
FUNCTION ROOM INFORMATION

<u>Facility</u>	<u>Minimum Number</u>	<u>Maximum Number</u>	<u>Deposit</u>
Ballroom	150	550	750.00
Terrace Room	30	150	500.00
Crystal Room	30	100	350.00
Day Reception	11:00 AM - 4:00 PM		
Evening Reception	6:30 PM - 12:00 PM		



CENTURY HOUSE

107 South Main Street
Acushnet, Massachusetts 02743

Phone: (508) 995-3221

Fax: (508) 998-8565

Email: functions@centuryhouse.biz

Web: centuryhouse.biz

TERMS AND CONDITIONS

Deposit

Banquet rooms available to our patrons free of charge. We suggest that you make your reservation early. A deposit is required on all rooms and is NON - REFUNDABLE. Weddings are required to provide an additional \$500.00 deposit 6 months before the reception date. All deposits are deducted from the final bill.

Payment

All functions are responsible for payment of the guarantee and any extra amount the day of the function. The payment is for the number of meals to be served that date and scheduled time. Century House is not responsible for guest not in attendance.

Final payment must be made in the form of cash, money order, bank check or credit card MC/VISA, AMEX or DIS. Payment of remaining balance is due the week of the function. Final payments made by personal check must be made 2 weeks prior to your function.

ALL PRICES SUBJECT TO 20% ADMINISTRATION FEE AND 6.25% MASSACHUSETTS SALES TAX. PRICES SUBJECT TO CHANGE.

Arrangements

Final arrangements should be made by appointment no later than two weeks prior to your function. Final menu selections and guaranteed number of guest attending should be given one week prior to the function. No cancellations of the guaranteed count will be accepted day of the function.

All items pertinent to function such as seating plans, cake knife, toast glasses, etc., should be brought in at least two days before your function.

Century House standard room setup includes: table and chair setup in accordance to your function, white linen table cloths, variety of colored napkins, all pertinent tableware settings, fresh flower vase for daytime functions, hurricane globe with candle for evening functions, skirting (ex. Head table, buffet table etc.) and bar service.

Century House and its employees are not responsible for additional room setup, such as room decorations, cake setup, table decorating and assembly of centerpieces.

Century House shall not assume the responsibility for the damage or loss of any merchandise or articles brought onto the property of, or inside the facility.

Please be advised that taping, tacking, and nailing to the walls, ceiling, or paint is prohibited. No confetti or glitter. All decorations must be approved by Century House management.

Vendors

All outside vendors including DJ, Band, Photo Booth, Up Lighting, Florist, Bakery/Cake must deliver and setup no earlier than 1 1/2 hours prior to the function. Delivery, setup and removal of rental items is at the discretion of Century House.

Food

Due to Food Safety recommendations of the FDA issued food code and board of health guidelines NO BULK FOOD is allowed to leave premises by patrons.

Liquor

Century House holds a license granted by the state of Massachusetts and is held responsible for complying with its regulations. No alcoholic beverages are permitted to be brought onto or removed from premise for distribution (example: liquor favors) in compliance with MASSACHUSETTS STATE LIQUOR LAW. Patrons under the age of 21 will not be allowed the service of alcoholic beverages and we also reserve the right to stop serving alcoholic beverages to anyone at any time. Non - Alcohol drinking functions requesting no bar service add \$3.00 per person.

Wedding Ceremonies

A Fee of \$500 will be charged for wedding ceremonies held on premise. The fee is for additional services.