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## **Bradford Country Club – Function Information and Policies**

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Bradford Country Club is a semi-private golf course located in Bradford, Massachusetts. We have beautiful function spaces adjacent to the 1<sup>st</sup> hole that are perfect for any special occasion. Our Clubhouse Room, which is available throughout the year can occupy up to 60 guests, and the Tent Pavilion (our outdoor venue, which is available late April through October) can seat up to 250 guests.

We are pleased to host all types of functions:

Anniversary Parties  
Baby Showers  
Bat-mitzvahs  
Bridal Showers  
Corporate Dinners

Golf Outings  
Holiday Parties  
Wedding Ceremonies  
Wedding Rehearsal Dinners  
Wedding Receptions

Every function held at Bradford Country Club includes the assistance of a professional function coordinator to help with all your planning needs.

For a complete function packet or to schedule a visit to Bradford Country Club, please contact our function coordinator at (978) 372-8587.

## **Venue Descriptions**

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### **Clubhouse Room**

We offer our Clubhouse room that provides a warm and relaxed setting for smaller wedding receptions, bridal & baby showers, baptisms, anniversary parties, holiday get-togethers and cocktail parties.

The Clubhouse Room is available seven days a week throughout the year and can accommodate up to 60 guests for a sit down breakfast, brunch, luncheon, dinner or cocktail reception with limited seating. Guest may also access a deck that overlooks our championship golf course from this room.

### **The Tent Pavilion**

Enjoy a beautiful view of our championship golf course as you enter our white three-season Tent Pavilion for your function. The tent is 50' x 100' and can accommodate up to 250 people for a sit down dinner, up to 350 for a standing cocktail reception with limited seating. The tent is carpeted, and has a dance floor. It is elegantly decorated with



lighted ficus trees around the perimeter. The tent is also amply lit for an evening reception. Tented receptions are offered beginning in May through the last week in October.

### **Ceremony Site**

We offer a beautiful location on our property to host your ceremony or to take photographs. This landscaped area has a white trellis, bright flowers, and chairs for your guests. You may use this area to take photographs at no additional charge. Should you decide to hold your ceremony here, there is a minimal set-up fee of **\$500.00**.

We are happy to assist you with any additional requests you may have in order to make your function a very special occasion. We will do our best to accommodate any additional needs you may have.

### **Rental Fees**

We charge minimal rental fees for the use of our facilities. Please contact our Function Coordinator at 978-372-8587 to inquire about these fees, as well as available dates to hold your function.

The fees provide our guests with a 4 hour block of time to hold their function.

**These fees also include:**

- A professional function coordinator, set-up and cleaning staff
- All tables, chairs, flatware, glassware & chafing dishes
- China Service & Dishwasher Fee
- Your choice of white or ivory linen tops for the tables, as well as your choice of a colored napkin.
- A small coat closet is available for functions held in our Clubhouse Room & Shamrock Grille.

Minimum guest numbers are required during peak-times of the year (June – September). Our function coordinator will communicate specific minimum amounts during the planning process.

**Clubhouse Room Rental Fee:** **\$399.00 – Four (4) hour rental**  
**(must end at 10pm)** **(Dancefloor – additional \$200 rental for set up and breakdown)**

**Shamrock Grille Rental Fee:** **\$299.00 – Four (4) hour rental without linens**  
**\$399.00 – Four (4) hour rental with linens**

**Clubhouse Room & Shamrock Grille Area (full building):** **\$550.00 – November through March only**  
**(must end at 11pm)**



**2020 Tent Pavilion Rental Fee (April – October): - \$3,250.00 (Five (5) hour rental)**

**2021 Tent Pavilion Rental Fee (April – October): - \$3,495.00 (Five (5) hour rental)**

**\*\*An additional \$500 heater fee will be assessed pending weather for functions held in our Tent Pavilion the months of April/May/September & October.**

## **Holding a Date**

We are happy to hold a date for you for one full week (7 days), with no obligation or deposit required. At the end of seven days, if you have not provided a deposit, the date will be released to other inquiries. It is your responsibility to contact us to secure the date and time should you decide to hold your function at Bradford Country Club.

Once you have made that decision, a non-refundable deposit of the rental fee is required to reserve that date. Once that deposit is received, our function coordinator will host a meeting to provide you with additional information relative to holding your event at Bradford Country Club. Your deposit will be applied to your final bill which is due two weeks prior to your function.

## **Food and Beverage Service**

Bradford Country Club is pleased to provide excellent food service through our on-site chefs. We have standard menus that are available upon request, and also offer custom menus should you require any additional needs.

Bradford Country Club will also provide all beverage service for events and functions. In accordance with Massachusetts State Law, no alcoholic beverages are to be brought on or off the premises. A \$100 bartender fee will be charged per bartender needed for your function held in our Tent Pavilion, or if needed in our Shamrock Grille. We staff one bartender per 65 guests. We offer a variety of cash and hosted bar options.

## **Additional Fees**

Bradford Country Club will charge fees as listed below:

18% Service Charge on Food Fees.

20% Service Charge on Bartender & Hosted Bar Fees.

7% Administrative Fee on Food, Bartender & Hosted Bar Fees.

7% (6.25% MA & .75% City) Tax on Food, Beverage & Rental Fees.