

Policies & Guidelines

Contract

Deposits/Payments

A non-refundable deposit is due upon reserving the date with a signed contract. Final payment is due 10 days prior to event. The only exception is if you are having a small, private seated dinner.

Event Details & Guarantee Numbers

Final event details are due 2 weeks prior to the events. This includes timing, menu, rentals and bar service etc. Clients are required to provide a final guaranteed number of guests and entrée choices 10 days prior to the event. This guarantee cannot be reduced. *See also Price Per Person below.

Food and Beverage

All food for events must be purchased at BRB, although arrangements can be made to bring in special occasion cakes, for which we bill a \$3.50 per person cake fee and are not responsible for cutting or serving. In accordance with the city of Waltham's liquor laws, a patron or guest may not bring alcoholic beverages into BRB. Further licensing board regulations state that guests may not take beverages from the premises. Additionally, Massachusetts state liquor law dictates that all persons purchasing liquor must have proper identification on their person at all times. BRB house policy stipulates that we only accept valid driver's licenses as proof of age, please make your guests aware of this policy.

Menu selections and final counts are required at least ten days prior to your event. You will be billed based on this final count unless it exceeds the given final number. We require that all table plans and place cards be submitted 48 hours in advance. If you have chosen a plated dinner option, we ask that you provide us with the meals being ordered. **No leftover food can be packed to go for buffet dinner events.** If you would like to order more food for you event, you must let the manager on duty know, and additional charges will apply at the discretion of the manager.

Entertainment & Décor

BRB reserves the right to control the sound level of any entertainment group performing on our premises. Live bands are limited to three pieces. DJ's are not to encourage musical games, such as the limbo, musical chairs or any other games that might require running or jumping. We do not allow line dancing, as it interferes with our dining room guests' experience. We do not allow fog machines or any form of pyrotechnics, as they interfere with our fire alert system. We also must approve, in advance, any special props the DJ intends to use. Finally, we cannot allow the DJ to play what we consider to be overly loud or offensive music, and we will insist that the DJ stops playing if he/she refuses to cooperate with this policy.

Displays, decorations, floral arrangements, etc., other than what BRB provides, are all subject to our approval. We are happy to make recommendations for these items, or provide them ourselves, for an additional fee. We do not allow decorations to be placed on the walls, nor do we allow any changes to the decorations that exist in the room. Please note that the repair for any damages to the walls, furniture or carpets due to negligence on the part of a guest will be billed directly to the credit card deposit.

Payment

A Non-refundable deposit (as outlined in your menu) is due when you book and confirm your event. Final payment is due ten days in advance of your event. Any additional charges, bar tabs etc. are due at the conclusion of your event. BRB requires payment to be made by either cash or credit card, no personal checks accepted. BRB will determine the number of people needed to adequately service your event. BRB

also requires you to file a credit card number including the expiration date with us, in the event of billable damage. No amount of money will be charged to this card unless there is an excess of damage. You will be informed of any such damage in the week following your event, and billed accordingly. Please also note that should you cancel your event for any reason you will not be refunded your deposit; and if it is 10 days or less before your event you will not be refunded your final payment, but you will be allowed to reschedule your event at the cost of an additional deposit.

Please read all of the above information carefully, as we adhere strictly to our company policies. Once you have read all of the above information and have decided to confirm your reservation, please sign below authorizing charge of your \$300.00 deposit. This document should be understood to be a formal contract and we cannot accept a deposit without this signed document. I have read, understood and agree to conform to the regulations and policies contained in this contract.

I HEREBY AGREE TO THE TERMS AND CONDITIONS OUTLINED IN THIS CONTRACT

Printed Name: _____

Customer signature _____

Date _____

PLEASE PRINT CLEARLY

Address _____

Phone number _____

Email _____

Date of function _____

Est. Number of People _____

Selected Menu Choice (please circle): Venice Umbria Milan Tuscany Capri Sweet 16

Time of Arrival _____

Time of Departure _____

Amount of deposit _____

Credit Card (Your card will be charged a \$300 non-refundable deposit)

Name as it appears on card: _____

Type of Card: Visa Amex Discover Mastercard

Number: _____

Expiration Date: _____ Security Code: _____

Signature of cardholder _____