



General Information



General Acknowledgements and Conditions

Reception Hall Seating Capacity and Availability... The Camelot Room requires a minimum of 75 people and can accommodate up to 300 guests. Room availability is dependent on your reception date and time. Wedding Receptions are booked for six-hour intervals, including the cocktail hour. Time may be added to any Reception for an additional fee.

Deposits, Confirmations and Final Payment... A \$600.00 deposit is required upon booking your event, and is non-refundable. All payments must be made by Cash, Cashier Check or Money Order payable to the "Knights of Columbus". Final payment is required in full a minimum of seven business days prior to the date of the event. All charges will be based on the final guarantee or the actual number served, which ever is greater. At the time of final payment, a \$250.00 security deposit will be collected. This deposit will be returned in the event that there are no thefts or damages to the premises.

Times of Events... Friday ~ 6:30 P.M. to 12:30 A.M., Saturday ~ 11:00 A.M. to 5:00 P.M., & 6:30 P.M. to 12:30 A.M., Sunday ~ any six hour block (*not to exceed midnight*)

Prices... Menu prices are subject to change.

Cocktail Hour... Your hors d'oeuvres and cocktail hour are held in the Reception Hall.

Food Service... Our Chef has designed special menus for your selection. With advance notice, requests for special dietary needs can be accommodated. Your menu selection is required two months prior to your event. Final count is due no later than seven business days prior to your event. Food will not be permitted to leave the premises.

Bar and Beverage Options... You have the option of either a cash bar, where your guests pay for their own beverages, or an open bar. For other options, please see the Banquet Manager. Payment for the open bar must be paid at the time of your final payment. A gratuity of 15% will be added to any open bar, and will be presented to the bartender(s). If your event requires a soda bar only, a \$50 fee will be charged in addition to the cost per soda.

Linen, Service Ware and Seating Arrangements... We offer at no additional charge a large choice of linens. Also, skirting for your head table, cake and gift tables. We strongly recommend that your seating arrangements do not exceed eight people per table; however, we can accommodate tables of ten. A house-seating plan is available for your convenience.

Special Notations... The Knights of Columbus Banquet Facility is a non-smoking establishment. If you use candles for your centerpieces, they must be enclosed. Please, no rice, confetti, or birdseed is allowed on the premises. No outside catering, with the exception of wedding cakes and favors, is permitted.

Tax, Gratuities, and Service Charges... All food costs are subject to a 7% Massachusetts Meals Tax. A 18% Service Fee will be added to your final bill.