

## Private Dining – General Information

Following is some of the essential information regarding the use of the private dining room(s) at Beacon Grille. This information should be read and considered in conjunction with Beacon Grille’s Private Dining Policies. Should you have any questions regarding any of this information, please do not hesitate to ask.

Beacon Grille is a full-service American style restaurant. As such it offers a range of room options, as well as personalized assistance in planning events to ensure we deliver high quality cuisine and service for up to 330 seated guests. We encourage guests to work closely with our event coordinator and one of our certified sommeliers when planning menu and beverage selections, audio/visual details, music, etc.

Room	Room Capacities			Deposit
	Seated	Cocktails	Minimum	
Baldwin Room	11	11	7	\$ 100
“Alcove”	39	50	15	500
East Room	46	60	30	700
Rumford Room w/Alcove	100	120	30	800
East and Rumford Rooms	146	200	60	1,000
Building 300 Atrium	150	250	50	1,000
All Dining Rooms combined*	300	400+	100	5,000

\*Available all day each Sunday and until 6:00 PM Saturdays

**Weekend Events:** Beacon Grille, from time to time, may be available for private parties on Sundays, even though the restaurant is regularly closed that day. There is a \$5,000 food and beverage minimum (exclusive of meals tax and gratuity). The entire restaurant can also be available any weekday before 11:00 AM without extra charge for funeral collations, etc. Because of the high demand for ala carte use, the Rumford Room is generally not available for private use Friday or Saturday evenings. The East Room is available weekend nights as is the atrium overlooking I-95.

**Deposit:** A deposit is required in order to reserve a private dining room, and no reservation shall be considered confirmed until accepted in writing by an authorized representative of Beacon Grille. The deposit will be credited on the bill at the conclusion of the event. All final payments must be via cash or credit card at the time of the event.

**Estimated Count:** An estimated guest count is necessary in order to reserve space for any event. A final guest count is then required to be provided at least 72 hours before the date of the event. Billing will be based upon the final count or the actual number in attendance, whichever is greater.

**Service Charges, Minimums and Taxes:** *At Beacon Grille no room charges are assessed for the use of our private dining rooms for strictly dining, or for social or personal events.* Minimum food revenue requirements apply when booking a private function, as our dining room(s) are otherwise used for a la carte dining. Minimum revenue requirements apply to food and beverages combined, not including state tax or 18 percent gratuity. Beacon Grille accepts only cash and/or major credit cards for payment.

**Cancellation Policy:** If a Guest cancels a scheduled event, and so notifies Beacon Grille less than one month prior to the scheduled date, 50 percent of the deposit will be refunded. Cancellations within one week of the event will result in forfeiture of the entire deposit. Guest agrees, however, that cancellation or failure to appear for the scheduled event, without having provided Beacon Grille with at least 72 hours advance notice, will result in Guest’s credit card being charged the entire estimated food (only) revenue for the event, based on the final guest count.

**General:** Homemade special occasion cakes and pastries may always be ordered through Beacon Grille, but cakes may also be brought in from any licensed bakery by an event sponsor. When served with any luncheon or dinner, Beacon Grille will provide the servers plus needed plates and flatware at no charge. Guest decorations are always subject to Beacon Grille approval. By law, alcoholic beverages may not be served before noon on Sundays, and may not be brought into or taken from the building by Guest or others in attendance at Guest’s event. Irrespective of the amount of wine ordered, guests are never charged for unopened bottles. Beacon Grille fully adheres to city and state smoking regulations. Smoking is prohibited anywhere inside any public building in Massachusetts.

**Flowers:** Floral arrangements may always be purchased or otherwise brought in from any source of a guest’s choosing. Beacon Grille, however, has used **Corporate Daisy** florists at 600 West Cummings Park, Woburn, MA 01801, and is pleased to recommend their work and quality. If any reader is interested in purchasing flowers from Corporate Daisy, please call “Jeannie” at 781-932-2929.

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