



Nabnasset Lake Country Club

47 Oak Hill Road

Westford, MA 01886

Phone: 978-692-2560

NLCC Function Hall Coordinator: 978-799-1008

FUNCTION HALL RENTAL AGREEMENT AND POLICY

NLCC offers a relaxing atmosphere in its function hall. The Hall is a perfect setting for all occasions including birthdays, banquets, receptions and showers. It can comfortably accommodate groups as large as 200. The Hall rental fee includes set-up, four hours of rental and one bartender. NLCC offers an in house caterer, if an outside caterer is used, the caterer must provide a certificate of insurance naming NLCC as additional insured.

- A bartender is required for every event.
- Rentals are for a four-hour period. Additional hours may be purchased at the event, at the discretion of the bartender, excluding weddings. An additional charge of \$100 will be secured per hour, if applicable.
- All hall rentals require a 50% non-refundable deposit at time of booking. The rental date is not confirmed until deposit is received.
- An additional \$100 security deposit will be required for kitchen use. This will be refunded upon the conclusion of the event at the discretion of NLCC.
- All balances on rentals are due 14 days prior to the event.
- A guarantee of the number of guests that will be served is due seven (7) days prior to the function. Number of guests may be increased up to 48 hours prior to the event.
- All beverages must be purchased from NLCC and consumed in the function hall. NLCC reserves the right to limit and control the amount of alcoholic beverages consumed by guests. No liquids of any sort may be brought into the building. NLCC reserves the right to terminate an event at any time if conduct of guests requires such termination.
- The function hall is a non-smoking facility. All smoking is to be done outside the facility in designated areas. NLCC prohibits smoking marijuana on the premises.
- NLCC is pleased to provide meals prepared by our in-house caterer. If an outside caterer is used, the caterer must provide a certificate of insurance naming NLCC as additional insured. In addition, they must provide Serve Safe and Choke Safe Certification and that person must be present at the function. Additional fees may be applied with use of an outside caterer.

- Guests may use their own food, such as cakes, snacks, finger foods, or potluck, but beverages may only be provided by NLCC. All food brought in must be fully prepared with kitchen access limited to refrigeration only (if space is available). All beverages including juice, coffee, soda, beer and liquor must be purchased through the bar. NLCC is not liable for under cooked food brought in by the renter and is not liable for any serve safe or choke safe issues that may arise from guests attending the function.
- All displays and decorations proposed by renters shall be subject to NLCC's review. NLCC prohibits the affixing of anything to walls, floors and light fixtures or ceiling.
- The hall is expected to be left in the condition in which it was rented. All decorations and trash must be cleared at the completion of the function and placed in appropriate trash bins. The bartender will inspect the rooms for cleaning problems or markings on the doors, walls, tables, and chairs or in the restrooms. Extra cleaning charges or damages will be billed to the event if damages are found.
- The renter is responsible for all damages incurred by his or her guests in the banquet hall and in the building.
- NLCC will not be responsible for any articles left after the event.
- A use of facilities waiver of liability must be signed prior to the start of the event to indemnify NLCC from any claims that may be filed in conjunction with your event. NLCC reserves the right to inspect and control all events. NLCC will not assume responsibility for injuries or personal property and equipment brought on the premises.

Function Hall Rental Agreement

Organization or group: _____

Contact Person: _____

Address _____ / _____ / _____
(Street) (City) (Zip)

Primary Phone: _____ Other: _____

Describe event: _____

| | Date Reserved | Time Function Begins | Time Function Ends | | |
|---|--|-------------------------|------------------------------------|----------------------------------|--------------|
| | [] | [] | [] | Estimate of Charges | |
| Select | Hall Rental Fees | | Rate | Qty | Total |
| | Hall Rental – Member | | \$ | | |
| | Hall Rental – Guest | | \$ | | |
| | Additional Hours, per hour | | \$ | | |
| | Additional bartender | | \$ | | |
| | | | <i>TOTAL Hall Rental</i> | | |
| | | | Deposit DUE (50%total) | | |
| Catering and Beverage Fees | | | | | |
| | Number of guests | | [] | | [] |
| | NLCC Preferred Caterer (no additional costs) | | \$0.00 | - | N/C |
| | Guest Caterer (surcharge per guest) | | \$ | | |
| | Kitchen Usage Fee | | \$100.00 | 1 | |
| | | | <i>TOTAL Catering and Beverage</i> | | |
| Balance Due (14 days Prior to event) | | | | | |
| | | Date Balance Due | | | |
| | | | | Hall Rental | |
| | | | | Catering and Beverage | |
| | | | | Total DUE | |
| | | | | Security Deposit Received | |

I hereby agree to the conditions for rental and signify that all information supplied by me is true and correct. I assume all liability for the conduct of my guests and for damages incurred while hall is rented in my name.

Renters Signature _____ Date _____

Printed Name _____

NLCC Signature _____ Date _____



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Use of Facilities Waiver of Liability

Date of Hall Use _____

I, _____, hereby agree to indemnify, defend and hold harmless, Nabnasset Lake Country Club and its employees from and against any and all losses, claims, damage, liability, injury, compensation, and/or expenses including attorney's fees incurred by Nabnasset Lake Country Club from the use of the facilities by _____, (Individual or organization) it's members, guests or invitees that result in injury or property damage.

Signature _____

Print Name _____

Date _____