

Café Funchal

123 Church Street, New Bedford, MA 02746
Telephone: 508-990-1886 Fax: 508-990-1885

Banquet Hall Contract

Name: _____

Phone Home : _____ Other: _____

Date of Function: _____ Time: _____

Cocktail Hour: _____ Approx. # of Guests _____

- A minimum deposit of \$500.00 will be required to hold the date of the event; deposit will deduct from the final statement. If for some reason your function is cancelled the deposit will not be refunded or transferred to another date or party. In case of a cancellation, if Café Funchal books another function on your date for the same amount of guests or more the deposit and all monies will be refunded.
- Final payment must be made in the form of cash, money order, bank check or credit card MC/Visa, Amex or Discover. Payment of remaining balance is due the day of the function (cash and credit card only). Final payment made by personal check must be made two week prior to your function.

ALL PRICES SUBJECT TO 18% SERVICE CHARGE AND 5% MASSACHUSETTS SALES TAX. IF YOU ARE TAX EXEMPT YOU MUST PROVIDE DOCUMENTATION. ALL PRICES ARE SUBJECT TO CHANGE.

- Banquet Hall standard setup will consist of white linen table cloths.
- Hall decoration: No decorations are allowed on the walls or on the beams, no exceptions.
- All outside items must be approved by Café Funchal.
- Damage to any property pertaining to Café Funchal, customer will be held responsible for all guests.
- Café Funchal shall not assume the responsibility for the damage or loss of any merchandise or articles brought onto the property of or inside the facility.
- Café Funchal is not responsible for any entertainment, all entertainers must provide all equipment such as (tables, extension cords, etc.)
- Final arrangements should be made by appointment no later than two weeks prior to your function, final menu selections and estimate number of guest.
- Final number or guest must be given one day prior to event.
- Final statement will be based on the numbers of guests present to us on the date prior to the event; Café Funchal is not responsible for miss attendance of guests.
- Final payment of the event must be received prior to the event.

Please note Café Funchal hold a license granted by the State of Massachusetts and is held responsible for complying with its regulations. No alcoholic beverages are permitted to be brought on premise (ex. Liquor favors) in compliance with the MASSACHUSETTS STATE LIQUOR LAW. Patrons under the age of 21 will not be allowed the service of alcoholic beverages and we also reserve the right to stop serving alcohol beverages to anyone at any time.

I have read the above contract and fully understand its conditions.

Deposit: _____ Date: _____ Cash Credit Card Check# _____

Signature _____ Date: _____

Café Funchal Manager _____ Date: _____