



***Thank you for your interest in the Garden House at Look Park.
We are a year round, full service banquet facility.***

We hope this packet will provide you with the information you need to plan a successful event. Please read this packet carefully to gain a clear understanding of your rights and obligations as a Garden House lessee.

IMPORTANT STIPULATIONS:

1. A tentative hold may be placed on any date for 7 days without a deposit. After this time period the applicant may decide to reserve the space. At this time a contract can be sent out and a 50% **NON REFUNDABLE DEPOSIT** will be required within 14 days to secure the date. The balance of the license fee is due sixty (60) days prior to the event. Any beverage balances will be due the week of your function.
2. In addition to the license fee, you will be required to submit a five hundred dollar (\$500) damage deposit in the form of a check or a credit card can be used as a guarantee. This deposit is due sixty (60) days before the event. Barring any damages or unauthorized use, this deposit will be returned to you within 30 days after the event.
3. Payment may be made by cash, check (made payable to Look Park), Visa, Master Card, American Express or Discover credit cards. Please mail any payments directly to: Look Park, 300 North Main Street, Florence, MA 01062. Please denote name and date of function when sending in payments.
4. If full payment for the license fee and the security deposit fees or a copy of the catering license and catering insurance are not received within thirty (30) days prior to the event, said contract will be considered null and void and The Garden House at Look Park will be released of any responsibilities outlined in the contractual agreement. **The Deposit will be forfeited.**
5. Smoking is only permitted outside in a designated smoking area.
6. The Garden House at Look Park does **not allow any type of confetti or birdseed to be used on tables or to be thrown.** There will be an automatic \$150 clean up fee if these materials are used.
7. All items must be removed from the facility immediately following the event. The Garden House at Look Park will not be held responsible for any items left in the facility after the rental period.
8. Dancing is not permitted under the tent without a rented dance floor. The licensee will be responsible for renting the dance floor should they decide to have dancing under the tent.
9. If there is no power in The Garden House, immediate evacuation must take place. Keeping all guests and staff on the premises safe is paramount. We do not have a generator for back up power.
10. Outside alcohol is not permitted into the Garden House. Any flasks, bottles etc. will be confiscated and continued use will result in an immediate shut down of the bar. In order to consume alcoholic beverages ID's are required for all guests, including all members of the bridal party.

BUILDING PERSONNEL:

The licensee fee covers custodial staff, who will set up your tables and chairs. The license fee also covers the cost of an event manager and bar staff that will be present during the use of the facility.

PARKING:

There is adequate parking on the grounds of the Garden House at Look Park. The parking areas are well illuminated. Overflow parking will be in the Visitor's Center lot.

FURNISHINGS AND ADDITIONAL CHARGES:

Included in the license fee are:

Tables-60" round; seats 7-10 people.
Tables-8' or 6' banquet style.
Chairs-175 available inside, 200 available outside.
Dance Floor 15'x18'
Podium with microphone
6 Foot Screen
Wireless Internet Service
Sound System with a 5 Disc CD Player or iPod/Computer Jack
(this sound system does not replace a dj or dj equipment)

Items available at an additional charge:

LCD Projector \$200.00

GROUP CLASSIFICATION EXPLANATION***** (SPECIAL EVENTS NON-PROFIT GROUPS ONLY)**

Non-profit organizations or groups must provide documentation of their status as a non-profit body, i.e., statements of incorporation by the Secretary of State or their 501(c)3.

*****PRIVATE GROUPS - NORTHAMPTON RESIDENTS**

Resident and/or taxpayer organizations or groups whose primary function is non-public i.e., wedding receptions, private parties, including political parties or meetings. In order to qualify for this rental fee category, one must provide Northampton residency documentation.

*****PRIVATE GROUPS - NON RESIDENT**

Individuals or groups which do not reside/or pay taxes to the City of Northampton and whose primary function is non-public, i.e., wedding reception, etc., including political parties or meetings.



Facility Rental Fees

Subject to change

The rental fee for the Garden House at Look Park is based on Eight (8) hours use of the facility. This includes two hours for setup, five hours for the actual event, and one hour for breakdown. Additional hours can be secured at the rate of two hundred dollars (\$200.00) per hour (7 days prior notice is required). Please notify the facilities manager at least one (1) week prior to your event if you plan on adding extra time. Receptions cannot be longer than six (6) hours.

Non-Profit Organizations^

Monday-Friday	\$425.00
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Friday Evenings. & Sundays	\$750.00
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Saturdays & Holidays are available to non-profits at regular resident / non-resident rates.

Northampton Residents:

Monday-Friday	\$525.00	\$500.00*
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Fridays Evenings. & Sundays	\$2000.00**	\$1100.00*
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Saturdays, and Holidays	\$3,000.00**	\$1100.00*
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Non-Residents

Monday-Friday	\$645.00	\$500.00*
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Friday Evenings & Sundays*	\$2,200.00**	\$1100.00*
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Saturdays, and Holidays*	\$3,200.00**	\$1100.00*
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The Garden House Tent is available from April through October to accommodate larger parties for an additional charge of \$600.00.

The Courtyard Area is also available for social hours or ceremonies for an additional \$300.00.

**2017 Price for a Friday or Sunday is \$2500.00*

**2017 Price for a Saturday is \$3700.00*

*** These lower rates are only available January –March. All other rates apply April –December.**

^ Non-profit organizations must show proof of 501(C)3 status.

Recommended Capacity For Garden House Events:

With the 15 X 18 Dance Floor	175
Theatre Style.....	200
Entire House with Tent.....	325

A 7% Meals Tax will be added to all Garden House Room Rentals and Host Bar charges.



REGULATIONS PERTAINING TO CATERING AT THE GARDEN HOUSE AT LOOK PARK

Selection of Caterers:

All food services must be provided by a licensed and insured caterer. Please review the Garden House List of Caterer's to select your caterer. If a caterer is not selected off of this list an additional fee of \$400 will be charged. If another Caterer is preferred they must also provide a list of references and be pre-approved by the Garden House Manager. Copies of the caterer's food dispensing and catering licenses, as issued by the State Health Department, as well as local licenses, must also be on file at The Garden House at Look Park thirty days prior to the event.

Caterers must also file a certificate of insurance 30 days prior to utilizing the facility.

The certificate must show -

1. The Frank Newhall Look Memorial Park as an additional insured.
2. Limits of insurance must be at least \$500,000 for bodily injury and property include coverage for premises liability as well as products and completed operations. Automobile liability must show \$500,000 limits per accident.
3. Workers Compensation must be listed at state compulsory limits for all caterers who have employees. Independent contractors are not allowed.

Rules for Caterers:

1. Caterers are responsible for clean-up of their respective areas (dining rooms, kitchens, outdoor areas etc.) after the event. This includes table and chair breakdown assistance.
2. Caterers and their employees must, at all times, be properly dressed and conduct themselves in a manner which is suitable to the clients and the setting of the party.
3. The Caterer will not have access to the property earlier than two hours prior to the event. This time will be arranged with the Manager.
4. The Caterer must leave the kitchen and any other facilities in the exact condition as found upon arrival (see kitchen requirements). Ovens, sinks and disposal must be clean. Tables, chairs, and kitchens must be cleaned of paper, tablecloths, food, etc. The Garden House at Look Park will neither provide trash bags nor the removal of trash and/or garbage. Food remnants, grease, and/or coffee grounds must not be put down the sink or left on the property. **ALL GARBAGE IS TO BE DISPOSED OF OFF PREMISES.**
5. Prior to the caterer leaving the property, all areas must be checked and cleared by the Manager. The Manager must be informed of any and all changes pertinent to an event. The Manager will have complete control over all vendors conducting business in the facility.

Kitchen Requirements:

1. Silver, dishes, linens, or cooking utensils are not provided. The kitchen must be left in exceptionally clean order.
3. Caterers using the kitchen facilities will have limited use of kitchen stoves/ovens for a limited amount of cooking and warming of prepared foods and serving only.
4. Washing of dishes and silverware will be permitted via the dishwasher, provided the caterer exits the premises within the allotted time given for the function.
5. Upon completion, the Caterer must; wipe all tables and chairs, wipe all counters and sink areas, sweep and mop kitchen and preparation area floors, bag and remove from the premises all garbage, clean ovens, warmers and any other equipment.



SUGGESTED CATERERS*

There will be a \$400.00 additional fee when using a caterer that is not on our list

Blue Heron Restaurant and Catering <i>Kendra Nielsen</i>	www.blueherondining.com	413-665-2102
Elegant Affairs <i>Peg Boxold</i>	www.elegantaffairs-mass.com	413.734.9267
Hamel's Creative Catering <i>Mike Hamel</i>	www.hamelscreativecatering.com	413.538.7431
Lone Wolf <i>Rob Watson</i>	www.lonewolf.biz	413-256-4643
Myer's Catering <i>Richard Lyman</i>	www.myerscatering.com	413-584-4145
Peng Yew Catering <i>Peng Yew</i>	www.pycatering.com	413.584.0577
Seth Mias Catering <i>Seth Mias</i>	www.sethmiascatering.com	413.695.4874
Smithsonian Caterers <i>Peter Langlois</i>	www.smithsoniancaters.com	413-219-3171
Tony and Penny's Restaurant <i>Tony Sebastiao</i>	www.tonyandpennys.com	413-583-6351
The Villa Rose <i>Tony Tavares</i>	www.villaroserestaurant.com	413-547-6667
Whately Inn Catering <i>Chip Cloc</i>	www.whatelyinn.com	413-374-5777



BEVERAGE MENU

Cocktails

<i>Domestic Beer</i>	\$4.50
<i>Imported/MicroBrew Beer</i>	\$5.25
<i>House Wine by the glass</i>	\$6.75
<i>Upgraded Wine by the glass</i>	\$8.75
<i>Mixed Drink-House Brands</i>	\$6.25
<i>Premium Drink</i>	\$6.75
<i>Ultra Premium</i>	\$10.25
<i>Top Shelf/Cordials</i>	\$8.25
<i>Two Liquor Drink/Top Shelf Brands-Martini's</i>	\$8.25
<i>Soda and Juice</i>	\$2.00

All beverage service is done by The Garden House, outside alcohol is not permitted.

Host/Open Bars

<i>Premium Social Hour Only</i>	\$13.00 per person (age 5-20 \$3.50 per person)
<i>Additional Hours (each)</i>	\$4.75 per person
<i>Premium Five Hour Price</i>	\$26.00 per person over 21 (age 5-20 \$12.00 per person)
<i>Host By Consumption</i>	<i>Per Drink</i>
<i>Champagne or Wine Toast</i>	\$3.50
<i>Sparkling Cider Toast</i>	\$2.50
<i>Champagne Punch</i>	\$55.00 per gallon
<i>Non alcoholic Punch</i>	\$40.00 per gallon
<i>House Wines Sycamore Lane Chardonnay, Pinot Grigio, Cabernet Sauvignon, or Merlot @</i>	<i>\$20.95 per bottle</i>
<i>House Champagne @</i>	<i>\$24.95 per bottle</i>
<i>Open Soda Bar</i>	\$7.00 per person (only available for entire events ie proms, bar/bat mitzvahs)
<i>Additional or Upgraded Wines Available Upon Request</i>	

*All Toasts and Host Beverages are subject to an additional **18% charge**,
(which is broken down to a 12% service charge and a 6% administrative charge)*

*There is also a **7% Mass. state meals tax** added to all beverages charges.*

Bar Menu prices change annually by February 1st of each year.

*Service of all alcoholic beverages will be by Garden House professional bartenders only.
Outside Alcohol is not allowed to be brought into The Garden House and will result in an
automatic shut down of the bar. ID's will be checked on all guests looking 30 or younger.*

*One bartender will be provided at no charge for every 120 guests at your function, a second
bartender will be included with guaranteed counts over 120 guest.*



Outdoor Wedding Facilities

Sanctuary at Willow Lake

The beautiful Sanctuary at Willow Lake is an ideal location for your wedding.

Located on the western shore of Willow Lake, the Sanctuary is perfect for wedding sizes from 20 up to 150 guests. A colorful flagstone floor and stone fireplace with a 7'8" wide mantle adds to the beauty of your special event. The

rental fee includes the vehicle entry fee for your guests. Seating is on Sanctuary benches (12 total benches in 6 rows-5 people per bench) for 60 people. Additional white chairs are available for rent at \$2.00 per chair.

Parking is adjacent to the site. Electricity is available.

Fee: \$600.00 for the 3 hour block

Pines Theatre

The majestic Pines Theater is an outdoor amphitheater surrounded by tall cathedral pines framed by Goshen Stone sound towers. The Pines Theater rental fee includes the vehicle entry fee for your guests. We will set chairs on the stage facing the grass stage area with an aisle down the middle of the main stage. The stage can accommodate up to 200 chairs. Handicap and Bridal

Party parking is adjacent to the site. Additional parking is available in the Train Station or Visitors Center Lot. Electricity is available.

Sound system is not included.

Fee: \$600.00 for the 3 hour block

The Gazebo

Our Victorian Gazebo on the overlook is an ideal location for small weddings of up to 25 guests. The Gazebo rental fee for a wedding includes the vehicle entry fee for your guests. 10 folding chairs are included, electricity is available. Parking for up to 8 cars is adjacent to the gazebo.

Fee: \$175.00 for the 3 hour block

Rehearsals are included with all wedding ceremony bookings, time and date is based on availability.