

**Q: How much does it cost to rent a Function Room?**

A: There is no charge for our Function Room for a function in 2021. A mandatory \$100.00 deposit is required when you book the room. On the day of your event the \$100 will be applied to your final check as a credit. **For all 2022 Functions, there will be a Private Room Charge of \$100.** The deposit of \$100 to hold the room is still mandatory but it will not be applied as a credit to the final check the day of the function.

**Q: Is the deposit refundable if I cancel or change my function date?**

A: Yes. As long as you cancel no less than 14 days before your function. If you change the date of your function the deposit will apply to the new date.

**Q: When do I need to provide you with my final menu and final head count?**

A: We ask that all menu selections and head counts be finalized with us no less than 5 days before your event. This number will be considered a guarantee and will be the minimum number you will be charged for. The number determines how many seats the room is set for, how much food is prepared and how many servers are dedicated to your party. Anything above and beyond the final number given will be charged additionally. Final counts can be provided to any manager on duty in person or via the telephone only. We can be reached at 508-533-8171.

**Q: When do I pay?**

A: \$100 deposit is due on the day you book the room. Full payment is required on the day of your Function.

**Q: What forms of payment do you accept?**

A: We accept cash, check and all major credit cards (Visa, Master Card, Discover and American Express.)

**Q: Is Tax and Gratuity included?**

A: No. Tax and Gratuity is not included in the per person prices or off menu item prices. A 7% meals tax will be added as well as a 20% gratuity to your final check.

**Q: How many private Function rooms do you have?**

A: We have 3 private Function Rooms.

**Q: How many people do the private Function Rooms hold?**

A: The rooms comfortably fit the following amount of people:  
 Small Function Room: up to 20 people (currently not available)  
 Medium Function Room: minimum 17 people, up to 40 people  
 Large Function Room: minimum 40 people, up to 70 people

**Q: Can you guarantee me a certain room?**

A: Unfortunately, no. We book our rooms according to your final headcount. Due to the high scheduling volume and frequent headcount changes we do reserve to right to decide rooms accordingly. However, we will never put a party into a room in which it could not accommodate the amount of people we were told were attending when you originally booked the room.

**Q: How long do we have the room for?**

A: We block off the room for 4 hours maximum for every Function.

**Q: Can we come in early to decorate?**

A: Typically, yes. The time can vary depending on when your Function is scheduled and if there is another party using the room before you. We recommend calling a few days before your Function to speak to a manager about when the best time would be to come in to decorate. The earliest you can arrive to decorate is 10:30am.

**Q: Are there any restrictions on decorating?**

A: Yes. We do not allow tape or tacks on the wall or any fixtures in the room, no glitter, no confetti and no open flames. All decorations must be freestanding. Helium balloons must be weighted down.

**Q: Do you have music or audio/visual equipment?**

We have speakers in every room that play the same music throughout the restaurant. We are able to shut the music off individually in each room. If you'd like customized music you are welcome to bring in your own speaker. We do not have audio/visual equipment.

**Q: Do I have to order food?**

A: Yes. Our Function rooms are strictly full service and guests must order off of our Function Menus.

Our function menus can be found online at [www.45restaurant.com](http://www.45restaurant.com)

**Q: Do you offer linen for the tables?**

A: Yes, all private Functions come with white table cloths at no additional charge. We use linen like napkins for the silverware roll ups. If you would like cloth napkins or colored linen there is a charge of .50 per person and we must be given minimum 7 days' notice. We do not allow our guests to bring in their own tablecloths/linen.

**Q: Is dessert included in a Function package?**

A: Yes. Vanilla Ice Cream is included in our Function packages.

**Q: Can I bring in my own cake/desserts?**

A: Yes! You can bring in your own cake or desserts for your Function. Your server will be happy to cut and serve the cake for you at no additional charge. The number of candles is limited due to our smoke/fire sensors.

**Q: Can I bring in alcohol or any other type of food?**

A: No. We are sorry but we do not allow any outside alcohol or food (other than cake/desserts).

**Q: We have children attending our function. What food options do you have for them?**

A: We can provide all children under the age of 12 with a Children's Menu they can order from. If you are having a buffet, children under 12 can eat off the buffet for ½ price. Please provide us with how many children you have in your party when finalizing your menu selections.

**Q: Do you have a Gluten Free Menu?**

A: Yes. We do offer Gluten Sensitive options upon request for anyone in your party that has a gluten allergy and may be subject to an upcharge. *Please inform us in advance when choosing food for your party so we can properly accommodate you.*

**Q: We have some guests with allergies that can't eat the menu items we have selected for our Function. How do we accommodate them?**

A: You can make a special request for a menu item when choosing the menu for your Function. If there are multiple people needing this accommodation it may be possible to modify certain menu items for our buffet line. Menu alterations may be subject to an upcharge. *Please inform us in advance when choosing food for your party so we can properly accommodate you.*

**Q: Can I bring home leftover buffet food?**

A: No. Buffet food cannot be brought home after it has been on the buffet line. This strict rule is per The Board of Health and is in compliance with the Food Safety Temperature Control Act. This rule allows us to protect the health of our guests who are our greatest assets.

**Q: Do the Function Rooms have bars in them?**

A: No. Our private function rooms do not have bars in them. Your party will be assigned a server (or servers depending upon the size of the party) who will take drink orders and serve the guests.

**Q: How do we handle alcohol or non-alcoholic beverages?**

A: When you finalized your menu with us you can choose if you want open bar (you are responsible for all drinks ordered), limited bar (you set a cap amount), or if you want cash bar (everyone is responsible for paying for their own drinks). This applies to non-alcoholic drinks and alcoholic drinks.

We offer Sangria bowls and Mimosa bowls as an add on to your Function package. You may also purchase bottles of wine. Coffee is included in the Function Packages.

***Please note our liquor license/Town of Medway prohibits us from serving alcohol before 12pm on SUNDAY.***