



10 Huntington Ave, Boston MA, 02116

## Private Dining Room Fact Sheet

**Special Events Manager**  
Renée Krupkin - 617.424.7409  
renee.krupkin@westin.com

**Audio-Visual** – Our in-house company, PRESENTATION SERVICES AUDIO-VISUAL (PSAV), will be happy to assist you with your event needs. Contact the Special Events Manager for more details.

**Billing Terms**– A credit card billing form comes with the contract for every event. We will set up a temporary account for the client. After the event, we will charge the credit card on file. The accounting department will send the bill directly to the client. If you wish to pay with a separate account the night of the event, please inform the manager.

**Capacity** –

Rockport: 30 people/50 reception

Ipswich: 50 people/75 reception

Harbour: 50 people/75 reception

Rockport/Ipswich: 80 people/100 reception

Ipswich/Harbour: 100 people /120 reception

Rockport/Ipswich/Harbour: 120 /180 reception

**Coat Check Service** – An unattended coat rack is supplied by request for every event.

**CUISINE** – Our Chef prepares a delicious menu featuring New England Cuisine. We are known for the freshest seafood and ingredients, Lobster, Surf & Turf, Clam bakes and our “Hall of Fame” Clam Chowder. Any type of cuisine or item is available upon request. The Chef can also design personalized menus for any event.

**Flower/Linen Upgrades** – Available by request and can be customized for your event.

**Food and Beverage** – All food and beverages served must be provided by Turner Fisheries or the Westin Copley Hotel. No food and beverage may be brought into the hotel or restaurant from the outside. The Westin Copley Hotel prohibits the removal of food and beverages from hotel premises by clients, or guests of clients. Food and Beverage pricing is subject to change.

**Private Dining Room Event Space** – Turner Fisheries reserves the right to alter function event space based on the increase or decrease in numbers of expected guests.

**Guarantee Numbers for Events** - All Guarantees for Private Dining Room Events shall be provided 72 hours (three business days) prior to the start of the scheduled event and are not subject to reduction. Turner Fisheries and the Westin Copley Hotel prepares food/beverage strictly for the guarantee.

**GRATUITY & OTHER FEES** – All events subject to a 15% Gratuity, a 6% Administrative Fee, & a 5% Massachusetts State Sales Tax.

**Liquor Liability** – In accordance with the State of Massachusetts liquor laws, a guest must be 21 years or older to consume alcoholic beverages. Alcohol service to our guests is provided by our professional serving staff.

**Menu** – Any menu can be designed specially for your event. We offer breakfasts, snacks, brunch buffets, clambakes, luncheons, plated dinners & passed hors d'œuvres.

**Parking** – Hosted parking can be arranged. Valet parking is available in the Westin Hotel or in front of Turner Fisheries with Ultimate Valet Company. Pricing, maps and directions can be provided by your Private Dining Room Coordinator.

**Room Rental Fee** – All room rentals are subject to a fee, and is based on the size of the party & food and beverage.

**Service Charges** – All functions under 15 guests are subject to a \$50 labor fee for Lunch, and a \$75 fee for all Dinner events.

**Shipping and Receiving** – Materials for your event may be shipped to the hotel and stored.

**Website** – [www.turnersboston.com](http://www.turnersboston.com)