



CHELMSFORD COUNTRY CLUB
66 Park Road, Chelmsford, MA 01824
Tel: (978) 256-1818 FAX: (978) 256-0005
www.SterlingGolf.com



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, a showpiece Fireplace renovation, new function room chairs, new carpet and a new built-in dance floor along with fresh paint. Come enjoy a summer cocktail on our new beautiful deck overlooking the golf course. We would be pleased to customize an event to include virtually any aspiration, 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 our facilities, please call Lee Ann 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 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 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
978-256-1818
Chelmsford Country Club



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Conditions of Contract: (Page 1 of 2) 2021 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 eighty (80) guests in the function room, leaving the small dance floor area open. Total room capacity is 99.
- 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 ten (10) round tables available that may be set for eight (8) people. There are also two (6 ft.) buffet tables and five (5) small cocktail tables available in the Pub.
- 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 TO KEEP WITHIN 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.



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Conditions of Contract: (Page 2 of 2) 2021 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.



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2021 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: _____

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) 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 CCC Chef – see menu)	<u>OR</u> Catering Surcharge			_____
Less Deposit _____	Date Received: _____	-		_____ 100.00
Balance Due (must be paid 10 days in advance)		=		_____
Minimum Beverage Fee	\$150 for (less than 40 guests) \$200 for more			_____

I have hereby 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)

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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 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 _____

Sterling Golf Management, Inc.

212 Kenrick Street, Newton, MA 02458

Tel: 617-630-1950 - Fax: 617-969-8756

e-mail: info@sterlinggolf.com

www.sterlinggolf.com