The Establishment
175 Rivers Edge Drive
Medford, MA 02155
Phone: 781-874-1003
Hannah.establishment@gmail.com

The Establishment Function Contract

Event Type: _____ Guest of Honor_____

Contact Name: _____ Contact # _____

Date of Event: _____ Time of Event: _____

Total attendees (final count due 10 days prior to event): _____

Food Service Time: _____

Signing and submitting this contract to the Function Manager is required to guarantee your reservation.

- All final payments must be made by cash, credit card or bank check only. If paying by check payment must be received 5 days prior to function.
- All food and alcoholic beverages are to be supplied by and purchased through The Establishment restaurant; apart from nut-free desserts, which may be brought in by the guests.
- The Establishment restaurant has the right to limit and control the amount of alcohol consumed by customers. All customers may be requested to provide proper identification before being served alcohol.
- All alcoholic beverages are to be consumed on the premises. Buffet is left out for 1.5 hours for enjoyment of you and your guests; leftovers may be packaged at the discretion of the manager on duty.
- The use of confetti, rice, confetti-filled balloons, flower pedals, table-confetti, or similar items is strictly prohibited. There will be a $300.00 clean up fee added to your invoice
- Do not hang anything on the walls, doors, light fixtures or ceilings. Easels and hooks available for displaying decorations.
- All forms of entertainment are to be under the control and direction of The Establishment restaurant.
- The customer assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of The Establishment restaurant.
- All decorations are required to be removed at the end of the event.

Applicable fees:

* 7% meals Tax, 20% gratuity will be added to the invoice.

Customer Signature: _____ Date: _____

Frequently Asked Questions

1. What is the first step to booking an event?

The first step to booking a function with The Establishment is checking the availability of your desired date. Please contact Hannah Saro, Function Manager via email at hannah.establishment@gmail.com

2. How do I secure the date?

To secure the desired date, The Establishment requires you to return this completed contract to Hannah.

3. How far in advance do I need to submit my menu choices?

Your menu must be submitted no less than 10 days prior to the event.

4. How far in advance do I need to submit the final head count?

Your final guest count must be submitted no less than 10 days prior to the event.

5. How long do I have the space for my event?

You are allotted four hours for your event. Additional time can be purchased but is not typically necessary. You may decorate 45 minutes to an hour prior to the event unless otherwise discussed with the Function Manager. You will also need to start gathering your belongings to prepare to leave 30 minutes prior to the end of your event.

6. What are my payment options for alcoholic beverages for my guests?

We offer 'cash bar' (each customer pays as they consume) or 'open bar' (our bartender will keep a running total for the duration of the event, that is then paid by you at the conclusion of the event). We can customize a combination of these options to suit your needs. Pitchers of sangria and mimosa are also available to offer your guests; please ask about prices.

7. Can I decorate the room?

Yes, you can decorate the room one hour prior to your event. However, you may not affix anything to the walls, ceilings, or light fixtures. There are easels and hooks available for decorations.

8. Are special linens available?

The Establishment's standard napkins and linens are white. However, we do have many other color options, please ask.

9. When do I pay for my event?

If paying by check, payment is due 5 days prior to the event. For cash or credit card payments, the manager onsite will collect payment upon completion of the event.