



## Special Event Services, Procedures, Policies

*At Pinehills Golf Club, your event is more than planned, it is designed. Every detail is the result of a decision made by you which assures that your event is precisely what you had expected from us. We hope that the following information regarding our services, procedures and policies will assist you in your decision making process. We will make ourselves readily available to you to answer any questions or concerns you may have.*

### **Ceremony**

Depending on the number of guests and time of season, we offer an on-premise location for your wedding ceremony. Should your wedding ceremony be held on premises, we will assist you in the rehearsal. For all ceremonies, a \$500.00 fee will be charged and includes an additional half hour for the ceremony, and setup and break down of ceremony chairs and any décor set up required.

### **Wedding Reception**

There are numerous options for holding a wedding reception at the Pinehills Golf Club. The hours for your event are:

Friday	Any five hours *\$7,000 Minimum Expense
Saturday	Any five hours (Subject to change upon Pinehills Digression) *\$11,000 Minimum Expense
Sunday	Any five hours *\$9,000 Minimum Expense

Additional hours may be purchased at the rate of \$1000.00 per hour or \$500.00 per ½ hour. All weddings must end by midnight.

**Included in your wedding at Pinehills Golf Club is the following:**

#### *Linens*

White rose linen along with a selection of colored overlays and napkins are available. We can assist you should you desire to rent specialty linen.

#### *Votives*

White votive candles held in a small glass vase will be provided. (Three per table)

#### *Chairs*

Hunter Green Ballroom chairs are included as our standard function chair. You may upgrade to our Mahogany Chiavari Chairs for a price of \$4.00 per person plus tax.

## Additional Details Regarding Your Special Event

### **Entertainment**

From our suggested list of services available to you are bands, piano players, disc jockeys, etc. Your entertainment must be at Pinehills Golf Club one hour prior to the event. Entertainment must end by midnight. Pinehills Golf Club management reserves the right to determine the appropriate sound level in consideration of not only your guests, but area residents.

**Continued...**

## **Cakes**

All dinner prices include a customary wedding cake or dessert by our specialty baker, who will design a wedding cake to your wishes. After the ceremonial cake cutting, we will finish cutting and serve the cake at **no additional charge**.

***The Bashful Baker***  
***(781)-767-1278***  
***WWW.BashfulBaker.com***

## **Flowers**

We will be happy to assist you in contacting a local florist for your floral needs. We will also advise any decoration requirements and limitations.

## **Photographers/Videographers**

In assuming the overall responsibility of your wedding day i.e.: ambiance, service of food and beverages, and comfort of your guests, we ask the photographer/videographer consult with us regarding any particular request or setups you may have of them, so as not to disrupt the continuity of services or atmosphere we are providing you.

## **Accommodations**

There are a number of local hotel and resort accommodations in the area, many less than 15 minutes away. Please see our vendor list for our recommended guest accommodations.

## **Transportation**

Limousine, trolley, vintage cars, and party busses are available from our suggested list of vendors.

## **Miscellaneous Information**

- Open bars are based strictly on consumption. A monetary limit or time may be used to end the open bar.
- Wine and champagne service is available and based on per bottle consumption the day of the event.
- Tables are both 60" rounds that fit 8 guests and 72' rounds that fit 10 guests.

\*\*Arrangements for deliver and/or setup of flowers, bands, DJs, etc. should be made with The Pinehills Golf Club prior to the wedding

# **Policy**

## **Ceremony Fee**

A fee of \$500.00 will be charged for a ceremony on site. The ceremony fee includes 30minutes in addition to your five hour block.

## **Room Rentals**

A room rental may be assessed pending group size, month, date and facilities required. All room rentals are subject to a 6.25% MA tax. Please contact us for rates.

## **Deposit**

A non-refundable deposit of \$2500.00 must be made to secure the date you select for your wedding. A non-refundable deposit of \$200.00 must be made to secure the date you select for your rehearsal dinner or other event.

## **Guarantee**

A guaranteed number of guests attending is due 72 hours prior to your event.

## **Pricing**

Menu Prices are subject to change without notice. All prices are subject to a 6.25% MA meal tax a 20% Administration Fee.

## **Liquor Regulation**

The Pinehills Golf Club holds a license granted by the state of Massachusetts and is held responsible for complying with its regulations. No alcoholic beverages are permitted on the premises unless purchased from the license holder. We reserve the right to stop serving alcoholic beverages to any patron at anytime it seems necessary to comply with Massachusetts state laws.

**Payment**

100% of the estimated total function cost must be paid four weeks prior to the function. Should you incur any balance between your payment and the event date, any balance due shall be paid in full at the conclusion of the event, the same day. Any overdue balance can result in a Late Fee.

**Security**

The Pinehills Golf Club shall not assume the responsibility for damage or loss of any merchandise or articles brought onto the property of, or inside the restaurant.

**Hold Harmless**

The Pinehills Golf Club shall be excused and held harmless for the failure to perform any obligation hereunder when prevented from doing so by cause or causes beyond its control which shall include, but not be limited to, labor disputes, civil commotion, war, fire or other casualty, inability to obtain any material or services, an Act of God, or any serious maintenance problems which, in its sole discretion and judgment, will impair efforts to properly host such a function. In such cases, money on deposit will be refunded.