



# Eat. Drink. Mingle. Group

## FUNCTION CONTRACT

Thank you for choosing **Siros** at Marina Bay to host your special event. In order that we may provide you with service no less than outstanding, please fill out and sign this agreement.

- **Deposit:** A non-refundable deposit of **\$100.00** is due at the time of booking and guarantees your party a private dining room on the determined date. This deposit is used as a credit toward the final payment. Siros requires a credit card number to be placed on file upon signature of this contract.
- **Gratuity/Tax:** A minimum gratuity of **\$125.00 per server or 20% of the final food bill** (whichever is greater) will be guaranteed to our wait staff for all Functions. A total of 7% tax will be added to the final food cost and room rental fees (i.e. 6.25% MA tax and .75% City Tax). Open bar totals are subject to added 7% tax and 20% gratuity.
- **Room Rentals:** Function rooms at Siros will be assigned according to the number of guests attending. Siros reserves the right to change private rooms based on final guest counts. Specific rooms can be requested but they will not be guaranteed. All room rentals are for 4 hours (\$100 each additional hour). Rental fees are subject to added 7% tax and are as follows:
  - **\$100** (day event) and **\$200** (evening event) for the 1/2 Curtis Room or the O'Connell Room.
  - **\$150** (day event) and **\$250** (evening event) for the Full Curtis Room or Outdoor Deck (60 guests maximum).
  - **\$600** (Wedding Package), which includes a 5-hour room rental plus a menu tasting (total of 4 guests).
- **Minimums:** All functions must ensure a minimum of **30 adult guests**. For a cocktail/appetizer event, a **minimum food cost of \$30 per person** will be charged. Siros reserves the right to execute a minimum food and beverage limit on any function to ensure the menu is consistent with the headcount.
- **Menu:** Approximately 7-10 days prior to the date of your function, Siros must be provided with the final menu/bar selection and approximate number of guests for a buffet style event. For a seated/plated lunch/dinner or cocktail/appetizer event, the final menu must be provided to Siros **7 days in advance**. The host must provide place cards, with pre-selected meal choices for a seated/plated event. Note that, on the day of your event, any remaining food leftover from a buffet cannot be removed from Siros.
- **Final Guest Count:** The final guest count for a buffet event is due 5 days in advance and 7 days in advance for a seated/plated or cocktail/appetizer event; **you are committed to pay for this number, regardless of any absences. Final payment must be made on or before the day of the actual event.**
- **Outside Dessert/Cake Cutting Fee:** A flat **\$25 fee** will be charged for **any** outside dessert that is brought in (and not purchased through Siros). Outside food and beverage are **not allowed**, except for dessert.
- **Decorations:** Outside decorations are allowed as long as the function coordinator clears them in advance. We cannot allow anything scattered on the tables/floors (i.e. confetti, glitter, rose petals, etc.) anything taped or tacked to the walls, or candles where the flame is higher than the actual container. For set-up, you are allowed to come in **1 hour before** the actual start time of your function. Siros reserves the right to charge a \$200 cleaning or damages fee as they see fit.
- **Entertainment:** In the City of Quincy, it is required that a police detail be present for any gathering that has live entertainment or DJ. Siros will arrange for the detail and the cost will be added to your final bill (this cost may change at any time without notice).
- **Alcohol Sales:** Siros adheres to all laws and regulations pertaining to the sales and service of alcoholic beverages. This includes and is not limited to: consumption by minors, outside beverages of any kind, or excessive consumption.
- **Cancellation:** If cancellation occurs within 72 hours of the event, Siros reserves the right to retain the total estimated food cost. If cancellation occurs within 30 days of the event, during peak season, a cancellation fee of \$200.00 will be charged. Peak Season (May-September).
- **Siros** is not responsible for any lost or stolen articles left on the premises.

Name (Please Print): \_\_\_\_\_

Full Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_ Function date: \_\_\_\_\_

Time of Function: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Email Address: \_\_\_\_\_

I agree to the above contract (Signature) \_\_\_\_\_