



2013

Dear Event Planner,

We appreciate your consideration of the Maynard Golf Course Function Hall as the location for your special event. The facility offers wonderful golf course views that provide a welcoming and hospitable atmosphere. We would be pleased to customize an event to include virtually any wish, so please don't hesitate to ask if there is something we can assist with to make your function a memorable occasion.

If you would like to check available dates or schedule a visit to view the facilities, please call our Function Coordinator, Paula Spinazola at 508-326-8967. We have tried to answer most of your questions in our package but we realize you may have other inquiries or would like a special request, so we welcome your call. We are available to work for you and make your event as wonderful as possible. Due to high demand, we are able to hold a date for a few days but require a \$100 deposit to guarantee your special day.

We hope you will choose the Maynard Golf Course Function Hall for your function and that we will have the opportunity to work with you to make sure it is a memorable occasion for both you and your guests.

Most sincerely,

A handwritten signature in blue ink, appearing to read "K F Osgood".

Kevin F. Osgood
President, Sterling Golf Management

Function Hall Rental Information

Maynard Golf Course

50 Brown Street - Maynard, MA 01754

Tel: (978) 637-2268 Fax: (978) 637-2269

www.SterlingGolf.com

Our Function Hall offers a relaxing atmosphere with beautiful views of the golf course. The hall is a perfect setting for all occasions including weddings, birthdays, banquets, and showers. It can comfortably accommodate groups of up to 120 guests.

Hall Rental for Four Hours – Friday, Saturday and Sunday	\$ 250.00
Hall Rental for Four Hours – Monday thru Thursday	\$ 200.00
Minimum Beverage Fee less than 40 guests	\$ 150.00
40 or more guests	\$ 200.00
If you do not spend the minimum on beverages you will be required to pay the difference at the end of your function	
One bartender/manager provided for up to 75 guests	
Additional bartender fee (75 guests and above requires 2 nd bartender).....	\$ 25.00
Additional hour	\$ 50.00
Police Detail*	\$ 150.00
Linen tablecloths (each)	\$ 7.50
Linen napkins (each)	\$.75
Chafing Dish Rental (each) includes Sterno	\$ 8.50
Coffee Service - less than 40 guests	\$ 35.00
40 or more guests	\$ 45.00
Outside Catering Surcharge per person	\$ 4.00
Deposit:	\$ 100.00

The hall rental fee includes set-up, four hours of rental and one bartender. Please note that the bar area and bartender are open to public use, but special arrangements may be made for its exclusive use. The hall will only be open and available for decoration one hour before the start of your event. Additional hours are available for purchase as noted if extra time is needed for decorating purposes. All events must be completed no later than 11:00 pm Sunday - Wednesday and 12:00am Thursday, Friday & Saturday. The minimum beverage fee is due at the completion of the event. Beverages purchased from the bar at the event are deducted from the fee. For example: a group of 35 guests must purchase a total of \$150 from the bar, or if the total is less than \$150, the difference must be paid.

Maynard Golf Course would be pleased to provide meals prepared by our in-house chef as shown on the menu included with this package. If an outside caterer is used, there will be a \$4 per person surcharge, plus the caterer must provide a certificate of insurance naming Sterling Golf Management and Maynard Golf Course as additional insured. Guests may bring in their own food, such as cakes, snacks, finger foods, or pot luck, but beverages may only be provided by the Club. All food brought in must be fully prepared. There is no use of the kitchen allowed. All beverages including juice, coffee, soda, beer, and liquor must be purchased through the bar.

The hall is expected to be left in the same condition as rented. All decorations and trash must be removed at the completion of the function. Confetti may **not** be sprinkled as decoration. *A security detail is required for birthday parties for ages 16 to 21. The manager will inspect the rooms for cleaning problems or markings on the doors, walls, tables, chairs or in the restrooms. Extra cleaning charges or damages will be billed approximately 7-10 days after the event if there are problems.

Thank you for your interest in Maynard Golf Course

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✔ **Conditions of Contract:**

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2013 Function Hall Rental Agreement

- A. **DEPOSIT:** Deposits are required on all function hall rentals. A reserved date will be confirmed only upon receipt of a deposit. Until your Function Hall Agreement and deposit are received, no reserved date can be assumed and prices may be subject to change until that time. Deposits are refundable only up to 90 days prior to the event. **The Deposit required is \$100. The Balance is due 10 days prior to the event. The minimum beverage fee is due the night of the event.**
- B. **HALL RENTAL:** All hall rentals are for four (4) hours. Additional hours are available for an extra fee. The function hall can comfortably seat one hundred (100) guests in the 38' by 36' function room, leaving the dance floor area open or a total of 120 guests with tables on the dance floor. (The dance floor is 15' by 12'. Tables can be taken down after dinner to open up space for dancing, if necessary.)
- C. **HOURS OF OPERATION:** The function hall and bar will close at 11:00 pm Sunday through Wednesday and 12:00am Thursday, Friday and Saturday.
- D. **TABLES:** There are twelve (12) round tables available that may be set for eight (8) people. There are also two (2) buffet tables and five (5) small cocktail tables available.
- E. **SECURITY DETAIL:** A security detail is required for birthday parties for ages 16 to 21 and graduation parties. The club reserves the right to require a police detail for other types of events.
- F. **FINAL CHANGES:** Final head counts, any service additions (i.e. linen rentals), and any seating arrangements are due ten (10) days prior to the function. ***NO EXCEPTIONS.***
- G. **PAYMENT:** Balance of payment in full is due prior to the start of the function with exception to the minimum beverage fee, which is due at the completion of the event. Accepted payment policy is: Cash, Visa, MasterCard and Check.
- H. **MINIMUM BEVERAGE FEE:** A minimum beverage fee of \$150 for less than 40 guests or \$200 for 40 or more guests is due at the completion of the event. Beverages purchased at the cash bar are deducted from the fee. For example, a group of 35 guests must purchase a total of \$150 from the bar, or if the total is less than \$150, the difference must be paid.
- I. **BEVERAGES:** No liquor or soft drinks may be brought into or leave the hall. Arrangements for pitchers of soda or for a toast can be made by a per person cost. In compliance with Massachusetts state liquor statutes, only alcoholic beverages served by the Club on the premises are allowed. Guests must possess and display a valid form of identification verifying their age. The Club reserves the right to insist that any person violating this policy must leave the premises immediately. We may, at our discretion, limit or deny service of alcohol to any person that appears to be consuming more alcohol than is to be considered responsible and safe. We ask that you support us in meeting this responsibility. An 18% gratuity will be added onto the "Open Bar" total.

Please keep this page for your reference and records.

- J. BARTENDERS: One bartender is provided by the club for up to 75 guests. An additional bartender is available as an option for \$25 and is required for over 75 guests. **The bartender and bar area are open to the public.** If requested, special arrangements for exclusive use may be made for an additional fee.
- K. KITCHEN: All food brought in must be fully prepared. **Per Massachusetts State Law food preparation, cooking or baking in the kitchen is not allowed by customers.**
- L. IN-HOUSE FOOD SERVICE: Since Maynard Golf Course has the capability to provide food for all functions, we discourage the **use of outside caterers and will charge a \$4 per person surcharge** in the event that an outside catering service is used. We can provide a wide variety of meals and appetizers to compliment any occasion and have included our function menu with this package. We will do our best to accommodate all food requests and will be happy to customize a menu to suit your special event. **Please note that 7% meals tax and 18% gratuity will be added to the final food and beverage service invoice.**
- M. OUTSIDE CATERERS: All outside caterers are subject to the approval of the Club and must supply a copy of their catering license as well as a Certificate of Insurance naming Sterling Golf Management and Maynard Golf Course as the party insured for the date of the event. Any supplies needed for the event must be provided by the caterer. No food preparation, cooking or baking will be allowed in the kitchen, nor can we provide use of our appliances, equipment, utensils or condiments. **Outside caterers must be made aware of all conditions of this rental and will be expected to abide by them.**
- N. SET UP: The function hall will only be available for set up and decoration one hour prior to the event. Special arrangements must be made for any items that must be delivered to the Club in advance. **If extra time is needed for decorating purposes, additional hours may be purchased as indicated on the rate sheet.**
- O. DECORATIONS: All displays and decorations proposed by the client shall be subject to the approval of Maynard Golf Course. **We do not allow confetti, sparkles, rice, etc. to be thrown or sprinkled within the function hall, lobby or building areas. No candles other than votive type can be used due to fire liability.** Decorations and entertainment are the responsibility of the client. The Club will not be liable for any loss or damage to such property.
- P. GIFTS: Please request one of your guests to be responsible for any money and gifts received during the function. Our employees are not authorized to hold gifts for safekeeping.
- Q. DAMAGES: The hall is expected to be left in the condition you rented it. **All decorations and trash must be entirely removed at the completion of the function.** The manager will inspect the rooms for cleanliness, wall or door markings, markings on tables or chairs and markings in the restrooms. Liability for damage to the premises will be charged accordingly, approximately 7-10 days after the event.
- R. WAIVER OF LIABILITY: A use of facilities waiver of liability must be signed prior to the start of the event to indemnify Sterling Golf Management, Inc. & Maynard Golf Course from any claims that may be filed in conjunction with your event. The Club reserves the right to inspect and control all events. The Club will not assume responsibility for injuries or personal property and equipment brought onto the premises.

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2013 Function Hall Agreement

For Office Use Only
Received by: _____
Date Reserved _____ Credit Book# _____

Event Date: _____ **Event Time:** _____ **# of Guests** _____

Event Type/ Description: _____ ☐ Surprise Party

Non-profit ID # _____ Food: ☐ None ☐ Bringing Own ☐ Other Caterer* _____
(must provide copy of tax exempt certificate) (*must provide Certificate of Insurance & copy of Catering License with address & phone number)

Contact Person _____ Phone (H): _____

Address: _____ Phone (W): _____

City: _____ State: _____ Zip: _____

Fax: _____ E-Mail: _____

Notes / Set up Instructions: _____

☐ Check Here
for Diagram on
Reverse Side

- ✓ Please enclose a **\$100.00 deposit** and Facility Insurance Waiver to reserve the above time & date.
- ✓ Payment in full is due prior to the start of the event. The beverage fee is due at the close of the event.
- ✓ The total number of guests must be confirmed 10 days before the event.

Hall Rental (4 Hours) Friday thru Sundays	\$	250	_____
Hall Rental (4 Hours) Monday thru Thursday	\$	200	_____
Additional Hour	\$	50	_____
Additional Bartender	\$	25	_____
Security Detail	\$	150	_____
Linen Tablecloths Rentals (each)	\$ 7.50 x _____ tablecloths	=	_____
Linen Napkin Rentals (each)	\$.75 x _____ napkins	=	_____
Chafing Dish Rental (ea. including Sterno)	\$ 8.50 x _____ chafing dishes	=	_____
Coffee Service	\$35 for <40 guests or \$45 for 40 or more guests		_____
Food Service Total (after finalizing with Chef – see menu)	<u>OR</u> Catering Surcharge		_____
Less Deposit	Date Received: _____	-	<u>100.00</u>
Balance Due (must be paid 10 days in advance)		=	_____
Minimum Beverage Fee	\$150 for <40 guests or \$200 for 40 or more guests		_____

I have read and accept the terms and payment policies explained in this Agreement and in the Conditions of Contract.

Signature: _____ Date: _____ Received by: _____ Date: _____
(Event Organizer/ Contact Person)



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**USE OF FACILITIES
WAIVER OF LIABILITY**

Date of Use _____

I, _____, hereby agree to indemnify, defend
(*name of organization or individual*)

and hold harmless, Sterling Golf Management and Maynard Golf Course, and its employees
from and against any and all losses, claims, damage, liability, injury, compensation, expenses
including attorneys' fees incurred by Sterling Golf Management arising from the use of the
facilities by _____, it's members, guests or invitees that
(*name of organization or individual*)
results in injury or property damage.

Signature _____

Print Name _____

Date _____