



# Additional Information



**Prices & Deposits:** Any available date of interest may be placed on a tentative hold for 24 hours. A non-refundable deposit is required to book all social and corporate events. Deposit payments may be made by cash, bank certified check, money order, credit card or personal check. A \$25.00 fee will be assessed for all returned checks. All payments must adhere to the payment schedule outlined in the contract with final balance due no later than 10 days before the event. No personal checks will be accepted for final payments. Prices are subject to change without notice. All food and beverage sales are subject to 17% gratuity, 5% sales tax and 4% administrative fee.

**Final Guest Count:** A preliminary guaranteed guest count is required 10 days before your event with final confirmation to be no later than 72 hours in advance (this may be adjusted under special circumstances). This will be considered your minimum guarantee. No refund will be made should the actual number of guests attending fall below your minimum guarantee. For all functions, final payment must be made by cash, money order, certified check or credit card.

**Room Charges:** Room charges or minimum guest attendance may apply to your function. Please check with the Function Sales Office for details and information. The room is available for five (5) hours for social events. However, arrangements can be made ahead of time with the function office for an additional hour subject to availability (not to extend past midnight) at a cost of \$200.

**Alcohol Policy:** Patrons or guests will not be permitted to supply their own alcoholic beverages. This includes small bottles of wine used for favors. No alcohol can be consumed on Phillips Family Properties except in the room where the function is taking place. No alcohol may leave the premises at anytime. Phillips and its employees reserve the right to restrict or refuse service to any persons they perceive to be intoxicated or disorderly. No one under the age of 21 will be allowed to consume or purchase alcohol. Also, all guests under the age of 30 will be required to show proof of age if they request an alcoholic beverage. No patron who has been attending a function, which had a private bar, will be allowed to purchase additional alcohol in the Freeport Tavern. The sale of alcohol will cease 30 minutes prior to the end of your scheduled event.



**Liability and Security:** We reserve the right to inspect and control all private functions. Phillips shall not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior, during, or following any function. The function contact is responsible and shall reimburse Phillips for any damage, loss, or liability incurred by the facility by any guests, persons or organizations contracted by the customer to provide any services or goods for said function. A 15% damage waiver charge will be added for any event in which damage occurs. For certain functions, we reserve the right to require security services and this will be added to the final bill. Phillips does not assume responsibility for loss or damage to property brought on to the premises.

**Food Regulations:** Due to insurance regulations, Phillips must provide all food and beverages with the exception of a cake. For the same reason, no food or beverage may be taken from the premises. There is a \$.50 per person plating fee for cakes brought in by our guests.

**Displays, Decorations, & Room Set-ups:** The host of the event will be allowed access to the room one hour before the start time of the event for decoration purposes. Phillips Function Staff will set up (within reason) all centerpieces, alphabetized place cards, favors, etc. provided that everything is dropped off to the Function Office 24-48 hours prior to the event. Phillips reserves the right to charge an additional service fee for set up of functions with extraordinary requirements. All proposed displays or decorations shall be subject to the approval of the Function Office. We will not permit the affixing of anything to walls, light fixtures or ceilings of any room with nails, staples, or any other material without our approval. Confetti, glitter, rice, etc. are not permitted. Use of votive candles will be permitted with Function Office requirements. Please notify the Function Office prior to your reception of any items that you would like to keep (toast glasses, guest book, etc.). These items will be placed in the bride's room after weddings and in the Function Office otherwise.

**Wedding Coordinators and Party Planners:** Phillips reserves the right to know of the use of event coordinators for all functions at our facility. We would also request that the Function Office be made aware of the role the coordinator will have in the event as well as what they will provide. No financial information will be discussed with any event coordinator without express written permission of the client. Event coordinators will also observe all the above rules and regulations as stated.



**Linens and Chair Covers:** Phillips provides tablecloths that are full length to the floor in white. Our overlays are white, champagne (both regular and tuxedo stripe) and sage green. Napkin colors are white, champagne, black, and burgundy. Linens are available in other colors by special order. Inquire with the Function Office for prices and availability. Phillips does not provide chair covers and will not put them on for you. A labor charge of \$75 will be assessed to the bill if you would like our staff to remove them for you. Freight charges are the responsibility of the customer. Please be advised that not all chair covers fit each type of chair.

**Entertainment:** Phillips has been granted an Entertainment License by the City of Boston. One of the provisions of that license is that we must monitor and approve all planned entertainment.

**Special Services and Audio Visual:** Please consult with our Function Sales Staff for assistance with floral arrangements, entertainment, limousine services and audio visual aids. Requirements must be specified to our Function Office at least one week prior to your function.