



THE STEVENS ESTATE
Special Event & Conference Center

Erin E Flannery, Director

723 Osgood Street, North Andover, MA 01845

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2012-1013 Wedding Packages

1st floor of Mansion and Estate Grounds - 4½ hours rental

*Manicured Garden for Wedding Ceremony

Outdoor Reception Tent (accommodates up to 220 guests)

Complimentary Bridal & Groom Suites to prepare in

(Access to Bridal & Groom Suites up to 2 hours prior to event)

Reception includes Tables, Table Top Linen Squares, China, and Glassware

Custom built dance floor (outdoor chairs are not included, but will be arranged for you through the Estate)

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 the weather when determining if the tent is appropriate for your use.

Included in the wedding package is a professional to help guide you in planning your wedding. A function manager will work with you on the wedding day with all the details and timing of your Wedding from the ceremony to your first dance.

Pricing

Peak Season (May 1st – Oct 31st)

Off-Peak Season (Nov 1st – April 30th)

Monday-Thursday	\$ 2,700	\$ 1,900
Friday	\$ 3,200	\$ 2,500
Saturday	\$ 4,800	\$ 3,000
Sunday	\$ 3,500	\$ 2,300

*Ceremony Fee \$600 (includes Samsonite chairs and an additional ½ hour)

*During Peak Season there is a minimum beverage charge of \$2,500.00 per event on a Saturday evening.

*During off Peak Season there is no use of the outdoor tent





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Additional Pricing Information

Additional Event Time per hour: \$350.00 per additional hour
(excluding bartenders & in hourly increments only, as schedule permits)
Extra set-up and/or special accommodations - Pricing based on request
Specialty Linens, Coordinating China, Ballroom Chairs, ect 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.

Food

Please contact the Stevens Estate for a list of pre-approved caterers.

Bar Service *

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

1 bartender per 50 guests for a full bar

Additional Bar Service: \$25.00 per hour per bartender, for any additional time

- The Stevens Estate is required to provide all alcoholic beverages under our license.
- No Alcohol can be brought into the mansion or the grounds at any time. This policy is strictly enforced.
An 18% administration fee/gratuity is charged on hosted bar services.

Overnight Accommodations for Guests

\$130.00 per King room with private bath

\$110 per King room with a shared private bath

\$45 per additional guest in a King room

\$85.00 for a single room with a shared private bath

\$65 per single bed in a shared room (dormitory style) 3rd floor

A continental breakfast is included with overnight accommodations.

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



Added Options Offered Though the Stevens Estate

"Day Of" Coordinator (DOC)

\$500.00

- ✓ Direction of the Rehearsal (scheduled Monday-Thursday)
- ✓ Distribution of timeline to wedding party (as prepared by bride)
- ✓ Coordination and direction of wedding day events (set hours)
- ✓ Setting up flowers, programs, place cards, menus, favors, guest book, pictures
- ✓ Dealing with any vendor's day- of issues (for example; what if the flowers are late...)
- ✓ Packing food for bride and groom
- ✓ Getting gifts, cards into safe keeping.

NOTE: For "Day Of" service, the bride will take the responsibility of preparing a timeline, confirming details and commitments with vendors, and all other related duties. The DOC will carry out the duties based upon the brides planning and preparations. In these instances where the DOC has no previous interaction with vendors, the DOC is only as good as the information the bride provides.

Whether you are planning a wedding that is big or small, casual or formal, the knowledge, professionalism, and assistance a wedding coordinator can provide for you, is well worth the cost. Of course most wedding consultants also offer more detailed planning assistance as well, but "Day Of" services offer invaluable planning assistance that every bride can benefit from.

This is great service, your family and friends will be grateful, even if they don't know it!

Use of the Pool

\$250.00

- ✓ Certified Lifeguard (for 4.5 hours)
- ✓ Evening lighting if applicable
- ✓ Set tables for cocktail hour or seating (additional fees may apply)

*Please note all alcoholic beverages/food brought to the pool must be served
with plastic or paper (no glass)



Please feel free to inquire about hotels, florists, photographers, DJ's and Lighting Specialist that have worked with the Estate before.