
POLICIES AND GUIDELINES

“The Dan’l Webster Inn & Spa’s commitment is to consistently exceed the expectations of everyone by providing the best lodging and dining experience possible.”

FOOD & BEVERAGE: For the Dan’l Webster Inn & Spa to assure the availability of all chosen menu items, your menu selections should be submitted to the Conference Planning or Catering Department at least two weeks prior to the event date. All food and beverage consumed in function rooms must be provided by the Dan’l Webster Inn & Spa. Any food served in a banquet setting may not be packaged to go. We can recommend bakeries for custom designed specialty cakes for any celebration. A \$2.00 per person cake cutting fee is waived when you book one of our wedding packages.

LIQUOR POLICY: Per the Dan’l Webster Inn & Spa’s licensing agreement with the Massachusetts State Liquor Commission, no patron or guest will be permitted to enter or depart the premises with alcoholic beverages. All alcohol must be purchased from the hotel. We reserve the right not to serve anyone whose judgment we feel may be impaired due to drinking. The Dan’l Webster Inn & Spa Management policy states a five (5) drink per person maximum. We reserve the right to require positive identification.

VENUE FEES are based on event size and banquet room and will be stated in your contract. Weddings are limited to five hours unless previously arranged with your coordinator. Ceremony charges are additional; please inquire.

DEPOSIT/PAYMENT PROCEDURES: A deposit will be requested in your contract to confirm the date and the banquet space. Deposits will be credited to the final bill and are non-refundable. All charges are to be paid in full at least seven days prior to your event. In the event of overpayment, The Dan’l Webster Inn & Spa will reimburse you within 30 days of your event.

GUARANTEES: Final guaranteed confirmation for the number of guests attending your event, including entrée selections if applicable, are required seven days prior to event. Charges will be based on this minimum guarantee or the actual guest count, whichever is greater.

DÉCOR: The Catering Department must be informed of any decorations or displays for your event. Glitter, confetti, and open flames will not be permitted in any banquet room. The Inn will not permit the affixing of anything to the walls or ceilings. Strobe lights are not permitted. There is a minimum fee of \$250 to hang lights or décor. With any rental items (linens, chair covers, bows, etc.) we charge a \$100 storage/handling fee.

STORAGE: The Catering Department must be informed of any packages being shipped to the Inn. Packages will only be accepted 2 business days prior to commencement of event. Removal of all property is the responsibility of the group’s on-site contact and must be done within 24 hours after the event as we do have limited storage capabilities.

OUTDOOR CEREMONIES: In the event of inclement weather, the Catering Department reserves the right to relocate the event to an indoor banquet room. This decision will be made 3 hours prior to commencement.

VENDOR RECOMMENDATIONS: Upon booking and signing a contract with The Dan’l Webster Inn & Spa, you will be provided a list of recommended vendors. These are merely recommendations and The Dan’l Webster Inn & Spa is not responsible for these services.

COAT CHECKING & PARKING: The main lobby coat room is always available. We have ample, free guest parking. A coat check person will be available for a minimal charge upon request.

AUDIO VISUAL AND ELECTRICAL: A lectern and microphone will be included with your ceremony package at no charge. There will be a charge for any non-basic equipment which must be ordered in. Please inquire.

OVERNIGHT GUEST ROOMS: We look forward to welcoming your guests to enjoy the Inn and kindly remind you that our Inn rooms are not to be considered hospitality or post wedding party rooms following your reception. In consideration of all Inn guests, we cannot allow excessive noise disturbances caused by any individuals. Any Inn guest that disrupts another Inn guest by misconduct or excessive noise will be held responsible for any refunds that the Inn is forced to incur.

ROOM GIFT AMENITY DELIVERY: If you would like to have amenities delivered to your guests’ rooms, our charge for delivery is \$3.00 per room. To hand out as your guests arrive at check-in, a \$1.50 fee per room will be charged.

OTHER: The Inn assumes no responsibility for loss or damage to items left in banquet rooms prior to, during or following an event

The Dan’l Webster Inn & Spa, Sandwich, MA 02563 (508) 888-3622 - All menus subject to change ~ 2023

All guarantees are due 1 week prior to your event.

All food and beverage, meeting room rental, and audio-visual equipment are subject to a taxable 22% administrative fee and a 7% Local and Mass Sales Tax (tax rate is subject to change)

The 22% taxable administrative fee does not represent a tip or service charge for wait staff employees, service employees or service bartenders.

These employees are compensated by being paid a higher hourly rate. Before choosing your menus, please inform us of any food allergies.

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food Borne illness.