

Event Guidelines

- Booking Procedures:** Once you have reviewed the details of the Boston Children's Museum's event program, your personal Catering Manager will assist you in checking availability and answer any questions you may have. In order to confirm your event as definite, a signed contract and deposit will be required. Your Catering Event Manager will then contact you Thirty days (30) prior to your event to confirm your Food, Beverage and Event Details. We will provide you with a final contract in the form of a Function Sheet to serve as final approval of your event.
- Guarantee:** A guaranteed number of guests are required for all functions no later than five (5) business days prior to the event. The guaranteed number of guests must not decrease more than 10% from the original estimated number of guests. In order to accommodate any last minute attendees all seated events will be given a 5% allowance in food preparation over the guaranteed number. Client is responsible for any guest count over the final guarantee. Should the Client not provide Catering by Restaurant Associates with the timely guarantee, the estimated attendance on the catering agreement will serve as the guarantee. Client is responsible for any guest count over the final guarantee.
- Payment:** A signed copy of the contract and deposit equal to 50% of your estimated food, beverage and rental fees are due within 10 business days. The second pre-event payment to Catering by Restaurant Associates will be based upon the guaranteed number of guests, reflecting any modifications of original proposal, and is due no less than five (5) business days prior to the event. Should proper payment not be received within the designated time, Catering by Restaurant Associates reserves the right to cancel the function. Any additional charges incurred during the event will be paid at the end of the event via credit card or cash. Catering by Restaurant Associates requires that a credit card authorization form be filled out, signed and returned fourteen (14) days prior to your function, to be kept on file for any additional charges.
- Event Parking:** Parking is available at Farnsworth Garage. Reduced rate available with museum validation.
- Vendor Deliveries:** Please coordinate all deliveries with your Catering by Restaurant Associates representative.
- Décor and Entertainment:** All decorations, additional lighting and sound systems, event setup and entertainment proposed by the Client shall be subject to approval by Boston Children's Museum and Catering by Restaurant Associates. No live animals or balloons are to be brought on the Boston Children's Museum property.
- Cancellation:** In the event a function is canceled, Client shall be responsible for and pay Catering by Restaurant Associates the following percentages of the estimated charges as liquidated damages and cancellation fees:

Cancellation 0 to 30 days prior to the event - 100% of the estimated charges including food/beverage minimum and room rental charge.

Cancellation 30 days to 6 months prior to the event - 75% of the estimated charges including food/beverage minimum and room rental charge.