



Tewksbury Country Club Functions General Information

Deposits

Deposits are payable by Cash, Personal Check or Bank Check. **We do not accept credit cards for event payments.** In the event of a cancellation, deposits are non-refundable.

The first deposit of 100% of the room fee plus 25% of your catering estimate is required in order to reserve your date, time and room. A second deposit is required 90 days prior to your event date and is equal to 75% of the estimated amount on the date due. Cancellation policies are outlined on your contract

Food Minimums & Room Charges

Grand Sequoia Ballroom: The food minimum for the Grand Sequoia Ballroom for all functions on a Saturday evening is \$10,000.00 on Friday's \$8,000.00 & on Sunday's \$5,000.00. There is no food minimum for a Saturday day rental (11 to 4). Room Rentals for all social events are four hours. Room Charge for the Ballroom are as follows:

Monday, Tuesday, Wednesday	\$1,000.00
Sunday (except before a holiday) and Thursday	\$1,500.00
Friday	\$2,000.00
Saturday	\$3,000.00

Charge for an additional hour is \$500. Special minimums may apply if eligible – please inquire with our Sales Team.

Magnolia Room - The food minimum for the Magnolia room for all functions is \$2,000.00. Room Rentals are four hours. Room Charge for 4 hours is \$500.00 Charge for an additional hour is \$450.00.

Cypress Room - The food minimum for the Cypress room for all functions is \$1,500.00. Room Rentals are four hours. Room Charge for 4 hours is \$500.00 (for set up, breakdown & cleaning). Charge for an additional hour is \$250.00.

Andrea's Room - The food minimum for the Andrea's room for all functions is \$1,000.00. Room Rentals are four hours. Room Charge for 4 hours is \$300.00 (for set up, breakdown & cleaning). Charge for an additional hour is \$150.00.

General Information

Menu Selections & Food Allergies: The Final Menu and Headcount are due 20 days prior to the function date. The Final Headcount will be considered a guarantee for which you will be charged. All Food and Beverage items must be supplied and prepared by the Tewksbury Country Club. No food can be brought on or off the premises due to insurance and health regulations. Any food allergies should be brought to our attention at this time, please inform your Event Manager if anyone in your party has a food allergy. We reserve the right to alter the menu in the event of a severe food allergy.

Final Balances: All Final Balances are due 14 days prior to the function date by Bank Check or Cash only. All deposits previously received are applied against your final balance.

Prices are subject to change without notice. Prices do not include 20% administrative fee, 6.25% MA tax and 0.75% local tax



Liquor Policy: The Clients are responsible for the behavior of their guests at all times. The Tewksbury Country Club staff reserves the right to limit beverages to persons who appear intoxicated. All persons must be of legal drinking age to be served alcohol and positive ID will be required. No alcoholic beverages may be given to persons under the legal drinking age or to persons without positive ID by other guests. No Alcoholic Beverages may be removed from the building. No glasses or bottles are allowed on the dance floor. We will not be held responsible in case of injury to client or guests. **The bar will shut down ½ hour before the end of the function.**

Bartender Fee is \$75.00 per bartender.

Bartenders will be scheduled at one per 50 guests for a full bar and one per 75 for beer and wine or daytime events.

Displays, Decorations and Personal Property: All displays and/or decorations proposed by the Client must be approved by the Management. Rice, bubbles, flame candles and confetti are prohibited. We will not permit any items to be affixed to the walls, floors or ceilings. Any items found to have been damaged and/or stolen from the premises will be replaced by the Client. Tewksbury Country Club will not be responsible for any personal items left behind after a function. Tewksbury Country Club is a golf course and due to the proximity of the course to the clubhouse we will not be held responsible for any errant golf play.

Taxes and Administrative Fee: Prices quoted are subject to a 6.25% Massachusetts Sales Tax, a 0.75% Local Tax and a 20% Administrative Fee. Please note that Massachusetts law requires the 7.00% Sales Tax to include the Administrative Fee. The Administrative Fee allows us to pay a higher hourly rate to our staff, offer benefits and defray other overhead costs and assures that your Event will be adequately & professionally staffed at all times. **Prices are subject to change without notice and may be confirmed 90 days prior to the event.**

Vendor Disclaimer: Although the Tewksbury Country Club recommends preferred vendors for your convenience in planning your wedding, we are not responsible for the vendors' actions or services. Vendor agreement forms must be completed for each vendor contracted, signed by the vendor and submitted to Tewksbury Country Club 14 days prior to event date.

Prices are subject to change without notice. Prices do not include 20% administrative fee, 6.25% MA tax and 0.75% local tax