



# **THE BOSTON TEA PARTY SHIPS & MUSEUM VENUE RENTAL FEES & POLICIES**

306 CONGRESS STREET BRIDGE, BOSTON MA 02210 – 617-338-1773

## **INCLUDED IN THE VENUE RENTAL FEE ARE:**

- ONSITE EVENT MANAGER
- RETRACTABLE TERRACE AWNING
- REGISTRATION SPACE AT MEETING HOUSE
- MP3 CONNECTION
- FIREPLACE
- EXISTING FURNITURE
- AV EQUIPMENT

**THE VENUE RENTAL FEE DOES NOT INCLUDE  
PRODUCTS AND/OR SERVICES SUCH AS:** CATERERS, FOOD &  
BEVERAGE; TENTS; HEATED LAMPS; STAGING; PARKING; LIVE MUSIC; ADDITIONAL  
CHARACTER ACTORS; GLASSWARE; LINENS; FLORISTS; PHOTOGRAPHERS; ETC.

## **HOLD POLICY**

A HOLD MAY BE PLACED ON ONE SPECIFIC DATE WITH A DEPOSIT OF \$500.00. THE  
HOLD IS SET WITH THE UNDERSTANDING THAT, SHOULD THE DATE BE REQUESTED BY  
ANOTHER CLIENT, THE CLIENT HOLDING THE DATE WILL HAVE UP TO **48**  
HOURS TO COMPLETE THEIR CONTRACT OR RELEASE THE DATE.

## **CONFIRMING YOUR DATE**

IN ORDER TO CONFIRM THE EVENT DATE, THE CLIENT MUST SIGN AND RETURN THE  
EVENT SALES CONTRACT ALONG WITH A DEPOSIT OF 50% OF THE VENUE RENTAL FEE.  
THE BALANCE IS DUE 30 DAYS PRIOR TO THE EVENT DATE.

## **CANCELLATION POLICY**

IF THE CLIENT CANCELS THE ENTIRE EVENT:

- THE SIGNING OF THE CONTRACT AND 31 DAYS (PRIOR TO THE DATE) OF A  
CONTRACTED DATE, THE CLIENT WILL BE RESPONSIBLE FOR 50% OF THE  
ENTIRE VENUE RENTAL FEE(S).

- **WITHIN 30 DAYS OF A CONTRACTED DATE, THE CLIENT WILL BE RESPONSIBLE FOR 100% OF THE VENUE RENTAL FEE(S).**

## **EVENT RENTAL GUIDELINES AND REGULATIONS**

**EVENT RENTALS ARE AVAILABLE MONDAY THROUGH SUNDAY BEGINNING AT 6PM. EVENT RENTAL CLIENT AND OUTSIDE VENDOR WILL BE EXPECTED TO MEET SPECIFIC INSURANCE REQUIREMENTS AND PRODUCE CERTIFICATES OF INSURANCE DISPLAYING PROOF OF COVERAGE**

**THANK YOU, FOR CONSIDERING THE BOSTON TEA PARTY SHIPS & MUSEUM FOR YOUR NEXT EVENT. PLEASE, CONTACT SCOTT HARRIS AT 617-531-6241 OR AT [SCOTT.HARRIS@BOSTONTEAPARTYSHIPS.COM](mailto:SCOTT.HARRIS@BOSTONTEAPARTYSHIPS.COM) FOR ADDITIONAL DETAILS AND INFORMATION.**