



Thank you for your interest in the Box Mill Hall.



• Wedding and Reception Information 2019 •



WEDDING PACKAGE OPTIONS

Let us help plan a day that you and your guests will never forget. If you have dreamed of a rustic wedding, we can make your dreams come true!

CRANBERRY BOG PACKAGE

Make your wedding day an event that all your guests will talk about for years to come! Hold your ceremony along side our picturesque cranberry bogs. Your ceremony will be followed by a reception in our historic Box Mill Hall. Excellent photography opportunities are included in this package with options for photographs at the cranberry bog, alongside Tihonet Pond and by Tihonet Pond Canal.

Cranberry Bog Package

Option 1: During Harvest Season with Cranberries Floating on the Bog: \$4,500

Option 2: Any time of year without an active harvest: \$3,500

TIHONET POND CEREMONY AND RECEPTION PACKAGE

This package allows for you to select a ceremony site either on the shores of Tihonet Pond or alongside Tihonet Pond Canal followed by a reception in our historic Box Mill Hall. Scenic, pond side photography opportunities are included in this package.

Tihonet Pond Package: \$2,500

RECEPTION OR CEREMONY PACKAGE

Interested in holding either your reception or your ceremony at our rustic location? This package is for you. This package is exclusively for either a wedding ceremony or a wedding reception. The package includes excellent photography opportunities at Box Mill Hall, alongside Tihonet Pond and by Tihonet Pond Canal.

Reception or Ceremony Package: \$1,600



GENERAL INFORMATION AND POLICIES

Wedding Packages Include...

- The Cranberry and Tihonet Packages include exclusive hall rental for up to 6 hours. The Reception or Ceremony Package includes exclusive hall rental for up to 4 hours. All functions must end by 10:00 p.m.
- Up to six one-hour event consultations with the Director.
- Standard 5' round tables (up to 18), Standard 6' banquet tables (up to 7) and white resin chairs with ½" cushion (up to 150).
- The Cranberry Bog Package allows for additional rental of chairs or benches exclusively for an outdoor ceremony, limits apply.
- Podium, microphone, projection screen.
- Use of outside picnic area.
- The ability to secure the day prior or day following at reduced rates for function setup or cleanup, subject to availability.

Room Capacity:

- Box Mill Hall's maximum seated capacity is 150.
- Increased capacity for informal gatherings is possible.

Vendor Guidelines:

- Consult our Preferred Vendor List for approved vendors.
- Vendor delivery and arrival is a maximum of two hours prior to the start time unless otherwise secured in advance. Entertainment arrival and set-up time is one hour prior to the event.
- All vendor information must be approved by the Director within 30 days of the event.
- The Director reserves the right to approve or deny any vendor.
- The Director and the Hall staff are not responsible for vendors, their staff or equipment.
- An additional fee may be assessed for vendors that are not on the Preferred Vendor List.
- All items brought into the event space must be removed within 30 minutes of the event end time, unless additional time is secured in advance.
- All Vendors must depart venue space within 30 minutes of the event end time.

Décor:

- Décor is the responsibility of the Renter.
- Table covers are not included in the rental fee.
- Materials such as tacks, pins, nails, screws, hooks, permanent tape are not to be used in Box Mill Hall without approval from the Director.
- Guests may add interior lighting to the existing décor through a licensed vendor only.
- No open flames are permitted inside or outside the venue, including candles.
- Confetti, rice, glitter, flower petals or similar materials are not permitted.



Alcohol Policy

- The sale of alcohol is only allowed by obtaining a one-day liquor license through the Town of Wareham and may be obtained by working with our Preferred Vendors.
- All permit fees are the responsibility of the Renter.
- Parties *must* use a licensed alcohol provider from the Preferred Vendor List.
- Please refer to the beverage policies below for additional information.

Additional Optional Experiences:

- Use of up to four 10'x20' commercial canopies, ideal for providing shade and cover, \$175/unit.
- Cranberry Bog Tour for guests, \$18 per person, minimum of 25 people.
- Wagon Ride through the Cranberry Bogs for all guests, \$125 first hour, \$90 each additional hour.
- Kayak and Paddle Boat Rides may be coordinated through Nemasket Kayak.

Security:

- The Director reserves the right to hire security or medical personnel for any event if it is in the best interest of the Renter and guests.
- The Renter will be responsible for these charges.

Set-up and Clean-up:

- Set-up is allowed up to two hours prior to the event scheduled time, unless otherwise arranged.
- Clean-up must be complete within one half hour of the end time of the event.
- Renters are responsible for removing all items brought into the event, for removing all trash and for leaving the hall in clean manner.
- If excessive clean-up or removal of items is required after the event, an additional fee of \$60 per hour will be assessed.

Deposits and Payment Information:

- Pricing valid for 30 days from the date sent to the potential customer.
- A signed contract and non-refundable deposit are required to secure and reserve a date.
- Specific billing details for the event will be noted in the Renter's contract.
- Deposits will be credited to the final bill and are non-refundable.
- All charges must be paid in full 5 days prior to event date.
- Final payments may be made by certified bank check or credit card. Deposits may be secured by check, bank check or credit card. Credit card payments are subject to a 3% processing fee.



BEVERAGE POLICIES FOR THE BOX MILL HALL
Effective March 1, 2017

The following are policies and procedures for any and all alcohol service on the A.D. Makepeace Company grounds, including the Box Mill Hall.

All clients are required to use one of the Bartending Service Companies listed on the Box Mill Hall's Preferred Vendor List.

1. All Bartending Service Companies must provide valid Certificate of Insurance naming the "A.D. Makepeace Company and its affiliates" as **additionally insured**.
2. All Bartending Service Companies are required to be in full compliance with all local, state, and federal laws as they pertain to the service and sale of alcohol.
3. The sale of alcohol on the premises requires a one-day liquor license from the Town of Wareham. Vendors are responsible for verifying that a valid permit is in place for each function they contract on the premises.
 - a. All applications for the one-day license should state the property address as 150 Tihonet Road and "the grounds adjacent to".
4. A copy of the One Day Liquor license must be provided to the Director within 72 hours of the event.
5. The Box Mill Hall does not allow shots to be offered during a function.
6. The Box Mill Hall does not allow containers larger than a single serving of alcohol to be placed on guest tables (including full bottles of champagne or wine).
7. The Box Mill Hall limits the period for an "Open Bar" to one hour per function.
8. The Box Mill Hall requires bar service to end 15 minutes prior to the function end time.
9. The Box Mill Hall requires that all alcoholic beverages are provided by the Bartending Service Company. Clients of the Box Mill Hall are prohibited from providing their own alcoholic beverages for service or consumption.
10. The following contact information may be provided to all Bartending Service Companies' staff members and is the contact for any questions, emergencies or problems.

Kim Houdlette
Director of Events and Agritourism
A.D. Makepeace Company
508.322.4028 Office 508.273.6034 Mobile
khoudlette@admakepeace.com



VENDOR POLICIES FOR THE BOX MILL HALL
Effective March 1, 2017

The following are policies and procedures for all outside vendors operating on the A.D. Makepeace Company grounds including the Box Mill Hall.

1. All outside vendors are required to provide a Certificate of Insurance listing the A.D. Makepeace Company and its Affiliates as **additionally insured** with appropriate limits.
2. Any outside vendor that has not worked on the property within the last 24 months is required to attend a walk through with the Director or Events and Agritourism.
3. The Box Mill Hall does not have an onsite kitchen facility. All caterers are required to operate outside of the Box Mill Hall on the grounds adjacent to the building as directed. Standard power, lighting, and water access are available for this purpose.
4. All Outside vendors are required to be in full compliance with all local, state, and federal laws as they pertain to their service. This may include permits from the Wareham Board of Health and Wareham Fire Department.
5. Outside vendors are typically allowed to enter the function area as early as two hours prior to the function start time unless otherwise arranged.
6. The Box Mill Hall operations may not exceed 10:00 p.m.
7. All outside vendors are required to leave their area clean of debris and remove all belongings.
8. All outside vendors are required to leave the premises one half hour after the end time of the function.
9. Alcohol is only allowed to be served by one of the approved preferred vendors on the Box Mill Hall Preferred Vendor List.
10. Animals are not allowed on premises.
11. All outside vendors and their staff members are expected to interact with guests, staff, and each other with respect and professionalism at all times. Any outside vendor or staff member that is not able to interact in this manner will no longer be allowed to service the Box Mill Hall or its clients.
12. All outside vendors and their staff are expected to abide by these policies and to any additional requests made by the Director of Events and Agritourism or employee of the Box Mill Hall.
13. The following contact information must be provided to each vendor's onsite staff members and is the contact for any questions, emergencies or problems.

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