

# ROCKPORT ART ASSOCIATION & MUSEUM

2020

## Rates and Guidelines

- Capacity:** The Rockport Art Association & Museum can accommodate up to 125 guests seated in the Hibbard Gallery and up to 220 for a cocktail style reception. All of the galleries are fully heated and air conditioned.
- Facility:** Rental of Rockport Art Association & Museum includes exclusive access to the following areas: Pearson Gallery, Stow Wengenroth Gallery, kitchen (for caterers use only), Martha Moore Room, second floor showroom, Cirino Interlude (courtyard), Hibbard Gallery and Maddock Gallery, three restrooms, and grand piano (Maddocks gallery).
- Rental Period:** The rental period is based on a five (5) hour event. Rockport Art Association & Museum is available to rent from 5:30 p.m. to 11:00 p.m. Caterers may begin set up two and one-half (2 ½) hours prior to the start of the event and shall leave the premises within one (1) hour after the end of the event. Overtime is available at \$250.00 for each additional one-half hour.
- Rates:** The rental fee for a five (5) hour event is \$2,500.00 for a five (5) hour event.
- Payments:** A non-refundable, non-transferrable deposit of one-half of the full rental fee must accompany signed contract to reserve Rockport Art Association & Museum on a definite basis, with the balance of the rental fee due ninety (90) days prior to your event. Checks should be made payable to Rockport Art Association & Museum.
- Cancellation:** Notification of a cancellation of a definite reservation is required in writing to Rockport Art Association & Museum. Should Rockport Art Association & Museum rebook the date with a comparable rental, Rockport Art Association & Museum will refund one-half of the deposit paid.
- Ceremonies:** There is no additional charge for the ceremony if the ceremony takes place within the five (5) hour rental period. An overtime fee of \$250.00 each additional one-half hour would apply if the ceremony were to take place outside of the five (5) hour rental period. One (1) hour of rehearsal time on a day prior to the ceremony is included at no charge.
- Tables and Chairs:** Rockport Art Association & Museum has the following inventory of tables and chairs: (1) 8' banquets; (10) 6' banquets; 200 hotel-style chairs.
- Catering** Caterers must be selected from our approved list. Outside catering is not permitted. Please inquire if kosher catering is required.
- Liquor Policy:** The Rockport Art Association & Museum does not have a liquor license. The service of alcoholic beverages is governed by Massachusetts law 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 alcoholic beverages by the rental party or its agents, contractors, vendors, or guests, is not permitted at any time before, during and after the event.

There are two options for serving alcoholic beverages at your event, including, but not limited to, open bar, partial cash bar and full cash bar.

**Option One:** This option allows the rental party to purchase the beer, wine and liquor for their event. Option one is the most affordable option for an open or hosted bar. Opened bottles of alcohol must be left in the kitchen overnight and picked up the next morning. Kappy's Liquors, 781-395-8888 ext. 3, will work on a consignment basis and provide delivery and pick up, charging only for bottles opened.

**Option Two:** If the rental party desires to have a cash bar, partial cash bar, or consumption 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.

**Smoking:** Smoking in the galleries, buildings, or anywhere on the premises is prohibited at all times.

**Candles and Open flames:** Candles or open flames of any type are prohibited in the galleries, buildings, or anywhere on the premises at all times, per order of the Rockport Fire Department.

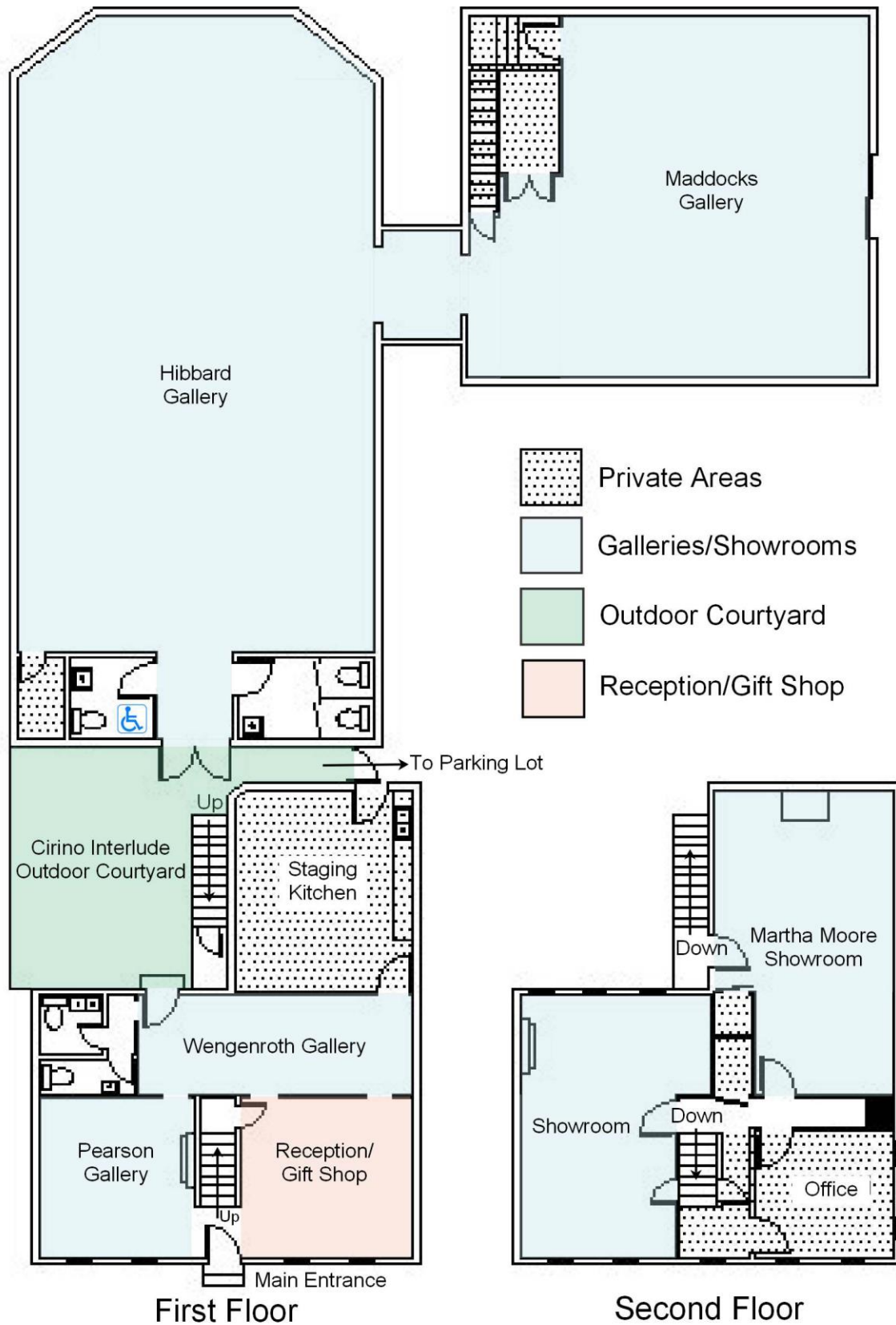
**Piano:** The baby grand piano is available for your use in the Maddocks gallery.

### Approved Caterers

---

<b>CREATIVE CATERING</b>	Beverly, MA	978-921-0448 <a href="http://www.creative-catering.com">www.creative-catering.com</a>
<b>FIRESIDE CATERING</b> Jessica Belanger	Burlington MA	781-221-3003 <a href="mailto:info@firesidecatering.com">info@firesidecatering.com</a>
<b>GOURMET DELIGHTS CATERING</b> Roxanne Torelli	Hamilton, MA	978-468-9700 <a href="http://www.gourmetdelightscatering.com">www.gourmetdelightscatering.com</a>
<b>VINWOOD</b> Rick Delisle	Ipswich, MA	978-356-3273 <a href="http://www.vinwood.com">www.vinwood.com</a>

Please choose a caterer from our list. Outside catering is not permitted\*.



The Rockport Art Association ☐  
 12 Main Street • Rockport, MA 01966 • 978.546.6604 ☐  
 rockportart@verizon.net • www.rockportartassn.org ☐