

PliNabnasset Lake Country Club

47 Oak Hill Road

Westford, MA 01886

Phone: 978-569-8270

Function Hall Coordinator

FUNCTION HALL RENTAL AGREEMENT AND POLICY

Nabnasset Lake Country Club offers a relaxing atmosphere in its renovated function hall. We offer a spacious facility with a dance floor, floor-to-ceiling fireplace and a windowed wall overlooking the golf course with beautiful vistas during every season. We can accommodate up to 170 guests. We are ready to host a variety of occasions including weddings receptions, bridal and baby showers, graduation parties, anniversary parties, corporate functions, fundraising events and mercy meals.

- Rentals are for a four-hour period and include setup and one bartender. Rates are based on date, time and day of week. An additional hour at \$100 may be purchased.
- A bartender is required for every event. Some events, depending on the type of event and number of guests, may require an additional bartender at \$75.00
- All rentals require a \$200 nonrefundable deposit and a \$200 refundable security deposit at the time of booking. The rental date is not confirmed until the deposits are received, and the Agreement has been signed.
- The \$200 refundable security deposit is required for all events and will be refunded following a satisfactory inspection for cleaning/damage issues. The hall is expected to be left in the condition in which it was rented. All decorations and trash must be cleared at the completion of the function and placed in appropriate trash bins. The bartender will inspect the room for cleaning problems or markings on the carpet, dance floor, walls, doors, windows, chairs, tables and restrooms. Extra cleaning charges may be billed to the event if damages are found. The renter is responsible for damages incurred by his or her guests in the function hall and in the building.
- The rental of the function hall requires that a Minimum Bar Amount be met, determined by the number of guests confirmed in advance by the renter and stipulated in the Function Hall Rental Agreement. If the Minimum Bar Amount is not met or exceeded by the Actual Bar Sales at the end of the event, the renter will be charged for the difference of the Minimum Bar Amount and the Actual Bar Sales, to be payable at the end of the event. The renter acknowledges this condition of rental by initialing below: Renter's Initials _____
- In the event that an Open Bar is requested, a single running tab will be maintained by the bar staff. The tab may be left open during the entire event, a specific period of time, or until a specific amount of sales has been reached. The renter may also continue or suspend the Open Bar at any time at their discretion. Upon payment of the Open Bar Tab, a 20% gratuity will be added to the total of the tab.
Renter's Initials _____

- The function hall has an in-ceiling sound system that may be used with a microphone, wired device, or Bluetooth connection. If our microphone is used, a \$300 refundable deposit is required before use. The deposit will be refunded immediately upon termination of the event when the microphone is returned in the same condition as it was before the event. Damage or loss will result in the forfeiture of this deposit.
- All displays and decorations proposed by renters shall be subject to review by NLCC. NLCC prohibits the affixing of anything to walls, floors, doors, windows, lighting fixtures or ceiling. **We do not allow confetti, sparklers, rice, etc. to be thrown or sprinkled within the function hall, lobby or building areas. Candles with live flames are never allowed, LED only.**
- NLCC will not be responsible for any articles left after an event.
- A guarantee of the number of guests is due seven (7) days prior to the event. Number of guests may be increased up to 48 hours prior to the event.
- All beverages including juice, soda, beer and liquor must be purchased at NLCC and consumed in the function hall. NLCC reserves the right to limit and control the amounts of alcoholic beverages consumed by guests. No liquids of any sort may be brought into the building. NLCC reserves the right to terminate any event at any time if conduct of guests requires such termination.
- NLCC is pleased to recommend our caterer, Chef Adam Jump of JumpTown Test Kitchen if you are in need of a caterer. His contact information is 978-878-1907
- Nabnasset Lake Country Club is a Private, Members Only facility. The rental of NLCC's Function Hall allows use of the hall, the foyer, and restrooms. Guests may not go into any Members only area, including the downstairs Members' Lounge, the Patio, or anywhere on the golf course unless permission is given to do so. **Consuming alcoholic beverages in the parking lot is strictly prohibited.**
- A use of facilities waiver of liability must be signed prior to the start of the event to indemnify NLCC from any claims that may be filed in conjunction with your event. NLCC reserves the right to inspect and control all events. NLCC will not assume responsibility for injuries or personal property and equipment brought onto the premises.
- NLCC is a smoke-free facility. The function hall, lobby and restrooms are all non-smoking. All smoking is to take place outside of the facility in the designated area. NLCC prohibits smoking marijuana on the premises.
- Children under 18 years of age attending an event must be under the supervision of attending adults at all times. Children under 15 years of age are strictly prohibited from using the outside decking area (through sliders in function hall) and must not be allowed to exit the function hall unless accompanied by an attending adult.
- All deposits and final payments must be made in cash or check.

Date _____

Name of Renter (Print)

Signature of Renter