



Finz Seafood and Grill Event Guidelines

Thank you for choosing to hold your special event at Finz Seafood and Grill on Pickering Wharf in Salem. The following information will be helpful to you in planning and hosting your event.

Reserving the Room

On most days and nights we require a minimum of 40 people for use of our upstairs facility. The maximum room capacity is 110 seated or 125 standing. A non-refundable deposit of \$300.00 and this signed contract is required to confirm your reservation. Your deposit will be applied to your final bill. We will hold a tentative reservation for up to one week without a deposit, during which time we will contact you if another inquiry is made for that date. After one week, if we receive no confirmation, we will no longer hold the space in your name.

Room Charge

There is a \$200.00 room charge for the use of our upstairs facility for a 4-hour event. This charge includes off-white or white linens, basic centerpieces, room set-up, bar set-up and other amenities. Additional time will be charged at a rate of \$50.00 per hour. For liability reasons, we are unable to keep the upstairs bar open for any period of time over four hours.

Entertainment

Finz reserves the right to control the sound level of any entertainment group performing on our premises. Live bands are limited to three pieces. DJ's are not to encourage musical games, such as the limbo, musical chairs or any other games that might require running or jumping. We do not allow line dancing, as it interferes with our dining room guests' experience. We do not allow fog machines or any form of pyrotechnics, as they interfere with our fire alert system. We also must approve, in advance, any special props the DJ intends to use. Finally, we cannot allow the DJ to play what we consider to be overly loud or offensive music, and we will insist that the DJ stops playing if he/she refuses to cooperate with this policy.

Food and Beverage

All food for events must be purchased at Finz, although arrangements can be made to bring in special occasion cakes, for which we bill a \$1.50 cutting charge per person. We can provide children's meals for any child 12 years old or younger. Children age 13 and above will be served the same meal(s) selected for the adult guests.

In accordance with the city of Salem's liquor laws, a patron or guest may not bring alcoholic beverages into Finz. Further licensing board regulations state that guests may not take beverages from the premises. Additionally, Massachusetts state liquor law dictates that all persons purchasing liquor must have proper identification on their person at all times. Finz house policy stipulates that we only accept valid driver's licenses as proof of age. Please make your guests aware of this policy. Our house policy also specifies that we do not serve shots and that our staff is required by law to use their best judgment to avoid over serving alcohol. With that in mind, we ask that hosts discourage their guests from moving from the function room to dining room bar, especially following a function room event.

Menu selections must be made at least two weeks prior to your event. Final counts are required one week prior to your event. You will be billed based on this final count. We require that all table plans and place cards be submitted 48 hours in advance. If you have chosen a plated dinner option, we require a list of guest names along with their corresponding meal choices.

Décor



Displays, decorations, floral arrangements, etc., other than what Finz provides, are all subject to our approval. We are happy to make recommendations for these items, or provide them ourselves, for an additional fee. We do not allow decorations to be placed on the walls, nor do we allow any changes to the decorations that exist in the room. Please note that the repair for any damages to the walls, furniture or carpets due to negligence on the part of a guest will be billed directly to the host of the function.

Payment

Final payment is expected at the conclusion of your event. Finz prefers payment by cash or bank check. Prices quoted on our event menus do not include gratuity or Massachusetts state sales tax. Both of these charges will be added to your final bill. The gratuity is computed as 18% of the food and beverage total, or \$75 per service person (\$100 on Friday or Saturday nights), whichever is greater. Finz will determine the number of people needed to adequately service your event. Please note that we cannot guarantee our menus and the prices quoted therein as they are subject to change due to market conditions.

Finz also requires you to file a credit card number including the expiration date with us, in the event of billable damage. No amount of money will be charged to this card unless there is an excess of damage to the room, carpet, bathrooms or floors. You will be informed of any such damage in the week following your event, and be billed accordingly. Please also note that should you cancel within two weeks of your event, you will be charged for 50% of the total food bill for your event or \$20/person, whichever is greater. That amount will be in addition to your \$300.00 deposit.

Please read all of the above information carefully, as we adhere strictly to our company policies. Once you have read all of the above information and have decided to confirm your reservation, please sign below and enclose this page with your \$300.00 deposit. This document should be understood to be a formal contract and we cannot accept a deposit without this signed document.

I have read, understood and agree to conform to the regulations and policies contained in this contract.

Customer signature and date signed _____

PLEASE PRINT CLEARLY

Address: _____

Phone number: _____

Date of function, approx. number of people, time of arrival and departure: _____

Amount of deposit: _____

Damage Deposit: _____

Credit card # / exp: _____

Event manager's signature, date and amount received: _____