



Wedding Rental Information

Rental Rates

Saturdays 2016

November–April \$3,500
May–October \$4,500

Ceremony in Park \$ 500
Ceremony only \$1,500

Fridays and Sundays 2016

November–April \$2,750
May–October \$3,750

Hamilton Hall can accommodate up to 160 guests seated in the Ballroom and up to 200 guests for a cocktail or cocktail and stations style menu. Full rental includes exclusive use of the following: First Floor: Pickering Room, Brick Hearth Room and Bride's Room; Second Floor: Ballroom and Lafayette Room; Third Floor: Supper Room. Hamilton Hall is a Registered National Historic Landmark and does not currently provide handicap access to the second and third floors of the building. There is permanent ramp access to the first floor only. Hamilton Hall is not air conditioned and makes no promises. ***No events are held during July and August without special agreement.***

The Rental Rates allow for a five (5) hour event. Hamilton Hall provides reasonable set up breakdown time and the Event Manager will coordinate all vendors. Only one event is held per day. Events must end by 10:00 p.m. An event manager will be on duty during the contracted event time to coordinate your event.

Ceremony

There is no additional charge for a ceremony at Hamilton Hall if the ceremony takes place within the five (5) hour rental time. The overtime fee of two hundred fifty (\$250.00) dollars for one-half (1/2) hour of time would apply if the ceremony were to take place outside of the five (5) hour rental time. If you choose to have your ceremony at the Park across from Hamilton Hall, there is a five hundred (\$500.00) dollar fee for use of the Park. In case of inclement weather, \$400 will be refunded and Hamilton Hall can be used as an alternative ceremony site. There is a one hundred (\$100.00) dollar fee for a rehearsal held at Hamilton Hall and at the Park. Dates and times are subject to availability.

Inventory

Hamilton Hall maintains an inventory of two hundred fifty (250) white folding fan back chairs, one hundred and sixty (160) gold chiavari chairs and fifteen (15) 60" round tables for use within the building only, as well as high and low cocktail tables, and 6' and 8' foot tables.

Deposits and Payments

Hamilton Hall requires a non-refundable, non-transferable deposit of one-half (1/2) of the full rental rate. The deposit must accompany the signed contract and be returned to Hamilton Hall within fourteen (14) days of the contract date to reserve Hamilton Hall on a definite basis. Hamilton Hall must receive the balance of the rental fee, plus a one thousand (\$1,000.00) dollar security deposit no later than sixty (90) days prior to the scheduled event. Payments may be made by personal or cashiers check; please make checks payable to: **Hamilton Hall, Inc., and mailed to: 9 Chestnut Street, Salem, MA 01970.**

Cancellation

Notification of cancellation must be received by Hamilton Hall in writing. In the event of cancellation, the deposit shall be forfeited unless Hamilton Hall can rebook the date with a comparable rental. Should Hamilton Hall rebook the date with a comparable rental, Hamilton Hall will refund one half of the deposit paid.

Catering

Hamilton Hall maintains a list of Exclusive Caterers who meet our insurance requirements and are familiar with the unique working conditions of Hamilton Hall. The Rental Party must choose a caterer from Hamilton Hall's list of Exclusive Caterers. The caterer is responsible for set up and break down of tables and chairs used for both the ceremony and reception, and clean up and removal from the property of all trash generated by the event. Hamilton Hall invoices each caterer a \$300.00 usage fee per event to cover the use of Hamilton Hall facilities.

Alcohol

Hamilton Hall does not have a liquor license. The service of alcoholic beverages at Hamilton Hall is governed by Massachusetts law and the City of Salem Licensing Board, and is limited to four and one-half (4 ½) consecutive hours and will cease thirty (30) minutes prior to the end of the event. Bartenders are required for all bars and may be secured through your caterer. The self-service of alcohol is not permitted at any time on the property. There are two options for serving alcoholic beverages at your event, including open bar, partial cash bar and full cash bar.

Option One: If the Rental Party wishes to serve beer, wine and/or liquor, the Rental Party must obtain a One Day Special Alcoholic Beverages License from the City of Salem Licensing Board. Hamilton Hall is familiar with these routine requirements and will assist the Rental Party in obtaining the license. This option allows the Rental Party to purchase the alcohol and arrange with their event manager to have it delivered to Hamilton Hall prior to their event. Option One is the most affordable option for an open or hosted bar.

Option Two: If the Rental Party desires to have a cash bar or a partial cash bar for their event, a caterer from our list of exclusive caterers who holds a state approved license to serve and/or sell alcoholic beverages (known as a 12C) and provides liquor liability insurance covering those services must be selected. With Option Two, under the 12C license, the caterer purchases, delivers and serves the alcohol to guests and the Rental Party works directly with their caterer for the selection of alcoholic beverages to be served and/or sold to their guests during the event.