



### **Deposit**

A \$500 deposit is required to reserve the Boardroom and Meritage Room. A deposit is refundable only if written cancellation is received no later than two (2) months prior to the event. Once we receive your deposit, we will issue a contract confirming the room, date and time of your function. Full payment is due upon the conclusion of your event.

### **Menu Selection**

Please submit your final menu selection no later than 14 days in advance to the Function Manager. Our Function staff will assist you in tailoring your menu. If there are items you desire which are not on the menu, we will provide them whenever possible. Our Executive Chef will be pleased to meet with you and discuss any special preparations and arrangements. All food items will be supplied by SKY. However, if you want to bring in a cake, a licensed baker must prepare it and a cake-cutting fee of \$2 per guest will be charged. All menu prices are subject to change without notice.

### **Guarantee**

A final minimum guaranteed guest count is required 7 days in advance of the function. This count will be considered your minimum guarantee for which you will be charged, even if fewer guests attend. The guarantee may not be reduced after the 7-day deadline.

### **Payment**

Full payment is due at the conclusion of the event. This payment must be made in the form of cash, certified check, American Express, MasterCard, Visa or Discover. SKY "Rewards" points cannot be applied to private function or meeting costs, fees or service charges.

### **Rooms**

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, SKY reserves the right to accordingly reassign the function rooms. SKY reserves the right to charge a service fee for setup of meeting rooms and special events with extraordinary requirements, as well as housekeeping fees associated with obvious abuse to the facility. If you require a special seating arrangement, your seating diagram is due 10 days in advance of your function.

### **Food and Beverage**

No food or beverage of any type may be brought on SKY property, including all parking areas. A SKY employee must do all dispensing of beverages. The Massachusetts Alcohol Beverage Commission strictly regulates the sale and service of all alcohol. As a licensee, SKY is responsible for the administration of these regulations. Therefore, it is our policy that all alcoholic beverages must be supplied by SKY. SKY reserves the right to limit and control the amount of alcoholic beverages consumed by guests. We provide fully trained bartenders who will only serve alcohol in a responsible manner. SKY will provide alcohol service for a maximum of 4 hours. We stop serving alcohol 30 minutes before your guests depart. Last call is one drink per person. At the conclusion of the function, guests are not permitted to continue drinking alcoholic beverages in the bar, lounge or dining room. We do not permit any food or beverage to be removed from SKY.

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### **Rules & Regulations/Liability**

The client undertakes to conduct the event in an orderly manner in full compliance with applicable laws and regulations. You and your guests agree to abide by all SKY rules, and you agree to accept responsibility for and indemnify SKY against any personal injury or property damage caused by your guests while on SKY property, whether or not such injury or damages is covered by insurance. You assume full responsibility for the conduct of all persons in attendance and for any damage done to any part of SKY premises. SKY reserves the right to remove any guest from SKY property for inappropriate behavior, or other violation of SKY rules. Furthermore SKY shall determine the need for the presence of police officer(s), and you shall be responsible for this expense. You acknowledge that SKY is not responsible for, nor does it guarantee, weather conditions. In the event of inclement weather, SKY will remain open and expect to host your event. If you choose to cancel your event with less than sixty (60) days written notice to SKY for any reason other than a declared state of emergency, the deposit is not refundable. In the event of a cancellation because of a declared state of emergency, the event will be rescheduled and the deposit will be carried forward to the new date.

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**Rules & Regulations/Liability - continued**

SKY will not be held responsible for items left behind, lost or stolen. The liability of SKY, its agents, employees, parent or affiliates, on account of any; act, omission or event is strictly limited to and shall in no event exceed the total amount paid or payable to SKY on account of your function, and SKY shall in no event be responsible for any incidental, consequential, exemplary or similar damages.

**Prices**

Prices quoted do not include 17% Service Charge and 3% Administrative Fee (the administration fee does not represent a tip or charge that waitstaff personnel will receive. It is to compensate non-waitstaff personnel involved in the planning and preparation of your event), which will be added to all food and beverage items. All prices quoted, unless otherwise noted, are subject to the Massachusetts Sales Tax currently at 5%. Generally, all set-up, cleaning and linen fees are included in the room charge. Additional charges may apply depending on the size and nature of your function. Any additional fees will be discussed when you book your room. SKY "Rewards" points will not be accrued on private functions or meetings. Prices are subject to change without notice.

**Overtime**

Overtime Rate exceeding four (4) hours of service is \$250 per hour. Maximum time is until 12:30 am.

**Displays or Decorations**

All displays and/or decorations proposed by guests shall be subject to the approval of SKY on each specific instance. SKY will not permit the affixation of anything to walls, floors, doors, light fixtures or ceilings of any rooms with materials other than those approved by SKY. Confetti, rice and other similar types of decorations are not permitted.

**Contract**

When signed by you and SKY, this will be a binding legal Massachusetts contract between us, which cannot be changed or terminated except by a subsequent agreement signed by each of us. Your selection of SKY is greatly appreciated. We look forward to working with you to make your event a success.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Representing/Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Date of Function

\_\_\_\_\_  
Type of Function

\_\_\_\_\_  
Number of Attendees

\_\_\_\_\_  
Function Start Time and End Time

\_\_\_\_\_  
Deposit Amount

\_\_\_\_\_  
Deposit Date

\_\_\_\_\_  
Room Booked

\_\_\_\_\_  
Room Charges

\_\_\_\_\_  
Minimum

\_\_\_\_\_  
SKY Representative Signature

\_\_\_\_\_  
Date

I have read and fully understand this Function Contract provided by SKY.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date