



**66 Park Road, Chelmsford, MA 01824**  
**Tel: (978) 256-1818 ~ Fax: (978) 256-0005**

2012

Dear Event Planner,

We appreciate your consideration of the Chelmsford Country Club Function Hall as the location for your special event. The facility has been recently renovated and offers pleasant 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, Karen Butler, at 978-387-6533**. 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 Chelmsford Country Club 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,

Kevin F. Osgood  
President, Sterling Golf Management

# Function Hall Rental Information

## Chelmsford Country Club

66 Park Road - Chelmsford, MA 01824  
Tel: (978) 256-1818 Fax: (978) 256-0005  
[www.SterlingGolf.com](http://www.SterlingGolf.com)

Chelmsford Country Club offers a relaxing atmosphere in its renovated function hall. The hall is a perfect setting for all occasions including birthdays, banquets, receptions and showers. It can comfortably accommodate groups of up to eighty seated guests, and 125 total guests.

|  |           |
|--|-----------|
| Hall Rental for Four Hours .....               | \$ 250.00 |
| 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 <sup>nd</sup> bartender) ..... | \$ 25.00  |
| Additional hour .....   | \$ 50.00  |
| Police Detail* .....  | \$ 150.00 |
| Linen tablecloths (each) .....  | \$ 7.25   |
| Linen napkins (each) .....  | \$ .75    |
| Chafing Dish Rental (each) includes Sterno .....  | \$ 8.00   |
| Coffee Service - less than 40 guests .....  | \$ 35.00  |
| 40 or more guests .....   | \$ 45.00  |
| Outside Catering Surcharge per person .....   | \$ 4.00   |
| Deposit: .....  | \$ 100.00 |

**Hall and Bar Closing Hours: Sunday - Wednesday 10:00 pm / Thursday 11:00 pm - Friday & Saturday 12:00 am**

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 10:00 pm Sunday - Wednesday and 11:00 pm Thursday, 12:00am 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.

Chelmsford Country Club 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 Chelmsford Country Club 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 police detail is required for birthday parties for ages 16 to 21. We require 7 days notice to make arrangements with the Chelmsford Police Department. 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.

**Thank you for your interest in Chelmsford Country Club.**

***Sterling Golf Management, Inc.***  
**Chelmsford Country Club**  
66 Park Road, Chelmsford, MA 01824  
[www.sterlinggolf.com](http://www.sterlinggolf.com)  
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✓ **Conditions of Contract:**

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**2012 Function Hall Rental Agreement**

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- 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 eighty (80) guests in the 36' by 36' function room, leaving the dance floor area open or a total of 125 guests with tables on the dance floor. (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 10:00 pm Sunday through Wednesday and 11:00 pm Thursday, and 12:00am 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. **POLICE DETAIL:** A police 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. We require 7 days notice to make arrangements with the Chelmsford Police Department.
- 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. A 15% 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 Chelmsford Country Club 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 15% 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 Chelmsford Country Club 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 Chelmsford Country Club. **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. & Chelmsford Country Club 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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**2012 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\* \_\_\_\_\_  
(provide copy of tax exempt form) (\*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.**
- ✓ **Bar & Hall Closing Hours:** Sunday – Wednesday 10:00 p.m. / Thursday 11:00 p.m. / Friday & Saturday 12:00 a.m.

|  |   |    |       |               |
|--|---|----|-------|---------------|
| Hall Rental (4 Hours)  |   | \$ | 250   | _____         |
| Additional Hour  |   | \$ | 50    | _____         |
| Additional Bartender   |   | \$ | 25    | _____         |
| Police Detail  |   | \$ | 150   | _____         |
| Linen Tablecloths Rentals (each)                               | \$ 7.25 x _____ tablecloths                         | =  | _____ |               |
| Linen Napkin Rentals (each)                                    | \$ .75 x _____ napkins                              | =  | _____ |               |
| Chafing Dish Rental (ea. including Sterno)                     | \$ 8.00 x _____ chafing dishes                      | =  | _____ |               |
| Coffee Service   | \$35 for <40 guests or \$45 for 40 or more guests   |    |       | _____         |
| Food Service Total (after finalizing with CCC 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)



**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 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 \_\_\_\_\_