



Thank you for considering the **Berlin Country Club** for your special occasion.

Our in-house caterer is **Buffet Way**

All beverages are serviced by the Berlin Country Club.

Event Rentals Include:

5 hours (4 hours of event time; ½ hour set-up & ½ clean-up)

Room, tables, chairs

1 Bartender (with \$200 beverage minimum*)

Hitchcock Room*: Seats up to 100 guests

***Tavern room & Deck included**

Party Room Rental Fee (4 hours):

Monday – Thursday \$300

Friday – Sunday \$400

Additional Hour \$100

Tavern Room: Seats up to 35 guests

Mon – Thurs \$200

Friday-Sunday \$300

Additional Hour \$50

Weddings*

Mon – Thurs \$500

Friday - Sunday \$700

Additional Hour \$100

*\$300 beverage minimum

Room Rental ONLY: no bar service

Mon – Thurs \$500

Friday - Sunday \$600

Additional Hour \$150

Bereavement Room Rental Fee (3 hours):

Monday – Thursday \$150 Friday – Sunday \$200

Additional Hour \$50

Additional Fees:

Security Deposit (Non-Refundable) \$200

Linen Tablecloths \$100

Linen Napkins \$1.50 each (if applicable)

Additional tables and chairs (if applicable)

Additional set-up/clean-up time (off season \$20 per hour)

Additional bartender (2 required for 70+ guest) \$20 per hour

Additional Staff \$20 per hour if needed

On-Site Wedding Ceremony \$250 Includes 1-hour rehearsal night or day before

Outside Caterer-\$100

Self –Serve Beverage Options: (Can be used to satisfy beverage minimum)

Coffee Bar: Includes regular, decaf, hot water, creamer, sugar and cups

30-100 servings \$2.00/serving



Caterer:

Buffet Way- Dan Mauro (508) 481-9537 www.buffetway.com

Outside Caterer-\$100 additional fee

Event Tips

Set-up 1 hr. prior to event start

Clean-up is to be completed by event end time

NO CONFETTI (including balloons with confetti inside) or GLITTER---\$200 cleaning fee will be charged

No tape (3M products suggested)

No gum or small candy or chocolate fountains

No live candles

Children must be supervised at all times

Event General Contract

Date of Function:

Name:

Contact:

Phone #

Email:

City/Town:

Start Time:

End Time:

Estimated # of People

Bar Service \$150 beverage min. YES _____ NO _____

Caterer: **Buffet Way** _____

Other(list name) _____

Please be advised your request to hold a reception/banquet at Berlin Country Club has been approved, subject to the following conditions and your acceptance of this contract. Please be advised food, banquet and outfitting prices are subject to change.

1. A \$200.00 non-refundable deposit is required to secure your date. All deposits are forfeited upon cancellation of event.
2. Payment Schedule: Deposit due at the time of booking. Event fees due 7 days before event. Open bar tab due at the completion of the event with credit card on file. Acceptable payment methods are credit card, cash, check, or bank check.
3. The final guest count is due 7 days prior to the event, otherwise the estimated count will be used. The confirmed number is the number that you will be billed for unless the actual count is greater. Any increase in the number of guests above the final count will be payable on the day of the event.
4. Four hours is allotted for your event. Overtime will be billed at \$100.00 per hour. Time will be calculated when guests arrive. The room is usually available for set-up arrangements 1 hour before the event.
5. **All liquor, beer, wine, etc. must be purchased from Berlin Country Club. No outside beverages may be brought into the facility.** As a licensee of the Department of Liquor Control, we strictly adhere to all laws and regulations. All alcohol must be supplied by the club. We reserve the right to ask for ID as well as turn down anyone that appears to be intoxicated.
6. You and your party agree to abide by all Berlin Country Club, Federal, State and Local rules and regulations and laws.
7. You will be responsible for any damages caused by you, your group and or any of your guests. Berlin Country Club is not responsible for any personal items left in the facility before and/or after the event.
8. Open Bar: a deposit of \$500.00 and a credit card on file is required at the time of booking your event with all open bar options.
9. Berlin Country Club stove/oven is not available for use.
10. Any caterer not affiliated with Berlin Country Club will be charged a \$100 Outside caterer fee.

I agree to indemnify, defend and hold harmless Berlin Country Club, its affiliates and suppliers from any liability, loss, claim and expense including attorneys' reasonable fees that may arise from this agreement. The client agrees to limit the Management's liability arising out of the or in connection with this Agreement to a total liability not to exceed the fees paid under this Agreement. The person signing this agreement is responsible for payment of all fees or damage incurred by the client and their guests. Berlin Country Club reserves the right to publish/use/print/ pictures of your event.

I, _____ take full responsibility for any damages done to the facility while renting or leasing, and I accept full responsibility for all other persons in this party while renting or leasing.

Alcohol Will Not Be Permitted for Minors

Clients Signature

Date

Berlin Country Club

Date

A \$200.00 non-refundable deposit required at the time of booking.

Please return to:
Berlin Country Club
Attn: Laura Cooper
P. O. Box 182
Berlin, MA 01503