

PEABODY ESSEX MUSEUM
Liberty Street Site Events

Rental Fees, General Information, Restrictions, Client Guidelines and Requirements

FEES

*RENTAL FEES VARY ACCORDING TO THE DAY OF WEEK, TIME OF YEAR AND LOCATION WITHIN THE MUSEUM OR ITS OTHER PROPERTIES. PLEASE REFER TO OUR FUNCTIONS BROCHURE FOR AN OUTLINE OF OUR RENTAL FEES.
ALL PAYMENTS ARE NON-REFUNDABLE.*

Rental fees include:

- Locations and time frames as indicated in your contract.
- Museum exhibits and facilities pertinent to the needs of your event.
- Exclusive use of the contracted areas during specified times.
- Peabody Essex Museum staff stationed to accept deliveries prior to your event.
- Peabody Essex Museum security staff stationed in all areas of the museum open to your guests.
- Maintenance staff to set up and break down your event.
- Standard tables and chairs. White folding fan back chairs are used for East India Marine Hall and Atrium. Fruitwood chairs are available for \$4 per chair.
- A Peabody Essex Museum facilitator will be present at the time of your event to direct the caterer and other vendors as needed. The facilitator is present to insure harmony before and during the event and to protect the museum facility and collections. The facilitator does not assume the duties of a professional coordinator.

Base Rental fees do not include - *REQUIRED*

- One year membership to the Peabody Essex Museum
 - Individual membership for wedding receptions or social events (\$90 for dual membership)
 - Corporate membership for corporate events (\$500 minimum)

Base Rental fees do not include

- In the case of weddings, time and gallery space for a rehearsal can not be guaranteed. The rental fee may apply depending on whether or not the museum is open to the public or for another event.
- Audio/Video equipment, which you may provide through an approved vendor.
- Wedding Insurance.
- Coat check staff provided by caterer. If guest count exceeds 100 people a hosted coat check is required October through April. Please see your caterer for pricing.
- Table linen
- Catering and liquor costs, florist, musician, etc.

Please note - Due to changing exhibitions, repairs and/or other museum activities exhibits may be changed, added or removed in any of the museum's spaces. The path guests take from one room to the next may vary. The Phillips Library, Bartlett & Copeland Galleries, Asian Garden and spiral staircase will not available 2012-2013 due to renovations.

GENERAL INFORMATION

Function Rental Office
Natalia Laskaris
Tel. 978-542-1615 Fax: 978-740-3617

Deliveries:

- All deliveries must be scheduled through the Function Rental office.
- All gifts brought in by guests of your event must be left at the admissions desk or gift table. Wrapped gifts can not be carried through museum galleries. Museum staff does not handle envelopes or envelope containers.
- All belongings brought into the museum for your event must be removed at the conclusion of your event.

Other services:

- All tenting needs must be approved by the museum.
- Chairs are not permitted to be brought in by outside vendors.
- All food and alcoholic beverage needs must be from the museum's exclusive operators.
- To maintain museum standards all tables must be covered with linen tablecloths which are provided by the catering staff.
- The resource list provided is to help you select other services such as a florist, photographer, musicians and other vendors you may wish to engage for your event. The museum has guidelines for musicians and florists, which must be adhered to. In the case of florists or musicians who are not on our list, they must be in contact with the function rental office before you contract with them so that they understand the museum's limitation regarding their services.

Alcoholic beverage needs:

No liquor may be brought onto the premises nor served by anyone other than the holder of a liquor license for the Liberty Street site who also carries liquor liability insurance. All liquor arrangements need to be made through our exclusive operator. All bars must close one half hour prior to the end of the event. Please be aware that guests will be carded by the bartending staff.

Parking:

There is parking in a municipal lot directly on Liberty Street directly across from our Liberty Street entrance and the Liberty Street parking garage one block over. Valet parking is not offered through the museum but can be arranged with an external vendor.

RESTRICTIONS

The museum prohibits:

- Food or beverages being carried through gallery space. Food & beverage is only allowed in East India Marine Hall and the Atrium. When guests are transitioning from one room to another they will be asked to put their beverage down.
- Open flames.
- Flower petals, confetti, rice, birdseed, sand or other materials which would leave residue (both inside and outside)
- Live trees or potted plants, such as Ficus or Christmas trees or poinsettias, are not permitted in the museum.
- Candles, matches or similar items. Please keep this in mind when selecting your favors.
- Taping or attaching anything in any way to museum furniture, walls, floors, etc.
- Balloons within museum properties.
- Certain instances of chocolate and red sauces, fondues, or anything which could permanently stain the museum's facility. We can not have chocolate fountains, ice cream bars, chocolate covered strawberries on stations, or candy stations.
- Deleterious sound levels and/or activities which would result in personal injury or risk to the collections.
- Smoking inside the museum; smoking is allowed on outdoor museum property in specifically designated areas.

GUIDELINES and REQUIREMENTS

1. Clients will use the food and beverage services provided by our exclusive operators. We encourage rental clients to select a florist, photographer, musicians and others whose services they wish to engage for their event from our preferred resource list but it is not a requirement of the museum. It is recommended that the rental client obtain evidence of insurance from other vendors, particularly the musician and photographer.
2. The client hereby indemnifies and holds the museum harmless against any and all claims, liabilities or costs including reasonable attorney's fees arising out of, or connected with, the Event or this Agreement, caused by or contributed to by negligence of the client or any independent contractor hired by the client. This agreement is to be construed and interpreted according to the laws of the Commonwealth of Massachusetts.
3. The museum's exhibits, display cases and/or furniture will not be altered or moved in any way by the client, guests or vendors. We cannot absolutely guarantee the availability of gallery spaces at all times, nor of other areas where the museum may be under construction in preparation of new exhibits and galleries or in use for museum events. However, the museum will provide an adequate alternative space.
4. Due to changing exhibitions, repairs and/or other museum activities the museum's exhibits may be changed, added or removed by museum staff.
5. It is mutually understood that the purpose of the Event must be in compliance with the *Museum's Eligibility guidelines: "As a means of introducing the Peabody Essex Museum and its collections to a greater public, the Museum's facilities are available on a limited basis for meetings, lunches, dinners and receptions to corporate organizations and to individuals who are members of the museum. The museum does not rent its facilities to other non-profit organizations without the written consent of the museum's director. The museum does not permit use of its facilities for political events and will refuse functions, which are not in keeping with its mission or public trust, which include either public controversial issues or controversy within the museum's exhibits and whose needs exceed the museum's staffing or facility capability. The maximum number of people must be agreed to by the museum, taking into account the event's impact upon normal museum operations and the safety of its collections. In cases where large numbers of guests are expected, the museum will require a guaranteed number of guests upon which the function fee is based. Rental clients are not permitted to charge a fee to those in attendance at an event. Misrepresentation by the Client or its representative to any of the foregoing will result in loss of the deposit and will render the rental agreement void.*
6. A non-refundable deposit is due with signed contract. Cancellations within 60 days of the event, payment will be required in full and is non refundable. Payments can be applied to a rescheduled event as long as it is rescheduled within one year's time of the original event.
7. Events providing alcohol service must offer food as well, please coordinate with museum staff as to minimums.
8. All events where food will be offered to guests require catering staff to service your guests, maintain food service & quality and ensure thorough clean-up. Drop-off catering service is not permitted.

MAXIMUM ROOM CAPACITY:

East India Marine Hall	200 plated meal with dancing
	220 plated meal without dancing
	170 stations
	300 cocktail hour
	350 ceremony
Atrium	300 plated meal with dancing
	400 plated meal without dancing
	350 stations
	600 standing reception

TABLE & CHAIR INVENTORY

250	white folding chairs
400	fruitwood chairs
150	black chairs
14	8 ft tables
13	6 ft tables
35	60 inch rounds (seats 8-10 people)
5	54 inch rounds (seats 6-8 people)
7	48 inch rounds (seats up to 6 people)
30	36 inch rounds (used as cocktail tables with 4-5 chairs)

CHAIRS

East India Marine Hall & Atrium - a white fan back folding chair is included, an upgrade chair can be rented through the museum.

If additional tables or chairs are needed for your event they can be rented from a rental company. Functions office can refer you to a list of reputable companies. The clients will be responsible for the rental fees.

EVENT SERVICES LIST FOR THE PEABODY ESSEX MUSEUM

The professional resources, which are listed, have consistently provided the Peabody Essex Museum's rental clients with above-average quality services and products. They are familiar with the procedures and facilities of the Peabody Essex Museum's properties. Although we recommend these persons, the Peabody Essex Museum is in no way legally responsible for their services. We suggest that you contact several persons/firms in each category from which you desire service since fees and services rendered may vary.

Vendor deliveries can be made no earlier than 2 hours prior to start of the event. As a number of vendors will be using the loading dock, vendor arrival time will be scheduled by the Museum.

EXCLUSIVE CATERERS:

Hawthorne Catering*	978-542-1656	www.hawthornecatering.com
Vinwood Caterers	978-356-3273	www.vinwood.com
William J. Creed & Sons, LTD	978-921-0100	www.creedcaterers.com
The Catered Affair	781-982-9333	www.thecateredaffair.com
Jules Catering	617-628-5977	www.julescatering.com
Capers Catering	781-279-5100	www.caperscatering.com

***Hawthorne is our Preferred Caterer & sole liquor service provider**

You must use a caterer from this list for your food & food service and Hawthorne must be used for your liquor & liquor service.

SUGGESTED VENDORS:

FLORISTS

Peter D. Barter Flowers	978-744-3144	www.peterbarterflorist.com
Flowers by Darlene	978-745-6967	www.fruitnflowers.com
Dana Markos Flowers	978.356.5790	www.danamarkosevents.com
Fiddlehead Flowers	978-745-0008	www.fiddlehead-flowers.com
Winston Flowers	617-989-6249	www.winstonflowers.com
Flowers by Steve	978-373-1627	www.flowersbysteveinc.com
Art Bouquet	781-631-1572	www.artbouquet.net
Roses & Thistle	781-631-1027	www.rosesandthistle.com
Platinum Posies	978-777-9270	www.platinumposies.com
David Eng's Flowers	978-745-0035	www.daveeng.com
Floral Artistry by Pauline Runkle	978-526-4159	www.paulinesbouquets.com
Flores Mantilla	781-631-9483	www.floresmantilla.com
Leonhard's' Flowers	978-922-4295	
Beautiful Things	978-745-1142	

PHOTOGRAPHERS

Derby Studios	978-548-6277	www.derbystudios.com
Louise Michaud	978-594-1728	www.louisemichaud.com
Amore Photography	978-745-8573	www.amorephotography.com
Bharat Parmar	781-435-1261	www.parmarphoto.com
Philip Davies	978-356-1001	
www.philipdaviesphotographer.com		
Person + Killian Photography	617-236-1662	www.personkillian.com
Tirado Photography	978-536-5195	www.tiradophotography.com
Perfect Wedding Photo	978-777-6697	www.perfectweddingphoto.com
David Tucker	978-590-1925	www.dtuckerphoto.com
Ned Jackson	617-549-5344	www.nedjackson.com
Kim Indresano	617-820-619	www.kimindresano.com

WEDDING CAKES/PASTRIES

Cakes for Occasions, Kelly Delaney	978-774-4545	www.cakes4occasions.com
Montilio's	508-894-8855	www.montilios.com
Konditor Meister	781-849-1970	www.konditormeister.com
Cupcake Cafe & Bakery	978-922-9720	

AGENTS, BANDS & MUSICIANS

Roundabout, 30's to Present	978-777-9437	www.roundaboutband.com
Gilded Harps of Boston	978-443-0656	www.gildedharps.com
John Keegan & Madhouse	978-281-2799	www.madhouseproductions.com
The Music Company	617-965-5645	www.musicco.com
Boston Players	888-670-7034	www.bostonplayers.com

Copley Chamber Players, Soloists & Ensembles	617-868-2692	www.copleyplayers.com
White Heat Swing Orchestra, Craig Ball	617-354-7213	www.whiteheatwing.com
Murray Hill Talent, Paul Natale	800-843-2263	www.murrayhilltalent.com
DJ Raffi	617-923-9116	www.djraffi.com
Joey Scott and the Connection	978-975-7682	www.joeyscott.com
CZone DJ	617-320-0723	www.czonemusic.com
The Beantwon Sound (DJ & lighting)	781-727-2167	www.thebeantownsound.com
Groove Entertainment (& lighting)	877-476-6837	www.grooveentertainment.com
Syrinx Ensemble	617-872-7127	
Emily Lewis (harpist)	978-621-5622	
Chris Culkeen, DJ	978-590-0291	
New Music Company	978-922-9079	
Roz Epstein, Solo Piano, Duo, Trio	781-631-3426	
TRANSPORTATION		
Ludwig's Limousine Service	978-531-1277	www.ludwigslimousine.com
Salem Trolley	978-744-5469	www.salemtrolley.com
Friendship Horse & Carriage Tours	978-745-3806	
Salem Pedicab	978-835-3728	www.salempedicab.com
AISLE RUNNER		
Original Runners	212-246-6600	www.originalrunners.com
MAKE-UP & HAIR		
Lee Aldrich Designs	978-740-5007	
Rouge Cosmetics	978-740-1044	www.rouge.com
Radiance Aveda Salon	978-741-8110	www.radianceaveda.com
Laura Lanes Skincare	978-741-8777	www.lauralanes.com
La Bella Femme Day Spa	781-639-9691	www.labellafemmedayspa.com
Fringe Salon	978-745-5500	www.fringesalem.com
EVENT PLANNERS		
Dana Markos Events	978.356.5790	www.danamarkosevents.com
Tangorra Event Planning	978-809-0275	www.linneatangorra.com
Marrero Weddings and Events	978-304-0773	www.marreroevents.com
Hopple Popple	617-964-6550	www.hopplepopple.com
CALLIGRAPHY & CUSTOM INVITATIONS		
Scribe Paper & Gifts	781-631-7274	www.scribepaper.com
BRIDAL REGISTRY & GIFTS		
Peabody Essex Museum Shop	978-745-1876 or 978-745-9500 ext. 3119, 1623	
AUDIO VISUAL NEEDS		
Baystate Audio & Visual, Rich	800 439-5261	www.baystatetent.com