

CHARLIE'S

Diner • Bar • Grill • Functions
5 Meadow Rd, Spencer, MA 01562
508•885•4033

Function Room Policies

- Any available date of interest may be placed on a tentative hold for 1 week. A \$150 non-refundable deposit is required to confirm your function and indicates that you agree to the conditions outlined below.
- All the events are held for 4hr intervals. Extra time is not available for purchase.
- All deposits are non-refundable.
- All menu choices are due 10 days prior to your event.
- An exact guest count must be submitted no later than 72 Hours prior to the function. No refund will be made should the actual number of guests attending falls below your minimum guarantee. If a plated meal selection is made we must have a count of how many of each choice is needed.
- There will be extra charges for any additional guests that attend who are not submitted in the final head count.
- A bartender on duty has the right to terminate any guest of alcohol consumption based on his/her judgment.
- Patrons or guests will not be allowed to supply their own alcoholic beverages. No alcohol may leave the premise at any time.
- The sale of alcohol will end 30min prior to the end of the event.
- There will be no take out of buffet food. _____
Initial
- Prices of the banquet menu are subject to change without notice.
- A 7% Massachusetts state tax and a 20% gratuity will be applied to all functions.
- Charlie's is not responsible or held liable for adverse weather conditions.
- Candles, birdseed, bubbles, confetti, rice, etc are not allowed or additional fees will be charged. White table linens and napkins are included for each event. You may arrive to set up and/or decorate for your event an hour prior to the event start time. No decorations may be adhered to or hung from the walls, ceilings, doors or floors. Decorations are to be removed at the end of your event. There will be a \$5 charge per balloon that floats to the ceiling.
- If you choose to bring your own cake or dessert it must be prepared by a licensed food vendor, and a \$1/person cake cutting fee will be charged.
- There is a food and beverage minimum of \$2000 on a Friday and Saturday night, \$750 on a Saturday or Sunday morning, and \$500 all other times. _____
Initial

By signing below I agree to the terms listed above and understand that my \$150 deposit is non-refundable.

Name _____ Date _____