

Sterling Golf Management, Inc.
Maynard Golf Course
 50 Brown Street- Maynard, MA 01754
 Tel: (978) 637-2268 FAX: (978) 637-2269
www.SterlingGolf.com

2017 Function Hall Rental Form

For Office Use Only Received by: _____
 Date Reserved _____ Credit Book# _____

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

Event Type/ Description: _____ Surprise Party

Non-profit ID # _____ Food: None Bringing Own Other Caterer* _____
(must provide copy of tax exempt certificate) (*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.

Hall Rental (4 Hours) Friday thru Sundays	\$ 350	_____
Hall Rental (4 Hours) Monday thru Thursday	\$ 250	_____
Weddings (4 Hours) Friday thru Sundays	\$ 500	_____
Additional Hour	\$ 50	_____
Additional Bartender	\$ 25	_____
Security Detail	\$ 150	_____
Linen Tablecloths Rentals (each) \$ 7.50 x _____ tablecloths	=	_____
Linen Napkin Rentals (each) \$ 1.25 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		_____
Food Service Total (after finalizing with Chef – see menu) OR Catering Surcharge		_____
Less Deposit Date Received: _____	-	_____ 100.00
Balance Due (must be paid 10 days in advance)	=	_____

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)