

GENERAL INFORMATION

Our goal at *The Crestview* is to make your Wedding 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.

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: Daytime functions: \$50.00 + \$250.00 minimum sales. Evening functions: \$50.00 per bartender *Bartender Fee is waived for Wedding Packages.*

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.
These charges are included in pricing for Wedding Packages

SMOKING

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

DEPOSITS

- A non-refundable, non-transferable deposit of \$1,000.00 is required upon signing the contract.
- 2,000.00 additional deposit is due 6 months prior to your wedding.
- Final Payment is due 14 days prior to your wedding.

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

PRICES/MINIMUMS

Minimum of 100 adult guests. Spending minimum of \$8,500.00 must be met for Saturday evening receptions regardless of number of guests. Prices quoted are subject to change. Prices will be confirmed 60 days prior to your Function.

Discounts available for off -peak days/times.

CEREMONY

Your ceremony can be held on site. We will provide use of room and set-up, chairs, ceremonial arch, pedestals for flowers, and, if part of your package, DJ with your choice of music. \$500.00

GUARANTEES/PAYMENTS

The guaranteed number of guests must be confirmed with the Catering Department at least (14) FOURTEEN 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.

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.