

POLICIES AND PROCEDURES

“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 In order 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. There is a \$1.00 per person cake cutting fee.

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.

TAXES AND ADMINISTRATIVE FEES All charges are subject to a taxable 20% administrative fee, and a 7% Massachusetts sales tax. The 20% 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.

ROOM CHARGES Room charges are based on event size and function room, and will be stated in your contract. Weddings are limited to four hours unless previously arranged with your coordinator. Please inquire about Ceremony charges.

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

GUARANTEES Final guaranteed confirmation for the number of guests attending your event, including entrée selections if applicable, are required seven (7) days prior to event. Charges will be based on this minimum guarantee or the actual guest count, whichever is greater.

DECOR 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 function room. The Inn will not permit the affixing of anything to the walls or ceiling of function rooms.

ENTERTAINMENT Strobe lights are not permitted.

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 on-site contact.

OUTDOOR CEREMONIES In the event of inclement weather, the Catering Department reserves the right to relocate the event to an indoor function room. This call 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 available at all times. We have ample, free guest parking. A coat check person will be available for a minimal charge upon request.

AUDIO VISUAL AND ELECTRICAL We will provide a lectern and microphone 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. For the convenience of all our Inn guests, we kindly remind you that our Inn rooms are not to be considered hospitality or post wedding party rooms following your reception. For the convenience of all Inn guests, we cannot allow excessive noise disturbances caused by any individuals. Any Inn guest that disrupts another Inn guest by any 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 any special amenities delivered to your guest rooms, our charge for delivery is \$2.00 per room.

OTHER The Inn assumes no responsibility for loss or damage to items left in function 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 ~ Jan, 2018

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 20% administrative fee and a 7% Local and Mass Sales Tax (tax rate is subject to change). The 20% 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.