



Chelmsford Country Club
66 Park Road,
Chelmsford, MA 01824



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 offer a welcoming and hospitable atmosphere. Recent additions have been, new function room chairs, new carpet, and a new dance floor. Come enjoy a summer cocktail on our beautiful deck overlooking the golf course. We would be pleased to customize an event to include virtually any aspiration, so please do not 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 our facilities, please call Leeann at 978-815-0369 or email her at lee@sterlinggolf.com We hope we have answered most of your questions in our function package, but we realize you may have other inquiries or would like a special request, so we welcome your call. We look forward to working with you to make your event as wonderful as possible. Due to demand, we can hold a date for a few days but require a \$100 deposit to guarantee your special day. We hope you will choose Chelmsford Country Club's Function Hall for your event 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.

**Best Regards,
Derek Gilbreth, General Manager - Chelmsford Country Club
978-256-1818**



**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 132 guests.**

Hall Rental for Four Hours – Friday, Saturday, and Sunday	\$ 375.00
Hall Rental for Four Hours – Monday thru Thursday	\$ 275.00
Weddings for Four Hours – Friday, Saturday, and Sunday.....	\$ 500.00
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 2nd bartender)	\$ 50.00
Additional hour	\$ 50.00
Police Detail*	\$ market
Linen tablecloths (each)	\$ 7.50
Linen napkins (each).....	\$ 1 .25
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 (Includes Homemade food) *.....	\$ 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.

Chelmsford Country Club would be pleased to provide meals prepared by our exclusive caterer Events All in One, as shown on the menu included with this package. If any outside caterer is used, or home-made food is brought in. there will be a \$4 per person surcharge, plus the caterer must provide a certificate of insurance naming Sterling Golf Management and CCC as additional insured. * Guests may bring in their own food, such as desserts, snacks, finger foods, appetizers, 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, water, 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 Chelmsford Country Club

Conditions of Contract: (Page 1 of 2) 2020 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 for a total of 132 guests with tables on the dance floor. (The dance floor is 13' by 25'. Tables can be taken down after dinner to open 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 (6) 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. **PLEASE HELP US WITH KEEPING WITH THIS TIMELINE.**
- 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, soft drinks, or water 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 18% Gratuity will be added onto the "Open Bar" total.

Conditions of Contract: (Page 2 of 2) 2020 Function Hall Rental Agreement

J. BARTENDERS: One bartender is provided by the club for up to 50 guests. An additional bartender is available as an option for \$50 and is required for over 50 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: Events All In One is Chelmsford Country Club's exclusive in house caterer and provides wonderful 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 or Homemade food 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 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. No using pins or tape on the walls or fireplace will be allowed.

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.

Please keep this page for your reference and records.

2020 Function Hall Rental Form 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: _____

- ✓ 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 \$ 375 _____
 Hall Rental (4 Hours) Monday thru Thursday \$ 275 _____
 Weddings (4 Hours) Friday thru Sundays \$ 500 _____

Additional Hour \$ 50 _____
 Additional Bartender \$ 50 _____
 Security Detail \$ 150 _____
 Linen Tablecloths Rentals (each) \$ 7.50 x _____ tablecloths = _____
 Linen Napkin Rentals (each) \$ 1.50 x _____ napkins = _____
 Chafing Dish Rental (ea. including Sterno) \$ 8.00 x _____ chafing dishes = _____
 Coffee Service \$35 for (less than 40 guests) \$45 (for 40 guests or more) = _____
 Food Service Total (after finalizing with – see menu) OR Catering Surcharge _____

Less Deposit _____ Date Received: _____
 Balance Due (must be paid 10 days in advance) = _____
 Minimum Beverage Fee \$150 for (less than 40 guests) \$200 for more _____

I hereby have read and accept the terms and payment policies explained in this Agreement as well as the conditions outlined in the Conditions of Contract.

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

