



rentals@onelongfellowsquare.com | 207-761-1757

Rental Information

Services include:

- Professional quality PA system suitable for any music act
- Professional quality stage lighting
- Video projector (additional \$25 fee)
- 1 sound technician
- Stage Dimensions: 24'x10' roughly. Stage has curved front. Depth tapers at edges. 28" high. (ramp available for handicap accessibility)
- Full cash bar & 1 bartender
- Four 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). *We do not supply table cloths.*

Capacity for events:

- Maximum for a seated show: 175 (floor & balcony seating)
- Maximum for a standing room show: 200 (standing room floor & seated balcony)
- Comfortable seating for a sit-down dinner: maximum approximately 50

We suggest you come in to evaluate the space to make sure it is suitable for your event.

Rates:

Non-profit organizations receive a 20% discount on rental rate. Must provide a copy of 501(c)(3) letter.

Monday - Friday before 5:00pm: \$110/hour (minimum 3 hours) Includes use of sound system, one technician on-site and use of bar with one bartender.

Monday - Wednesday after 5:00pm: \$150/hour (minimum 3 hours) Includes use of sound system, one technician on-site and use of bar with one bartender

Thursday (after 5:00 pm): \$1,300 flat fee (maximum 6 hours) Includes use of sound system, one technician on-site and use of bar with one bartender. +\$170 for any additional hours

Friday and Saturday, events that go later than 5:00 pm: \$1,700 flat fee (maximum 6 hours) (regardless of length of event) Includes use of sound system, one technician on-site and use of bar with one bartender. +\$175 for any additional hours

Friday and Saturday, All day rental: \$2,750 flat fee (maximum of 16 hours) Includes use of sound system, one technician on-site and use of bar with one bartender.

Saturday and Sunday (before 5:00 pm): \$160/hour (minimum 3 hours) Includes use of sound system, one technician on-site and use of bar with one bartender.

Sunday, events that go later than 5:00 pm: \$1,200 flat fee (maximum 6 hours) (regardless of length of event). Includes use of sound system, one technician on-site and use of bar with one bartender. +\$170 for any additional hours

Sunday, All day rental: \$2,100 flat fee (maximum of 16 hours) Includes use of sound system, one technician on-site and use of bar with one bartender.

Food & Beverage Policy:

Renters are allowed to bring in outside food for events. 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.

Additional Fees:

Cleaning Deposit: \$200 - determined by event size and type. Due upon receipt of contract and returned to renter after event if venue is returned to state in which it was found upon renter's arrival. See renter cleaning checklist for more information on what is expected.

Additional bar staff: \$20/hour for second bartender (3 hour minimum).

If you expect more than 125 attendees at your event, we require that you pay for an extra bartender.

Bar Options:

Open Bar:

Attendees drink freely while bar is open, maximum of 4 hours. Each additional hour is \$10 per person.

Price per person:

\$16 per person - domestic beer, wine and non-alcoholic beverages

\$20 per person- craft & domestic beer, wine and non-alcoholic beverages

\$24 per person - craft & domestic beer, wine, liquor/cocktails and non-alcoholic beverages

Tab:

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.

All bar options must include guaranteed minimum tip of 18%

ADDITIONAL INFORMATION:

- For all events, we suggest you come in to evaluate the space to make sure you think it would work for you and to decide the number of attendees for your event.
- Keep in mind that the maximum number of attendees for events also includes people staffing your event.
- Rentals at OLS are do-it-yourself which includes set-up, decorating, renting additional items, staffing your event, clean-up at the end of the event, etc.
- Please make sure you have sufficient help for your event. This may include people to check your guests in at the door, ushers, etc. Your rental includes 1 bartender and 1 sound engineer but it is your responsibility to staff all other parts of your event.
- We cannot hold a date for more than 7 days without a signed contract and deposit payment.