

Chamberlain Farm & Pavilion

12 Friend Street
Berkley, Ma. 02779
508-880-2817

Chamberlain Farm in agreement with _____
Agrees to the following:

Included: Use of the grounds on 12 Friend Street, Berkley, Ma.
 No more than 7 hours (Including Bridal Arrival Time)
 \$250.00 per hour charge for any additional hours.
 No arrivals before noon on the day of the event.
 Use of the pavilion and tent areas along with tables, chairs and restrooms
 Agreed upon menu and price
 White or Ivory linens and napkins if it applies
 Tableware, flatware and stemware if it applies
 Full Bar and bartender if it applies
 Set up of tables and decorations within reason if applies
 Clean up of tables and decorations within reason if applies

All events must be paid in full 1 week prior to event. If paying by check 2 weeks prior to event.
A payment of ½ the total estimate is due 60 days prior to event.
A non-refundable deposit of \$600.00 to reserve the date is needed on all events.
A 5% discount is offered for total cash payment. This does not include bank checks or money orders.
A credit card on account required for a security deposit.
In the case of a cancellation there will be no refund of any kind.
Changes to the menu within two weeks prior to the event will result in a \$100.00 fee.
Pavilion fees will not be changed within two weeks of the event for a decline in final guest count.
Final guest count is due 3 weeks before the event. Estimate is on head count given three weeks out – no change will be made if the count goes down within this time period.

Wedding couples will have three in person meetings:

1ST To view the venue

2ND To discuss food options

3RD To discuss decorations and setup

Last minute details can be reviewed at the rehearsal, if applicable.

Rehearsals are typically 30 minutes

Any questions in between meetings should be sent via email

Bar and Outside alcohol:

We are a licensed facility and responsible for all alcohol on the premise and do not allow outside alcohol on the grounds. This includes the bridal area.

We consider any alcohol not supplied by us to be outside alcohol.

Including but not limited to: Beer, nips, shots, wine and hard alcohol.

Any guest found with alcohol not supplied through our bar will be asked to forfeit the drink and could be asked to leave the premises.

We reserve the right to serve or not.

If a guest is deemed impaired by staff they will not be served.

We do not allow bottles of wine on the tables.

All alcohol must come from behind the bar, including specialty drinks

Entertainment:

Management reserves the right to regulate the noise level.

DJ's, Bands, or any other type of entertainment will be asked to turn down the level if deemed necessary.

Management reserves the right to music appropriateness.

Entertainment is done at 11 pm on Fridays & Saturdays, 10 pm on Sundays.

Decorations:

Though we are more than happy to help you achieve your ideal wedding we do have some restrictions regarding decorations:

No guest / client are to hang anything on or in the tent or pavilion.

Decorations need to be dropped off one to two days prior to the event.

A seating chart is needed for events of 50 or more. Seating chart should be provided at least three to four days prior to the event.

Client is responsible for the collection of the decorations the night of the event.

(Please make arrangements before hand with someone to collect items at the end of the event)

Cake top must leave the premises the night of the event.

Chamberlain Farm Inc. will not be responsible for any items lost or stolen.

In the case of excessive decorations a fee may be assessed.

Chinese lanterns and sparklers are prohibited.

Smoking in designated areas only.

Food: Final head count is due 3 weeks prior to event. The price will not be adjusted below the head count given 3 weeks prior to the event.

Assuring the client gets the highest quality product available we reserve the right to make substitutions to the menu. We guarantee the item replaced will be of the same value if not more.

Food / alcohol to be consumed on the premises and is not to be taken off site.

Clients supplying any kind of food item (ex. Desserts, Entrees, appetizers etc.) will be charged a fee for set up, clean up, cooking, dinnerware and utensils used.

There will be an up charge for special requests to the menu.

Please make staff aware of any guest that has food allergies.

Code of Conduct:

We ask that all guests be kind and courtesy to other guests and staff. Management reserves the right to deem if a guest is unruly or acting inappropriately. Management reserves the right to have people removed from the property if deemed necessary.

In case of a weather emergency we reserve the right to cancel events. We will work with the client to reschedule if possible.

Clients Name: _____

Date: _____

Address: _____

Email: _____

Phone: _____

I agree to these terms:

Print Name _____

Sign Name _____

Cost of wedding to be determined on an estimate that is separate from this document.