



GENERAL INFORMATION

Our goal at The Crestview is to make your Event as enjoyable as possible. We will assist you with menu planning, room set-up and other details to ensure that your function runs as smoothly as possible.

For the safety and enjoyment of all,
and to comply with federal and state laws,
the following policies have been implemented.

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### LIQUOR REGULATIONS

The Crestview has a license granted by the Massachusetts State Liquor Commission. In order to comply with its provisions, no patron or patron's guest will be allowed to bring alcoholic beverages into the premises. No person under the age of 21 will be allowed to consume or purchase alcoholic beverages. The Crestview reserves the right to limit and control the amount of alcoholic beverages consumed by guests. If Bar service is requested the following fee schedule will apply:  
\$50.00 + \$250.00 minimum sales.

### FOOD AND BEVERAGE SERVICE

All food and beverages are to be purchased and consumed at The Crestview. No food or beverage may be brought into the premises. No food or beverage may be taken out due to insurance and health code regulations.

### EXPLANATION OF CHARGES & FEES

- 6.25% Massachusetts Sales Tax, .75% City of Woburn Sales Tax applies except where explicitly stated otherwise

- 19% Taxable Administration Fee  
The Administration Fee does not represent a gratuity

### SMOKING

In compliance with Massachusetts General Laws, The Crestview is a NON-SMOKING facility.

*The Terms and Conditions outlined in the contract will be the full agreement between The Crestview and the Patron.*

### ROOM RENTALS

Includes use of our facilities for 4 hours.  
Ballroom: \$125.00  
Providence, Sunburst or Birds in Flight: \$75.00

### DEPOSITS/MINIMUMS

A non-refundable, non-transferable deposit is required upon signing the contract. Functions using the ballroom on Saturday Evenings between April and December will have a minimum spending requirement of \$4,500.00 inclusive on food.

### GUARANTEES/PAYMENTS

The guaranteed number of guests must be confirmed with the Catering Department at least (10) TEN days prior to the function. Estimated pre-payment of the contract is due at this time, Payment may be in the form of cash, certified check, or bank check only. Additions may be made up to three days prior to the event. No reductions can be made. However, The Crestview will be prepared to serve 5% above the guaranteed number specified. Prices quoted are subject to change. Prices will be confirmed 60 days prior to your Function

### MENU DETAILS/ENTREE SELECTIONS

The Crestview's Culinary Staff requests the menu details 4-6 weeks prior to your event. We recommend the selection of one type of entree for plated meals. Should two different entree selections be desired, a surcharge of \$1.50/entree will be billed. If you wish your meal to be served "Family Style", a surcharge of \$2.00/person will be billed.

### DECORATIONS, DISPLAYS & PERSONAL PROPERTY

Any displays or decorations must be pre-approved by the Catering Department. Any candles used for centerpieces MUST be enclosed in globes. The use of Confetti, Glitter or any similar material is NOT allowed anywhere in The Crestview. All displays, equipment, and possessions must be removed promptly at the conclusion of the function. The Crestview is not responsible for lost, damaged or stolen items prior to, during or after the function.