RENTAL FEES

Vary according to the day of week, time of year and location within the museum or its other properties. Please refer to our functions brochure for an outline of our rental fees. All payments are non-refundable.

Rental fees include:

Locations and time frames as indicated in your contract.

- Museum exhibits and facilities pertinent to the needs of your event.
- Exclusive use of the contracted areas during specified times.
- Peabody Essex Museum staff stationed to accept deliveries prior to your event.
- Peabody Essex Museum security staff stationed in all areas of the museum open to your guests.
- Maintenance staff to set up and break down your event.
- Standard tables and chairs. White folding fan back chairs are used in the Atrium. Fruitwood chivary chairs are available for $4 per chair.
- A Peabody Essex Museum facilitator will be present at the time of your event to direct the caterer and other vendors as needed. The facilitator is present to insure harmony before and during the event and to protect the museum facility and collections. The facilitator does not assume the duties of a professional coordinator.

Base rental fees do not include (REQUIRED):

- One year membership to the Peabody Essex Museum
  - Individual membership for wedding receptions or social events ($100 for dual membership)
  - Corporate membership for corporate events ($500 minimum)

Base rental fees do not include:

- In the case of weddings, time and gallery space for a rehearsal can not be guaranteed. The rental fee may apply depending on whether or not the museum is open to the public or for another event.
- Audio/Video equipment, which you may provide through an approved vendor.
- Wedding Insurance.
- Coat check staff provided by caterer. If guest count exceeds 100 people a hosted coat check is required October through April. Please see your caterer for pricing.
- Table linen
- Catering and liquor costs, florist, musician, etc.
MUSEUM UPDATES

Please note:
Due to changing exhibitions, repairs, renovations and/or other museum activities, galleries and artwork may be changed, closed, added or removed in any of the museum’s spaces. The path guests travel from one area to another may vary.

Updates:
- Peabody Essex Museum will undergo a major expansion project from August 1, 2016 through 2019. East India Marine Hall, Bartlett and Copeland galleries, Asian Garden and spiral staircase will not be accessible at that time.
- Phillips Library is closed for renovations through 2019.

We sometimes have artwork and museum signage in the Atrium. Here are examples of past/current installations.
GENERAL INFORMATION

Deliveries:
- All deliveries must be scheduled through the Function Rental office.
- All gifts brought in by guests of your event must be left at the admissions desk or gift table. Wrapped gifts cannot be carried through museum galleries. Museum staff does not handle envelopes or envelope containers.
- All belongings brought into the museum for your event must be removed at the conclusion of your event.

Other services:
- All tenting needs must be approved by the museum.
- Chairs are not permitted to be brought in by outside vendors.
- All food and alcoholic beverage needs must be from the museum’s exclusive operators.
- To maintain museum standards all tables must be covered with linen tablecloths which are provided by the catering staff.
- The resource list provided is to help you select other services such as a florist, photographer, musicians and other vendors you may wish to engage for your event. The museum has guidelines for musicians and florists, which must be adhered to. In the case of florists or musicians who are not on our list, they must be in contact with the function rental office before you contract with them so that they understand the museum’s limitation regarding their services.

Alcoholic beverage needs:
No liquor may be brought onto the premises nor served by anyone other than the holder of a liquor license for the Liberty Street site who also carries liquor liability insurance. All liquor arrangements need to be made through our exclusive operator. All bars must close one half hour prior to the end of the event. Please be aware that guests will be carded by the bartending staff and any alcohol brought onto museum premises will be confiscated.

Parking:
Although the museum does not operate a parking garage, public parking is available in downtown Salem. Valet parking is not offered through the museum but can be arranged with an external vendor.

- Salem East India Square Garage (Located across the street from the museum)
  1 New Liberty Street, Salem, MA – 978-745-8120
- Salem Municipal Parking lot on nearby St. Peter Street (One block from the museum)
- South Harbor Garage (Three blocks from the museum)
  10 Congress Street, Salem, MA – 978-741-2880

RESTRICTIONS

The museum prohibits:
- Food or beverages being carried through gallery space. Food & beverage is only allowed in the Atrium. If guests are entering an exhibition gallery they will be not be allowed into gallery space with food or beverage.
- Open flames, candles of any kind.
- No auctions, admission or registration fees, or sale of goods and/or services are permitted on site or during the event.
- Flower petals, confetti, rice, birdseed, sand or other materials which would leave residue (both inside and outside)
- Live trees or potted plants, such as Ficus or Christmas trees or poinsettias, are not permitted in the museum.
- Candles, matches, cigars or similar items. Please keep this in mind when selecting your favors.
- Taping or attaching anything in any way to museum furniture, walls, floors, fixtures, etc.
- Balloons within museum properties.
- Certain instances of chocolate and red sauces, fondues, or anything which could permanently stain the museum’s facility. We can not have chocolate fountains, ice cream bars, chocolate covered strawberries on stations, or candy stations.
- Deleterious sound levels and/or activities which would result in personal injury or risk to the collections.
- Smoking inside the museum; smoking is allowed on outdoor museum property in specifically designated areas.
- The museum is not responsible for any property left behind after the event. Items must be removed on the day of the event. We do not allow any food items to be left in the building after events.
GUIDELINES AND REQUIREMENTS

1. Clients will use the food and beverage services provided by our exclusive operators. We encourage rental clients to select a florist, photographer, musicians and others whose services they wish to engage for their event from our preferred resource list but it is not a requirement of the museum. It is recommended that the rental client obtain evidence of insurance from other vendors, particularly the musician and photographer.

2. The client hereby indemnifies and holds the museum harmless against any and all claims, liabilities or costs including reasonable attorney’s fees arising out of, or connected with, the Event or this Agreement, caused by or contributed to by negligence of the client or any independent contractor hired by the client. This agreement is to be construed and interpreted according to the laws of the Commonwealth of Massachusetts.

3. The museum’s exhibits, display cases and/or furniture will not be altered or moved in any way by the client, guests or vendors. We cannot absolutely guarantee the availability of gallery spaces at all times, nor of other areas where the museum may be under construction in preparation of new exhibits and galleries or in use for museum events. However, the museum will provide an adequate alternative space.

4. Due to changing exhibitions, repairs and/or other museum activities the museum’s exhibits may be changed, added or removed by museum staff.

5. It is mutually understood that the purpose of the Event must be in compliance with the Museum’s Eligibility guidelines:

   "As a means of introducing the Peabody Essex Museum and its collections to a greater public, the Museum's facilities are available on a limited basis for meetings, lunches, dinners and receptions to corporate organizations and to individuals who are members of the museum. The museum does not permit use of its facilities for political events and will refuse functions, which are not in keeping with its mission or public trust, which include either public controversial issues or controversy within the museum's exhibits and whose needs exceed the museum’s staffing or facility capability. The maximum number of people must be agreed to by the museum, taking into account the event's impact upon normal museum operations and the safety of its collections. In cases where large numbers of guests are expected, the museum will require a guaranteed number of guests upon which the function fee is based. Misrepresentation by the client or its representative to any of the foregoing will result in loss of the deposit and will render the rental agreement void".

6. A non-refundable initial payment is due with signed contract. Cancellations within 60 days of the event, payment will be required in full and is non refundable. Payments can be applied to a rescheduled event as long as it is rescheduled within one year’s time of the original event.

7. Events providing alcohol service must offer food as well. A substantial amount of food must be offered to your guests for at least half the time alcohol service is being provided. For example, a traditional 5 hour wedding reception has the bar open for 4 ½ hours. Food is offered during the cocktail hour and for 1 ½ to 2 hours during a plated meal or stations. Please coordinate with museum staff as to minimums.

8. All events where food will be offered to guests require catering staff to service your guests, maintain food service & quality and ensure thorough cleanup. Drop-off catering service is not permitted. Food or beverage provided by the caterer cannot be taken by the client at the end of the event with the exception of the wedding cake top.

9. Tables are set by museum maintenance staff at the beginning of your event and are not to be moved during the event. Tables are not to be broken down during the event.

10. No auctions, admission or registration fees, or sale of goods and/or services are permitted on site or during the event. All tickets to events must be sold prior to the event.

11. The final invitation copy must be submitted for review and approval by the Peabody Essex Museum before mailing.

12. Organizations are prohibited from representing, implying, or suggesting in their invitations, publicity, or otherwise that the Peabody Essex Museum endorses, sponsors, or in other ways confers approval on the organization. The Peabody Essex Museum reserves the right to offer its endorsement, sponsorship or other form of approval of the organization unbidden.

13. The Peabody Essex Museum does not allow fundraisers for political purposes.
MAXIMUM ROOM CAPACITY:

Atrium
270  Plated meal with dancing
300  Plated meal without dancing
500  Standing reception

Table and Chair Inventory
180  White folding chairs
350  Fruitwood chairs
15   8 ft tables
20   6 ft tables
35   60 inch rounds (seats 8-10 people)
5    54 inch rounds (seats 6-8 people)
5    48 inch rounds (seats up to 6 people)
23   36 inch rounds (used as cocktail tables with 4-5 chairs)

Chairs
White fan back folding chair is included, an upgrade chair can be rented through the museum. Chair rental is only permitted to supplement the museum’s existing inventory of chairs.

Please note:
- If additional tables or chairs are needed for your event they can be rented from a rental company. The functions office can refer you to a list of reputable companies. Clients will be responsible for the rental fees.
- The museum does not have high top tables although they can be rented from an outside company.
VENDOR LIST

The professional resources, which are listed, have consistently provided the Peabody Essex Museum’s rental clients with above-average quality services and products. They are familiar with the procedures and facilities of the Peabody Essex Museum’s properties. Although we recommend these persons, the Peabody Essex Museum is in no way legally responsible for their services. We suggest that you contact several persons/firms in each category from which you desire service since fees and services rendered may vary.

Vendor deliveries can be made no earlier than 2 hours prior to start of the event. As a number of vendors will be using the loading dock, vendor arrival time will be scheduled by the Museum. As we are open to the public until 5PM, Atrium set-up does not begin until 5PM.

Catering:
Gourmet Caterers is the exclusive caterer at the Peabody Essex Museum for events being hosted after June 2018.

For detailed information please reach out to:
Corporate Events: Tracy Cassidy 978-996-4560 tracyc@gourmetcaterers.com
Wedding & Social Events: Jeanne Spence 857.728.2090 jeannes@gourmetcaterers.com

SUGGESTED VENDORS:

Florists
Flowers by Darlene 978-745-6967 www.fruitnflowers.com
Evans Flowers 978-531-0047 www.evansflowers.com
Flowers by Petros 978-356-0003 www.flowersbypetros.com
Dana Markos Flowers 978.356.5790 www.danamarkosevents.com
Winston Flowers 617-989-6249 www.winstonflowers.com
Flowers by Steve 978-373-1627 www.flowersbysteveinc.com
Roses & Thistle 781-631-1027 www.rosesandthistle.com
Karla Cassidy Designs 781-771-6510 www.karlacassididesigns.com
David Eng’s Flowers 978-745-0035 www.daveeng.com
Flores Mantilla 781-631-9483 www.floresmantilla.com
Leonhard’s Flowers 978-922-4295 www.theleonhards.com
Nature’s Design Studio 781-640-9230 www.naturesdesignstudio.com

Photographers
Louise Michaud 978-594-1728 www.louisemichaud.com
Lightshead Photography Studio 978-854-5348 www.lightsheadphoto.com
Ned Jackson 617-549-5344 www.nedjackson.com
Pizzuti Photography 617-419-0203 www.pizzutiphotography.com
Zev Fisher Photography 617-797-9480 www.zevfisher.com
Bharat Parmar 781-435-1261 www.parmarphoto.com
Derby Studios 978-548-6277 www.derbystudios.com
Person + Killian Photography 617-236-1662 www.personkillian.com
Tirado Photography 978-536-5195 www.tiradophotography.com
Amore Photography 978-745-8573 www.amorephotography.com
David Tucker 978-590-1925 www.dtuckerphoto.com
Mark Davidson 440-915-3583 www.mark-davidson.com
PEABODY ESSEX MUSEUM | EVENT PLANNING GUIDELINES

**Wedding Cakes and Pastries**
Cakes for Occasions, Kelly Delaney 978-774-4545 www.cakes4occasions.com
Montilio’s 508-894-8855 www.montilios.com

**Agents, Bands, Musicians and DJs**
TSG Weddings (Music and lighting) 888-406-6778 www.tsgweddings.com
Night Rhythm (Band) 978-256-1400 www.nightrhythm.com
Gilded Harps of Boston 978-443-0656 www.gildedharps.com
John Keegan & Madhouse (Band) 978-281-2799 www.madhouseproductions.com
The Music Company (Agent) 617-965-5645 www.musicco.com
Chris Culkeen (DJ) 978-590-0291 www.musicco.com
Boston Players (Band) 888-670-7034 www.bostonplayers.com
Copley Chamber Players 617-868-2692 www.copleyplayers.com
White Heat Swing Orchestra, Craig Ball 617-354-7213 www.whiteheatswing.com
Murray Hill Talent, Paul Natale (Agent) 800-843-2263 www.murrayhilltalent.com
DJ Raffi 617-923-9116 www.draffi.com
Joey Scott and the Connection (Band) 978-975-7682 www.joeyscott.com
CZone Music (DJ) 617-320-0723 www.czonemusic.com
Groove Entertainment (Music and lighting) 877-476-6837 www.grooveentertainment.com
All Star Entertainment (Music and lighting) 978-470-4700 www.getadj.com
Wilson Stevens Productions (Band) 978-256-0380 www.wilsonstevens.com
Emily Lewis (Harpist) 978-621-5622

**Transportation**
Ludwig’s Limousine Service 978-531-1277 www.ludwigslimousine.com
Salem Trolley 978-744-5469 www.salemtrolley.com

**Makeup and Hair**
Makeup Eden 978-224-2151 www.makeupeden.com
Rouge Cosmetics 978-740-1044 www.rougesalem.com
Radiance Aveda Salon 978-741-8101 www.radiancelifestylealonandspa.com
Laura Lanes Skincare 978-741-8777 www.lauralanes.com
Fringe Salon 978-745-5500 www.wickedfringe.com

**Event Planners**
Marrero Events 978-304-0773 www.marreroevents.com
Dana Markos Events 978-356-5790 www.danamarkosevents.com
Tangorra Event Planning 978-809-0275 www.linneatangorra.com
Hopple Popple 617-964-6550 www.hopplepopple.com

**Calligraphy and Custom Invitations**

**Bridal Registry and Gifts**
Peabody Essex Museum Shop 978-542-1619 www.pemshop.com

**Lighting and Design**
Retonica Lighting Design 978-530-4177 www.retonica.com
First Class Weddings (Music and lighting) 781-587-1472 www.fcweddings.com
TSG Weddings (Music and lighting) 888-406-6778 www.tsgweddings.com
Groove Entertainment (Music and lighting) 877-476-6837 www.grooveentertainment.com
Gateway Productions (Lighting) 877-354-2839 www.gateway-productions.com/
Alankar Design (Design and lighting) 508-393-2131 www.alankardecors.com