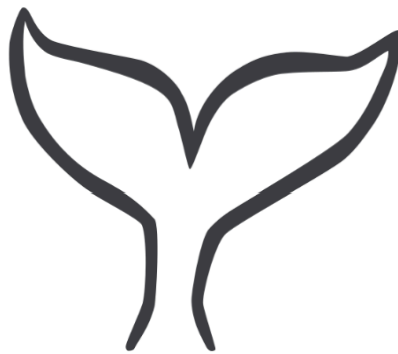




The Whaler Banquet & Conference Center

500 Hathaway Rd. New Bedford, MA 02740 | (508) 997-1231

Welcome Message

Thank you for your interest in hosting your upcoming event at The Whaler Banquet & Conference Center. We are honored to be considered and are dedicated to providing a professional, elegant, and seamless experience for you and your guests.

Please review the following information regarding our services, menus, and policies. We look forward to the opportunity to serve as your event coordinator and help bring your vision to life.

During this time, if you have any questions, please feel free to reach me at
508-997-1231

Or by email

Whalerevents@gmail.com

Sincerely,

Catering & Buffet Packages

Buffet packages are curated for gatherings of 75 guests or more.

Package Inclusions

- Dedicated On-Site Event Specialist
- Six (6) Hours of Private Room Rental
- 10% Discount on Hotel Accommodations for Event Guests- Must be guaranteed with payment thirty days prior.
- Complimentary On-Site Parking
- Standard Black Tablecloths & Linen Napkins (other colors are available for an additional charge)

Add-on options

- Decorative Chairs
- Outdoor area
- Atrium area w/ room blocking only
- Table Runners

Buffet Selections

Package Option	Pricing	Included Menu Entrées & Accompaniments
Option I	\$26.95 per person	Chicken Mozambique, Vegetable Lasagna, Seasoned Basmati Rice, Steamed Green Beans, Tossed Garden Salad, and Warm Dinner Rolls.
Option II	\$29.95 per person	Fresh Baked Cod, Seasoned Chicken Wings, Glazed Baked Ham, Steamed Green Beans, Whipped Mashed Potatoes, Tossed Garden Salad, and Warm Dinner Rolls.
Option III	\$36.95 per person	Marinated Steak Tips, Baked Atlantic Salmon, Chicken Mozambique, Steamed Broccoli, Seasoned Basmati Rice, Herb Roasted Potatoes, Tossed Garden Salad, and Warm Dinner Rolls.

Children's Selections

\$15.00 per person | *For children ages 12 and under. Each meal is served with golden French fries.*

- Classic Grilled Cheese Sandwich
- Crispy Golden Chicken Tenders
- Cheeseburger Sliders

Hors d'Oeuvres & Beverage Services

Stationary Platters

Each platter serves approximately 30 guests.

- **Artisan Cheese & Cracker Display:** \$60.00
- **Seasonal Fresh Fruit Display:** \$70.00
- **Chicken Wings Platter:** \$120.00 Baked or Fried

Passed & Individual Hors d'Oeuvres

- **Caprese Skewers:** \$6.00 per person
- **Bacon-Wrapped Chicken:** \$7.00 per person
- **Stuffed Mushroom Caps:** \$7.00 per person
- **Caesar Pasta Salad Cups:** \$9.00 per person
- **Chilled Jumbo Shrimp Cocktail:** \$9.00 per person

Beverage & Bar Services

- **Table Soda Service:** Two pitchers of soda per table | \$18.00
- **Champagne Welcome Station:** \$7.00 per person
- **Bar Staff & Open Bar Packages:** Dedicated bartenders, table servers, and full open bar arrangements are available upon request.

Event Policies & Guidelines

Reservations & Deposits	A deposit of \$400.00 is required at the time of booking to secure the date. Seven (7) days following booking, \$200.00 of this deposit becomes strictly non-refundable.
Payment Schedule	30 Days Prior: 50% of the estimated balance is due. 14 Days Prior: Final guest count is locked, and full payment of the remaining balance is required.
Late Payments	A 10% penalty fee is applied to late payments. The Whaler reserves the right to cancel bookings that fail to meet payment deadlines without refunding prior deposits or payments.
Cancellations	Cancellations must be submitted in writing at least 30 days prior to the event date. A \$200.00 administrative fee is retained for all cancellations.
Guarantees & Room Setup	Final guest count guarantees must be confirmed 14 days prior (billing will not fall below this count). Seating arrangements and room layout must be finalized seven (14) days prior. Late changes or equipment requests may incur additional fees.
Decorations & Liability	Push pins, nails, and wall/ceiling tape are strictly prohibited. Magnetic and free-standing decor are welcome. Confetti and confetti balloons are prohibited and incur extra cleanup charges. The host assumes liability for property damage; The Whaler is not liable for personal property.
Beverage Service & Licensing	In compliance with Massachusetts state liquor regulations, all alcoholic beverages must be supplied and dispensed by The Whaler staff. No outside beverages or alcohol may be brought onto the property. Identification checks will be strictly enforced.
Event Duration & Breakdown	The reserved time window includes one (1) designated hour for breakdown, equipment disassembly, and personal item removal. The room must be fully vacated at the conclusion of the booked slot.
Taxes & Service Fees	All food and beverage orders are subject to a 7% Massachusetts State Tax and an 18% House Service Charge.

***Consumer Advisory:** Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.*

Client Information & Payment Schedule

Please complete your contact details below. The schedule outlines the structured payment milestones required to confirm and execute your event.

Client & Event Details	
Primary Contact Name:	
Company / Organization (if applicable):	
Phone Number:	
Email Address:	
Event Date & Time Frame:	Date: Time: to
Estimated Guest Count:	Adults: Children (Ages 12 & Under):

Scheduled Payment Tiers

Payment Tier	Terms & Milestone	Due Date	Amount Due
Payment 1: Deposit Receipt #_____	Due at the time of booking to secure the date. (\$200.00 non-refundable after 7 days)	Due: _____	\$400.00
Payment 2: Half Balance Receipt #_____	50% of the total estimated event balance due 30 days prior to the event date.	Due: _____	\$ _____
Payment 3: Full Balance Receipt #_____	Final guest count submitted and 100% of remaining balance paid in full (14 days prior).	Due: _____	\$ _____

Event Agreement & Authorization

I have read, fully understand, and agree to adhere to all terms, policies, catering packages, and facility procedures specified by The Whaler Banquet & Conference Center.

Client Signature: _____

Date: _____

Printed Full Name: _____