



onelongfellowsquare.com | [rentals@onelongfellowsquare.com](mailto:rentals@onelongfellowsquare.com) | 207-761-1757

## **Rental Information**

Some of the services available:

- Professional quality PA system suitable for any music act
- Video projector (additional \$25 fee)
- Professional quality stage lighting (as is)
- Full cash bar
- Raised stage approximately 15' X 10' (ramp available for handicap accessibility)
- Six cocktail tables (2' diameter x 2.5' tall) and six banquet tables: one 8' length, three 6' length, one 4' length (table availability subject to change, please discuss with rentals coordinator for most up to date count).
- Chairs (up to 200)

## **Rates:**

**Monday - Friday before 5:00pm: \$100/hour (minimum 3 hours)** Includes use of sound system, projector, and one technician on-site and use of bar with one bartender. +\$90 for any additional hours

**Monday - Wednesday after 5:00pm: \$135/hour (minimum 3 hours)** Includes use of sound system, projector, and one technician on-site and use of bar with one bartender. +\$120 for any additional hours

**Thursday (after 5:00 pm): \$1155 flat fee (maximum 6 hours)** Includes use of sound system, projector, and one technician on-site and use of bar with one bartender.  
+\$120 for any additional hours

**Friday and Saturday, events that go later than 5:00 pm: \$1550 flat fee (maximum 6 hours)** (regardless of length of event). Includes full use of sound system, projector, and bar and two staff members (one technician and one bartender). + \$130 for any additional hours

**Saturday and Sunday (before 5:00 pm): \$145/hour (minimum 3 hours)** Includes full use of sound system, projector, and bar and two staff members (one technician and one bartender).  
+ \$130 for any additional hours

**Sunday, events that go later than 5:00 pm: \$1100 flat fee (maximum 6 hours)** (regardless of length of event). Includes full use of sound system, projector, and bar and two staff members (one technician and one bartender). + \$120 for any additional hours

## **Additional Fees:**

**Cleaning Deposit:** \$200 - determined by event size and type. Due upon receipt of contract and returned to renter or applied to remaining rental balance at completion of event if venue is returned to state in which it was found upon renter's arrival

**Marketing:** \$100 for web listing - includes listing on website, slot on monthly poster & circular shared with media, slide show listing before all shows leading up to event, email newsletter listing reaching 6000 people per week and display of event posters in venue

**Ticket sales:** If we are listing on website and handling pre-show ticket sales OLS will apply a service fee based on list price of ticket. Licensee has the option to cover the cost of this service fee or hand it off to the purchaser

**Additional bar staff:** \$20/hour for use of second bartender (3 hour maximum) \$15 each additional hour

**Non-profit organizations receive a 20% discount on rental rate.**

## **Food And Beverage Policy**

Renters are allowed to bring in outside food for events and One Longfellow Square will be happy to recommend caterers we have worked with in the past. However outside beverages are prohibited. All beverages for events must be purchased through the bar at One Longfellow Square to adhere to legal regulations and guidelines.

### **Open Bar**

If you wish for people to drink freely at your event, open bar options are available. The renter is responsible for payment of these costs. We offer three approaches, so you can provide an open bar for your event in a manner that is fit for you.

Price per head - Attendees drink freely while bar is open or during an allocated time at event

\$16 per head - beer, wine and non-alcoholic beverages only

\$22 per head - beer, wine, non-alcoholic beverages and liquor/cocktails

Must include guaranteed minimum tip of 15% per bartender

Drink tickets - Attendees receive a certain number of tickets (to be determined by renter) and have option to purchase drinks from bar after tickets have been utilized

\$8 per ticket - beer or wine (includes all draft and bottled beers, ciders and house wines)

\$10 per ticket - beer, wine or cocktails (includes selection of all drinks available at bar)

Must include guaranteed minimum tip of 15% per bartender

Tab - Possibly the most convenient and certainly the most popular approach. Simply leave your credit card with the bartender at the beginning of your event and close out at the end of the night. Discuss directly with the bartender to determine whether your tab will cover just beer, wine and non-alcoholic beverage purchases or a full range of our bar offerings.

Must include guaranteed minimum tip of 15% per bartender

**Service Fee Rates**

<b>Ticket Price</b>	<b>Service Fee</b>
\$10 - \$12	\$2
\$15 - \$22	\$3
\$25 - \$35	\$4
\$40+	\$5

Service fees are applied when One Longfellow Square manages pre-show ticket sales. The fee is in addition to the ticket price and can be paid by the renter or ticket purchasers accordingly. One Longfellow Square retains 100% of service fees to cover costs associated with ticket processing while renter retains 100% of ticket sales.