



**THE STEVENS ESTATE**  
Special Event & Conference Center

**2016-2017 Wedding Packages**

**A 4.5 hour rental includes full use of the first floor of the historic Mansion, use of the grounds plus:**

- Peaked 100' x 40' white tent for your reception, accommodating up to 250 guests (May 1 to Oct 31)
- Complimentary Bridal & Groom Suites, up to 2 hours prior.
- Tables and *indoor* chairs for reception
- White or Ivory tablecloths and a choice of napkin colors to choose from.
- 16x24 foot custom built dance floor under tent
- Chandeliers and twinkle lights under tent
- Professional event planning services
- \*Wedding Ceremony on the lawn with up to 250 white garden chairs
- Stevens Estate will provide Champagne chivari chairs for \$5.50 per guest.

The outdoor reception tent is situated over a level brick terrace and is set up from May through October. The tent is attached to the mansion by a marquis so you are never exposed to the elements. The tent is prepared for inclement weather. Please keep in mind our seasonal New England weather when determining if the tent is appropriate for your use!

As part of your wedding package, the Director will help guide you in the planning process and your Event Manager will work with you on all the details and timing of your wedding from the ceremony to your first dance. The Event Manager will also be available for meetings and detailing the event for you prior to the big day.

Pricing

|                                     | Peak Season with Tent<br>(May 1 – Oct 31)         | Off-Peak Season<br>(Nov 1 – April 30) |
|-------------------------------------|---|---------------------------------------|
| Monday-Thursday                     | \$ 3,000  | \$ 2,200                              |
| Friday                              | \$ 3,950  | \$ 2,900                              |
| Saturday                            | \$ 5,750  | \$ 3,450                              |
| Sunday                              | \$ 4,200  | \$ 2,700                              |
| Holiday weekends and New Year's Eve | \$5,750 (inc. Sundays – ask about specific dates) |                                       |

**\*Ceremony Fee \$700** (with white garden chairs & additional ½ hour)

Additional Pricing Information

- Additional Event Time per hour: \$400.00 per additional hour  
*(excluding bartenders and Event Manager; \$25.00 billed in hourly increments only, as schedule permits)*
- Extra set-up time \$100/hr, removal of furniture and/or special accommodations- Pricing tbd
- Specialty Linens, coordinating china, ballroom chairs etc. can be provided for an additional fee.
- The Stevens Estate arranges for the rental of all additional outdoor furniture and equipment including chairs, extra tables, fans, tent sides, twinkle lights, heaters and more... there is a 15% mark-up on rentals for ordering, setting up and breaking down. Please ask about equipment options and prices.

723 Osgood Street -North Andover, MA 01845  
978-682-7072 [www.stevensestate.com](http://www.stevensestate.com) Email [Joanna@StevensEstate.com](mailto:Joanna@StevensEstate.com)



# THE STEVENS ESTATE

## Special Event & Conference Center

### Caterers

***The Stevens Estate has a list of pre-approved caterers for you to choose from:***

|                               |  |                |
|-------------------------------|--|----------------|
| Two Chefs are Better Than One | <a href="http://www.twochefsfood.com">www.twochefsfood.com</a>           | (978) 970-0212 |
| A Day To Remember             | <a href="http://www adaytorememberllc.com">www adaytorememberllc.com</a> | (617) 281-7396 |
| Celebrations Catering         | <a href="http://www.celebrationsmenu.com">www.celebrationsmenu.com</a>   | (603) 598-5177 |
| Timothy S. Hopkins Catering   | <a href="http://www.tshcatering.com">www.tshcatering.com</a>             | (978) 768-9990 |

All caterers who are not preferred caterers must accept all responsibilities outlined in the Caterers Responsibilities document and submit all paperwork and fees at least 60 days in advance of your event. The client is required to pay a single \$350 flat fee to bring in any non-approved, registered caterer. Clients are not required to pay a separate \$350 for wedding cake vendors.

The Stevens Estate charges caterers a fee of either \$4.50 per person or 10% of your total catering bill (including administrative and staffing costs), whichever is highest. Wedding cake bakers will be charged 10% of the total bill. Catering fees cover the use of The Stevens Estate china, silverware and glassware, plus use of our kitchens and utilities. This fee is not discounted if the caterer does not use these amenities. Caterers must bring full payment on the day of the event. Drop-off or delivered catering is not permitted at The Stevens Estate.

### Bar Service

***The Stevens Estate provides all alcoholic beverages, no exceptions. No alcohol may be brought onto the grounds or into the mansion. This policy is strictly enforced.***

*\_\$125.00 per Bartender for up to 4½ hours (includes set-up and break-down time)*

- 1 bartender required per 50 guests for a full bar, 1 per 75 guests for beer and wine only
- Additional Bar Service: \$25.00 per hour per bartender, for any additional time
- The first bar and second bars will be provided based on the number of attendees. Additional bar setups require payment of \$250 each.
- The Stevens Estate is required to provide all alcoholic beverages under our license.
- An 18% administration fee and 7% Mass Sale tax is charged on hosted bar services.
- Bar Minimums apply on Friday, Saturday and Sunday weddings

### **Standard Beverage Minimum Spend**

Monday to Thursday \$1,000.00

Friday and Sunday \$1,500.00

Saturday \$2,500.00

*Please ask for more details.*

### Overnight Accommodations for Guests

|   |                    |
|---|--------------------|
| \$175.00 per King room with private bath (based on double occupancy).         | Three available    |
| \$140.00 per King room with a shared private bath (based on double occupancy) | One available      |
| <i>\$50.00 per additional guest in a King room</i>                            |                    |
| \$105.00 for a single room with a shared private bath.                        | One available      |
| \$65 per single bed in a shared room (dormitory style) 3 <sup>rd</sup> floor. | Ten beds available |

***Overnight accommodations subject to a 5.7% Massachusetts occupancy tax and 4.0% local occupancy tax.***

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