundable** deposit of $150.00 is required to guarantee your reservation. This deposit is the only way to secure your reservation and will be deducted from the final invoice.

* 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 nut free 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 as is affixing anything to the walls, doors, light fixtures or ceilings of any room. You will have 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.

**Electronic Signature:**\*by submitting this contract to The Establishment contact, you are agreeing to the terms & fees)

**Date:**