



*The View Restaurant and Tavern at Presidents Golf Course*

*357 West Squantum Street, Quincy, MA 02171*

*617.770.2500*



A Division of  
**BOSTON BUTLER INC.**  
Event Planning - At your Service!

## **Function Policies**

### *Decorations and Event Times:*

- Functions are allocated 4 hours for the event. Additional time is available for an overtime fee.
- Hosts are allowed to arrive 1 hour prior to the event to decorate. No tacks, staples, nails or pins are allowed to be used, please use tape to affix decorations to the walls. No glitter, confetti or open flames are permitted. Special arrangements to drop off materials earlier can be made at no charge.

### *Food and Beverage:*

- The View is licensed to serve all food consumed at our facility. By law, no outside food or beverages can be brought into the facility with the exception of a themed cake that has been prepared at a licensed bakery.
- No alcoholic beverages can be brought in from outside sources, nor does The View allow beverages to be removed from the premises. All dispensing of beverages must be done by The View associates and beverage service may be denied to guests who appear intoxicated or who appear to be underage without proper identification.
- Cash Bars, Open (Consumption) Bars and Drink tickets are available.
- Menu choices must be finalized no later than 14 days prior to your event. Please inform your sales manager of any food allergies of any of your guests.
- All Food and Beverage charges are subject to 21% Gratuity and 7% Sales Tax charges

### *Booking and Payments:*

- A non-refundable deposit of \$250.00 is required at the time of booking your event.
- 50% of the estimate is due 30 days prior to the event.
- 7 days prior to the event final number of attendees and final payments are due.
- Once the final number of attendees is given (7 days prior to the event) the numbers cannot be decreased. Any additional attendees will be invoiced the day of the event.

### *Cancellation:*

- After the execution of this agreement but prior to 30 days from the event, The View will return all deposits except for the \$250 non-refundable and nonrefundable deposits given to subcontractors to reserve transportation, entertainment, facilities, etc. for the event. The View will be entitled to an arrangement fee of 18% of the total event price.
- All cancellation notices shall be made in writing via first class mail and be deemed effective the date postmarked. If there is a cancellation made less than 30 days prior to the event, the view shall be entitled to the greater of either 1) 50% of the event price or 2) all costs expended plus an 18% arrangement fee.

Please discuss any questions or concerns with your Sales Manager.

**We look forward to hosting your event!**