

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. We encourage guests to work closely with our event coordinator and sommeliers when planning menu and beverage selections, audio/visual details, music, etc.

Room	Room Capacities			Deposit	F&B Minimum	
	Seated	Cocktails	Minimum		Lunch	Dinner
Baldwin Room	10	10	7	\$ 100	\$ 150	\$ 300
The Alcove	30	30	20	100	200	600
East Room	48	55	20	200	500	800
Rumford Room	54	65	40	500	500	1,500
East and Rumford Rooms	90	120	60	1,000	1,500	2,000
All Dining Rooms combined	300	350+	100	2,000	5,000	5,000

Weekend Events: Beacon Grille may, from time to time, be available for private parties on Sunday’s, even though it 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 colations, etc. Because of the high demand for ala carte use, the Rumford Room is generally not available for private use Friday or Saturday evenings.

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.

Estimated Count: An estimated guest count is necessary in order to reserve space for any event. A final guest count is 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: *No room charges are assessed for the use of our private dining rooms,* although 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, and do not include tax or 18 percent gratuity. Beacon Grille accepts cash and/or major credit cards for payment.

Cancellation Policy: If Guest cancels the event, and so notifies Beacon Grille no less than one week 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 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 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 needed plates and silverware at no charge. Guest decorations are always subject to Beacon Grille approval. By law, alcoholic beverages shall not be served before noon on Sundays and shall not be brought into or taken from the building by Guest or others in attendance at Guest’s event. Beacon Grille fully adheres to city and state smoking regulations. Smoking is prohibited anywhere inside the building. Flowers may be purchased direct from **Corporate Daisy** in Cummings Park for any event. Call “Jeannie” at 781-932-2929.

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