



GENERAL INFORMATION 2015

Thank you for considering Montvale Plaza as the setting for your event. We offer a variety of elegantly appointed function rooms which uniquely cater to individual clients. At Montvale Plaza we cater banquets, anniversaries, holiday parties, bridal showers and all social events in between. Our professional staff can customize any of our menus to suit your needs, which makes us the perfect choice for your next event.

DEPOSIT: A non-refundable, non-transferable deposit of \$500.00 for all events is required upon signing your contract to confirm your event date. This may be paid with cash, personal check or credit card. We accept Visa, Discover and MasterCard. We do not accept American Express. Final payment is due 5 business days prior to the event in the form of cash or certified bank check. **For Weddings** - A non-refundable, non-transferable deposit of \$1,000.00 is required upon signing your contract to confirm your event date. Six months prior to the wedding an additional 25% deposit of the estimated event cost is required. Ninety days prior to the wedding an additional 50% deposit of the estimated event cost is required. These deposits are non-refundable. These may be paid with cash, personal check or credit card (amount charged not to exceed \$2,500.00). We accept Visa, Discover and MasterCard. We do not accept American Express. Final payment is due 5 business days prior to the event in the form of cash or certified bank check.

GUARANTEES: The person making arrangements shall notify the Montvale Plaza of a guaranteed guest count 10 business days prior to the event. You will be charged for the minimum guaranteed count even if the actual attendance is less. We will accept any additional guarantee count up to 5 days prior to the event. This number will be accepted by fax, email or hard copy, any adjustment must be documented and signed. Montvale Plaza reserves the right to move a function to an alternate room depending on type of function and/or final guest count.

PRICING: All of our menus are priced per person and have adult minimums for each room.

- Ballroom:** 150 Adult Minimum
- Sir Edward (1/2 Ballroom):** 50 Adult Minimum
- Roselle (1/2 Ballroom):** 50 Adult Minimum
- Cotillion:** 100 Adult Minimum
- Antique Room:** 30 Adult Minimum, 50 Adult Maximum

Prices are subject to a 20% Event Fee, 6.25% MA State Tax and .75% Local Tax on the total invoice. Prices are subject to change without notice.

FOOD AND BEVERAGE SERVICE: All food and beverage requirements must be provided by Montvale Plaza, with the exception of a cake or cupcakes. The cake or cupcakes are to be provided by a licensed baker and subject to a \$50.00 cake cutting and/or plating fee. You may purchase cupcakes directly from Montvale Plaza, ask your Sales Manager for pricing. Events with a bar are subject to a \$150.00 bar set up fee. For Sunday events bars are allowed to open at 1:00pm. The sale and service of alcoholic beverages is strictly regulated by the Massachusetts Alcohol Commission. Montvale Plaza reserves the right to limit and control the amount of alcoholic beverages consumed by your guests. No beverage of any kind will be permitted to be brought onto the premises by the patron or any guests, for the same reason no food or beverage may be taken from the premises.

SPLIT MENUS: A \$2.50 per person surcharge will apply to all meals in which a choice of two entrees is offered.

DISPLAYS AND DECORATIONS: All vendors and/or decorations can be delivered and affixed at the discretion of Montvale Plaza prior to the event. Please make these arrangements with your Sales Manager. Items such as florals/centerpieces and cakes must be assembled prior to being delivered. All displays and/or decorations proposed by patrons/vendors shall be subject to the approval of Montvale Plaza and must be removed immediately after the conclusion of the event. Montvale Plaza does not permit the affixing of anything to the walls, floors, light fixtures or ceilings of any rooms with materials other than those approved by the Banquet Manager. Confetti, glitter, bubbles, rice, favors with alcohol content or candles not in an enclosed container are not allowed in the facility.

POLICE DETAIL: Police details are required to be present at certain functions, required by the Town of Stoneham. Details will be contracted by Montvale Plaza and the appropriate charges billed to the client.

SECURITY: Montvale Plaza shall not be responsible for the damage or loss of any merchandise or articles left on the premises prior to or following any events.

SHOE POLICY: Shoes must be worn at all times in this establishment. Injuries sustained due to not wearing shoes are not the responsibility of Montvale Plaza.

TABLES/LINENS: Based on the final count of guests attending the function, tables will be set to accommodate 10 people. If additional tables are requested beyond the required amount, additional wait staff will be contracted and appropriate charges billed to the client. White or Ivory linen is included for all events at Montvale Plaza. Specialty linens are available for an additional charge.

Montvale Plaza
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