

## 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.”*

### **MENU PLANNING**

We welcome the opportunity to create any special menus and will design them to enhance the theme of your party and to suit your personal taste. Please inquire.

In order for the Dan’l Webster Inn & Spa to assure the availability of all chosen items, your menu selections should be submitted to the Conference Planning or Catering Department two weeks prior to the function date. All food items must be supplied by the Dan’l Webster Inn & Spa, and no food or liquor can be taken from the premises.

We can recommend bakeries for custom designed specialty cakes for Birthdays, Anniversaries, and Weddings, or any celebration. There is a \$1.00 per person cake cutting fee.

### **LIQUOR POLICY**

The Dan’l Webster Inn & Spa, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with Massachusetts Alcoholic Beverage Commission’s relations. It is policy, therefore, that all liquor be supplied by the Dan’l Webster Inn & Spa. 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 FEE**

All food and beverage items are subject to a taxable 19% administrative fee, and a 6.25% Massachusetts sales tax. The 19% 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. Additional gratuities for exceptional services may be added at your discretion.

### **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. Ceremony charges will be added to your final bill.

### **DEPOSIT/PAYMENT PROCEDURES**

A deposit will be requested in your contract to confirm the date and the function space/overnight rooms. Specific billing details for your event will be determined by your coordinator in your contract. Deposits will be credited to the final bill and are non-refundable. All charges to be paid in full seven days prior unless otherwise arranged with your coordinator. In the event of overpayment The Dan’l Webster Inn & Spa will reimburse you within 30 days of your function.

### **GUARANTEES**

Confirmation of the number of guests for each function is required seven (7) business days in advance. Charges will be based on this minimum guarantee or the actual guest count, whichever ever is greater.

### **BANQUET AND CONFERENCE FACILITIES**

The Dan’l Webster Inn has a variety of meeting rooms to suit your group size and requirements. The Jefferson Room has been designed with soft tones and large comfortable chairs. The Jarves Room is open and airy with French doors leading to our exquisite gardens along with a working fireplace. All banquet/meeting rooms have air conditioning and excellent air ventilation. Our Inn is also well known for its beautiful dining rooms. The Music Room is elegant and airy; the Heritage Room is intimate and private; the Conservatory is like being out doors with a view of the gardens; the Webster Room provides formal fireside dining. Each room provides a unique and memorable dining or meeting experience.

### **SPECIAL SERVICES**

Upon booking and signing a contract with The Dan’l Webster Inn & Spa, you will be provided a special services list which will list preferred photographers, entertainment, florists, transportation, etc. These are merely recommendations and The Dan’l Webster Inn & Spa is not responsible for these services.

### **COAT CHECKING & PARKING**

Our 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**

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, per room and will be charged to your master account.