

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

A: For all Functions, there will be a mandatory non-refundable Private Room Charge of \$100 which is required when you book the room.

**Q: Is the Room Charge refundable if I cancel my function?**

A: No. The room charge is non-refundable.

**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 7 days before your event. This number will be considered a guarantee and will be the minimum number you will be charged for regardless if less people end up attending. The number determines how many seats the room is set for, how much food is prepared and how many servers are scheduled/dedicated to your party. Anything above and beyond the final number given will be charged additionally.

**Q: When do I pay?**

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

**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. 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 2 private Function Rooms

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

A: The rooms comfortably fit the following amount of people:  
Medium Function Room: minimum 17 people\*, up to 40 people  
Large Function Room: up to 70 people

*\*paid minimum of 30 people required on Friday & Saturday nights*

**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. We require a paid 17 person minimum for a private room with the exception of Friday and Saturday nights when the paid minimum is 30 people.

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

A: We block off the room for 4 hours maximum for every Function unless otherwise noted by the Restaurant.

**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 the day 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 11am for a day function.

**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 and cannot contain confetti inside them.

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

A: 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 (per person price). There is a 17 person paid minimum for all private functions with the exception of Friday and Saturday nights when the paid minimum is 30 people. Children do not count towards the per person minimum requirement if ordering from the kids menu or if they are under 12 eating off the buffet.

**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 \$1 per person and we must be given minimum 7 days' notice.

**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. Children do not count towards the per person minimum if ordering from the kids menu or if under 12 eating off the buffet.

**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.

**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 if a guest has an allergy. The person with the allergy will deal directly with the server to eliminate any miscommunication regarding the allergy. Menu alterations may be subject to an upcharge. *Please inform us in advance what the allergy is so we can be prepared to 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 and there is absolutely no exceptions.

**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 (Red or White) and Mimosa bowls or Non-Alcoholic Punch bowls as an add on to your Function package. You may also purchase bottles of wine. Coffee & Tea are included with all functions but soda/non-alcoholic drinks are not included.

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

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

