



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 and a final count of guests is due **no later** than seven (7) days prior to the date of the engagement.

- This number will serve as your guarantee and is not subject to reduction.
- All final payments must be made by **cash or bank check only**.
- Prices quoted will be guaranteed seven (7) 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

You must guarantee seventy-five people to utilize the Grand Ballroom

Applicable fees:

- 20% service charge will be added to the bill.
- A .50 cent 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 in advance for an open bar.
- Cocktail service is available with advanced notice for a \$75.00 fee.

Rules and Regulations:

- 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.
- All food and liquor are to be consumed on the premises and cannot be packaged to take out due to insurance and health code regulations.
- The use of **CONFETTI, RICE** or similar items is **prohibited** as is affixing anything to the walls, 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 only permitted 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.

Princeton Station _____

Customer _____



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Customer Name _____

Address _____ Email _____

Home Phone () _____ Cell Phone () _____

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 (color/flavor) _____ Page # _____

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

Additional Requests: _____

Final details taken by _____ On _____, 20__

Additional Services that you must provide if needed:

- Florist
- Entertainment
- Limousine Service
- Photographer

Additional items that you must provide if needed:

- Centerpieces
- Cake Knife & Top
- Seating Chart (a blank one will be provided for you to fill out)
- Card Basket
- Guest Book, Pen & Guest Table Assignment Cards (alphabetized)