



## SPECIAL RESERVATION GUIDELINES & AGREEMENT

**Deposit and Payment:** Palmers requires a deposit and this signed agreement to reserve a Private Dining Room. The deposit is non-refundable and will be applied to the final bill: \$300.00 for evening(after 2:30pm) and \$150.00 for day (before 2:30). *\*Exceptions apply to Fri, Sat, and Sunday MDR bookings and during the month of December. \*(see below).* The final bill is payable on the day of event. Coupons and special offers may not be used as payment for special reservations. Personal checks may be used for the deposit, but not the final payment.

**Guarantee and Schedule:** The number of people to attend the event must be **guaranteed 10 days** prior to event. After such time, the price for the food ordered will **not be revised lower** than that **number guaranteed**. If less people attend, or if the event is cancelled, the full amount for food ordered will be due. Palmers will always work with you to reschedule in the case of a last minute cancellation. The Food and Beverage **Menu selections** must be made **3 weeks prior** to the event. The maximum time for a private room reservation is 4 hours. Extensions are made for 100.00 per hour after that.

**Minimums and Capacities:** Palmers has three dining rooms available. The capacities and minimum food and beverage spending requirements are as follows for private room reservation:

SALON(1st floor)cap=25. F&B Minimum: Monday-Thursday - daytime/evening: \$500.00.  
Friday-Saturday -daytime: \$500 / evening: \$1,000.00

WINE LOUNGE(2nd floor)cap=35. F&B Minimum: Monday-Thursday- daytime: \$500.00 / evening: \$750.00  
Friday-Saturday -daytime: \$500.00 / evening: \$1,500.00

MAIN DINING ROOM(2nd floor)cap=100. F&B Minimum:Monday-Thurs- day: *please inquire* /evening: \$1,500.00  
(MDR) Friday-Saturday- daytime: \$1,000.00 evening:\$3,000.00

*\* A 50% deposit (\$1,500.00) applies for Private Friday & Saturday Evening Bookings of the Main Dining Room.*

*For Thursday bookings, during the month of December, the weekend minimums and deposits will apply.*

Palmers is typically closed on Sundays, but will open for a private reservation with a food/beverage minimum spending requirement of \$5000.00 and a *\*50% deposit at time of booking.*

**Fixed Charges** - All food and beverages are subject to the 6.25% Massachusetts State Meals Tax, .75% Andover Meals Tax, and a 20% service gratuity (tip).

**Liquor Policy** -Palmers Restaurant & Tavern must comply with Liquor License regulations and will not serve alcohol to any person under the age of 21. Patrons/guests will not be allowed to bring any alcoholic beverages onto or off restaurant premises.

**Liability** - Palmers will not be responsible for articles left, lost or damaged before, during or after functions. All decorations must comply with safety and fire codes and must not be affixed to walls, floor, furniture or ceiling without prior approval of Palmers Management. With the exception of chairs, no other furniture shall be moved except by Palmers Staff.

**Equipment**- Palmers provides white table linens and table lights on each table at no charge. Palmers will also provide a custom printed menu for your event at no charge. See our "Concierge Menu" for a list of equipment and amenities available.

RESERVATION FOR: DAY: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ RM: \_\_\_\_\_ TIME: \_\_\_\_\_ EST. #: \_\_\_\_\_

My signature below indicates that I have read and agree to the above Palmers Special Reservation Guidelines.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

Would you like to receive e-mails about upcoming events and promotions from Palmers Restaurant? no \_\_\_\_\_ yes \_\_\_\_\_

### PALMERS RESTAURANT & TAVERN

18 Elm Street Andover, MA 01810

- Direct: 781-910-1060

978-470-1606

[www.palmers-restaurant.com](http://www.palmers-restaurant.com)