



THE NEW BEDFORD PORT SOCIETY

Seamen's Bethel | *Erected in 1831* Mariner's Home | *Built in 1787*
15 Johnny Cake Hill | New Bedford, MA 02740 | www.portsociety.org | 508-992-3295

Events/Rentals at the Seamen's Bethel/Mariner's Home Conference Room

The Seamen's Bethel/Mariner's Home is a beautiful and unique place for hosting an event. The historic building is truly an antique. As such, there are a few quirks that you should be aware of: the stairs are steep, the floors are uneven in some places, there might be small spaces between some floorboards, there are several heating vents in the aisles, and there are small stoops when entering the pews. The Bethel can comfortably seat approximately 175 people. The Mariner's Home Conference Room can seat approximately 25 people. The Conference Room can be used for lectures, meetings, etc. The Port Society Complex now has an elevator for accessibility, with a side entry to the Chapel. We now have both central heat and air conditioning. Restrooms are available on the ground floor of the Chapel and outside the Conference Room. A small break room is located adjacent to the Conference Room for your use.

The Bethel or Mariner's Home Conference Room is available to rent for meetings, lectures, seminars, etc. for **\$125/hour**, minimum rental of **two hours**. Special events such as Weddings, Baptisms, and Memorial Services have a separate flat fee. Event Rentals include: the use of the Bethel or Conference Room (along with our Wi-Fi or Ethernet hookup in those spaces), a Staff Member to help assist your team, and manage outside visitors. Our Staff are only to assist your personnel. Any and all technical equipment brought in must be approved by Port Society President and Operations Manager, Kim.

Payments for Rentals will be in two parts:

- a. A deposit of **50%** at the time of booking to reserve the date and time requested.
- b. Remaining balance will be due no later than one week prior to your event.

The Port Society accepts cash, check, and now taking credit card payments-**if using a card, there is a 3% convenience fee**. Failure to comply with these conditions of payment may result in the loss of your requested date/time and your deposit. (Special conditions would be considered for requested return of the deposit)

In the event that you are using the Bethel for your function and require privacy, a staff member will close off public access approximately 30 minutes prior to the start of your function and remain on duty at the doors during the duration of the event. Large groups requiring extra space for registration, etc. may use the Salt Box as a registration or launching area. Parties needing this space should notify the Operations Manager at the time of booking.

The Operations Manager is available Monday through Friday by phone (508-992-3295) and email (manager@portsociety.org). Please ensure that all arrangements are completed during normal business hours. Special conditions may arise during your event, which will be handled by our staff person on duty.

Complex Rules and Regulations | *Violations of these rules will result in additional fees to contracting party:*

1. NO SMOKING, VAPING, or DRUGS are permitted anywhere in the buildings or on the grounds.
2. NO FOOD or DRINK is allowed in the Chapel.
3. NO ALCOHOLIC BEVERAGES are allowed on Port Society property, including the grounds.
4. NO rice, confetti, birdseed, silly string, flower petals, or any such materials may be used in the Bethel or on the grounds.
5. NO ONE is allowed in the balconies- (Exceptions will be granted for camera crews with prior approval of Manager)
6. NO CANDLES or open flames are allowed as decorations. (Clergy may use candles for some services.)
7. Any needs that are outside the parameters of this contract will require prior approval of President and Manager.
8. Children are not allowed to climb or play in or on the pulpit under any circumstances.
9. Please do not allow children to climb on pews or on platforms.

Violation of these rules may result in additional fees and/or termination of your event immediately.

Some events may require the contracting party to provide a copy of their Liability Insurance Policy per our insurance carrier. Will discuss this need if it arises during booking event/program.

Rental fee is **\$125/hour-Minimum 2 (two) hours of the rental**. Please make checks payable to *New Bedford Port Society*. A minimum deposit of **Half the total amount** is due at the time of booking. *A \$35 fee will be charged for returned checks due to stop payment. **The contracting party is responsible for the cost of any damage and/or excessive cleanup to the Bethel and/or Conference Room that may occur during the contracted time.***

Deposit Amount: _____ Receipt # _____ Date: _____ Balance of _____ due on or before _____

Balance Paid: _____ Receipt # _____ Date received: _____

Signature of contracting party: _____ Date: _____

Signature of Port Society Manager: _____ Date: _____

Rental Service Agreement

Date of Event: _____ **Event Start Time:** _____ **Rental Time (____hrs):** _____

Name/Business of Contracting Party:

Address: _____

Phone: _____ **Email:** _____

Bethel Use: Yes / No _____

Mariner's Home Conference Room Use: Yes / No _____

Description of Event:

Additional Notes/Needs:

What are you bringing for Tech:
