

## Terms, Policies and Conditions

### **Event Guarantees:**

Amesbury Sports Park requires a guaranteed number of guests attending your event 7 days prior to your function. If a guaranteed number has not been received, the billing will be prepared for the number of persons for which the function was originally booked, or the number in attendance, whichever is greater.

### **Payment:**

A non-refundable deposit of 30% is required to guarantee the booking. The balance of the total billing will be paid 7 days prior the function date. Payments can be made by check, cash or a major credit.

### **Cancellation:**

All cancellations must be made in writing to the attention of Amesbury Sports Park. Functions cancelled within 14 days are subject to a cancellation fee of 50% of the contracted room rental and food and beverage revenue. Functions cancelled within 48 hours of the event will be charged 100% of the contracted amount.

### **Menu and Alcohol Selection:**

Menu and alcohol selection must be arranged at least 3 weeks prior to your function date. Changes to the selections may be possible depending on availability.

### **Taxes and Gratuities:**

All contracted food items are subject to all government, state and local taxes and a 20% gratuity charge.

### **Minimums:**

Amesbury Sports Park reserves the right to require a sufficient number of people to guarantee a function booking. We also reserve the right to impose a minimum on food and banquet orders.

### **Loss of Property and Theft**

Amesbury Sports Park will not be responsible for damages or loss of any personal property and equipment left unattended prior to, during or following any event.

### **Property Damage:**

Liability for damages to our premises by your guests or independent contractors will be your responsibility and you will be charged for the necessary repairs.

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Client

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Amesbury Sports Park