

GUIDELINES & POLICIES

Food & Beverage

All food and beverage consumed must be provided by The Inn on Shipyard Park.

Please note that any special dietary constraints (gluten allergy, vegan, etc.) will need to be addressed before the date of the event.

We reserve the right not to serve anyone whose judgment we feel may be impaired due to drinking.

No patron or guest will be permitted to enter or depart the premises with alcoholic beverages.

The Inn can recommend bakeries for custom designed specialty cakes for any celebration. There is a \$1.00 per person cake cutting fee.

The Inn is not responsible for the services provided from vendors.

Deposit & Payment

A non-refundable \$100 deposit is required to book any event and guarantees your date and time for the Blue Room.

All deposits are applied to your final bill the day of the event. There is a room rental fee for the Blue Room that varies based on the season and day of the week. Please refer to the Room Rental page for rates and time limit information.

A Banquet Event Order must be signed, and only the signing party may make changes to this contract.

All charges must be paid for in full following the conclusion of your event.

The Inn on Shipyard Park accepts all major credit cards and cash for payment.

Checks are not accepted without prior approval from management.

Taxes, Gratuities & Administrative Fees

All charges are subject to a taxable 8% administrative fee, a 6.25% Massachusetts sales tax and an 18% service charge.

Menu Selection & Guest Count

There is a 25 guest minimum to hold an event.

All menu selections, including entrée selections if applicable, and final guest count are required two (2) weeks prior to your event.

Charges will be based on this minimum guarantee or the actual guest count, which ever is greater.

Linens

Our standard linens in the Blue Room include champagne table cloths on all tables, including any buffet set up, and navy blue napkins.

Additional colors for table cloths or napkins may be ordered for an additional \$40.00 charge.

Flowers & Decorations

You may supply your own flowers or decorations for your event.

The Inn will not permit the affixing of anything to the walls or ceiling of the Blue Room.

Guests are strictly prohibited from using any decorations that include open flames, confetti, or glitter.

The Inn is able to provide votive candles for a \$10 fee if you would like them for the tables.

We reserve the right to refuse any inappropriate decorations.

All decorations may be delivered and set up on the day of the event, unless prior approval is granted from management.

Audio Visual & Electrical

The Inn will provide a projector screen and microphone at no charge. You will have to provide your own projector.

There is a surround sound system that is compatible with most smartphones, ipads, ipods, etc.

if you would like to make a custom playlist for your event.

Other

The Inn assumes no responsibility for loss or damage to items left prior to, during, or following an event.

Rental fees may apply due to size of party and choice of menu.

There is a \$300 reception fee for all weddings held at The Inn, in addition to the room rental fee.

This includes champagne table cloths, folded linen napkins, polished silverware, necessary china and glassware, day of wedding coordination, and table numbers or guest place cards.

Additional rental fees may apply based on your number of guests.

All entrées are priced a la carte if you would like to schedule a tasting.

There is also a \$300 fee for wedding ceremonies, in addition to the reception and room fees.

Private Rental

Please contact management for more information on renting the entire Inn privately.

This requires a different non-refundable deposit and site fee, and is only available during certain times of the year.