

General info

Do you have any spaces available for daytime events?

The following spaces are available for daytime events:

The Bartlett & Copeland Galleries
Phillips Library Assembly Room
The Cotting-Smith Assembly House

These spaces are also available for evening events. Our other venues, East India Marine Hall and the Atrium, are only available for evening events.

To learn more about these venues please review our brochure.

What does the rental fee include?

The rental fee includes the following:

Exclusive use of the contracted areas during specified times.

Peabody Essex Museum staff stationed to accept deliveries 2 hours prior to your event.

Peabody Essex Museum security staff.

Maintenance staff to set up and break down your event.

Standard tables and chairs. Upgrade to a fruitwood chair is 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.

Do you have a list of approved caterers?

Yes, we do have a list of approved caterers with the Hawthorne Hotel Catering as our preferred caterer and they also operate the liquor license at the museum.

Hawthorne Hotel Catering	978-745-9500 x3156
The Catered Affair	781-982-9333
Celebrations Gourmet Catering	978-927-8883
Creed & Co.	978-921-0100
Jules Catering	617-628-5977
Tiger Lily Caterers	978-927-5533
Vinwood Caterers	978-356-3273

Are there any other exclusive vendors?

No, a resource list is provided to help you select other vendors such as a florist, photographer and musicians. 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.

Is the museum air conditioned?

Yes, the museum, including the Cotting-Smith Assembly House, does have air conditioning.

Is parking available?

Yes, there is ample parking in a municipal lot directly on New Liberty Street directly across from our Essex Street entrance and the New Liberty Street parking garage one block over. Valet parking is not required.

Parking at the Cotting-Smith Assembly House is limited to nonresident street parking.

Can I use candles?

To protect the museum facility and collections any type of flame is not permitted. The museum does have battery operated votives available for rental.

Weddings**Can I hold my wedding reception at the museum?**

Yes, we have a number of beautiful spaces available for wedding receptions. We offer a 5-hour reception; 1 hour for cocktails and 4 hours for dinner and dancing. The number of guests at your reception and the look and feel of your reception helps determine the space that will best suit your needs:

The Cotting-Smith Assembly House is a perfect fit for a small informal reception. We can accommodate up to 32 people in one room for an intimate seated dinner, 56 people seated throughout the house or up to 70 people for a cocktail reception.

If you are planning on having 80 or fewer guests we recommend having your reception in the Bartlett & Copeland Galleries. Your cocktail hour can be held in the Copeland Gallery which opens to our Asian Garden, dinner in the Bartlett Gallery.

For a reception with 80-200 guests we suggest cocktails in the Bartlett & Copeland Galleries and dinner and dancing in East India Marine Hall.

If you are having more than 200 people you can have your cocktails in East India Marine Hall and dinner and dancing in the Atrium. This space can accommodate up to 350 guests with dancing.

Can I have my ceremony at the museum as well as my reception?

Yes, we do have space available to hold your wedding ceremony. If you would like your ceremony held outside, the Federal Garden behind Phillips Library or the Asian Garden are perfect settings. For an indoor ceremony the Phillips Library Reading Room is the picture-perfect and can accommodate up to 160 people. The gardens can accommodate up to 100 guests.

Ceremonies can also be held in the Atrium. As the museum is open to the public until

5:00PM, ceremonies can not start until 7:00PM.

The garden at Cotting-Smith Assembly House can be used for ceremonies with no more than 70 people. We do ask that the garden be tented for outdoor ceremonies.