



KILBURN MILL

AT CLARKS COVE

**Wedding Portfolio
2022 - 2023**

Wedding Information



The Kilburn Mill Wedding and Event Center

DREAMS. IMAGINATION. MAGIC.

The Kilburn Wedding and Event Center at historic Kilburn Mill

Building Dreams

In 1903 the Kilburn Mill was the expression of a dream of what could be, transforming the coastline along Clarks Cove, New Bedford into a thriving creative industry, teaming artistry with industry. The thrum of the looms gave life to the dreams of artists, and supported the workers and their families, helping to make New Bedford one of the great industrial cities of the twentieth century, shipping textiles and clothing around the world.

A group of three-story brick buildings built on the water's edge, The Kilburn Mill, today continues to give life to the dreams of the imagination. Today the lower floors provide local artisans with studio and gallery spaces, dance and yoga studios, health and fitness businesses, retail enterprises, cafes and restaurants, all topped by the third floor Kilburn Wedding and Event Center.

The Kilburn Wedding and Event Center

It's a step back in history with a touch modern artistry, featuring:

- Expansive open spaces with original pine floors, twenty foot ceilings, thirteen foot original pane windows – we call it “INDUSTRIAL CHIC”
- Water views of Clarks Cove and Buzzards Bay, city views of the picturesque New Bedford South End and historic Dartmouth
- Two main spaces – the Dartmouth Room for up to 200 guests, and The Kilburn Main Room for up to 525 guests, each with an adjacent, separate cocktail space – The Gallery Room and The Textile Room
- The Rooftop Deck features dramatic water and city views from a bird's eye perspective, with amazing sunset vistas great for pictures – access may be limited due to other events
- The Hidden Garden Courtyard provides a unique private space nestled in the very center of The Mill, great for ceremonies
- Adjacent to The Mill, New Bedford's West Beach provides for amazing beach wedding ceremonies, and even has a covered pavilion to protect guests from sun or drizzle
- Our professional wedding team can help you with every detail, from menu to timeline, vendor selection, style, linen, florals...you name it. Kilburn Wedding and Event Center is truly a one stop gets it done venue
- Amazing catering partners – Pranzi Catering and Events & D&D Catering provide exclusive catering, and rental services for Kilburn Wedding and Event Center



Kilburn Mill Wedding and Event Center Wedding Room Rental Rates

Kilburn Mill Main Room ~ Capacity: 500 guests maximum

Dartmouth Room ~ Capacity: 200 guests maximum

Rental includes adjacent Textile Room or Gallery Room for cocktail hour/pre-function

“Micro Weddings” ~ under 65 guests \$1,500

66 – 99 guests: \$2,500

100 - 150 guests: \$3,500

151 – 250 guests: \$4,500

251 – 350 guests: \$5,500

351 – 500 guests: \$6,500

Rental Fee includes:

- Event planner to assist with timeline, rentals, vendors
- Preferred vendor list
- Professional floor plan to scale
- Guest greeter plus directional signage
- Load-in/Load-out assistant to operate freight elevator
- One Hour Cocktail plus Four Hours Dinner Reception
- Ceremonies are a half hour added to your timeline
- Use of a Wedding Suite from 1.5 hours before wedding to 1 hour after wedding ends
 - Extended Use of Wedding Suite \$250 rental
- Set-up and Breakdown/Clean-up

Rooftop Deck ~ Capacity: 450 guests maximum

Included in Ceremony Fee.

If used for Cocktail Hour add \$500 for additional space rental.

NOTE: The Rooftop Deck is restricted for exclusive use only during the hours listed for ceremony and/or cocktail hour.

CAUTION: The flooring on The Rooftop Deck is “historic” uneven planking. It has gaps and dips, and edges that can snag thin heels and can catch a bride’s trailing gown. We suggest guests are informed to wear wedge heels or flats.

Rental of a wedding runner carpet: \$200*

*Labor to tack down wedding couple-supplied runner: \$100

CEREMONY FEE: Our Ceremony Fee is:

- \$500 for under 65 guests
- \$1,000 for over 65 guests

This fee includes: white garden chairs, set-up/break-down, one-half hour ceremony before the wedding reception, one-half hour rehearsal (usually conducted on the Wednesday or Thursday prior to the wedding date. Note: due to event scheduling rehearsals may be held in a space other than that contracted for the actual ceremony.

NOTE: We have excellent “plan b’s” for when weather does not cooperate for outside ceremonies and/or cocktails.



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Kilburn Mill Wedding and Event Center Event Fees

- Table Set-Up and Break-down, includes use of House 60” round tables with white garden chairs, farm tables (limited quantity) with brown school chairs \$10 pp (72” Round Tables, \$25 rental. Delivery fee may apply)
- Chiavari Chairs \$3.50 additional pp
- Crossback Chairs \$5.00 additional pp
- Standard White or Ivory Linen ~ \$12 pp (Includes cloths for cake table, place card table, gift table and DJ. Upcharge for additional table linen.)
 - Linen for cocktail tables additional – NOTE: We do not put linen on Rooftop Deck tables.
 - \$25 90” & 120” – Floor Length Round Table Cloths (132” linen \$35)
 - \$35 – 6’ or 8’ Floor Length Banquet Cloths
 - Napkins \$2.50 pp

Rental Delivery/pick-up fee: \$100

We have a wide selection of colors, patterns and fabrics available as well.

NOTE: we do not put linen on tables on the deck.

Bar Fees

Kilburn Mill is fully licensed for alcohol beverage service. As such it is prohibited to bring alcohol into the venue or to take it from the venue. All alcohol served must be sourced through Massachusetts licensed distributors. All bartenders are employees of or contractors to Kilburn Hospitality Group and are TipS certified. All beverages are served in disposable plastic-ware. The Mill can rent glassware for your event at an additional \$5 pp rental fee. Delivery fee may apply.

Bar set-up: \$250 ~ Bartender fee: \$125 per bartender (one bartender per 50 - 75 guests)



Kilburn Mill Wedding and Event Center Catering & Vendors

- Kilburn Hospitality Group and Kilburn Wedding and Event Center has an exclusive list of catering partners.
- Vendors are required to provide proof of license and insurance (Kilburn Hospitality Group may require insurance coverage listing Kilburn Hospitality Group LLC and Kilburn Mill as co-insured)
- All vendors must be approved by Kilburn Hospitality Group
- Allowed food services (wedding cakes, cultural items, etc.) must be approved, in writing, in advance by the General Manager, and must be provided by licensed, insured vendors, and transported according to local and state health guidelines and regulations
NOTE: We cannot allow food other than supplied by a professional, licensed, insured vendor. Food must be transported in accordance with health code.
- Wedding cakes, donuts, pastries, etc. must be approved by KHG, and must come from a licensed and insured food vendor, delivered under proper food handling.
- DJs providing up-lighting or “trees” of lights must provide proof of insurance. All up-lighting must be wireless.
- KHG must be notified, in advance, about all vendors, photo booths, drone photography, specialty food vendors, candy stations, specialty furniture and backdrops, etc. Any suspended fabric must show certification of non-flamability.
- Excessive drop off or set up requiring KHG staff will be billed at \$25 per hour, per staff member. Timelines requiring additional management hours will be billed at \$50 per hour.
- KHG sales managers/event planners are not “day of coordinators”. We are happy to provide a dedicated day of coordinator, ask about pricing.

Fire Detail / Security

- Weddings over 200 guests require a fire detail, number of officers to be determined by the New Bedford Fire Department. Fire details will be contracted by The Mill and added to your invoice at \$300 per officer.
- Kilburn Mill reserves the right to require a police detail