

# *Important Information*



## *Deposits*

- A non-refundable \$1,000.00 deposit is required to confirm all Wedding and Holiday Party dates. An additional \$2,000 deposit is required four months prior to all wedding dates, or at the time of ordering invitations. All other functions require a non-refundable \$300.00 deposit. The Function Hall WILL NOT be held without a deposit. Deposits are applied toward the final function bill. Personal checks and cash are accepted for initial deposits. Credit cards will not be accepted.

## *Prices*

- Prices quoted are subject to a 6.25% Massachusetts Food and Beverage Tax and an 20% Administrative Charge. Split meals are subject to price increases. Menu prices are subject to change without notice and can be guaranteed 6 months prior to your function date. Prices are based on 100 - 170 guests and include china, colored linens, and service personnel. The hall is rented for four hours (except for wedding packages) and overtime is available for \$100 per hour.
- Functions with under 100 guests will incur a \$150 room usage fee. Cash bar is optional. Bar set up fee is \$75. We have a 50 guest minimum. Hors D'oeuvres Receptions incur a \$300 room usage fee, regardless of headcount and a minimum \$800 food requirement.
- Wedding ceremonies may be held in our Gazebo or Function Hall for a fee of \$200 plus the cost of chair rentals. Chair rentals are \$2 per chair. This cost includes a scheduled rehearsal for the wedding party, audio arrangements for packages, and ½ hour of extra time. The Bride and Groom must provide all decorations.

## *Menu Selection*

- Final menu selections must be submitted TWO weeks prior to your function. The FINAL COUNT is due NO LATER than TEN DAYS BEFORE YOUR SCHEDULED FUNCTION. Due to insurance regulations, ALL food items must be prepared or supplied by The Country Club of Billerica. NO personal food or liquor may be brought into the Function Hall or on the golf course. All food and liquor is to be consumed in the function hall and cannot be packaged to take out especially buffet items. For your convenience children's meals are available as well as gluten free, vegetarian or vegan options.

## *Guarantees and Payments*

- A guarantee of the exact number of guests is required TEN DAYS prior to the function. The final count is not subject to reduction, and will be considered a guarantee for which you will be charged, even if fewer guests actually attend. All functions must be prepaid ONE week prior to the function date in CASH or by CERTIFIED CHECK only. NO CREDIT CARDS WILL BE ACCEPTED.

## *Decorations and Displays*

- The Management of The Country Club of Billerica must approve all displays and decorations proposed by guests. The Management will not permit the affixing of anything to the walls, doors or ceilings without prior approval. Bubbles, rice, confetti and beads are prohibited on the premises of The Country Club of Billerica.

## *Liquor Policy, Liability & Security*

- Customers are responsible for the behavior of their guests at all times. In compliance with the Massachusetts Liquor Authority, MGLA Chapter 138, Sections 69 and MGLA Chapter 139, section 19 and 20 as amended, The Country Club of Billerica reserves the right to limit alcoholic beverages to persons who appear intoxicated. All persons must be of legal drinking age to be served alcoholic beverages. Proper identification will be required for age verification. Other guests may give no alcoholic beverages to persons under the legal age. No alcoholic beverages may be removed from the building. Bar Service is available between the hours of 10:00am – 12:30am Monday – Saturday and 12:00pm – 12:00am on Sundays.
- Any items found to have been damaged and/or stolen from the property of The Country Club of Billerica will be replaced by the customer at their fair market value. The Country Club of Billerica assumes no responsibility for damage or loss of articles left in the hall following a function.