



Social Event Information

Your social event celebration at New England Country Club includes:

- Complete event coordination
- Banquet room set up, including linens (some restrictions apply)
- Gift/Prize tables, use of PA system
- Cake cutting service
- Bar service
- Professional service staff during your event
- Assistance with gifts, centerpieces, favors

Deposit and Payment: A deposit is required to guarantee the date and time of your event no later than 7 days after reserving the date. \$100 for groups under 50, \$300 for groups 50-200. Final payment is due 7 days in advance of the event based on the final guarantee. Final payment may be made in the form of cash, credit card or certified check. Personal checks are not accepted.

Cancellation: In the event the agreement is cancelled by the client less than 14 days before the event is held, the deposit will be returned (less \$50 administrative fee) **only if** New England Country Club is able to re-book the date with an event comparable in size. If NECC is not able to re-book the date, the entire deposit will be kept as liquidation damages.

Menu Selection and Minimum Guest Count: Menu selection shall be arranged with New England Country Club at least 14 days (2 weeks) prior to the event. Any allergies, special dietary needs or restrictions should be discussed at this time. Your minimum guest count is also to be provided at this time. This number is a guaranteed minimum for which you will be billed. Your final headcount may be increased up to 5 days prior. Incidental charges may be paid for on the day of the event.

Food and Beverage: Due to insurance and health code regulations, all food and beverages must be supplied by and purchased from NECC, and is not allowed to leave the premises (with the exception of cakes supplied by a qualified vendor). Massachusetts State Law does not allow guest to bring alcoholic beverages onto NECC property. NECC reserves the right to refuse alcohol service to anyone at any time. **We I.D.**

Room Rental Rates: Facility rental rates are as follows: Pavilion: \$300 for 3 hours - \$75 per additional hour (maximum 5 hours). Dining room: \$100 for 3 hours - \$50 per additional hour (maximum 5 hours). Additional rental time must be approved by NECC no later than 7 days prior to event.

Prices: Prices listed do not include 7% meals tax, or 20% service fee. Prices are subject to change without notice.

Incidentals: Candles and confetti are not allowed. Music/DJ's until 10:00 pm only. Additional enhancements for your event not provided by NECC are the customer's responsibility and subject to NECC management approval. **Any personal items left behind are not the responsibility of New England Country Club.**

I accept the terms listed above: Signature:_____Date:_____