



PALMERS RESTAURANT & TAVERN 18 ELM STREET ANDOVER, MA 01810
PH: 978-470-1606 FAX: 978-470-2622 FUNCTION: 781-910-1060
www.palmers-restaurant.com

SPECIAL RESERVATION GUIDELINES

• **Deposit and Payment**

Palmer's requires a Credit Card Number with Valid Expiration Date to secure a special event reservation. No reservation will be guaranteed without a credit card number and this signed document on file. No amount of money will be charged to your credit card unless you cancel the reservation with **less than 90 days** notice. All events are payable by day of reservation. Palmer's does not accept personal checks or coupons as payment on events.

• **Cancellation**

The Event Reservation Deposit schedule is as follows: Cancellations made 90-31 days prior to the date of event will be charged 25% of the Total Estimated Quote. Cancellations made 1-30 days prior to the date of event will be charged 50% of Total Estimated quote. Day of event cancellation will be charged 75% of the Total Estimated Quote.

• **Guarantee**

The number of people to attend the event will be guaranteed 4 days prior to event. After such time, the price will not be revised lower than number guaranteed even if less people actually attend.

• **Room Charge and Capacities**

Palmer's has three dining rooms available: 1st flr. WINE ROOM holds 25ppl, and 2nd flr.:CAPPUCCINO RM holds 35, MAIN DINING RM holds 100. To reserve a Private Dining Room there is a \$50.00 rental charge for day parties (before 3pm) and \$100.00 for evenings (after 3pm).

• **Food and Beverage Minimum**

Palmer's is typically closed on Sundays but may open for special reservations with a \$3000.00 F&B minimum spending requirement. Palmer's Main Dining Room may be reserved on weekend evenings, but may have minimum spending requirements, depending on the season. During the December Holiday season F&B minimums for private rooms will be in effect Thursday through Saturday evenings and vary with the size of room reserved. Contact function coordinator for more information.

• **Fixed Charges**

All food and beverages are subject to a 6.25% Massachusetts State Meals Tax, 1.75% Andover Meals Tax, and a 20% service gratuity (tip). The Room Rental Charge is non-taxable.

• **Liquor Policy**

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

• **Liability**

Palmer's 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 Palmer's Management. With the exception of chairs, no other furniture shall be moved except by Palmer's Staff.

• **Equipment**

Palmer's provides white table linens and candle lamps on each table at no charge. Palmer's will also provide a custom printed menu for your event at no charge. Palmer's has projection screen and easels at no extra charge. Arrangements can be made for dance floors and other provisions with advanced notice and the cost will be added to final bill.

RESERVATION FOR: DATE _____ DAY _____ EST# GUESTS _____ RM _____ TIME _____

My signature below indicates that I have read and agree to Palmer's Special Reservation Guidelines outlined above.

SIGNED: _____ DATE: _____

Credit Card # _____ exp: _____

NAME _____ PHONE#(S) _____

ADDRESS _____

STATE _____ ZIP _____ EMAIL _____