

MENU SELECTION

A wide variety of culinary delights from Chandler's Restaurant are highlighted in the menus presented in the enclosed function packet showcasing the wonderful scope of all we have to offer. These menus can also serve as planning guidelines which we will happily modify to better suit your event. The Special Function Staff will work with you to create a personalized menu for your one-of-a-kind event. Our Chef's creations are his own recipes; he is happy to discuss any of your concerns to assure a memorable event.

BANQUET ROOM ASSIGNMENT

Please adhere to the times confirmed for your event as other guests may reserve the same room immediately prior to or following your function. Should your schedule change, please contact the Function Coordinator as soon as possible and we will make every effort to accommodate your schedule. Function rooms are assigned by the number of people anticipated. If attendance increases or decreases, we reserve the right to move your function to a room better suited for the anticipated attendance, subject to availability. Room minimums may apply to certain dates. We will notify you in advance of any changes in location. Chandler's Restaurant reserves the right to inspect and control all private functions.

PRICES

A 20% service charge will be added to all food and beverage charges and Massachusetts sales tax will be added to all items charged to your function. Menu prices reflect current market prices and are subject to change without notice. Chandler's Restaurant will guarantee menu prices six weeks prior to the scheduled function. Although we will make a good faith effort to provide all items and service agreed upon, we reserve the right to make substitutions for items not readily available. We will notify you of any changes to the menu.

Based on seasonal demands, Chandler's Restaurant may charge a Room Fee (a fee which you will pay for the use of our premises). The "Room Fee" is not a tip or service charge for our wait staff, employees, service employees, service bartenders, or any other persons providing services in connection with your event. Many types of linen are available for your function without charge, but there will be a charge for specialty linen orders.

For all events held off premises of Chandler's Restaurant, additional Catering Fees apply. For events over twenty guests, labor fees are \$20.00 per hour for every fifteen guests. Labor fees include all staff necessary to set-up, execute and break down after your event. Fees are calculated for the duration of the event plus two hours set up and one hour clean up. The term "Catering Fee" as used in our event contract means the fee you will pay for our off-site services at your designated location. The "Catering Fee" is not a tip or service charge for our wait staff, employees, service employees, service bartenders, or any other persons providing services in connection with your event.

DELIVERIES

Deliveries may be accepted no earlier than three days prior to the event (between 10:30am and 4:00pm, Monday through Friday) with prior notification and approval from the Function Coordinator. All packages delivered to Chandler's Restaurant prior to your function must be clearly marked with the group name, restaurant contact, date of the function and meeting room location. You are responsible for removing all items at the conclusion of your event. Any items left behind without prior special arrangements with the banquet manager will be disposed of. Chandler's Restaurant is not responsible for any damaged or lost materials left in or delivered to Chandler's Restaurant prior to and after your function.

DEPOSIT AND PAYMENT POLICY

All events will be held with a credit card, no advance payment is required. Payment in full is required on the date the event takes place. Payment may be made by cash, credit card, or personal check. Alternative arrangements, including billing, will not be accepted unless previously approved by Function Coordinator and proper paperwork filed at least one week in advance.

For all events held off premises of Chandler's Restaurant, final count and payment in full is required three days prior to your event.

EQUIPMENT/DISPLAYS/DECORATIONS

Chandler's Restaurant is pleased to help you with the rental of a wide range of audio/visual equipment and assist with the arranging for floral decorations upon your request. All equipment and floral orders must be placed with the Function Coordinator no later than one week prior to your event. Orders received with less than one week's notice are subject to availability and may result in an increase in rental charges. Decorations or displays brought into the restaurant by you must be in accordance with local fire department regulations and approved prior to arrival by the Function Coordinator.

Any signage or banners affixed to any wall or door must be pre-approved by the Function Coordinator. Any damage caused from unapproved staples, tacks, nails, tape, Velcro, or other materials will be charged to you as damage to the property. Chandler's Restaurant does not allow the use of scented candles.

ADDITIONAL CONDITIONS

No food or beverage of any kind will be permitted to be brought into or leave Chandler's Restaurant by you, patrons, guests, or invitee without substantial charges. Food prepared off-site for function rooms inside Chandler's Restaurant is only allowed with prior written consent by the Function Coordination, and is clearly outlined in the Banquet Contract. Any food prepared for banquet consumption is not allowed to be removed from the premises.

The name and/or logo of Chandler's Restaurant can only be used for advertising or otherwise with written permission of the General Manager.

SECURITY/DAMAGE

Chandler's Restaurant is not responsible for loss or damage to any merchandise or articles brought onto the premises. Arrangements may be made in advance for security of exhibits, merchandise, or articles set up for displays prior to the planned event by contacting the Function Coordinator. You will be responsible for your guests. Chandler's Restaurant reserves the right to charge you for any damage to the restaurant property caused by you or your guests. Any damage caused to Chandler's Restaurant from unruly behavior or deliberate acts will be charged to you as damage to the property. Chandler's Restaurant reserves the right to remove from the premises any person behaving in an improper or abusive manner.

You are required to identify all vendors contracted for a specified event. Your vendors are not permitted to bring in food or beverage or any kind and are not permitted to consume alcoholic beverages during events. You are responsible for your vendors. Any damage caused to Chandler's Restaurant by your vendor will be charged to you as damage to the property.

INDEMNITY

You agree to hold harmless Chandler's Restaurant and its officers, directors, and employees from and against all loss, liability, cost or damages that may occur or be claimed with respect to any person or property resulting from any act done, or omission by you, your vendors or any person on the premises by reason of the your event and all loss, costs, liability, or expense resulting from such claims.

CANCELLATION

Chandler's Restaurant understands that some cancellations are unavoidable, so the following schedule applies to cancellations received fewer than ninety day prior to your scheduled function: Fewer than two weeks prior to your scheduled function: 100% of the total projected bill, including room rental, estimated food and beverage costs, and any and all rental charges.

More than two weeks but fewer than ninety days prior to your scheduled function: 50% of the total projected bill, including room rental, estimated food and beverage costs, any and all rental charges.

ALCOHOL POLICY

Chandler's Restaurant wait staff is certified by the Commonwealth of Massachusetts in the servsafe program. We reserve the right to cease alcohol service at our discretion.

GUARANTEE

A final guarantee of attendance must be provided to the Function Coordinator two weeks prior to your scheduled function. The attendance number you provide constitutes a guarantee which is not subject to reduction. A final meal count for each guest is required one week prior to your function. In the event an attendance guarantee is not received two weeks prior to your function, Chandler's Restaurant will set the final attendance based on anticipated attendance numbers provided by you and will bill accordingly. In the event the actual number of guests should exceed the attendance guarantee provided by you, or set by Chandler's Restaurant in the event an attendance guarantee is not provided by you, additional charges will be incurred. Changes made fewer than seventy-two hours in advance are subject to additional charges.

CONTRACT

The above terms and conditions have been outlined to help you plan your event at Chandler's Restaurant. If you have any questions regarding our terms, please contact the Banquet Supervisor with your concerns. To ensure you understand and are fully aware of the terms and conditions outlined in your function packet, we ask you to please sign and date this contract below. Banquet rooms may be reserved up to seven (7) business days with out a contract. The contract must be received no later than one (1) week after you reserve your function to secure your reservation. If Chandler's Restaurant does not receive a signed contract, after seven (7) days the space will be released and the hold on the room removed.

I understand and agree with the terms outlined in this contract:

Name (please print) _____ Phone _____

Mailing address _____

Signature _____ Date _____

Date of your scheduled function _____

Entrée counts for your selected menu must be called in one week prior to your function.

Credit card number and expiration date _____

Mail to: Chandler's Restaurant · 25 Greenfield Road · South Deerfield, MA 01373 **Fax:** 413.665.5089

CHANDLER'S
at Yankee Candle® Village

phone 413.665.1277  fax 413.665.5089

7% massachusetts meal tax & gratuity not included
consuming raw or under cooked foods may increase the risk of food born illness