



147 Princeton Street • North Chelmsford • Massachusetts • 01863 • Phone 978•251•1500 • Fax 978•251•1505
Web • www.princetonstation.com • E-Mail • info@princetonstation.com

Function Contract

North Room South Room West Room Grand Ballroom

This contract has been entered into freely on this _____ day of _____, 20____
between the undersigned customer and Princeton Station for use of the banquet room indicated above.

Time of engagement _____ Date of engagement _____.

Upon entering this contract, a **non-refundable/ non-transferable** deposit is required to guarantee your reservation. This deposit is the only way to secure your reservation and will be applied to the final bill.

- \$500.00 is required to reserve the Grand Ballroom.
- \$200.00 is required to reserve all other rooms.

The remaining balance, final guest count, and payment in full, is due **no later** than 2 weeks prior to the date of the engagement.

- This number will serve as your guarantee and is not subject to reduction.
- Prices quoted will be guaranteed fourteen (14) business days from the date of the function.
- All other quotes are subject to change without notice.

All deposits are non-refundable and or non-transferable

Applicable fees:

- 20% service charge will be added to the bill.
- A \$1 per person fee will be charged for any cakes and/or desserts not provided by Princeton Station.
- Menu prices do not include 6.25% Massachusetts meals tax and .75% local meals tax.
- Cash bar will be assumed on all functions unless arrangements are made at least **2 weeks** in advance for an open bar.
- Cocktail service is available for a \$75.00 fee and must be confirmed **2 weeks** in advance.

Rules and Regulations:

- The Grand Ballroom is available for up to 5 hours. Saturdays are available for 5-hour blocks during the hours of 10am – 4:30pm, or from 6:30pm – 12:30am. Additional hours are possibly available at a rate of \$250 per hour.
- Access to your room can only be guaranteed one hour prior to the event.
- All food and alcoholic/non-alcoholic beverages are to be supplied by and purchased through Princeton Station.
- Princeton Station reserves the right to limit and control the amount of alcohol consumed by patrons.
- The use of **CONFETTI, RICE** or similar items is **prohibited** as is affixing anything to the walls, mirrors, doors, light fixtures or ceilings of any room.
- All forms of entertainment are to be under the control and direction of Princeton Station Management.
- Entertainment is permitted only in the Grand Ballroom.
- The customer assumes full responsibility, including possible Princeton Station legal fees, for the conduct of all persons in attendance and for any damage done to any part of Princeton Station.
- We are in no way liable for any unforeseen mechanical failures or power outages.
- We will not be held responsible for any articles left after the event.
- This contract is agreed to be a legal and binding document.
- Children must always remain in your private room and be under adult supervision.
- You must guarantee 75 guests to utilize grand ballroom.
- All food and beverage must be consumed on premises and may not be packaged to take home.
- The use of fog machines is strictly prohibited

Princeton Station _____

Customer _____



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Customer Name _____ GOH _____

Phone () _____ Email _____

Type of Engagement _____ Total number of guests _____

Time Guests will be arriving _____ Time GOH arriving _____

Serving Time _____ Hours of Entertainment _____

Head Table - Yes _____ # _____ No _____ Gift Table - Yes _____ No _____

Toast _____ Appetizer _____

Entree _____

Cake/dessert _____

Cash Bar - Yes / No Open Bar - Yes / No Cocktail Service - (\$75) Yes / No

Additional Requests: _____

Final details taken by _____ On _____, 20__

For office use only. FH: _____ Service start time: _____ Distance _____ Location: _____
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