

Smith College Conference Center Wedding Package

We are pleased to offer the Smith College Conference Center as the location for your special celebration. Our wedding package encompasses many of the essentials you will need for a reception and simplifies your planning process.

The Smith College Conference Center overlooks beautiful Paradise Pond and is only steps away from the college's famed botanic gardens and waterfall. Your guests can enjoy cocktails on the open-air terrace before moving to the Paradise Room, with its wall of windows overlooking the pond and playing fields. If you're planning to dance the night away, the Oak Room perfectly accommodates a dance floor, while guests can also relax in the adjoining lounge.

Smith College is located in the town of Northampton which is 45 minutes from Bradley International Airport, and less than ten minutes from Interstate 91. There are plenty of nearby accommodations, including hotels within walking distance.

\$3,000 Wedding Package includes the following (*rate subject to change based on final booking confirmation):

- Five-hour access the day of the event to the Smith College Conference Center including the Paradise Room, outdoor covered terrace, two large rooms on the lower level, and two small rooms that can be used as a bridal suite.
- Access to the space the day before your event (during the day) for decorating.
- A guarantee that your event will be the only one in the Conference Center on your special day.
- Access to the Smith College grounds for picture taking, including the outdoor gardens and overlooks of Paradise Pond and the waterfall. ***(A Certificate of Liability Insurance is required to cover any potential damages to Smith College grounds).***
- 60" Round tables that seat up to 8 people each, and elegant chairs for all your guests
- All service tables for food/beverage, place cards/gifts, DJ, etc
- High top tables for use during social hour
- Access to an A/V unit including wireless microphones, a projector and screen, and a CD Player/iPod jack for music
- A 12' x 16' wooden dance floor
- Use of Smith College dishware, silverware, and glasses
- Ivory or white table linens and skirting
- 22 color choices of linen napkins
- An event coordinator to assist with your planning details, schedule of events, and food and beverage choices
- Event setup and breakdown
- Complimentary campus parking

Bar service, bar setup, bar staffing, and catering are not included in the wedding package. We work with a number of experienced local caterers, and we would be happy to assist you in selecting the best fit for your special day. We can also provide you with a list of local vendors, including bridal shops, photographers, DJs, florists, etc. Your bar arrangements must be made through the Conference Center. No alcohol may be brought into the Conference Center.

Packages and menu pricing does not include the 20% program management fee which will be added to your final invoice. This fee does not represent a gratuity.

Smith College Conference Center Guidelines & Policies

Holding a Date

An inquiry into a date with the Conference Center Manager initiates a 15 day tentative hold on the date. During this time, if you decide to reserve the space, a contract will be prepared and emailed to you. Lack of follow-up within the 15 days will lead to the release of your tentative hold. Reservations are not final until a signed contract and a non-refundable deposit equal to 50% of the cost estimate of the event is received.

Deposits and Final Payment

You will be required to pay a deposit of 50% of the cost estimate total when a contract is signed. All deposits need to be in the form of check or cash. All deposits are non-refundable. Deposits will be applied toward your final balance, which is required within 30 days of your invoice date.

Capacity

- Dinner in Paradise Room with dancing in the Oak Room – Maximum of 112 (14 rounds of 8)
- Dinner and dancing in the Paradise Room – Maximum of 64 (8 rounds of 8)

Event Times

- Wedding receptions are 5 hours or less in length.
- All events must end at or before 10:00pm.
- All bars close 30 minutes prior to the end of the event.
- All guests are expected to vacate the premises within 30 minutes of the end of the event. Failure to leave within this timeframe may incur an additional fee of \$75 per extra 30 minutes after the event end time.
- If you wish to extend your event beyond five hours, there is an additional \$75 fee for each 30 minute extension. Bar service can't be longer than five hours.

Administrative Fee and Taxes

All fees are subject to a 20% percent program management fee. The program management fee does not represent a gratuity. All beverages from the bar will be taxed at 7%.

Room set-up (tables, chairs, etc.)

The set-up of all Smith owned tables and chairs to your specifications is included in the Wedding Package. Your final guest count and any changes to your planned set up need to be made at least 10 days in advance. We will try to honor any last minute requests; however, if any set up changes (beyond moving a table or two) are requested less than 10 days prior to the event, an additional \$150 fee will be incurred. If you would like tables above and beyond what we have in stock at the Conference Center, we would be happy to rent them and set them up for the additional fee of \$20 per table.

Additional Tables

The Conference Center inventory includes sixteen (16) 60" round tables, twelve (12) 6ft rectangular tables, six (6) card tables and ten (10) high top tables. If more of any one of these tables is required, they can be rented for an additional fee of \$20 per table.



Alcoholic Beverage Policy

The Smith College Conference Center is responsible for the administration of the sale and service of all alcoholic beverages in accordance with Massachusetts Alcoholic Beverage Control's policies, procedures and statutes. The Conference Center will strictly enforce all Massachusetts beverage laws. The management of the Smith College Conference Center and its bartenders reserve the right to refuse service of alcohol to any guest who appears or exhibits characteristics of being intoxicated.

In addition, any disturbances, underage drinking or consumption of alcohol not purchased from the Smith College Conference Center can result in immediate termination of bar service. The Smith College Conference Center is the only licensed authority to sell and distribute alcohol on the premises. Alcohol is not permitted to be brought on property, and alcohol purchased from the Smith College Conference Center may not be removed from the premises. Favors and gifts that include alcohol of any kind are not permitted.

Coat Check

An unattended coat room is provided complimentary to you and your guests. The Smith College Conference Center will not be held responsible for any items left in the coat room, or left in the facility after the rental period.

Dancing

Dancing is only permitted on the rented dance floor that is included in your Wedding Package.

Smoking

Smoking is not permitted within 25 feet of any building on the Smith College campus.

Displays / Decorations

We politely ask that there be no glitter or confetti used in any area of the Conference Center. Using glitter or confetti will result in an automatic \$150 charge. Nothing can be affixed to walls, doors, light fixtures, ceilings or any furniture without prior approval. All candles must be enclosed in glass. We reserve the right to bill for any repairs made resulting from damage incurred during your event. We ask that you remove all of your equipment, decorations, etc. at the close of the event. The Smith College Conference Center is not responsible for breakage, missing items or any items left behind.

Audiovisual Equipment

Included in the Wedding Package is use of our sound system, mp3 input, wireless microphones, screen and projector.

Bridal Suite

Included in your Wedding Package is access to two small rooms for the wedding party to get ready or to relax before the reception.

Accessibility

All levels of the Conference Center including the restrooms are wheelchair accessible.

Parking



Complimentary parking is available on campus, including two designated handicap spaces adjacent to the building. If you require detailed driving and/or parking instructions, please contact the Conference Center Manager.

End of the Event

All guests are expected to vacate the premises within 30 minutes of the end of the event. Failure to leave within this timeframe may incur an additional fee of \$75 per extra 30 minutes after the event end time. All items must be removed from the facility immediately following the event. The Smith College Conference Center will not be held responsible for any items left in the facility after the rental period.

Smith College Conference Center Outside Caterer Policies

The Smith College Conference Center allows you to work with the caterer of your choice to provide the food for your special day. Use of the kitchen is only available to licensed and insured caterers. A catering agreement as well as a catering license (or permit to work in the town of Northampton) and proof of insurance must be provided to the Conference Center within thirty (30) days of your event. If these are not received in this time frame, your event contract will be considered null and void, and the Smith College Conference Center will be released of any responsibilities outlined in the contractual agreement. Your deposit will be forfeited.

Insurance

The Caterer shall be required to obtain and provide proof of the following types of insurance with the following minimum limits of liability prior to providing the Services:

1. Auto Liability - \$1,000,000 CSL (including owned, non-owned and hired vehicles)
2. General Liability - \$1,000,000 CSL per occurrence / aggregate with the following wording "Smith College, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured."
3. Workers Compensation - Statutory
4. Employers Liability - \$500,000/\$1,000,000/\$500,000 with the following wording "Smith College, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured."

Duties of the Caterer

1. The Caterer shall be responsible for any and all duties surrounding the preparation, service and clean-up of the event. This includes dressing/setting all tables, serving, clearing/bussing all plates, utensils and glassware, washing, drying and properly storing dishes/glasses/bottles/silverware (including all barware) and ensuring that the kitchen is left spotless and organized, just as it was found.
2. Wiping down all kitchen surfaces, tables, and chairs, sweeping and mopping kitchen and preparation area floors, bagging and placing in the outside dumpsters all garbage and recycling, cleaning ovens, warmers and other equipment is all part of the check-out procedure. Compliance with the check-out procedure at the end of each event is required.
3. Other than the plates, silverware and glassware included in your Wedding Package, absolutely no other cookware or cooking utensils are provided in our kitchen to the Outside Caterer.
4. The Caterer will have trained, responsible personnel onsite for the duration of the event. Caterers and their employees must, at all times, be properly dressed and conduct themselves in a manner which is suitable to the clients and the setting of the party.
5. The Caterer will not have access to the property earlier than two hours prior to the event, and is expected to be out of the kitchen within 30 minutes of the end of the event. The Caterer's arrival time must be arranged with the Conference Center Manager, and a quick check-in is requested upon arrival at the venue.
6. The Conference Center Manager will have complete control and final say over all outside vendors operating within the Conference Center.

Smith College Conference Center

Local Caterers

Atkins Farm

info@atkinsfarms.com
413-253-9528 or 800-594-9537
www.atkinsfarms.com

Hillside Organic Catering

cateringfromhillside@gmail.com
413-648-0500 or 413-387-9343
www.hillsideorganiccatering.com

Black Sheep Catering

theflock@blacksheepdeli.com
413-256-1706 or 413-253-3442
www.blacksheepdeli.com

Log Rolling Catering

413-535-5077
<http://logcabin-delaney.com>

Blue Door Gathering

laura@bluedoorgatherings.co
413-537-8722
Bluedoorgatherings.com

Lone Wolf Catering

413.256.4643
<http://thelonewolfamherst.com>

Bombay Royale

413-341-3537
www.bombayroyale.com

Myer's Catering

partyplanners@myerscatering.com
413-584-4145
www.myerscatering.com

Blue Heron Restaurant and Catering

413-665-2102
www.blueherondining.com

Pengyew Catering

pycatering@crocker.com
413-535-0923
www.pycatering.com

Captain Jack's Roadside Shack

413-230-5367
<http://captainjacksroadsideshack.com>

Seth Mias Catering

seth@sethmias.com
413-695-4874
www.sethmias.com

Chanterelle Catering

contactchanterelle@gmail.com
413-562-2683
www.chanterelletogo.com

Smithsonian Caterers

413-247-5157
www.smithsoniancaterers.com

Esselon Café

info@esselon.com
413-585-1515
www.esselon.com/cafe/catering

Smith College Catering

catering@smith.edu
413-585-2300 or 413-585-2304
www.smith.edu/diningservices/catering

Heirloom Catering

heirloomcatering@gmail.com
413-230-9423
www.heirloomcateringlocalfood.com

Wheelhouse

info@wheelhouse.com
413-323-3322
Wheelhousefarm.com



Smith College Conference Center

Bar Menu & Pricing

All beverage service is done by the Smith College Conference Center. Outside alcohol is not permitted. All bars will close 30 minutes prior to the end of the event.

Bar Fees

- For 65 guests or less, there is a \$75.00 set-up and breakdown fee.
- For 65 guests or more, there is a \$150.00 set-up and breakdown fee.
- Staffing is \$30/hour per bartender (bartender staffing is based on your final per person count)

Host By Consumption Per Drink and Cash Bars

- Imported & Craft Beer - \$7
- Wine by the Glass - \$8
- Mixed Drink-House Brands - \$8
- Specialty Drinks - \$10
- Juice - \$2.00
- Soda - \$1.00

Hosted/Open Bars

- Beer & Wine - \$27 per person for up to 5 hours
- Full Bar - \$30 per person for up to 5 hours
- Full Bar w/ a Signature Drink - \$32-\$34 per person for up to five hours
- Social Hour only - \$17 per person

Toasts

- Champagne or Wine Toast - \$5 per person
- Sparkling Cider Toast - \$2.50 per person

Additional Bar Policies

- Our bartenders are not allowed to pour martinis, doubles or shots.
- Any disturbances, underage drinking or consumption of alcohol not purchased from the Smith College Conference Center can result in immediate event termination.
- Alcohol is not permitted to be brought on property, and alcohol purchased from the Smith College Conference Center may not be removed from the premises.
- Favors and gifts that include alcohol of any kind are not permitted.
- ID's will be checked for all guests who look 30 years of age or younger.
- Bar Menu prices are subject to change on July 1st each year.

Additional Charges

- There will be a 7% Mass. state meals tax added to all beverage charges.
- One bartender per 60 guests is required, and will be billed at a rate of \$28 per hour, with an hour for setup and an hour for breakdown.
- If you opt to have the bar for cocktail hour in a separate location than where it will be located for the rest of the event, a set-up fee of \$100 would apply.

Outdoor Ceremonies on Campus

Since it's opening in 1875, Smith College has consistently been rated as one of the most beautiful campuses in the Northeast. With over 147 acres, the campus is a collection of botanic gardens, lawns, and beautiful trees all just minutes away from Northampton.

The Botanic Garden of Smith College fosters education about the science, beauty, and importance of the plant kingdom through the use of outdoor and conservatory plant collections, gardens, displays, and exhibitions, and preserves and maintains the historic Olmsted campus landscape.

On occasion, the college permits couples to hold their wedding ceremony in one of its gardens or on one of the lawns with the understanding that its gardens are not customarily a wedding venue. Consequently, permission and your contract are for the garden or lawn space only.

- **Trudy's Garden**
 - 50 person maximum
 - \$250 fee
 - Standing only – chairs not permitted
 - Tents not permitted
- **Capen Garden**
 - 75 person maximum
 - \$325 fee
 - Standing only – chairs not permitted
 - Tents not permitted
- **Burton Lawn**
 - 130 person maximum
 - \$425 fee
 - Chairs & tents may be rented from a third party vendor for this space
 - Due to our library renovation – not available until late 2020.
- **Davis Lawn**
 - 150 person maximum
 - \$500 fee
 - Chairs & tents may be rented from a third party vendor for this space
 - Only available June-August

Please be advised that the Smith College campus is open to the public and that Smith College does not provide staffing for outdoor wedding ceremonies. Therefore, we are unable to restrict access during the set-up for your event, nor while your ceremony is in progress. You may encounter people in the area.

Ceremonies are limited to one hour.

We strongly encourage that a rain location be identified and also reserved at the time of booking. If no previous arrangements have not been made through the Events Management Office, the ceremony will be held outdoors rain or shine.

For more information about outdoor wedding ceremonies at Smith College, contact Emily McNally at emcnally@smith.edu or (413) 585-6977.