

X&O

Function Menu

217 Washington Street / Stoughton, MA 02072 / 781.344.1800 / www.XOonline.net

Function Contract

Function *Rooms*

Function rooms are assigned according to the anticipated guaranteed number of guests. The **Christina Ballroom** can accommodate up to 220 guests, requires an 80 guest and/or \$1,600 minimum and has a \$350 room fee. The **Athena Room** can accommodate up to 80 guests, requires a 40 guest and/or \$800 minimum and has a \$175 room fee.

Function space may also be reserved in **selected dining rooms** in the **restaurant**. Space reserved in the dining room requires a \$50 room fee and requires a \$100 deposit (applicable towards final bill.) X&O reserves the right to reassign function room space if there are changes to the guaranteed number of attending guests.

Deposit *and Contract*

A deposit of \$350.00 is required to reserve the **Christina Ballroom**, and \$175.00 for the **Athena Room**. A signed contract is required in order to confirm an event. The deposit is due at the time of the reservation and will be credited to your final bill at the conclusion of the event. Full payment is due 3 days prior to your event. Payment for the event is to be made in the form of cash, certified check, American Express, MasterCard, Visa or Discover. Personal checks are not accepted for final payment of an event. Events are allocated a 4 hour time frame, and overtime may be charged at \$150.00 per hour.

Menu *selection*

X&O offers an expansive selection of eclectic menu items specially prepared to make your event memorable. The function staff at X&O will assist you in the selection of your menu and will try to accommodate special requests and budgetary needs. We kindly ask that you submit your final menu selection no later than 7 days prior to your event. Menu pricing will be based on the calendar year in which your function will take place. The attached menu package contains 2009 prices. Menu prices for the 2010 calendar year may be subject to change.

Guaranteed *Guest Count*

The final guaranteed guest count is due 7 days prior to the event. Thereafter, the guest count will be considered your minimum guaranteed amount for which you will be charged, even in the event that fewer guests attend. If the guest count is increased during the 7 days prior to the event, then the increased guest count will become your minimum guaranteed amount for which you will be charged, even in the event that fewer guests attend. Pricing is based on the menu selected and the number of guests guaranteed at the time your event is booked, unless specified seven days prior to your event. Prices are guaranteed 30 days prior to your event. Menu selections need to be confirmed seven (7) days prior to your event.

Food *and Beverage*

No food or beverage of any type may be brought into X&O, including all parking areas. No food or beverage of any type may be taken out of X&O at the conclusion of your event. All food and beverage items must be supplied by X&O, with the exception of cakes, which you may bring with prior approval by X&O. A standard cake cutting fee of \$1.50 per guest will be added to the final bill.

Massachusetts Beverage Commission rules and regulations mandate that X&O supply all alcoholic beverages and X&O reserves the right to limit and control the amount of alcoholic beverages consumed by all guests. No food or beverage may be removed from X&O.

Conduct *and Security*

You as the host, must agree to conduct your event in an orderly fashion in full compliance with applicable laws and regulations. In addition, you and your guests must agree to abide by all X&O rules. The host shall indemnify, defend and hold X&O and its agents, contractors and employees, harmless from and against any and all claims, actions, damages and their successors and assigns and costs including reasonable attorney' fees, caused by or arising out of any act, negligence or omission of host's guest. X&O shall determine the need for security officer(s) and you shall be responsible for this expense. X&O reserves the right to remove any guests from the property for actions inappropriate to the normal conduct of business. The host agrees to assume responsibility for the behavior of all persons in attendance and any damage done to X&O property.

Cancellation *Policy*

X&O requires written notification of the cancellation of a function. A refund of the deposit will be issued if cancellation is made 60 days* prior to the event (*or at the discretion of X&O management, depending upon the time of event booking).

Seating, Displays *and Decorations*

Seating arrangements, other than those provided by the X&O, are due 7 days prior to your event. X&O provides round tables that seat 8-10 people per table. X&O reserves the right to charge a service fee for set up on special events requiring anything extraordinary. X&O reserves the right to approve of decorations, displays and/or entertainment, which must comply with applicable fire rules/regulations. X&O will not permit the affixation of anything to the walls, floors, doors, ceilings or light fixtures in our banquet areas with materials other than those approved by X&O.

White linens (tablecloths and napkins) are included in the price of the function menu. If you wish to have colored linens for your function, we are happy to assist you with your request, however there may be an additional cost for these items.

Discounts *Discounts*

Discounts, coupons and/or preferred rates of any kind, are not applicable to functions.

ALL PRICES SUBJECT TO 15% SERVICE CHARGE, 5% ADMINISTRATIVE CHARGE AND 5% MASSACHUSETTS SALES TAX .

BARTENDER SERVICES WILL BE CHARGED AT \$20.00 PER HOUR PER BARTENDER.

PRICES AND MENU ITEM AVAILABILITY ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Please sign and date below if you agree to the terms of X&O's function contract. We at X&O thank you for selecting us for your special event, and look forward to creating a most memorable occasion.

X&O Representative/Date

Host Signature/Date

\$ _____
Deposit Paid (\$)/DATE

Function Name

Function Date