



WEDDING / CELEBRATION INFORMATION - WHOLE BUILDING

0 – 250 guests: \$5200.00

251 – 450 guests: \$6500.00

- 5-HOUR EVENT TO INCLUDE COCKTAIL RECEPTION & WEDDING CELEBRATION
- STAFF INCLUDED IN YOUR PACKAGE:
 - EVENT COORDINATOR
 - FUNCTION MANAGER
 - WEDDING ASSISTANT/COAT CHECK
 - BUILDING SECURITY PERSONNEL FOR UP TO 6 HOURS
 - BAR STAFF
 - COCKTAIL SERVERS
 - BARTENDERS
 - BARBACKS
- GUEST PARKING FOR 100 SPACES
- FULL BAR SET-UPS - TO INCLUDE ALCOHOLIC & NON-ALCOHOLIC DRINKS
- CHAMPAGNE TOAST OR CIDER TOAST
- MECHANICS HALL TABLES AND CHAIRS (CHIVARI CHAIRS RENTED)
- RED CARPET ENTRANCE
- MECHANICS HALL COCKTAIL NAPKINS
- PLACE CARDS & PARKING CARDS

ADDITIONAL RECEPTION HOURS/EACH **\$1,000.00**

½ HOUR WEDDING CEREMONY (½ hour PRIOR TO, DOORS OPEN) -ADDITIONAL **\$1,000.00**

IF OCCURRING ON A HOLIDAY **\$1,500.00**

GENERAL INFORMATION:

The Hall hosts only one wedding a day, allowing couples to choose a 5-hour period to begin and end their wedding celebration. Additional hours can be added to the reception, but only in advance; not on the day of the event.

Mechanics Hall has a full liquor license and will provide ALL beverage service for your reception with the exception of ice water on the tables. No outside beverages may be brought into Mechanics Hall. Bars can be served as Cash Only for the entire event or one may choose to host an Open Bar for all or a portion of the event. When an Open Bar is offered, guests do not exchange any money with the staff. Open Bar fees are based on actual consumption to which is added an 18% administrative charge and 7% MA tax. All bars close one-half hour prior to the end of the event.

Catering at Mechanics Hall is done by outside vendors and we can provide a list of caterers familiar with the facility. Should you choose to use a different vendor, Mechanics Hall must approve of them. All caterers must sign a contract with the Hall and will pay a usage fee to the Hall based on charges for all services provided for the event, exclusive of tax and gratuity. They will have time available the day of for set up and 1 hour post event to clean up the kitchens and tables. Should they go over, there will be a charge for Mechanics Hall's staff to stay later at an hourly rate.

Should you hire a decorator to enhance the beauty of Mechanics Hall, there are many wonderful vendors out there! All vendors are required to sign an agreement with the hall to preserve the building as well as for scheduling purposes of our staff. They will have time available the day of for set up and 1 hour post event to clean up their décor. All trash must be removed from the premises. Should they go over the 1 hour clean up time or need additional hours and the space is available, there will be a charge for Mechanics Hall's staff at an hourly rate. The vendor may also be requested to provide the Hall with a deposit.

The Hall will confirm your date when you sign a contract and pay a non-refundable deposit which is 50% of the package price you choose and is applied to the final bill. All additional monies due for the wedding are based on an estimated bill presented and paid prior to the wedding. Refunds for any overpayments are processed the week after the wedding. If a balance is due from the wedding, Mechanics Hall issues an invoice, payable within 10 days.

For additional information, please contact the Sales Department 508-752-5608 or info@mechanicshall.org

MECHANICS HALL | WORCESTER COUNTY MECHANICS ASSOCIATION

321 Main Street, Worcester, Massachusetts 01608 • T: 508-752-5608 F: 508-754-8442 • info@mechanicshall.org • www.mechanicshall.org

Built in 1857 ~ National Register of Historic Places