



## WEDDINGS

### ALL OF OUR WEDDING PACKAGES INCLUDE:

- CUSTOM WEDDING CAKE FROM *CERRATO'S PASTRY SHOP* OR GOURMET CUPCAKES FROM *FROSTED SWIRL*
- GRAND WELCOME DISPLAY - CHEESE, CRACKERS, FRUIT, VEGETABLES, AND DIP (*\$7.00 PP ENHANCEMENT TO AN ARTISANAL CHEESE & MEAT PLATTER*)
- NON-FLORAL HOUSE CENTERPIECES
- STANDARD LINENS AND NAPKINS (*AVAILABLE IN A VARIETY OF COLORS*)
- COOKS CHAMPAGNE TOAST FOR YOU AND YOUR GUESTS (*\$2.50 PP ENHANCEMENT TO A MOET CHAMPAGNE TOAST IS AVAILABLE*)
- PERSONAL WEDDING COORDINATOR
- ACCESS TO OUR PRIVATE BRIDAL SUITES
- 4-SOME GOLF CERTIFICATE WITH CARTS (*GOOD FOR UP TO 1 YEAR*)

### WEDDING CEREMONY FEES:

- \$1,000 – UP TO 100 GUESTS
- \$1,200 – 101 GUESTS AND OVER (*NO MORE THAN 250*)

### INCLUDED WITH A CEREMONY AT TEKOA:

- ADDITIONAL 30 MINUTES ADDED TO YOUR WEDDING DAY
- USE OF THE CEREMONY SPACE FOR THE CEREMONY ITSELF, AS WELL AS PHOTOS BEFORE AND/OR AFTER
- REHEARSAL WITH THE WEDDING COORDINATOR PRIOR TO THE DAY OF YOUR WEDDING
- ACCESS TO THE BRIDAL SUITES 2 HOURS BEFORE THE CEREMONY BEGINS
- CEREMONY SEATING (*WHITE GARDEN CHAIRS ARE PROVIDED, BUT ADDITIONAL ENHANCEMENTS ARE AVAILABLE FOR PURCHASE*)
- INDOOR CEREMONY ARCH AVAILABLE AS A BACKUP

*\*PRICING MAY VARY DEPENDING ON THE DATE – SPECIFICALLY, SATURDAYS ARE SUBJECT TO GUEST MINIMUMS. PLEASE ASK THE WEDDING COORDINATOR IF YOU HAVE ANY ADDITIONAL QUESTIONS\**

ALL PRICES LISTED DO NOT INCLUDE OUR HOUSE CHARGE, GRATUITY, AND TAX



## TERMS AND CONDITIONS

1. A **NON-REFUNDABLE** DEPOSIT OF **\$1,000.00** IS DUE UPON ACCEPTANCE OF THIS AGREEMENT. DEPOSIT IS TO BE APPLIED TO TOTAL PRICE OF EVENT. THE FIRST PAYMENT RELATED TO THIS EVENT IS CONSIDERED A RETAINER, AND THEREFORE NOT REFUNDABLE UPON CANCELLATION OR TERMINATION OF THIS CONTRACT.
2. AN ADDITIONAL **NON-REFUNDABLE** DEPOSIT OF **\$1,500** IS DUE **3 MONTHS AFTER** ACCEPTANCE OF THIS AGREEMENT AND A THIRD **NON-REFUNDABLE** DEPOSIT OF **\$1,500** IS DUE **6 MONTHS PRIOR** TO THE WEDDING.
3. IN THE CASE THAT THE EVENT IS CANCELED **120 DAYS OR LESS** PRIOR TO THE EVENT'S DATE, THE CUSTOMER AGREES TO PAY **50%** OF THE FINAL BILL THAT IS AGREED UPON. **PRICES CANNOT BE GUARANTEED FOR MORE THAN 90 DAYS DUE TO POSSIBLE MARKET FLUCTUATIONS.** CHARGES WILL NOT EXCEED 10% ANNUALLY. PLEASE NOTE THAT IN THE EVENT OF A SHORTAGE OR PRICE FLUCTUATION TEKOA HAS THE RIGHT TO SUBSTITUTE MENU ITEMS.
4. ALL LISTED PRICES DO NOT INCLUDE A **20%** HOUSE CHARGE, **10%** GRATUITY, MASSACHUSETTS STATE MEAL TAX OF **6.25%** AND WESTFIELD FOOD & BEVERAGE TAX OF **0.75%** BUT ALL EVENTS ARE SUBJECT TO THESE CHARGES AND THEY WILL BE APPLIED TO ALL SERVICES.
5. THE TERM "HOUSE CHARGE" AS USED IN OUR EVENT CONTRACT MEANS THE FEE WHICH YOU WILL PAY TO USE OUR FACILITY. THE "HOUSE CHARGE IS NOT A TIP OR SERVICE CHARGE FOR OUR STAFF THAT WILL BE WORKING YOUR EVENT. GUESTS ARE EXPECTED TO TIP BAR STAFF AND TIP JARS WILL BE AVAILABLE AT EACH BAR.
6. THE TERM "GRATUITY" AS USED IN THE EVENT CONTRACT MEANS THE FEE WHICH YOU WILL PAY FOR THE SERVICES OF ALL THE FRONT OF HOUSE STAFF. THIS WILL BE DIRECTLY DISTRIBUTED TO THE ENTIRE FRONT OF HOUSE TEAM AND IS THEREFORE NOT TAXABLE.
7. **PAYMENTS MADE WITH CREDIT CARDS ARE SUBJECT TO A 3% SERVICE FEE.** CREDIT CARDS CANNOT BE USED FOR FINAL PAYMENTS.
8. IF BAR SALES SHOULD NOT REACH OR EXCEED A MINIMUM OF \$300.00, A BARTENDER FEE OF WHAT REMAINS OUT OF \$300.00 WILL BE REQUIRED TO MEET THE \$300.00 MINIMUM.
9. ALCOHOL BEVERAGE CONTROL LAWS REQUIRE THAT ALL BEVERAGES BE PURCHASED FROM TEKOA COUNTRY CLUB. BEVERAGES **CANNOT** BE BROUGHT IN TO THE CLUB OR REMOVED FROM THE PREMISES. THE CLUB RESERVES THE RIGHT TO CONFISCATE ANY ALCOHOL BROUGHT ON THE PREMISE. THE CLUB ALSO RESERVES THE RIGHT TO LIMIT THE AMOUNT OF ALCOHOLIC BEVERAGES SERVED TO ANY GUEST AND FURTHERMORE RESERVES THE RIGHT TO REFUSE TO SERVE ALCOHOLIC BEVERAGES TO ANY PERSON IN ATTENDANCE AT AN EVENT.

# *Tekoa* COUNTRY CLUB & BANQUET

10. SATURDAY EVENTS REQUIRE A MINIMUM OF 100 GUESTS IN THE WESTFIELD ROOM, AND 150 GUESTS IN THE BERKSHIRE ROOM.
11. THE GUARANTEED NUMBER OF GUESTS TO BE SERVED YOUR FINAL PAYMENT WITH CASH, BANK CERTIFIED CHECK, OR MONEY ORDER IS REQUIRED **10 DAYS** BEFORE YOUR WEDDING.
12. CUSTOMER AGREES TO PAY FOR ADDITIONAL GUESTS AT STATED RATES. SHOULD THE CUSTOMER RESCHEDULE THE BOOKED DATE, A NEW CONTRACT WILL BE DRAWN AND THE STATED RATES MAY BE SUBJECT TO CHANGE.
13. EACH EVENT IS ALLOTTED A 5 HOUR TIME SLOT BEGINNING AT THE START OF THE SOCIAL HOUR. ADDITIONAL HOURS MAY BE PURCHASED FOR AN ADDITIONAL **\$500.00** PER HOUR.
14. IT IS ALSO AGREED THAT THE ORGANIZATION AND/OR PERSON(S) MAKING THE ARRANGEMENTS FOR THIS FUNCTION ARE RESPONSIBLE FOR ALL DAMAGE TO THE FURNITURE, FIXTURES, EQUIPMENT, OR PREMISES. CHARGES WILL BE BASED ON ACTUAL COSTS.
15. PLEASE NOTE THAT THE USE OF CONFETTI OR GLITTER IS NOT PERMITTED. **IN THE EVENT THAT CONFETTI OR GLITTER ARE USED FOR DECORATIVE PURPOSES, A CLEANING FEE OF \$350.00 WILL BE APPLIED.**
16. IF A SEATING PLAN IS BEING USED, CUSTOMER WILL PROVIDE CLEAR IDENTIFICATION OF EACH TABLE NUMBER AND THE AMOUNT OF PEOPLE SEATED AT EACH TABLE. AN ALPHABETICAL GUEST WITH SEATING ASSIGNMENTS AND ENTRÉE CHOICE IS ALSO REQUIRED.
17. NO FOOD MAY BE BROUGHT INTO THE FACILITY FOR CONSUMPTION WITH THE EXCEPTION OF CAKES FROM A CERTIFIED BAKERY. CAKES THAT ARE NOT CONTRACTED THROUGH TEKOA COUNTRY CLUB, INC ARE THE RESPONSIBILITY OF THE CUSTOMER. **YOU MUST ARRANGE FOR THE DELIVERY AND SET UP OF THE CAKE IN THE DESIGNATED AREA NOT MORE THAN TWO HOURS PRIOR TO YOUR SOCIAL HOUR.** PLEASE CHECK WITH YOUR BAKER IN ADVANCE TO MAKE SURE THERE ARE NO CONFLICTS WITH THIS.
18. SHOULD IT BE NECESSARY FOR TEKOA COUNTRY CLUB, INC., TO ENGAGE AN ATTORNEY TO COLLECT OR OTHERWISE ENFORCE THE PROVISIONS OF THIS CONTRACT, THE CUSTOMER AGREES TO PAY ALL ATTORNEY'S FEES AND EXPENSES.
19. NOTE THAT TEKOA COUNTRY CLUB, INC. IS NOT RESPONSIBLE FOR CONDITIONS OUTSIDE OF ITS CONTROL, INCLUDING WEATHER, ACTS OF MOTHER NATURE, AND ANY OTHER EVENT INVOLVING OUTSIDE OCCURRENCES THAT MAY IMPACT UPON TEKOA COUNTRY CLUB.