

Canterbury Shaker Village Weddings



Wedding packages include:

- Standard wedding packages are \$3,500. Additional fees may apply for further customization or use of additional spaces.
- Outdoor ceremony site (with rain back up option)
- 20 benches provided for ceremony to seat 100. Benches will be at specified ceremony site. Client may arrange benches how they wish.
- Basic wooden arbor available for ceremony
- Choice of reception venue (described below)
- Rehearsal and set-up time evening prior
- Use of a convenient space for pre-ceremony preparation
- Ample parking
- Tables and chairs (details for each venue listed below)
- Optional discounted admission and tour rates for guests
- Use of indoor restrooms

Please note: Linens are not provided. Renters are responsible for set-up and clean-up before and after the event including table and chair set up, and removal of all garbage.

Ceremony

Ceremonies may take place on the Garden Lawn overlooking the pond to the east and views of the mountains to the south, or in the tree-lined Meetinghouse Lane with views to the south and the iconic Meetinghouse to the east. If you have another favorite place around the Village you would like to consider for your ceremony, please discuss with us and we will make accommodations when possible. (Indoor back-up option available in case of bad weather.)

Ceremonies are scheduled to begin at the following times:

- 4:30pm – May through August
- 5:30pm – September through October
- 4:30pm – November through April (Hubbard Education Center only)



Set Up

Set up and Ceremony rehearsal the day prior is only allowed while the Village is closed. Motorized vehicles are prohibited from the Village while its open therefore items requiring transport should be brought to ceremony / reception venue during the times listed below.

- 4:00-7:00pm – May through August
- 5:00-7:00pm – September through October
- 4:00-7:00pm – November through April (Hubbard Education Center only)

Set up on the day-of may begin at Noon however motorized vehicles are not allowed while the Village is open. An earlier set up time may be arranged with the wedding coordinator.

Reception

Reception must conclude by 10pm. Guests must vacate and clean-up should be completed by 11:30pm.

Hubbard Education Center

Availability: Year-round

Capacity: 100

Includes:

- 13 – 60” round tables (lightweight)
- 100 chairs
- Wireless microphone and speaker system with Bluetooth capabilities
- Wifi access
- 6 – 5’ rectangular folding tables
- Bathrooms on lower level
- Heated and air conditioned
- Handicap accessible



The North Shop

Availability: May – mid-October

Capacity: 120

Includes:

- 15 – 6’ rectangular, rustic tables
- 120 reproduction low-back Shaker chairs
- Bar area
- Space heaters may be available for cooler days & evenings



The Horse Barn

Availability: May – mid-October

Capacity: 100 Dinner and Dancing / 140

Dinner Only on two levels

Includes:

- 3 - barrel cocktail tables
- 12 – 4' reproduction maple tables
- 7 – 7' reproduction trestle tables
- 100 reproduction Shaker chairs (extra chairs can be made available)
- Refrigerated case for food and beverages
- Patio with additional seating
- Twinkle lights on upper level
- 4 space heaters for cooler evenings
- Bathrooms next door



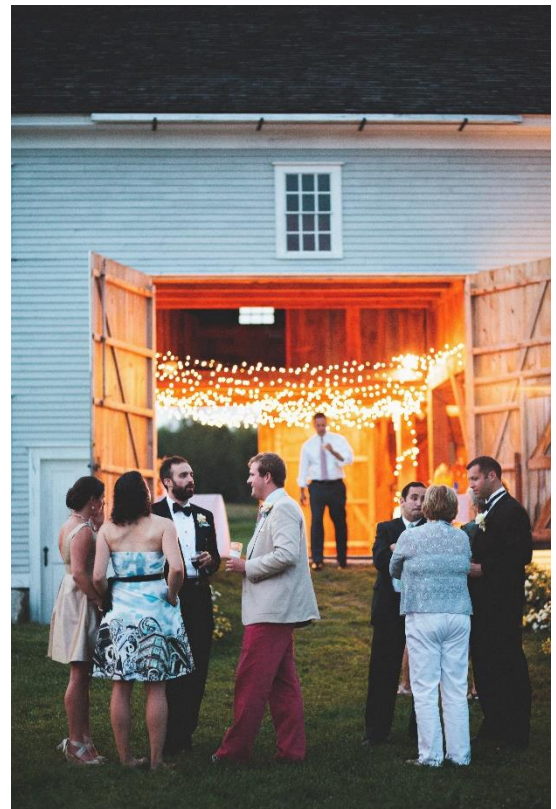
The Garden Barn

Availability: May – mid-October

Capacity: 100 Ceremony or Cocktail Reception

Includes:

- 2 – 8' rectangular, folding tables
- 1- 6' rectangular wood table
- Twinkle lights strung on rafters
- Includes use of Garden Lawn (no tent)



The Garden Lawn

Availability: May – mid-October

For weddings of more than 120 guests or any tented event, this lawn overlooking the pond near the gardens is ideal.

Canterbury Shaker Village does not provide a tent or table and chairs for outdoor receptions. You may coordinate with an outside rental company for these items.



Rental Items

If additional tables and chairs are required, or you wish to rent linens, the wedding coordinator can provide rental company contacts. Renter is responsible for coordinating, contracting, paying for, and assumes responsibility for all rented items. Rental information must be communicated to the wedding coordinator at least 2 weeks in advance.

Outdoor reception clients must rent tent, tables, chairs, dance floor, linens, etc. Tables and chairs provided may not be used outdoors.

On-site Event Coordination

- Assistance from CSV staff with questions and site-specific logistics. CSV event staff is not responsible for setup and cleanup; this is to be done by the client or designated vendors. The CSV staff person will arrive at 4pm the day before your event, and at Noon the day of your event.
- Provide direction to guests, and vendors as needed.
- Meet with couple one month prior, and day prior to discuss and finalize details.
- CSV staff is not responsible for set up or breakdown of any furniture, clean up, garbage removal, table busing, bartending, serving, etc.

Additional Items

Private tours of the museum may be arranged for your guests for \$10/person with a 20 person minimum (or a flat rate of \$200 for less than 20 people). Numbers must be finalized at least 2 weeks in advance. Or, guests may receive discounted general admission for \$10/person.

There are also a variety of gifts available in the Museum Store that can be purchased at a 10% discount for renters.

Rental Policies & Guidelines

1. Renter or caterer must **remove all food and drink from the premises, bag trash neatly and deposit it in the designated dumpster. Trash containers and bags are provided. Renter must leave premises in the same condition as they found them.**
2. If caterer or bartender has not previously worked at the Village, they will be required to meet with the Village staff at least two months prior to the event and will be required to submit a signed copy of the Caterer's Agreement and Village's Alcohol Policy as well as schedule a site visit at least two weeks prior to the events. They will also be required to submit proof of insurance and any applicable food permits. All alcohol must be served by a caterer or insured bartending service. Clients must hire one of the Village's approved bartending companies. Please inquire for contacts. Clients may provide their own alcohol provided it is served by the caterer or bartending service. Guests may not self-serve or bring their own alcohol. It will be confiscated without compensation.
3. **Nothing may be hung on the walls, windows, window frames, or pillars** of the building during a rental without permission of the Village. All building surfaces must be left in the same condition as found.
4. **Renter is responsible for set up before the event and clean up after the event.** After the event, tables and chairs should be returned to where they were found.
5. Renters must **exercise discretion on volume of any music** played during the rental period and no music may be played while the Village is open to visitors. No amplified music may be played on the Village grounds after 11 pm.

6. Renters are responsible for the **orderly conduct of their guests**, and they shall comply with any and all direction and requests of the Village representative in charge of the event.
7. There shall be **no smoking, no lit candles, no fires, no propane, no pyrotechnics, wish lanterns, fire pits, and no open flame of any kind** in any area of the facility or on the grounds of the facility. Grills are permitted only if supervised by a professional caterer.
8. If alcohol is served, renter must hire a **licensed bartender** and provide the Village with a copy of their **liquor liability insurance certificate**.
9. As part of the rental contract, **renters are required to provide a credit card for security**. If clean-up conditions are not met or damages are done to the building, renter will be notified and an additional fee will be charged to the credit card. A cleaning and security fee deposit of \$500 is required. Upon completion of the event, as long as the facility and surrounding grounds are clean (either by client or caterer) to the extent at which they were found, and to the discretion of the CSV staff, and nothing has been damaged, the \$500 deposit will be returned to the renter in the form of a check. This includes removal of linens, disposal of garbage in the onsite dumpster, remove rental items, tables and chairs moved back to original location, and décor and personal items removed.
10. The Village will make reasonable efforts to provide indoor alternatives in the event of rain. The Village does not provide refunds on rental payments because of rain or other incidents beyond our control.
11. Guests are required to park in the parking lots on the west side of Shaker Road. Provision can be made for limited transportation of mobility-impaired guests into the Village.
12. Any event in the Village core (east side of Shaker Road) with 50 or more guests that concludes after dark requires a Canterbury police detail (approx. \$60/hour) for safe crossing of the road to the parking lot. The Village will arrange the detail

and the bill will be submitted to the renter for payment.

13. If there is a need for cancellation, the **Village must be notified during regular business hours at least 48 hours in advance** by calling the office at 603-783-9511 x205. The **50% deposit is non-refundable**; however, we will refund the remaining balance (if it has already been paid) as long as we are notified 48 hours in advance and during business hours. There will be a **\$25 fee charged if the renter would like to reschedule** their event, and the deposit can then be applied to that later date.
14. A requested date may be held for no longer than 2 weeks without the return of the rental agreement and the 50% **non-refundable** deposit (\$1,750).
15. Balance of rental fee is due 4 weeks prior to event.