

THE CULTURAL CENTER AT ROCKY NECK – WEDDING RENTAL INFORMATION

Thank you for considering The Cultural Center at Rocky Neck for your celebration! Our carpenter-gothic style meetinghouse, built in 1877, is uniquely suited to host small weddings and receptions. The contemporary art exhibitions displayed at the Center are a fitting backdrop for commitment ceremonies in the heart of the Rocky Neck Art Colony.

WHAT IS AVAILABLE FOR USE?

- Wheelchair Accessible to both floors
- Both floors, the main Gallery and Studio Level, may be used if available
- Studio level has a kitchen prep area and refrigerator
- Side lawn, with or without a tent supplied by renting party
- 50 folding chairs and 4 six-foot long folding tables
- 2 wheelchair accessible Bathrooms
- Use between 7 AM to 10 PM, with exception of exhibition times: Thurs-Sun 12-4pm, Summer Months: Thurs-Sun 12-6pm.
- Decorations may be placed **only** with prior approval
- Any changes in the existing layout must be approved in advance - may require additional fees
- **None of the artwork or exhibits may be moved or obscured**
- Maximum Capacity is 100 persons

This is a **Non-Smoking Facility** including within 20 feet from doors and open windows.

CLEANING and REFUSE POLICY:

- **'Carry in...carry out'** is in effect for all uses.
- **'Leave the space as you found it'** with premises cleaned and equipment/furnishings in place.

WEDDING RENTAL FEE SCHEDULE:

- \$350 2 hours Ceremony Only
- \$1,000 5 hours Ceremony & Reception

DEPOSIT:

- A 50% deposit of the entire rental fee is due one month prior to the event.

ALCOHOL: The Cultural Center does **not** have a liquor license. If parties renting the facility plan to sell alcoholic beverages, they must make arrangements with a bartending service or caterer that supplies a **TIPS-trained bartender, liability insurance** and a **one-day liquor license**. If you plan to *give alcohol to your guests at no cost*, this must be discussed and arrangements made with the Cultural Center before the event booking can be confirmed.

CANCELLATION POLICY:

- If a cancellation occurs **less than 48 hours** before the scheduled event, a charge of 50% of the total fee will be assessed.

For more information, availability, or to set up a consultation appointment please contact: Suzanne Gilbert Lee, executive director via email: director@rockyneckartcolony.org or by phone at the Center: 978-515-7004.