



**8 Hooper Street, Marblehead, MA 01945**

**P: 781631-2608**

**info@marbleheadarts.org**

Hours: Wednesday–Sunday, 12-5 PM

Closed on Monday and Tuesday

## **Social Event and Wedding Rental Information and Contract**

Thank you for considering the King Hooper Mansion for your rental needs. The staff at the Marblehead Arts Association takes pride in providing you with a beautiful venue and we look forward to welcoming you and your guests to our historic home.

We encourage you to visit the King Hooper Mansion and schedule a tour with a member of our staff to get a better feel for our accommodation. Please contact us at 781.631.2608 or [info@marbleheadarts.org](mailto:info@marbleheadarts.org) for more information.

### **Venue**

### **Capacity**

### **Rate**

Entire Mansion	125-150 throughout the house.	<p><b>SATURDAY</b>            May–October = \$4000            November–April = \$3600</p> <p><b>FRIDAY &amp; SUNDAY</b>            May–October = \$3600            November–April = \$3200</p> <p><b>MONDAY thru THURSDAY</b>            May–October = \$3400            November–April = \$3200</p>
Ballroom	50 Maximum	Included

2 <sup>nd</sup> Floor (2 rooms) -Schrage Gallery -Emerging Gallery	15-20 15-20	Included
1 <sup>st</sup> Floor (3 rooms) -Parlor Gallery -Dining Room Gallery -Hendrick Gallery	20 20 20	Included
-Tavern Rooms (2)	35	Included
-Tavern with Garden	70+	Included
Tavern Only	35	\$650 * (November–April only)
Tavern and Garden Only	70+	\$850 *

\* These rooms are available as separate rental options.

## Itinerary Example:

Rental Schedule based on an 8 ½ hour time frame allowing for a 5 hour event, 2 ½ hours of set up and 1 hour of breakdown. Prices subject to change without notice. We only host one event per day, so you will have exclusive use of the mansion for your special event.

Example:

2:30-5 pm: 2.5 hour set up by caterers, wedding planner, other organizers

5-10 pm: 5 hour duration of event

10-11 pm: 1 hour clean up and walk through. The event must be concluded no later than 11 pm.

## Other Associated Costs:

Events with expected attendees of 100 or more require an additional facility manager at the cost of \$150 for 5 hours. The primary facility manager is included in the rental fee. At least one facility manager is always required to be on the premises while the event is in progress. If the event is extended beyond the time frame outlined by and agreed to in this contract, applicable fees will be incurred for one facility manager at

\$30/hour and \$250/hour for the rental fee for a minimum of 1 hour increments.

Renters may choose to rearrange the placement of the Hooper furniture however they must return it to its original spot. An additional fee of \$200 will be incurred if the furniture is not returned.

A projector and screen are available for rent for an additional \$50.

If there are damages to the building or contents as a direct result of the function, the renter is responsible for repairs and/or restitution.

All additional costs are required to be paid before the conclusion of the event by credit card or check.

## Payment and Contract:

To hold a rental date, client must complete the Marblehead Arts Association rental contract and make a deposit of 50% of the total rental fee. The remainder of the rental fee is due 30 days prior to your event date.

Cancellation policy is as follows:

1 year or more from date – refund of deposit less \$200

6 months up to 30 days from date – refund of 50% of deposit 30 days or less – no refund of deposit

## General Overview:

- The entire mansion will be dedicated to your event and can accommodate up to 150 guests when fully utilized in conjunction with the outdoor gardens. One of the more popular rooms is the historic Tavern Room which can seat up to 30-35 people and opens to the lovely King Hooper Garden. The garden is meticulously maintained by the Cottage Gardeners of Marblehead and is a perfect setting for an outdoor ceremony, cocktails, al fresco dining or photographs. All our rooms are unique and create the space that is the King Hooper Mansion. We have four 6' tables, two 4' tables and several high top and small café tables available for use. We also have 50 cushioned chairs.
- The Tavern on the bottom floor is equipped with tables, chairs, and benches, enough to seat 30 -35 comfortably. The Ballroom is meant to seat **50 people maximum**, including children. Additional equipment may be arranged from local vendors by the renter. All deliveries and pick-ups must be arranged with the MAA staff.
- A Steinway Grand Piano is available for use when the entire building is rented. Other forms of entertainment are permitted but must be pre-approved by the MAA and conform to the rules and regulations of the MAA and the Town of Marblehead's local ordinances and restrictions. The MAA is in a residential neighborhood and therefore music volume must be kept to a reasonable level. Fans and A/C are to be used for cooling and ventilation; windows are only to be used as a last resort. *Fire escapes are to be used for emergency purposes only and not for general use during the event in any capacity.*

## Rental Policies:

- A facilities manager designated by the MAA will be onsite during the event and is required to be there starting at least one hour prior to the beginning of the event. The renter shall designate a person with whom the facilities manager can communicate with during the event. The facilities manager is responsible for opening and closing the building, enforcing house policies, stocking and maintaining the restrooms and acting as overall steward of the building. At the conclusion of the event, the facilities manager will do a

walk-through with the caterer or renter to assess if any damages have been incurred. If there are damages to the building or contents as a direct result of the function, the renter is responsible for repairs and/or restitution. *Please note the facility manager(s) is not an extension of the catering or event planning staff but is solely there for the stewardship of the King Hooper Mansion and interests of the Marblehead Arts Association.*

- Artwork on exhibit and all gallery lighting may NOT be moved, rearranged or altered in any way. Furniture, rugs, lamps, etc. may be moved by the renter with *advance approval* and will be returned to its original position by the renter at the conclusion of the event. Should you wish not to return the furniture after the event, you can leave it in place for a fee of \$200.
- The renter will hold the MAA harmless from any liability arising out the renter's use of the premises. The renter is liable for any damages done to the property, furnishings or artwork.
- Smoking is not allowed inside the Mansion or within 20 feet of the building. No fireplaces or candles may be lit nor is open flame of any kind allowed. Battery powered votive candles are permissible.

## Vendors:

- There are two full kitchens available onsite for prep and food warming. We are not a commercially approved kitchen so no "from-scratch" cooking is permitted. All caterers or acting food preparers must bring all necessary cooking utensils, pots, pans, or any materials necessary for the prep or delivery of the food during the event. Please keep in mind that there is very limited refrigerator space available. The renter is responsible for notifying caterers and vendors of this restriction, which must be strictly enforced. All caterers and vendors must be approved by the Marblehead Arts Association and have a copy of their liability insurance on file with the MAA before the date of the event. Please feel free to refer to our recommended vendors list that is included in this packet.

- Cash bars are permitted but only if the renter has secured a one-day liquor license from the town of Marblehead. Applications are available at Abbot Hall, Selectmen's Office, Marblehead, MA. Please allow adequate time for this process. No license is required if all alcohol served is complimentary.

T.I.P.S. (Training and Intervention Procedures for Servers) certified bartender(s) are required for all rentals serving alcohol regardless of a complimentary or cash bar. The location of the bar(s) at any event must be determined in consultation with the facilities manager. No alcohol is to be consumed outside the Mansion except for the garden area. The renter assumes all liability associated with the consumption of alcohol and agrees to defend, indemnify and hold harmless MAA and all associated personnel from and against any and all claims, demands, suits, judgments or other liability of any nature whatsoever resulting from the presence, serving and/or consumption of alcoholic beverages during the event.

- Vendors may have access to the property two hours before the event. Vendors may park in front of the Mansion for drop off and pick up only but not for the duration of the event, including food trucks. For evening events, all activities must be over by 11 pm, including clean up, walk through and trash removal. At the conclusion of the event, caterers or the renter must remove all trash from the premises that was generated by the event including all bottles and cans. Renter is responsible for complete clean up when event is self-catered, including floors and trash.
- Rental equipment may be delivered after 1:00pm the day before the event and removed after 1:00pm the day following the event. All deliveries and pick-ups must be communicated to the designated facility manager prior to the day of the event.

## Event Hours:

Due to our neighborhood location, several policies are required for event scheduling at the King Hooper Mansion.

- Evening outdoor activities in the Hooper Gardens must be concluded by 10 PM and all other activities within the building must end no later than 10:30 PM. If the event is being professionally or self-catered, all equipment and trash must be removed and the Mansion locked by 11PM.
- If additional hours are needed beyond the five-hour rental, they can be added at a rate of \$250 hour along with the additional payment to the facility manager for \$30/hour.
- Daytime events are subject to previously scheduled events at the Mansion and availability. Every effort will be made to accommodate your request.

## Other Considerations:

- Guests are asked not to throw rice, birdseed or confetti in the house or on the grounds. We do not have on-site parking. Street parking is allowed per the restrictions of the Town of Marblehead. Please call the MAA to discuss parking options. Pets are not allowed. Unfortunately, we are not handicapped accessible, and our three flights of stairs can be challenging. Wheelchairs can get into the first-floor galleries, but there are no restrooms on the first floor.
- If this is a wedding event, we strongly recommend that you have a point person for the facility manager to communicate with during the event so that you can do nothing but enjoy your special day.
- It is the responsibility of the renter to plan with all vendors (florists, musicians, etc) and to provide guidance about location of their products, any specific requirements (extension cords, sound systems and the like) and not to rely or assume it will be provided by the MAA.
- The King Hooper Mansion is on the National Registry of Historic Buildings and considered a gem in Marblehead. We take great pride in the residence as an Arts Association and feel privileged in being able to call it our home. We hope during your special event you will enjoy and respect the special significance of this grand place. It is our genuine hope that we can help you make your event an exceptional and memorable occasion.

Please review the above carefully. With your signature below, you agree that you have read the above information thoroughly and carefully and that you understand and accept the terms of this contract.

Signed:

Date:

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MAA Acknowledgement:

Date:

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Special notifications/Comments:

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