



# **Vesper Country Club Policies & Procedures**

All food prices are subject to a 20% house charge and 7% state and local tax.  
All charges and fees are subject to a 6.25% tax.

Thank you for choosing Vesper Country Club as the site for your event. We have hosted rehearsal dinners, weddings, conferences, meetings, dinner parties, family reunions and charity events for over 100 years and we are confident that you and all attending your event will be delighted with our charming facilities, artful cuisine and exceptional service.

Our Staff looks forward to collaborating with you to customize your event.

Please review the policies and guidelines outlined in the attached documents and contact us if you should have any questions.

We await the opportunity to work with you in creating a successful and memorable event.

## Banquet Room Reservations

### Banquet Spaces

Our Event Coordinator will assist you in choosing the room that will best suit your needs. When reserving a room, we will consider the size, the theme and the requirements for your event.

#### Ballroom with Balcony

Mainly used for wedding receptions, large group luncheons and dinners, the ballroom also provides a large comfortable space for meetings and conferences. The balcony provides a nice pre-reception cocktail space, however can also be used for seating for events requiring more tables. The space will accommodate up to 150 for a plated or buffet meal without a dancefloor. With the dancefloor and a small band or DJ, the rooms can accommodate 120 comfortably.

#### River Room

The River Room is located on the second floor of the Clubhouse, stunning views of the Merrimack River stretch the length of this room; it is the perfect spot for a small luncheon, dinner or business meeting. The room can accommodate up to 50 people for a buffet or plated lunch or dinner and up to 25 for a conference table meeting.

#### Golf House (limited availability)

The Golf House offers spectacular views of the golf course. It is a wonderful place to hold an evening casual dinner or small cocktail party and will accommodate 50 people for a dinner or 90 people for cocktails.

#### Pool Snack Bar (Seasonal)

Our Poolside Dining Area is available for evening events. This is a lovely casual atmosphere for a clam bake or a cocktail party. Because of the adjacent lawn, this area can accommodate groups of 20 to 150. Please note we do require you pay for lifeguards to watch the pools even if no one is swimming as it is for safety.

### Facility Fees\*\*

Space Rental is always complimentary to the Vesper Membership

<b>Ballroom Before 3pm</b>	<b>\$350.00</b>
<b>Ballroom After 3pm</b>	<b>\$600.00</b>
<b>Ballroom with Veranda for Cocktails</b>	<b>\$800.00</b>
<b>River Room</b>	<b>\$300.00</b>
<b>Main Dining Room AM Only in Season</b>	<b>\$300.00</b>
<b>Pool /Pool Snack Bar</b>	<b>\$750.00</b>
<b>Whole Clubhouse</b>	<b>\$1,250.00</b>

**\*\*Facility fees include setup and breakdown of the function, standard Club white or ivory linen, Club Chairs & Tables, in stock Club china, glassware and flatware. Any items that need to be rented will be paid for by the event host.**

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### **Event Deposit**

Upon confirmation of your event date, a banquet contract will be written and Vesper Country Club will require the facility fee as a non-refundable room deposit. We will apply this deposit to your final invoice to cover the facility fee.

### **Wedding Ceremony**

Whether you opt for an outdoor ceremony at the point with break taking views of the Merrimack River or an indoor ceremony, Vesper Country Club offers an ideal setting for weddings. A ceremony fee of \$550 will apply. If you have the event outside, we will require you rent chairs at an additional cost. If poor weather is forecasted, we will suggest moving your ceremony indoors

### **Guest Guarantees**

Ten business days prior to your event, you must confirm the final number of guests by signing the official Banquet Event Order. If you do not provide a number, we will move forward with the number of guests on the original banquet contract. We will charge based of the final guarantee of guests stated ten days prior to you function or the actual number of guests, whichever is greater.

## *Food and Beverage Arrangements*

### **Service**

We will make sure that your event is staffed with the appropriate number of personnel. If you would like additional staff for your event (service staff, carving chefs, bartenders, restroom attendant, coat check, security), we will determine a charge and apply it to the total cost of your event.

### **Menu Selection**

Our Event Coordinator will work with you to create a personalized menu. Your menu selection must be finalized no later than one month prior to your event. If your event is taking place before 2:00pm, you may select from our lunch menu.

You are welcome to have your choice of two entrée options at a maximum. All entrees will be charged at the higher price entrée amount. Please have your guests pre-order their entrée selections and provide us with a list by table. On events with a choice of entrée, there must be assigned seating by table. The breakdown of the entrée selections will be due with your guarantee 10 days prior to your event. To alleviate this extra work, please ask about doing a duet entrée which offers 2 protein options on one plate. Please alert our Event Coordinator to any food allergies or aversions. Special dietary requests and vegetarian meals are available upon special request, however we do ask that you know about them prior to the event. As the contract guarantor, you may choose to remove the allergic ingredient from the entire menu or sign a liability waiver. Vesper Country Club also reserves the right to remove an item from any dish due to allergies.

If you prefer to rent china for your event, approval of our Chef is required for serving purposes. Any event offering family style service must rent matching platter for the items and the service utensils to accompany them. If you choose to rent specialty dinner plates, the matching plate covers must be rented as well. After the menu is finalized, you will be provided a list of items that need to be rented if this is the direction you choose to go.

All food and beverage prices are subject to 20% house charge, as well as 7% Massachusetts State and Local Tax. All menu prices are subject to change 60 days prior to your event depending on market trends. The house charge is an administrative fee and does not represent a tip or service charge for the wait staff, service employees or service bartenders.

### **Vendors**

We are delighted to make recommendations for every detail of your event, including florists, bakeries, entertainers, photographers, transportation and specialty linen. Please speak with your Event Coordinator about all deliveries, pickups and unloading for bands, DJ's, etc. You may offer vendors a vendor meal at \$28.00; it is typically a chicken entrée, with no salad or started course. Please let us know if your vendor has dietary restrictions and advise them they are not allowed to consume alcohol while providing their service at Vesper Country Club. We will feed your vendors in a separate location from your event. Please let us know if the vendor has a specific timeline in which they are contracted to eat, if not they will be served after all the guests.

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## *Food and Beverage Arrangements*

### **Menu Tastings**

Vesper Country Club has a world class culinary team and receives rave reviews on the food for all weddings and private events. Tastings of menu items before the function are possible, but are not encouraged or necessary and will be charged at \$45.00 per person plus a 20% House Charge and applicable taxes. Our banquet wines may be tasted complimentary, but any bottles of wine off the wine list opened will be charged at the wine list price.

### **Cakes**

You may bring in a cake or cupcake display for your event. We will cut and serve your cake for a fee of \$2.00 per person. We will waive the cake cutting fee if you choose a cake enhancement or an additional item from our dessert menu.

### **Admin Fee**

A 2% Fee will be added to all food and beverage total on the event order.

### **Alcoholic Beverages**

We have a bar set up fee of \$125.00, and a bartender fee of \$75.00 per bartender.

In order to ensure the safety and enjoyment of you and your guest, all of our policies and procedures regarding alcohol align with the Massachusetts State Liquor Commission:

1. The legal drinking age in the State of Massachusetts is 21. The Commission requires proof upon request, we will require picture ID of anyone who appears under 30 years of age.
2. The liquor license of Vesper Country Club requires that we provide all alcoholic beverages served and consumed in our function facilities. Therefore, no outside alcohol may be brought onto the property.
3. All functions with alcoholic beverage service must purchase food or dry snacks to be served with alcoholic beverages.
4. No shots will be served.
5. We do not serve more than two drinks at one time to the same person.
6. We remove the cap before dispensing bottled beer.
7. Multiple alcoholic drinks will contain no more than 4oz. of liquor.
8. Guests will not remove/transport liquor from the function room.
9. We limit alcohol service to those who are not intoxicated and drinking responsibly.
10. Any complaints due to noise or disruptive behavior could result in the possible eviction of the person or person(s) involved.

**Vesper Country Club reserves the right to discontinue beverage service if any of the policies are violated.**

## *Club Policies*

### **Lost or Stolen Items**

Please remind your guests to retrieve all of their belongings immediately following the event. We will do our best to find lost items and return them for pick up in the office. However, Vesper Country Club is not responsible for any items lost, stolen, or left behind.

### **Parking**

The club offers complimentary parking in the lot next to the clubhouse. Please ensure your guests know which door to enter as ballroom events should enter through the ballroom doors which are in the parking lot. Any River Room or Main Dining Room events can enter through the main club entrance.

### **Force Majeure**

Vesper Country Club will be excused from any of its material obligations if it is prevented by operation of law or any cause beyond the reasonable control of such party, including without limitation fire, flood, disruption of transportation (but not the failure of a party to reasonably anticipate possible transportation delays), earthquake, public disaster, strike, labor dispute, unrest, accident, breakdown of electrical or other equipment, riot, war, insurrection, civil unrest, Act of God, any act of any legal or governmental authority. If the event is cancelled or curtailed because of the occurrence of any of the foregoing events of force majeure, Vesper Country Club shall remit the full portion of the deposit, less any out-of-pocket costs incurred in connection with the cancelled or curtailed event.

### **House Policies**

Event hosts and guests are required to follow all house policies set forth by Vesper Country Club. Smoking is prohibited inside the Clubhouse. Vesper Country Club does not permit affixing and decorations to the walls, floors, ceilings or fixtures unless the Club gives prior approval. Cakes are the only outside food or beverage allowed on the Vespers Country Club premises. Additionally, removing any leftover food from Vesper Country Club is prohibited.