



***Thank you for your interest in the Garden House at Look Park.  
We are a year-round, full-service banquet facility.***

We hope this packet will provide you with the information you need to plan a successful event. Please read this packet carefully to gain a clear understanding of your rights and obligations as a Garden House lessee.

**IMPORTANT STIPULATIONS:**

1. A tentative hold may be placed on any date for 7 days without a deposit. After this time period the applicant may decide to reserve the space. At this time a contract can be sent out and a 50% **NON REFUNDABLE DEPOSIT** will be required within 14 days to secure the date. The balance of the rental fee is due sixty (60) days prior to the event. Any beverage balances will be due the week of your function.
2. In addition to the rental fee, you will be required to submit a five hundred dollar (\$500) damage deposit in the form of a check or a credit card to be used as a guarantee. This deposit is due sixty (60) days before the event. Barring any damages or unauthorized use, this deposit will be returned to you within 30 days after the event.
3. Payment may be made by cash, check (made payable to Look Park), Visa, Master Card, or Discover credit cards. Please mail any payments directly to: Look Park, 300 North Main Street, Florence, MA 01062. Please denote name and date of function when sending in payments.
4. If full payment for the rental fee and the security deposit fees or a copy of the catering license and catering insurance are not received within thirty (30) days prior to the event, said contract will be considered null and void and The Garden House at Look Park will be released of any responsibilities outlined in the contractual agreement. **The Deposit will be forfeited.**
5. Smoking is only permitted outside in a designated smoking area.
6. The Garden House at Look Park does **not allow anything to be set up on or hanging from the beams or any type of confetti or birdseed to be thrown.** There will be an automatic \$200 clean-up fee if these materials are used. **No live flame, including sparklers, are allowed. Only LED/battery-operated candles are permitted.**
7. All items must be removed from the facility immediately following the event. The Garden House at Look Park will not be held responsible for any items left in the facility after the rental period.
8. Dancing is not permitted under the tent without a rented dance floor. The licensee will be responsible for renting the dance floor should they decide to have dancing under the tent.
9. If there is no power in The Garden House, immediate evacuation must take place. Keeping all guests and staff on the premises safe is paramount. We do not have a generator for back up power.
10. Outside alcohol is **NOT** permitted into the Garden House. Any flasks, bottles, etc. will be confiscated and continued use will result in an immediate shut down of the bar. In order to consume alcoholic beverages ID's are required for all guests, including all members of the bridal party.

**BUILDING PERSONNEL:**

The rental fee covers custodial staff who will set up your tables and chairs. The rental fee also covers the cost of an event manager and bar staff who will be present during the use of the facility.

**PARKING:**

There is adequate parking on the grounds of the Garden House at Look Park. The parking areas are well illuminated. Overflow parking will be in the Visitor's Center lot.

**FURNISHINGS AND ADDITIONAL CHARGES:**

Included in the rental fee are:

- Tables-60" round; seats 7-10 people.
- Tables-8' or 6' banquet style.
- Chairs-175 available inside, 200 available outside.
- Dance Floor 15'x18'
- Podium with microphone
- 8-Foot Screen
- Wireless Internet Service
- Sound System with a IPod/Computer Jack  
*(this sound system does not replace a dj or dj equipment)*

**GROUP CLASSIFICATION EXPLANATION**

**\*\*\*(SPECIAL EVENTS NON-PROFIT GROUPS ONLY)**

Non-profit organizations or groups must provide documentation of their status as a non-profit body, i.e., statements of incorporation by the Secretary of State or their 501(c)3.

**\*\*\*PRIVATE GROUPS - NORTHAMPTON RESIDENTS**

Resident and/or taxpayer organizations or groups whose primary function is non-public i.e., wedding receptions, private parties, including political parties or meetings. In order to qualify for this rental fee category, one must provide Northampton residency documentation.

**\*\*\*PRIVATE GROUPS - NON RESIDENT**

Individuals or groups that do not reside/or pay taxes to the City of Northampton and whose primary function is non-public, i.e., wedding reception, etc., including political parties or meetings.



## *Garden House Rental Fees*

*Subject to change*

The rental fee for the Garden House at Look Park is based on Eight (8) hours use of the facility. This includes two hours for setup, five hours for the actual event, and one hour for breakdown.

### *Non-Profit Organizations<sup>^</sup>*

|  |          |  |
|--|----------|--|
| Monday-Friday  | \$425.00 |  |
| Friday Evenings. & Sundays   | \$750.00 |  |
| <i>Saturdays &amp; Holidays are available to non-profits at regular resident / non-resident rates.</i> |          |  |

### *Northampton Residents<sup>\*\*</sup>:*

|                             |            |            |
|-----------------------------|------------|------------|
| Monday-Friday               | \$525.00   | \$550.00*  |
| Fridays Evenings. & Sundays | \$2,500.00 | \$1200.00* |
| Saturdays, and Holidays     | \$4,000.00 | \$1200.00* |

### *Non-Residents<sup>\*\*</sup>*

|                            |            |            |
|----------------------------|------------|------------|
| Monday-Friday              | \$645.00   | \$550.00*  |
| Friday Evenings & Sundays* | \$2,700.00 | \$1200.00* |
| Saturdays, and Holidays*   | \$4,200.00 | \$1200.00* |

*The Garden House Tent is available from May through October to accommodate larger parties for an additional charge of \$600.00. The Courtyard Area is also available for social hours or ceremonies for an additional \$300.00.*

**\* These lower rates are only available January –April. All other rates apply May–December.**

**<sup>^</sup> Non-profit organizations must show proof of 501(C)3 status.**

### **Recommended Capacity For Garden House Events:**

|                                    |     |
|------------------------------------|-----|
| With the 15 X 18 Dance Floor ..... | 175 |
| Theatre Style.....                 | 200 |
| Entire House with Tent.....        | 325 |

*A 7% Meals Tax will be added to all Garden House Room Rentals and Host Bar charges.*



## **REGULATIONS PERTAINING TO CATERING AT THE GARDEN HOUSE AT LOOK PARK**

### **Selection of Caterers:**

All food services must be provided by a licensed and insured caterer. Please review the Garden House List of Caterers to select your caterer. If a caterer is not selected off of this list, an additional fee of \$500 will be charged. If another Caterer is preferred, the Caterer must provide a list of references and be pre-approved by the Garden House Manager. Copies of the caterer's food dispensing and catering licenses, as issued by the State Health Department, as well as local licenses, must also be on file at The Garden House at Look Park thirty days prior to the event.

Caterers must also file a certificate of insurance 30 days prior to utilizing the facility.

The certificate must show -

1. The Frank Newhall Look Memorial Park as an additional insured.
2. Limits of insurance must be at least \$500,000 for bodily injury and property, including coverage for premises liability as well as products and completed operations. Automobile liability must show \$500,000 limits per accident.
3. Workers Compensation must be listed at state compulsory limits for all caterers who have employees. Independent contractors are not allowed.

### **Rules for Caterers:**

1. Caterers are responsible for clean-up of their respective areas (dining rooms, kitchens, outdoor areas etc.) after the event. This includes table and chair breakdown assistance.
2. 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.
3. The Caterer will not have access to the property earlier than two hours prior to the event. This time will be arranged with the Manager.
4. The Caterer must leave the kitchen and any other facilities in the exact condition as found upon arrival (see kitchen requirements). Ovens, sinks and disposal must be clean. Tables, chairs, and kitchens must be cleaned of paper, tablecloths, food, etc. The Garden House at Look Park will neither provide trash bags nor the removal of trash and/or garbage. Food remnants, grease, and/or coffee grounds must not be put down the sink or left on the property. **ALL GARBAGE IS TO BE DISPOSED OF OFF PREMISES.**
5. Prior to the caterer leaving the property, all areas must be checked and cleared by the Manager. The Manager must be informed of any and all changes pertinent to an event. The Manager will have complete control over all vendors conducting business in the facility.

### **Kitchen Requirements:**

1. Silver, dishes, linens, or cooking utensils are not provided. The kitchen must be left in exceptionally clean order.
3. Caterers using the kitchen facilities will have limited use of kitchen stoves/ovens for a limited amount of cooking and warming of prepared foods and serving only.
4. Washing of dishes and silverware will be permitted via the dishwasher, provided the caterer exits the premises within the allotted time given for the function.
5. Upon completion, the Caterer must: wipe all tables and chairs, wipe all counters and sink areas, sweep and mop kitchen and preparation area floors, bag and remove from the premises all garbage, clean ovens, warmers and any other equipment.



**SUGGESTED CATERERS\***

*We highly suggest using one of these very experienced caterers. There is a \$500 fee for using a caterer that is not on this list and that caterer must be preapproved by the Garden House Director. Please note that there are some caterers that are not welcome at The Garden House.*

|   |  |              |
|---|--|--------------|
| Blue Heron Restaurant and Catering<br><i>Kendra Nielsen</i> | <a href="http://www.blueherondining.com">www.blueherondining.com</a>               | 413-665-2102 |
| Elegant Affairs<br><i>Peg Boxold</i>                        | <a href="http://www.elegantaffairs-mass.com">www.elegantaffairs-mass.com</a>       | 413.734.9267 |
| Hamel's Creative Catering<br><i>Mike Hamel</i>              | <a href="http://www.hamelscreativecatering.com">www.hamelscreativecatering.com</a> | 413.538.7431 |
| Myer's Catering<br><i>Richard Lyman</i>                     | <a href="http://www.myerscatering.com">www.myerscatering.com</a>                   | 413-584-4145 |
| Peng Yew Catering<br><i>Peng Yew</i>                        | <a href="http://www.pycatering.com">www.pycatering.com</a>                         | 413.535.0923 |
| Seth Mias Catering<br><i>Seth Mias</i>                      | <a href="http://www.sethmiascatering.com">www.sethmiascatering.com</a>             | 413.695.4874 |
| Smithsonian Caterers<br><i>Peter Langlois</i>               | <a href="http://www.smithsoniancaterers.com">www.smithsoniancaterers.com</a>       | 413-219-3171 |
| The Villa Rose<br><i>Tony Tavares</i>                       | <a href="http://www.villaroserestaurant.com">www.villaroserestaurant.com</a>       | 413-547-6667 |
| Whately Inn Catering<br><i>Chip Cloc</i>                    | <a href="http://www.whatelyinn.com">www.whatelyinn.com</a>                         | 413-374-5777 |



GARDEN  
HOUSE  
AT LOOK PARK

**BEVERAGE MENU**

**Cocktails**

|   |         |
|---|---------|
| Domestic Beer                               | \$4.50  |
| Imported/MicroBrew Beer                     | \$5.25  |
| House Wine by the glass                     | \$6.75  |
| Upgraded Wine by the glass                  | \$8.75  |
| Mixed Drink-House Brands                    | \$6.25  |
| Premium Drink                               | \$6.75  |
| Ultra Premium                               | \$10.25 |
| Top Shelf/Cordials                          | \$8.25  |
| Two Liquor Drink/Top Shelf Brands-Martini's | \$8.25  |
| Soda and Juice                              | \$2.00  |

*All beverage service is done by The Garden House, outside alcohol is not permitted.*

**Host/Open Bars**

|  |  |
|--|--|
| Premium Social Hour Only   | \$15.50 per person (age 5-20 \$4.00 per person)  |
| Additional Hours (each)  | \$4.75 per person  |
| Premium Five Hour Price  | \$28.50 per person over 21 (age 5-20 \$12.00 per person)   |
| Host By Consumption  | Per Drink  |
| Champagne or Wine Toast  | \$3.50   |
| Sparkling Cider Toast  | \$2.50   |
| House Wines Sycamore Lane Chardonnay, Pinot Grigio,<br>Cabernet Sauvignon, or Merlot @ | \$22.95 per bottle   |
| House Champagne @  | \$26.95 per bottle   |
| Open Soda Bar  | \$7.00 per person (only available for entire events ie proms, bar/bat mitzvahs)<br>Additional or Upgraded Wines Available Upon Request |

*All Toasts and Host Beverages are subject to an additional **18% charge**,  
(which is broken down to a 12% service charge and a 6% administrative charge)*

*There is also a **7% Mass. state meals tax** added to all beverages charges.*

*Bar Menu prices change annually by February 1<sup>st</sup> of each year.*

*Service of all alcoholic beverages will be by Garden House professional bartenders only.  
Outside Alcohol is not allowed to be brought into The Garden House and will result in an  
automatic shut down of the bar. ID's will be checked on all guests looking 30 or younger.*

*One bartender will be provided at no charge for every 120 guests at your function, a second  
bartender will be included with guaranteed counts over 120 guest.*



## *Outdoor Wedding Facilities*

*Vehicle entry to the park is complimentary for all your guests.*

### *Sanctuary at Willow Lake*

*The beautiful Sanctuary at Willow Lake is an ideal location for your wedding.*

*Located on the western shore of Willow Lake, the Sanctuary is perfect for wedding sizes from 20 up to 150 guests. A colorful flagstone floor and stone fireplace with a 7'8" wide mantle adds to the beauty of your special event. The*

*rental fee includes the vehicle entry fee for your guests. Seating is on Sanctuary benches (12 total benches in 6 rows-5 people per bench) for 60 people. Additional white chairs are available for rent at \$2.00 per chair.*

*Parking is adjacent to the site. Electricity is available.*

*Fee: \$700.00 for the 3 hour block*

### *Pines Theatre*

*The majestic Pines Theater is an outdoor amphitheater surrounded by tall cathedral pines framed by Goshen Stone sound towers. The Pines Theater rental fee includes the vehicle entry fee for your guests. We will set chairs on the stage facing the grass stage area with an aisle down the middle of the main stage. The stage can accommodate up to 200 chairs. Handicap and Bridal*

*Party parking is adjacent to the site. Additional parking is available in the Train Station or Visitors Center Lot. Electricity is available.*

*Sound system is not included.*

*Fee: \$700.00 for the 3 hour block*

### *The Gazebo*

*Our Victorian Gazebo on the overlook is an ideal location for small weddings of up to 25 guests. The Gazebo rental fee for a wedding includes the vehicle entry fee for your guests. 10 folding chairs are included, electricity is available. Parking for up to 8 cars is adjacent to the gazebo.*

*Fee: \$175.00 for the 3 hour block*

*Rehearsals are included with all wedding ceremony bookings, time and date is based on availability.*