



66 Park Road, Chelmsford, MA 01824
Tel: (978) 256-1818 ~ Fax: (978) 256-0005

Dear Event Planner,

We appreciate your consideration of the Chelmsford Country Club Function Hall as the location for your special event. The facility has been recently renovated and offers pleasant golf course views that provide a welcoming and hospitable atmosphere. We would be pleased to customize an event to include virtually any wish, so please don't hesitate to ask if there is something we can assist with to make your function a memorable occasion.

If you would like to check available dates or schedule a visit to view the facilities, **please call our Function Coordinator, Karen Butler, at 978-387-6533.** We have tried to answer most of your questions in our package but we realize you may have other inquiries or would like a special request, so we welcome your call. We are available to work for you and make your event as wonderful as possible. Due to high demand, we are able to hold a date for a few days but require a \$100 deposit to guarantee your special day.

We hope you will choose the Chelmsford Country Club Function Hall for your function and that we will have the opportunity to work with you to make sure it is a memorable occasion for both you and your guests.

Most sincerely,

Kevin F. Osgood
President, Sterling Golf Management

Function Hall Rental Information

Chelmsford Country Club

66 Park Road - Chelmsford, MA 01824
 Tel: (978) 256-1818 Fax: (978) 256-0005
www.SterlingGolf.com

Chelmsford Country Club offers a relaxing atmosphere in its renovated function hall. The hall is a perfect setting for all occasions including birthdays, banquets, receptions and showers. It can comfortably accommodate groups of up to eighty seated guests, and 125 total guests.

Hall Rental for Four Hours (Monday-Thursday)	\$ 250.00
Hall Rental for Four Hours (Friday-Sunday)	\$ 300.00
Minimum Beverage Fee less than 40 guests	\$ 150.00
40 or more guests	\$ 200.00
<i>If you do not spend the minimum on beverages you will be required to pay the difference at the end of your function</i>	
One bartender/manager provided for up to 75 guests	
Additional bartender fee (75 guests and above requires 2 nd bartender)	\$ 25.00
Additional hour	\$ 50.00
Police Detail*	\$ 150.00
Linen tablecloths (each).....	\$ 7.25
Linen napkins (each)	\$.75
Chafing Dish Rental (each) includes Sterno	\$ 8.00
Coffee Service - less than 40 guests	\$ 35.00
40 or more guests	\$ 45.00
Outside Catering Surcharge per person	\$ 4.00
Deposit:.....	\$ 100.00

Hall and Bar Closing Hours: Sunday - Wednesday 10:00 pm / Thursday 11:00 pm

Friday & Saturday 12:00 am

The hall rental fee includes set-up, four hours of rental and one bartender. Please note that the bar area and bartender are open to public use, but special arrangements may be made for its exclusive use. **The hall will only be open and available for decoration one hour before the start of your event.** Additional hours are available for purchase as noted if extra time is needed for decorating purposes. All events must be completed no later than 10:00 pm Sunday - Wednesday and 11:00 pm Thursday, 12:00am Friday & Saturday. The minimum beverage fee is due at the completion of the event. Beverages purchased from the bar at the event are deducted from the fee. For example: a group of 35 guests must purchase a total of \$150 from the bar, or if the total is less than \$150, the difference must be paid.

Chelmsford Country Club would be pleased to provide meals prepared by our in-house caterer Events All in One, as shown on the menu included with this package. If an outside caterer is used, there will be a \$4 per person surcharge, plus the caterer must provide a certificate of insurance naming Sterling Golf Management and Chelmsford Country Club as additional insured. Guests may bring in their own food, such as cakes, snacks, finger foods, or pot luck, but beverages may only be provided by the Club. All food brought in must be fully prepared. There is **no** use of the kitchen allowed. All beverages including juice, coffee, soda, beer, and liquor must be purchased through the bar.

The hall is expected to be left in the same condition as rented. All decorations and trash must be removed at the completion of the function. Confetti may **not** be sprinkled as decoration. ***A police detail is required for birthday parties for ages 16 to 21. We require 7 days notice to make arrangements with the Chelmsford Police Department.**

The manager will inspect the rooms for cleaning problems or markings on the doors, walls, tables, chairs or in the restrooms. Extra cleaning charges or damages will be billed approximately 7-10 days after the event.

Thank you for your interest in Chelmsford Country Club.

Sterling Golf Management, Inc.

Chelmsford Country Club

66 Park Road, Chelmsford, MA 01824

www.sterlinggolf.com

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✓ **Conditions of Contract:** (Page 1 of 2) **2016 Function Hall Rental Agreement**

- A. **DEPOSIT:** Deposits are required on all function hall rentals. A reserved date will be confirmed only upon receipt of a deposit. Until your Function Hall Agreement and deposit are received, no reserved date can be assumed and prices may be subject to change until that time. Deposits are refundable only up to 90 days prior to the event. **The Deposit required is \$100. The Balance is due 10 days prior to the event.** The minimum beverage fee is due the night of the event.
- B. **HALL RENTAL:** All hall rentals are for four (4) hours. Additional hours are available for an extra fee. The function hall can comfortably seat eighty (80) guests in the 36' by 36' function room, leaving the dance floor area open or a total of 125 guests with tables on the dance floor and in the lounge. (Tables can be taken down after dinner to open up space for dancing, if necessary.)
- C. **HOURS OF OPERATION:** The function hall and bar will close at 10:00 pm Sunday through Wednesday and 11:00 pm Thursday, and 12:00am Friday and Saturday.
- D. **TABLES:** There are twelve (12) round tables available that may be set for eight (8) people. There are also two (2) buffet tables and five (5) small cocktail tables available.
- E. **POLICE DETAIL:** A police detail is required for birthday parties for ages 16 to 21 and graduation parties. The club reserves the right to require a police detail for other types of events. We require 7 days notice to make arrangements with the Chelmsford Police Department.
- F. **FINAL CHANGES:** Final head counts, any service additions (i.e. linen rentals), and any seating arrangements are due ten (10) days prior to the function. **NO EXCEPTIONS.**
- G. **PAYMENT:** Balance of payment in full is due prior to the start of the function with exception to the minimum beverage fee, which is due at the completion of the event. Accepted payment policy is: Cash, Visa, MasterCard and Check.
- H. **MINIMUM BEVERAGE FEE:** A minimum beverage fee of \$150 for less than 40 guests or \$200 for 40 or more guests is due at the completion of the event. Beverages purchased at the cash bar are deducted from the fee. For example, a group of 35 guests must purchase a total of \$150 from the bar, or if the total is less than \$150, the difference must be paid.
- I. **BEVERAGES:** No liquor or soft drinks may be brought into or leave the hall. Arrangements for pitchers of soda or for a toast can be made by a per person cost. In compliance with Massachusetts state liquor statutes, only alcoholic beverages served by the Club on the premises are allowed. Guests must possess and display a valid form of identification verifying their age. The Club reserves the right to insist that any person violating this policy must leave the premises immediately. We may, at our discretion, limit or deny service of alcohol to any person that appears to be consuming more alcohol than is to be considered responsible and safe. We ask that you support us in meeting this responsibility. A 15% gratuity will be added onto any "Open Bar" total.

Please keep this page for your reference and records.

- J. BARTENDERS: One bartender is provided by the club for up to 75 guests. An additional bartender is available as an option for \$25 and is required for over 75 guests. **The bartender and bar area are open to the public.** If requested, special arrangements for exclusive use may be made for an additional fee.
- K. KITCHEN: All food brought in must be fully prepared. **Per Massachusetts State Law food preparation, cooking or baking in the kitchen is not allowed by customers.**
- L. IN-HOUSE FOOD SERVICE: Since Chelmsford Country Club has an in house caterer (Events All in One) to provide food for all functions, we discourage the use of outside caterers and will charge a \$4 per person surcharge in the event that an outside catering service is used. Events All in One can provide a wide variety of meals and appetizers to compliment any occasion and have included their function menu with this package. They will do their best to accommodate all food requests and will be happy to customize a menu to suit your special event. **Please note that 6.25% meals tax and 15% gratuity will be added to the final food service invoice.**
- M. OUTSIDE CATERERS: All outside caterers are subject to the approval of the Club and must supply a copy of their catering license as well as a Certificate of Insurance naming Sterling Golf Management and Chelmsford Country Club as the party insured for the date of the event. Any supplies needed for the event must be provided by the caterer. No food preparation, cooking or baking will be allowed in the kitchen, nor can we provide use of our appliances, equipment, utensils or condiments. **Outside caterers must be made aware of all conditions of this rental and will be expected to abide by them.**
- N. SET UP: The function hall will only be available for set up and decoration one hour prior to the event. Special arrangements must be made for any items that must be delivered to the Club in advance. **If extra time is needed for decorating purposes, additional hours may be purchased as indicated on the rate sheet.**
- O. DECORATIONS: All displays and decorations proposed by the client shall be subject to the approval of Chelmsford Country Club. **We do not allow confetti, sparkles, rice, etc. to be thrown or sprinkled within the function hall, lobby or building areas. No candles other than votive type can be used due to fire liability.** Decorations and entertainment are the responsibility of the client. The Club will not be liable for any loss or damage to such property.
- P. GIFTS: Please request one of your guests to be responsible for any money and gifts received during the function. Our employees are not authorized to hold gifts for safekeeping.
- Q. DAMAGES: The hall is expected to be left in the condition you rented it. **All decorations and trash must be entirely removed at the completion of the function.** The manager will inspect the rooms for cleanliness, wall or door markings, markings on tables or chairs and markings in the restrooms. Liability for damage to the premises will be charged accordingly, approximately 7-10 days after the event.
- R. WAIVER OF LIABILITY: A use of facilities waiver of liability must be signed prior to the start of the event to indemnify Sterling Golf Management, Inc. & Chelmsford Country Club from any claims that may be filed in conjunction with your event. The Club reserves the right to inspect and control all events. The Club will not assume responsibility for injuries or personal property and equipment brought onto the premises.

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Sterling Golf Management, Inc.

Chelmsford Country Club

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www.SterlingGolf.com

Function Hall Rental Agreement	<i>For Office Use Only</i>	Received by: _____
	Date Reserved _____	Credit Book# _____

Event Date: _____ Event Time: _____ # of Guests _____

Event Type/ Description: _____ Surprise Party Non-profit ID # _____

Food: None Bringing Own Events All in One Other Caterer* _____
 (Provide copy of tax exempt form) (*must provide Certificate of Insurance & copy of Catering License with address & phone number)

Contact Person _____ Phone (H): _____

Address: _____ Phone (W): _____

City: _____ State: _____ Zip: _____

Fax: _____ E-Mail: _____

Notes / Set up Instructions: _____

Check Here for Diagram on Reverse Side _____

- ✓ **Please enclose a \$100.00 deposit and Facility Insurance Waiver to reserve the above time & date.**
- ✓ **Payment in full is due prior to the start of the event. The beverage fee is due at the close of the event.**
- ✓ **The total number of guests must be confirmed 10 days before the event.**
- ✓ **Bar & Hall Closing Hours:** Sunday – Wednesday 10:00 p.m. / Thursday 11:00 p.m. / Friday & Saturday 12:00 a.m.

Hall Rental (4 Hours)	\$	250/300	_____
Additional Hour	\$	50	_____
Additional Bartender	\$	25	_____
Police Detail	\$	150	_____
Linen Tablecloths Rentals* (each)	\$ 7.25 x _____	tablecloths	= _____
Linen Napkin Rentals* (each)	\$.75 x _____	napkins	= _____
Chafing Dish Rental* (ea. including Sterno)	\$ 8.00 x _____	chafing dishes	= _____
Coffee Service	\$35 for <40 guests	or	\$45 for 40 or more guests
Catering Surcharge (if applicable)	\$ 4.00 x _____	plates served	_____
Less Deposit	Date Received: _____	-	100.00
Balance Due (must be paid 10 days in advance)		=	_____
Minimum Beverage Fee	\$150 for <40 guests	or	\$200 for 40 or more guests

***Linen Tablecloths, Napkins, and Chafing Dish Rentals are available through the club for events not catered through Events All in One.**

I hereby have read and accept the terms and payment policies explained in this Agreement as well as the conditions outlined in the Conditions of Contract.

Signature: _____ Date: _____ Received by: _____ Date: _____
 (Event Organizer/ Contact Person)



SGM
Sterling Golf Management, Inc.
Chelmsford Country Club

**USE OF FACILITIES
WAIVER OF LIABILITY**

Date of Use _____

I, _____, hereby agree to indemnify, defend
(*name of organization or individual*)

and hold harmless, Sterling Golf Management and its employees from and against any
and all losses, claims, damage, liability, injury, compensation, expenses including
attorneys' fees incurred by Sterling Golf Management arising from the use of the
facilities by _____, it's members, guests or invitees that
(*name of organization or individual*)

results in injury or property damage.

Signature _____

Print Name _____

Date _____

Sterling Golf Management, Inc.
Chelmsford Country Club
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Directions

From Boston:

Take Rt. 93 North to Rt. 95/128 South to Rt. 3 North to Exit 29 Billerica/Chelmsford. Follow Rt. 129 West for 1.2 miles to Chelmsford Center. At the Four-way Stop, take a left onto Rt. 4 South. Follow Rt. 4 for .3 miles to the Gulf Gas Station. Take a right onto Rt. 27 (Acton Road). Stay on Rt. 27 for 1.5 miles. Take a left onto Park Road. Clubhouse/Pro Shop is on left about 200 yards in.

From Nashua:

From Rt. 3 South, take Exit 32 (Drum Hill/Chelmsford exit) than take 2nd right onto Rt. 4 South. Continue on Rt. 4 South (crossing over Rt. 495) for 1.8 miles, at lights go straight thru following Rt 4 toward Billerica/Bedford, Take your next right onto Rt 27 South (Acton Road). (Mobile Station on left and Gulf Station on right) Stay on Rt. 27 for 1.6 miles. Take a left just after Jones Farm onto Park Road. Clubhouse/Pro Shop is on left about 200 yards in.

From Route 495 Southbound:

Take Exit 34. Follow the signs for Chelmsford/Rt. 110. Follow Rt. 110 for 1.4 miles to the Four-way Stop. Continue straight onto Rt. 4 South. Follow Rt. 4 for .3 miles to the Gulf Gas Station. Take a right onto Rt. 27 (Acton Road). Stay on Rt. 27 for 1.5 miles. Take a left onto Parks Road. Clubhouse/Pro Shop is on left about 200 yards in.

From Route 495 Northbound:

Take Exit 32 - Boston Road, Westford. Take a right off exit ramp to Rte. 110. At 1st set of lights, take left onto Route 110 East. After .5 miles, take right onto South Chelmsford Road (right after Westford Grille Sign). Follow South Chelmsford Road, which becomes Maple Road, for 2 miles and take left at Liberty Hall (Kates Corner on right) onto Route 27 North. After .5 miles, turn right onto Park Road. Clubhouse/Pro Shop is on left about 200 yards in.

From Rt. 27 North:

Follow to the Chelmsford town line. Continue on Rt. 27 for 1.5 miles. Take a right onto Park Road. Clubhouse/Pro Shop is on left about 200 yards in.

From Chelmsford Center:

Straight through four way stop, right onto Rt. 27 South, 1.5 miles to top of hill just past Jones Farm stand, take a left onto Park Road (small golf course sign on right). Clubhouse/Pro Shop is on left about 200 yards in.

From Route 2:

Take 2A to Rt. 27 past Somerville Lumber. Take a right after the Getty Station onto Park Road (small golf course sign on left). Clubhouse/Pro Shop is on left about 200 yards in.

To get back onto Rt. 4 North:

Take a right out of the parking lot, which will put you on Park Road. At the stop sign, take a right onto Rt. 27. (You will pass Jones Farm stand on the right). Continue until you come to a stop sign. You will NOT be able to take a left. Follow the signs for Rt. 4 North to Nashua. Hint: Take a right at the stop sign and stay on the left side. When you come to the next street, continue to bear left. You have just made a U-turn. At the stop light take a left and bear right to Rt. 4 North.