



Old Town Hall

Salem, MA

Rental Information

The Old Town Hall is a beautiful federal style building located in the heart of downtown historic Salem, Massachusetts. Our venue is a two-story, brick structure featuring Palladian windows, carved wood details, antique chandeliers, decorative columns and wooden floors. The building is owned and managed by the City of Salem.

WEDDINGS:

June - September

Wedding Ceremony: Use of the Great Hall, 2 hours: \$600.00*

Wedding Reception : Use of Great Hall, 5 hours: \$2,000

November – May

Wedding Ceremony: Use of the Great Hall, 2 hours: \$600.00*

Wedding Reception: Use of Full Building 5 hours: \$2,600

*Rehearsal Included

OTHER CATERED EVENTS (SUCH AS FAMILY CELEBRATIONS):

June - September

Use of Great Hall, 4 Hours: \$1,000

November – May

Use of Full Building, 4 Hours: \$1,400

NON-CATERED EVENTS (SUCH AS MUSICAL PERFORMANCES & DANCES)

June-September

Use of Great Hall for up to 5 Hours: \$500.00

November to May:

Use of Full Building for up to 5 Hours: \$900.00

NON-PROFIT RATES ARE AVAILABLE UPON REQUEST

BUILDING DETAILS:

Occupancy Limit: 250

Great Hall: Ceremony Seating: 150 Reception Seating: 100

First Floor: Ceremony Seating 150 Table Seating: 70

Old Town Hall has an elevator and is handicapped accessible. The building is not air conditioned.

Events must end by 11pm and building completely vacated by midnight.

Securing the Reservation: A signed contract and a *non-refundable* security deposit in the amount of **\$300** are due before a reservation is considered official. All pages of the completed contract must be received more than 6 weeks before the event date. This is a do-it-yourself historic venue, please plan assistance accordingly.

Event Cancellation: If cancellation becomes necessary, the Function Manager must be contacted directly, as early as possible. Any amount that has been paid to the City of Salem over the \$300 non-refundable deposit will be refunded. Cancellations less than 2 weeks in advance will not be refundable.

Furniture: Seating options include individual black folding chairs of various styles or wooden chairs which are connected in rows of two or four. Up to 150 assorted chairs are available. Ten 60" round tables and three rectangular 8' tables are also available for use. Use of Old Town Hall chairs and tables is subject to availability. Renting specific chair styles or additional seats from outside vendors is the responsibility of the renter and should be discussed with the Function Manager. Drop off and pick up times must be scheduled with Function Manager and must take place during scheduled hours of operation. All events must contain either row or table seating as part of their set up due to occupancy rules.

Event Manager: An event manager will be on duty at all times during the event. The manager is not responsible for setting up or breaking down the event.

Event Set Up Parameters: Old Town Hall operates as a Do-It-Yourself venue. It is the responsibility of the renter to hire/supply all necessary help for the set-up, operation, and breakdown of an event. All events must contain either row or table seating due to building occupancy established by the Salem Building Department. Function Manager must approve all furniture arrangements and decorations. Events wishing to have a dance area will be limited to occupancy of 100 persons, and must also contain either row or table seating in their set up.

Food/Catering: All food service and caterers must comply with state and city laws. They must also be approved for and maintain appropriate City of Salem and State of Massachusetts Catering and Liquor licenses in order to serve at the Hall.

- The Old Town Hall facility does not have a kitchen at this time. Caterers may request a vehicle permit from the city, to park alongside the building for food preparation during events.
- If alcohol is served, a **one day liquor license** must be obtained from the City of Salem Licensing Department. Forms are available at Salem.com. If hiring a caterer or bar service, their license must be submitted to the City of Salem licensing department to have on file.
- Open flames are not allowed in the building for any reason at any time. However, electronic heating methods are permitted under direct supervision - permission must be requested in advance.
- The building must be left in the same condition as it was found. *All trash and other waste must be taken with the renter/caterer at the end of the night and disposed at your own facilities.*
- A **Salem police detail** must be hired and present for full duration of alcohol service for any event at Old Town Hall. The detail must be on duty for the duration of alcohol service; they cannot be a guest of the renter. It is the responsibility of the renter to hire and pay for a Salem Police Detail for any event where alcohol is consumed (Salem Police Department: 978.744.0171).

- A **Salem Fire Detail** may be required for certain events. Details regarding the event will be submitted to the Salem Fire Department and the renter will be informed by Old Town Hall if a fire detail is required. If a Fire Detail is required, it is the responsibility of the renter to hire and pay for a Salem Fire Detail. The detail must be on duty for the duration of the event; they cannot be a guest of the renter. (Salem Fire Department: 978.744.1235).

Insurance: Renter shall maintain liability insurance covering it as an entity and its staff members and will name City of Salem as an additionally insured party.

Parking: The Old Town Hall does not have reserved parking. Parking is not permitted around Old Town Hall or Derby Square due to fire lane access. Parking for patrons, vendors and employees is available at adjacent municipal lots and local parking garages. Standard rates apply.

October in Salem: October is the peak of tourist season in Salem. The Old Town Hall is rented to the Salem Museum and History Alive, Inc. and therefore does not rent for weddings and events during that month.



NED JACKSON
PHOTOGRAPHY

Thank you for your interest in Old Town Hall. We hope you choose Old Town Hall to make your special memories.

Contact:

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City of Salem

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www.salem.com