

Rental Policy

Historic Beverly offers two of its extraordinary historic properties for special events. Hale Farm and the Cabot House are available for weddings, reunions, business meetings, etc. Our beautiful properties provide a unique setting and will add a touch of individuality to your special occasion. Membership in Historic Beverly is required to use any of the properties for a private event. For further information, please contact us at (978)-922-1186 x 204 or events@historicbeverly.net.

Rental Dates and Times

- The Hale House is available from April through December; events must end by 9:00 pm.
- The Cabot House is open year round

Payment and Cancellation Policies

- Receptions and parties:
 - A deposit of 50% balance is due in order to confirm a reservation and is non-refundable.
 - The remaining balance is due two weeks prior to the event.
 - If you must cancel and a comparable rental is scheduled on the same event date, half of the deposit will be returned.
 - Membership at the Dual level or above
 - Rates: Balch or Hale, \$150/hour; Cabot House \$200/hour
- Meetings (no food):
 - A deposit of half of the balance is due in order to confirm a reservation and will be non-refundable; the remainder is due day of event.
 - Membership at the Individual level or above
 - \$75.00 per hour; minimum 2 hours

Catering and Insurance Requirements

- The Cabot House does not have kitchen facilities; Hale has a kitchen that may be used for prep. Open flames are not permitted anywhere in the buildings. Only microwaves and convection ovens are allowed.
- A caterer must be provided for any event that involves food and/or alcohol. No red food and/or drink allowed indoors to avoid possible staining of the hardwood floors. Caterers must sign a separate policy agreement.
- Historic Beverly must be added to the caterer's insurance policy for the event, with a minimum of \$1,000,000.00 and no fine arts exclusion. **Certificate must be received no later than 1 week prior to event.**

- The caterer or a hired bartending service must provide all alcoholic beverages and an experienced bartender. Charging for beverages is not permitted. Only non-amplified music is permitted at Cabot; all music at Hale must be approved. Disc jockeys are not permitted.

Decorations and setup

- Decorations to be hung indoors must be approved by an employee of Historic Beverly.
- No use of adhesives or nails on walls, ceilings, doors, etc. No confetti or confetti-like substance is allowed.

Cleaning

- All parties are responsible for their own clean up. **Time needed for setup/cleanup must be included in the rental agreement; please check with caterer for requirements.**
- All trash and recyclables must be removed from the property.

Capacity

- Cabot House second floor capacity: 50
- Hale House indoor capacity: 50

Notice:

Please note that neither site is handicap accessible and the bathroom facility at Hale is not accessible. For events over 50 people/2 hours we require a portable restroom be provided. Please follow recommendation from vendor for # of units; if only 1 it should be ADA compliant.

Smoking is not permitted anywhere on our properties.

Received

Name _____

Signature: _____