THE DAN'L WEBSTER INN & SPA
POLICIES AND GUIDELINES
FOR ALL EVENTS AND MEETINGS

ADDITIONAL SERVICES & SPECIAL REQUESTS:
Services, equipment, staffing, set-up, delivery, or other requests that are outside the scope of the contracted event or the Inn's standard banquet services may be subject to additional fees. This may include, but is not limited to, special food and beverage service, service to guest rooms or other areas of the property, additional tables, chairs or linens, special set-ups, deliveries, additional staffing, equipment, or requests requiring additional preparation or labor. All special requests are subject to availability and must be approved in advance by the Catering Department. Applicable fees will be determined based upon the services, equipment, staffing and/or labor required and will be communicated prior to providing the requested service.

LIQUOR POLICY:
Per the Dan'l Webster Inn & Spa's licensing agreement with the Massachusetts State Liquor Commission, no 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:
Venue fees are based on the size of your event and the banquet room(s) utilized. Applicable fees, along with your contracted event timeframe, will be outlined in your event contract. Additional time beyond your contracted event timeframe may be available upon request and with advance approval, and may be subject to additional venue and staffing fees. Ceremony fees are additional; please inquire for more information.

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 two weeks 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 two weeks 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 fee to hang lights or décor. With any rental items (linens, chair covers, bows, etc.) we charge a storage/handling fee. Please inquire.

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 your event. Removal of all items 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 4 hours prior to commencement.

PARKING:
We have ample, free guest parking

OVERNIGHT GUEST ROOMS:
Guest rooms are intended for registered overnight guests and are not to be used as hospitality rooms, function rooms, or gathering spaces for events without prior approval from Inn Management. Food and beverage service, special set-ups, equipment, tables, linens or other event-related services requested for a guest room must be approved in advance and may be subject to additional fees. In consideration of all Inn guests, excessive noise or disturbances are not permitted. Any guest whose misconduct or excessive noise results in compensation or refunds being provided to another Inn guest may be held responsible for those costs.

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.