

One Longfellow Square Rental Information

rentals@onelongfellowsquare.com | 207-761-1757

Services include:

- Professional quality PA system
- 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)
- 1 bartender & Full cash bar
- Six cocktail tables (2' diameter x 2.5' tall), banquet tables: one 8' length, four 6' length, one 4' length (table availability subject to change, please discuss with OLS staff 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: \$125/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: \$165/hour (minimum 3 hours) Includes use of sound system, one technician on-site and use of bar with one bartender.

Thursday, events that go later than 5:00 pm: \$1,400 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. +\$185 for any additional hours

Friday & Saturday, events that go later than 5:00 pm: \$1,800 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. +\$200 for any additional hours

Friday, all day rental: \$2,900 flat fee (maximum of 16 hours) Includes use of sound system, one technician on-site and use of bar with one bartender.

Saturday, all day rental: \$3,200 flat fee (maximum of 16 hours) Includes use of sound system, one technician on-site and use of bar with one bartender.

Saturday & Sunday (before 5:00 pm): \$175/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: \$1,300 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. +\$180 for any additional hours

Sunday, all day rental: \$2,500 flat fee (maximum of 16 hours) Includes use of sound system, one technician on-site and use of bar with one bartender.

Bar Options & Information:

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. *Must include guaranteed minimum tip of 18%.*

No-host bar (cash bar): Guests pay for their own drinks.

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.

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.
- 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.
- The maximum number of attendees for events also includes people staffing your event.
- We cannot hold a date for more than 7 days without a signed contract and deposit payment.

