



the federal

a restaurant & bar

135 cooper street, agawam, mass.
thefederalrestaurant.com 413-789-1267

terms & conditions

menu selection

our menus are meant to serve as guides to help better plan your event. we will happily modify any of our menus to fit your individual tastes and/or budget.

banquet room assignment - rooms are rented for five hours

please adhere to the times confirmed for your event as other guests may reserve the same room immediately prior to or following your function. should your schedule change, please contact the function coordinator as soon as possible and every effort will be made to accommodate your schedule. function rooms are assigned by the number of people anticipated. if attendance increases or decreases, we reserve the right to move your function to a room better suited for the anticipated attendance, subject to availability. You will be notified in advance of any changes in location. the federal reserves the right to inspect and control all private functions.

prices

an 18% service charge will be added to all food and beverage charges and massachusetts sales tax will be added to all items charged to your function. menu prices reflect current market prices and are subject to change. the federal will guarantee menu prices six (6) weeks prior to the scheduled function. a good faith effort will be made to provide all items and service agreed upon however, upon prior notification, we reserve the right to make substitutions for items not readily available.

deliveries

deliveries may be accepted no earlier than two (2) days prior to the event (between 12:30 am and 4:30 pm, monday through friday) with prior notification and approval from the function coordinator. all packages delivered to the federal prior to your function must be clearly marked with the group name, restaurant contact, date of the function and meeting room location. guests are responsible for removing all items at the conclusion of their event.

deposit & payment policy

All events will be held with a deposit per banquet manager. payment in full is required before or on the date the event takes place. payment may be made by cash, credit card, or certified check.

equipment/displays/decorations

the federal is pleased to help you with the rental of a wide range of audio/visual equipment and assist with the arranging for floral decorations upon your request. all equipment and floral orders must be placed with the function coordinator no later than seventy-two (72) business hours prior to your event. orders received less than seventy-two (72) business hours notice are subject to availability and may result in an increase in rental charges. decorations or displays brought into the restaurant by you must be in accordance with the local fire department regulations and approved prior to arrival by the function coordinator. the federal does not permit the affixing of items to walls, floors, light fixtures, or ceilings in any area of the restaurant with nails, staples, tape or other materials except as approved by the function coordinator.

security/damage

the federal is not responsible for loss or damages to any merchandise/articles brought onto the premises. the federal reserves the right to charge you for any damages to restaurant property caused by you or your guests.

cancellation

a cancellation charge of 100% of the total projected bill will be charged to your credit card if you cancel less than seventy-two (72) business hours prior to your scheduled function.

alcohol policy

the federal's wait staff is certified by the commonwealth of massachusetts in the safe serve program. we reserve the right to cease alcohol service at our discretion.

off-premise catering

additional charges may apply to any off-premise function. your function coordinator will provide you with an estimate. we can coordinate all aspects of your function from booking bands, ordering flowers, etc. a 20% service charge will apply on areas of hire. rental of china, glassware, linens, and/or other incurred charges are not included in these prices. (applies to off-premise catering only)

guarantee

the final guarantee must be provided to the function coordinator one week (1) prior to your scheduled function. the attendance number you provide constitutes a guarantee which is not subject to reduction. a final meal count for each guest is required one week prior to your function. in the event an attendance guarantee is not received one (1) week prior to your function, the federal will set the final attendance based on anticipated attendance numbers provided by you and will bill accordingly. in the event the actual number of guests should exceed the attendance guarantee provided by you, or set by the federal in the event and attendance guarantee is not provided by you, additional charges will be incurred.

contract

the above terms and conditions have been outlined to help you plan your event and the federal restaurant. if you have any questions regarding our terms, please contact us at 413-789-1267. to ensure you understand and are fully aware of the terms and conditions outlined in your function packet, we ask you to please sign and date this contract below. this contract must be sent or faxed to the federal restaurant no later than one week after you reserve your function.

sincerely,

ralph santaniello
general manager & proprietor

cristina presnal
banquet manager

today's date _____

name (please print) _____

phone_____

mailing address _____

city/state/zip _____

signature _____

date of your scheduled function _____

entrée counts for your selected menu must be called in one week prior to your function.

credit card number _____

mail to: the federal restaurant 135 cooper street agawam, massachusetts 01001
fax to: 413-789-1270