



# Sweetheart Inn

RESTAURANT

80 Myrtle Street Methuen, MA 01844 · Phone (978) 258-2430  
www.thesweetheartinn.com · E-Mail: [danielle@thesweetheartinn.com](mailto:danielle@thesweetheartinn.com)

## Banquet Contract

This contract has been entered into freely on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the undersigned customer and Sweetheart Inn for use of the banquet room.

Time of engagement \_\_\_\_\_

Date of engagement \_\_\_\_\_

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

- \$300.00 deposit is required for all banquet reservations

The remaining balance, final guest count, and payment in full, is due no later than two (2) weeks prior to the date of the engagement.

- This number will serve as your guarantee and is not subject to reduction
- Prices quoted will be guaranteed fourteen (14) business days from the date of the function
- All other quotes are subject to change without notice
- Final payments must be made in person, will not accept credit card over the phone

**\*All deposits are non-refundable and/or non-transferable\***

### **Applicable fees:**

- 20% service charge will be added to the bill
- A \$2 per person fee will be charged for any cake cutting and serving
- Menu prices do not include 6.25% Massachusetts meals tax and .75% local meals tax
- Cocktail service is available for a \$75 fee and must be confirmed 2 weeks in advance
- 4% Linen Charge, white tablecloths provided and guest choice of linen napkin color

### **Rules and Regulations:**

- All food and alcoholic/non-alcoholic beverages are to be supplied by and purchased through Sweetheart Inn
- Sweetheart Inn reserves the right to limit and control the amount of alcohol consumed by patrons
- The use of confetti/rice or similar items is prohibited as is affixing anything to the walls, mirrors, doors, light fixtures or ceilings of any room. Balloons must be tied down and discarded by guests.
- The customer assumes full responsibility, including possible Sweetheart Inn legal fees, for the conduct of all persons in attendance and for any damage done to any part of Sweetheart 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 event
- This contract is agreed to be a legal and binding document
- Children must always remain in your private room and be under adult supervision
- All food and beverage must be consumed on premises and may not be packaged to take home
- The banquet room rental is a five (5) hour block, one (1) hour prior before your event for set up and four (4) hours for your event

Sweetheart Inn \_\_\_\_\_

Customer \_\_\_\_\_



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Customer Name \_\_\_\_\_

Guest of Honor \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Email \_\_\_\_\_

Type of Engagement \_\_\_\_\_ Total number of guests \_\_\_\_\_

Time Guests will be arriving \_\_\_\_\_ Time GOH arriving \_\_\_\_\_

Linen \_\_\_\_\_

Head Table - Yes # \_\_\_\_\_ / No      Gift Table - Yes / No

Toast \_\_\_\_\_

Appetizer \_\_\_\_\_ Time Served \_\_\_\_\_

Entree \_\_\_\_\_ Time Served \_\_\_\_\_

Buffet: Starch \_\_\_\_\_ Veg \_\_\_\_\_

Entrée 1. \_\_\_\_\_ 2. \_\_\_\_\_

Dessert \_\_\_\_\_ Bringing Own Cake Yes / No

Bringing Paper Plates & Forks / \$1 Charge Cut & Serve

Cash Bar: Yes / No      Open Bar: Yes / No      Cocktail Service (\$75): Yes / No

Additional Requests \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_