

## Carriage House Banquet Contract

**Function Name:** \_\_\_\_\_ **Date of Function:** \_\_\_\_\_ **Time:** \_\_\_\_\_

The Carriage House is a beautifully appointed space with a full service bar, private bathroom, and working gas fireplace. It can be booked for functions with a guarantee of 20, and maximum of 55 people. The room is rented with a four hour time limit. Additional hours may be purchased for \$100.00 per hour.

The enclosed patio space is included with parties of 35 or more people. If your party is or falls below 35 people the space is not included but can be rented for an additional \$100 per hour.

The outside patio is not included in the rental of the Carriage House however rental may be secured for an additional \$100.00 per hour (exception: \$250.00 per hour on Friday & Saturday evenings June through August).

**Deposit & Payment:** A **non-refundable room fee of \$200.00** is required in order to secure a reservation.

**Room Fee:** The Carriage House has a non-refundable room fee of \$200.00 – it is taken as a deposit at the time of booking. This fee is waived if your party is 35 people or more and will be credited to your bill the day of your function. If your party is below 35 or drops below 35 people the room deposit does not get credited to your bill.

**A Food & Beverage minimum of \$2000.00 for Saturday evenings must be met in order for Saturday night rentals**

Private bartender service may be purchased for a **\$50.00 service fee** (for “open style” bar of 25 people or more, a bartender is required).

On premise wedding charge \$200.00

Wedding coordinator fee \$50.00

**Menu selection:** Menu selection must be arranged within **14 days** prior to the event. For parties larger than 20ppl, three menu selections can be made available for pre-selection by their guests. Smaller groups may arrange for a limited menu to be available for “ala carte” ordering the day of the event.

**Guarantee Date & Meal Counts:** A guaranteed count of meals is required **7 days** prior to the event. This count represents the number of meals for which you will be billed for (counts may only be increased after this time). The Inn requires parties larger than 20ppl to pre-select menu items, and furnish meal counts.

**Food, Beverage add Decorating Policies:** Due to insurance & health code regulations, **ALL** food and beverage must be provided by The Colonel Blackinton Inn. In accordance to Massachusetts state law, alcoholic beverages may not be brought on the premises. We do not allow the removal of alcohol from the premises. Proper identification is required in order to purchase alcohol. No table glitter or confetti is permitted. We ask no tape to be used on our walls.

**\*\*All entertainment & decorations must be approved by The Colonel Blackinton Inn. Our function professionals are able to assist you with any planning needs.\*\***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Colonel Blackinton

\_\_\_\_\_  
Date

Prices do not include 20% gratuity and 6.25% M.A. meal tax,  
(Exception: Wedding Package)  
Prices are subject to change without notice.