

EVENTRENTAL 2022-2023

The Rotch-Jones-Duff House & Garden Museum is a 501c(3) nonprofit organization with a mission to enliven New Bedford's history, engages our communities, and enriches cultural understanding through stewardship, education, and entertainment.

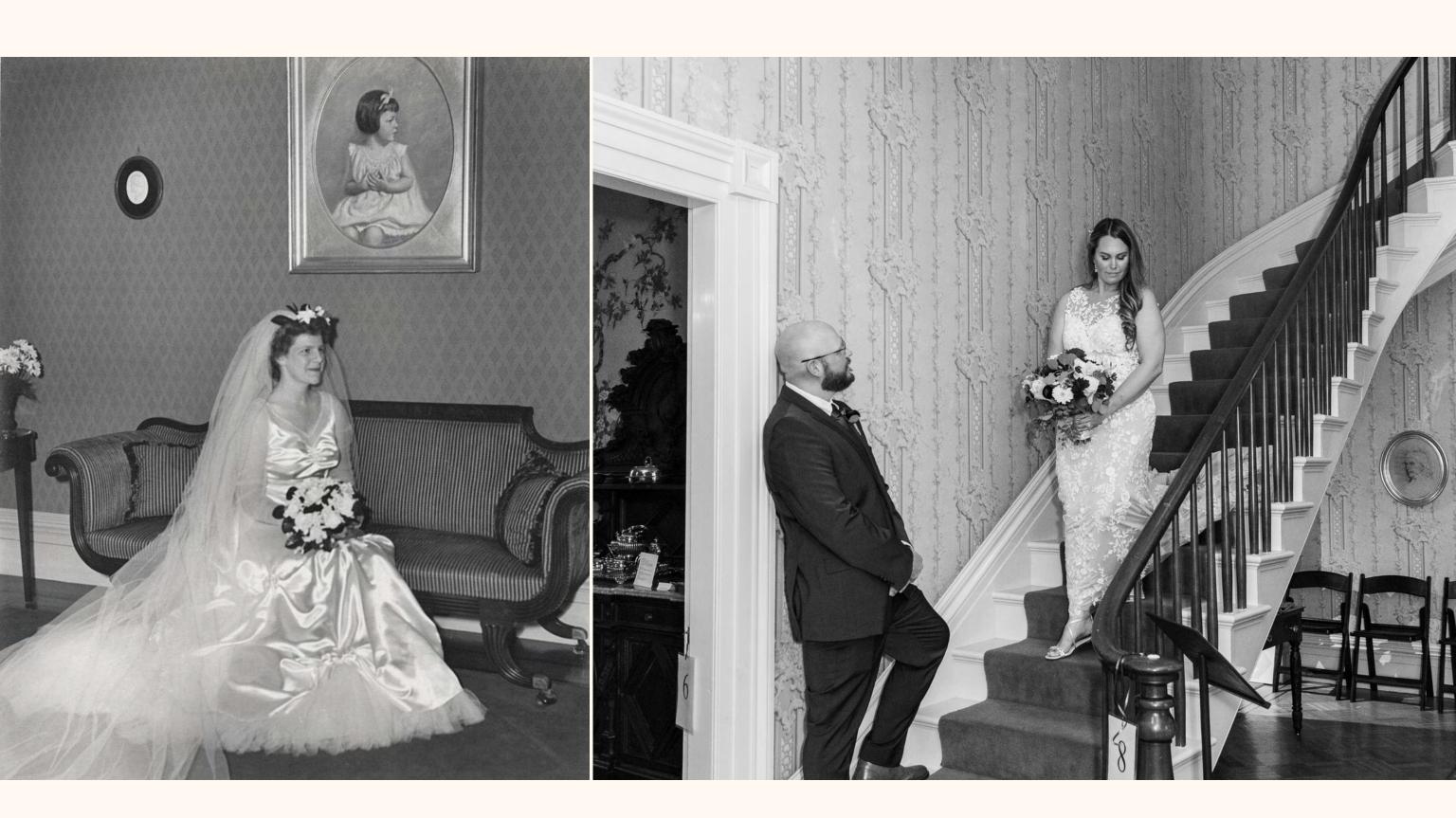


Our History, Your Love Story

William Rotch, Jr. was one of New Bedford's most influential townspeople and entrepreneurs. From the 1770s until the demise of the industry, his family was at the forefront of whaling in New Bedford and Nantucket. In 1834, those fortunes built the house that now sits at 396 County Street. Subsequent residents – the Jones and Duff families – renovated the Greek Revival house to suit their tastes, but the exterior remains largely the same today as it was in 1834. Gardens are set to the south side of the one-acre plot to allow for quality southern exposure.

The current landscape resembles that of the the Jones residency (1851-1935) most closely, but elements of all three residencies remain. A 19 th century wooden lattice pergola anchors the main axis of the surrounding gardens which include a formal boxwood rose parterre garden, a boxwood specimen garden, and a woodland shade garden. There are also apple and pear trees, hydrangea, dogwoods and heritage trees on the site.

The museum stewards this historic site for the benefit of the public. Today, the ambiance of the historic gardens provides a unique setting for summer concerts and theater, educational programs, garden tours, family activities, and special events.



The Rotch-Jones-Duff House & Garden Museum "The Garden Wedding Experience"



Package includes:

- Facility access for a 5-hour time period, choose from 9 a.m. to 2 p.m. or 4 p.m. to 9 p.m.
- Rental time allows for ceremony, post ceremony photos/cocktail hour, and reception.
- One designated changing room with access to restrooms, clothes rack & hangers, multiple electrical outlets and full length mirror. An additional changing room may be rented, pending availability.
- Up to 125 black garden chairs, including preparation and removal by RJD staff.
- Up to ten 30" or 60" round tables available for use through the RJD.
- An additional 2-hour period for set up prior to your event & 1-hour breakdown after your event.
- Use of the mansion porch, garden and house during your event to take photos. House photo sessions must be no more than six people and must be discussed with function coordinator prior to wedding date.
- 1-hour rehearsal the day before your wedding day.
- 1-year dual membership to The Rotch-Jones-Duff House & Garden Museum.
- A canopy tent covering the patio, available from early May to the end of October.

Package Add-ons:

- Docent guided tours are available for 1-hour at an additional charge of \$100. Must be scheduled 30 days prior to your event date.
- Coach house use for your licensed caterer is available at an additional charge of \$400, pending availability.

The Rotch-Jones-Duff House & Garden Museum "The Garden Wedding Experience"

	Weekday 9 a.m. to 2 p.m.	Weekday 4 p.m. to 9 p.m.	Weekdend 9 a.m. to 2 p.m.	Weekend 4 p.m. to 9 p.m.
50 guests	\$800	\$1,000	\$1,600	\$3,000
51-100 guests	\$1,000	\$1,400	\$2,000	\$3,400
101-150 guests	\$1,200	\$1,800	\$2,400	\$3,800
151-200 guests	\$1,600	\$2,200	\$2,800	\$4,200

- Event of 100+ guests will require renting additional tables, chairs and tents at the clients cost.
- Weekend Rentals from 4 p.m. to 9 p.m. include Guided Tours for 1-hour & Coach House use. (Not guaranteed before Memorial Day or after Labor Day)



"The Garden Ceremony"









Package includes:

- Facility access for a 2-hour time period.
- One designated changing room with access to restrooms, clothes rack & hangers, multiple electric outlets and full length mirror. An additional changing room may be rented, pending availability.
- Up to 125 black garden chairs, including preparation and removal by RJD staff.
- An additional time allotted for set up & breakdown of your event. To be arranged with Functions Coordinator.
- Use of the mansion porch and gardens for photos.
- 1-year dual membership to The Rotch-Jones-Duff House & Garden Museum.
- A canopy tent covering the patio, available from early May to the end of October.

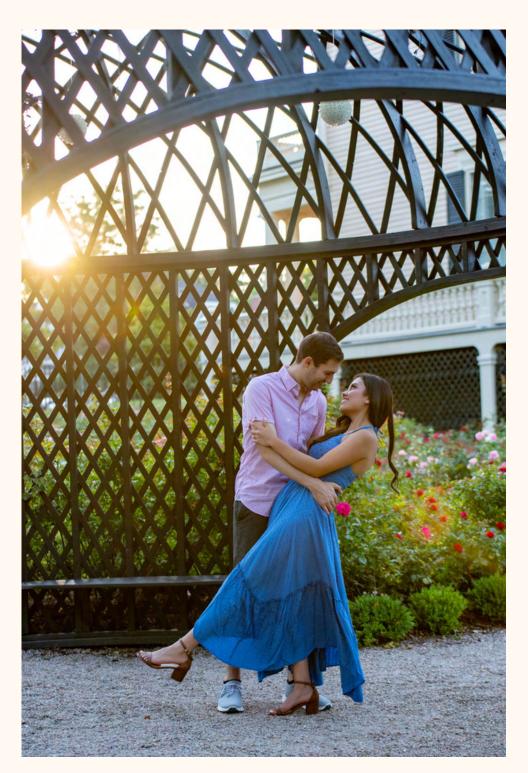
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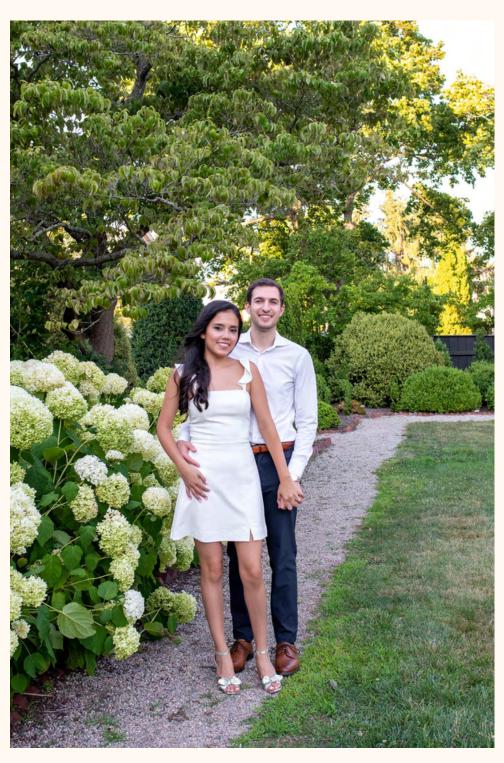
	Weekday before 2 p.m.	Weekday 4 p.m. or later	Weekdend before 2 p.m.	Weekend 4 p.m. or later
50 guests	\$500	\$750	\$1,000	\$1,500
51-100 guests _	\$750	\$1,000	\$1,200	\$1.800
101-150 guests	\$1,000	\$1,200	\$1,500	\$2,000
151-200 guests	\$1,200	\$1.500	\$1,800	\$2,200

[•] Event of 100+ guests will require renting additional tables, chairs and tents at the clients cost.

Proposal Packages







Proposal Package \$150

- Admission for couple & photographer.
- \$10 each additional guest.
- One hour time frame in the garden for proposal & photos.
- Function Coordinator assistance including location recommendations & coordination of discrete check in.
- Packages are to be booked Monday through Thursday between the hours of 10 a.m. & 4 p.m.
- "Golden Hour" upgrade between the hours of 5 p.m. & 7:30 p.m. add \$100.
- Two weeks advance notice for Proposal Package.

Picnic Proposal Package | \$350

- Admission for couple & photographer.
- \$20 each additional guest.
- Two hour time frame in the garden for proposal, picnic, & photos.
- Assistance with Function Coordinator including location recommendations & coordination of discrete check in.
- Picnic for two includes lunch for two, sparkling cider, sweet treat, picnic blanket, basket & decorative lantern.
- Packages are to be booked Monday through Thursday between the hours of 10 a.m. & 4 p.m.
- "Golden Hour" upgrade between the hours of 5 p.m. & 7:30 p.m. add \$100.
- One month advance notice for Picnic Proposal Package.

Photo Packages











2 hour Garden Photo Package \$200

- Admission for six guests and photographer.
- \$10 each additional guest.
- Designated changing area & bottled water.
- Use of Garden & House Porches for photos.
- Packages are to be booked Monday through Thursday between the hours of 10 a.m. & 4 p.m.

2 hour House & Garden Photo Package | \$250

- Admission for six guests and photographer.
- \$10 each additional guest. (Limited to 8 guests)
- One designated changing area & bottled water.
- Use of Garden & House Porches for photos; including select areas of the mansion.
- \bullet Packages are to be booked Monday through Thursday between the hours of 10 a.m. & 4 p.m.

2 hour "Golden Hour" Garden Photo Package | \$350

- Admission for six guests and photographer.
- \$10 each additional guest.
- One designated changing room & bottled water.
- Use of Garden & House Porches for photos.
- Assistance from RJD Function Coordinator during your visit.
- Package is between the time of 5 p.m. & 7:30 p.m. and are to be booked Monday through Thursday.

The Rotch-Jones-Duff House & Garden Museum Private Event Packages



	Weekday 9 a.m. to 2 p.m.	Weekday 4 p.m. to 9 p.m.	Weekdend 9 a.m. to 2 p.m.	Weekend 4 p.m. to 9 p.m.
50 guests	\$600	\$800	\$1,000	\$2,400
51-100 guests	\$800	\$1,200	\$1,400	\$2,800
101-150 guests	\$1,000	\$1,600	\$1,800	\$3,200
151-200 guests	\$1,200	\$2,000	\$2,200	\$3,600

[•] Event of 100+ guests will require renting additional tables, chairs and tents at the clients cost.

Packages include:

- Facility access for a 3-hour time period, choose a time between 9 a.m. to 2 p.m. or 4 p.m. to 9 p.m.
- Up to 125 black garden chairs, including preparation and removal by RJD staff.
- Up to ten 30" or 60" round tables available for use through the RJD.
- An additional 1.5-hour period for set up prior to your event & 1-hour breakdown after your event.
- Use of the mansion porch and gardens during your event.
- A canopy tent covering the patio, available from early May to the end of October.

Package Add-ons:

- Docent guided tours are available for 1-hour at an additional charge of \$100. Must be scheduled 30 days prior to your event date.
- Coach house use for your licensed caterer is available at an additional charge of \$400, pending availability.

[•] Private Events Packages cannot be booked on peak weekend dates (June & September).

Non-Profit Corporation Packages & Pricing

5 Hour Event

	Weekday 9 a.m. to 2 p.m.	Weekday 4 p.m. to 9 p.m.	Weekdend 9 a.m. to 2 p.m.	Weekend 4 p.m. to 9 p.m.
50 guests	\$400	\$500	\$800	\$1,000
51-100 guests	\$500	\$700	\$950	\$1,000
101-150 guests	\$600	\$900	\$1,000	\$1,000
151-200 guests	\$700	\$1,000	\$1,000	\$1,000

 $[\]bullet \ Event \ of 100 + guests \ will \ require \ renting \ additional \ tables, chairs \ and \ tents \ at \ the \ clients \ cost.$

2 Hour Event

	Weekday between 9 a.m. to 2 p.m.	Weekday between 4 p.m. to 9 p.m.	Weekend between 9 a.m. to 2 p.m.	Weekend between 4 p.m. to 9 p.m.
50 guests	\$250	\$375	\$500	\$600
51-100 guests	\$375	\$475	\$625	\$800
101-150 guests	\$475	\$625	\$750	\$1,000
151-200 guests	\$600	\$750	\$900	\$1,000

[•] Event of 100+ guests will require renting additional tables, chairs and tents at the clients cost.

[•] Rates for Weekend 4 p.m. to 9 p.m. are only available to book in May & October.

[•] Proof of Non-Proift status must be furnished to the RJD when booking event.

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The Rotch-Jones-Duff House & Garden Museum Rental Policies & Client Information

We look forward to hosting your event and assisting you with what you need to plan it. We recognize that a successful event relies on good communication. To that end, we provide this information, and encourage clients to contact us with any and all questions and plans for their events. Thank you.

Description of RJD Venue, Garden & Mansion The outdoor venue is an acre, with several hundred feet of open lawn, and ornamental gardens. The historic pergola serves as a unique backdrop for ceremonies. The slate patio is 1600 square feet and is tented from May through October.

The indoor venue is the 1834 mansion, with original Mahogany and Walnut woodwork, New Bedford Pairpoint glass chandeliers, original artwork and period furniture. In December, the first floor is decorated with Christmas trees and festive garlands.

What's in Bloom?

Approximate flowering times of the garden are below:

May: Forsythia June: Dogwood

July through August: Hydrangea Jun through September: Roses

Available Through the RJD Venue:

Outdoor Event Capacity

- Table seating can be provided for 100 people (125 for row seating without tables) under the canopy.
- Lawn capacity is a maximum of 250 (chairs provided for up to 130, any additional seating needed is not provided)

Indoor Event Capacity

- Cocktail party (standing room only) or seated rows available for a maximum of 45 people.
- Dinner (table seating) available for a maximum of 40 people.

Tables and chairs

- Up to ten (10) 30" rounds
- Up to ten (10) 5' rounds
- Up to four (4) 8' rectangular tables
- Up to four (4) 6' rectangular tables

- Up to 125 black folding chairs
- Up to 20 green plastic lawn chairs
- A smart TV for audio/visual presentations (rental)
- One guaranteed dressing area in the main building for weddings.
- Pending approval, a second dressing area, in the Coach House classroom.
- Restrooms
 - Outdoors: Three restrooms for guests including one handicap accessible restroom
 - Indoors: One accessible restroom on 1st floor
- Street parking (no off-street parking) including one handicap accessible spot on Madison Street
- Full accessibility on patio, and floors B and 1 of the Mansion. Accessibility to main outdoor area; some limitations in certain areas of the garden.
- Off-Street shuttle drop off area; driveway restricted to cars, vans and smaller busses (the circular driveway off County Street)
- Access to the RJD Venue kitchen, on the basement level; limited space inside the RJD Venue fridge
- Pending approval, large space for catering & prep work in the Coach House classroom. (Rental)
- By request, the Mansion may be opened during garden events for guest visitation or wedding party photography; additional hourly fee applies. For contracts of \$3,000 and higher, one-hour mansion access for tours only is included in the price.
- By request, an RJD "party favor" may be added for guests to take away; party favor is a novelty seed packet, with RJD house printed on the front. Cost: \$2/packet.
- For rentals which include a marriage ceremony or reception, included in the rental fee is a dual membership in the couple's name.



The Rotch-Jones-Duff House & Garden Museum Rental Policies & Client Information (cont.)

Client Responsibilities

- Catering: Food served at rental functions must be from a licensed caterer or restaurant.
 - Caterers must be properly licensed and fully insured for food service
 - Caterers must remove trash created by catering services. Trash may not be dragged across property. Bins will be provided by RJD Venue for events under 100 persons. Larger events must take their trash with them or arrange for additional trash pick up through the city
 - Nothing may be dumped onto the grounds
- Beverage catering:
 - Bartenders must be properly licensed and fully insured for serving alcohol
 - Bartending staff must remove any trash created by the bar. Trash may not be dragged across property. Bins will be provided by RJD Venue.
 - Nothing may be dumped on the grounds
- Proof of Insurance as follows:
 - Proof of insurance for general liability (see contract for details)
 - Proof of insurance for liquor liability, if not through licensed bartender (see contract for details)
- Table Linens
- Decoration (see restrictions below)
- Seating charts
- Dance floor
- P.A. / Sound systems / microphone
- Tables, chairs and linens not offered by RJD
- Dining, glass and serving ware
- All arrangements and correspondence with event vendors (caterers, florist, entertainers, licensing boards, shuttle drivers)



- Coordination with RJD Functions Staff about any and all vendor drop offs and arrival times on the day of the event.
- Coordination with RJD Functions Staff about arrival times of speakers, presenters, and special guests (like the groom)
- Anything not listed as being provided by the venue
- Event planning services, coordinator of vendors, etc. At this time, our venue does not offer coordination of these services (example: seating charts, menu development, etc).

Garden Venue Policies

- In general, the RJD Venue cannot allow even temporary alterations to the historic building or landscape, or anything that might risk the health and appearance of the gardens and grounds. We hope clients will enjoy the natural beauty of the space and appreciate their understanding.
- Fire Code/Capacity (assumes tent use)
- 170 cocktail setting (people standing)
- 110 dining (tables and chairs)
- 90 dining and dancing
- Up to 200 guests may be seated on the lawn, with the following conditions:
- The additional chair rental is the responsibility of the client
- There is no rain accommodation for more than 170 guests.
- Base venue rental fees range from \$500 to \$4,200. Pricing is based on four factors: the number of guests expected, the duration of the event (under 2 hours or over 2 hours); the day of week (Monday through Friday, or weekend); and the time of day (before lpm; after lpm). Additional fees for "add on" are priced a-la-carte.
- One-hour set up time is included with a 2-hour event rental fee; two hours set up time is included with event rentals that are 4-5 hours or more.
- Client and catering has one hour post-event end time for clean up and break down. If more time is needed, it should be requested and may be subject to an additional charge.
- Bands and DJ's must not start before 11am and be done promptly by 10pm.
- Events may not start before 7:30am and must end promptly by 10pm.

The Rotch-Jones-Duff House & Garden Museum Rental Policies & Client Information (cont.)

Garden Venue Policies (cont.)

- Nothing may be stored on site, before or after the event with the exception of rental deliveries (tables, glassware), and flowers. RJD staff must be made aware of delivery items and schedules.
- Nothing may be staked to the ground, tied to trees, draped over hedges, or attached to any part of the house without permission of RJD staff and these alterations are generally not allowed at all.

Disallowed:

- Scattering rose petals (or any other plant or organic matter) due to the risk of infecting plants on site
- Incendiary devices (fireworks), candles
- Glitter, confetti, rice, or anything which cannot easily be removed if thrown
- Pets or other animals (with the exception below)
- Smoking (guests may smoke outside the green fence and are asked to use the receptacles provided)
- Release of live birds or insects (eg. butterflies, doves)

Allowed:

- Bubbles
- Helium balloons that are well-anchored
- Conventional balloons that are anchored
- Floral arrangements
- Pets who are part of the ceremony or presentation
- Service animals
- Games on grounds (frisbee, corn hole) are welcome as long as close attention is paid to the safety of individuals and the property.

Other rentals available through the RJD for your event.

Wooden Arch for Ceremonies	\$100
Coach House (add on to existing rental)	\$400
40° Flat Screen TV/ HDMI Input	\$50
Wooden Podium	\$10
1 hour Docent Guided House Tour	\$100
Metal Easel (three available)	\$10



Mansion Venue Policies

- Events may not start before 9:00am and must end by 10pm
- Two-hour set up time is included with 5 hour events. Client and catering has one hour post-event end time for clean up and break down. If more time is needed, it should be requested and may be subject to an additional charge.
- Nothing may be stored on site, before or after the event with the exception of rental deliveries (tables, glassware), and flowers. RJD staff must be made aware of delivery items and schedules.
- Food and drink are allowed only on the first floor.

Disallowed:

- Balloons, streamers, confetti, banners most decorations, due to inability to hang things on walls
- Incendiary devices (fireworks), incense, candles
- Pets or other animals (with the exception below)
- Smoking
- Red wine, or other red beverage

Allowed:

- Floral arrangements
- Pets who are part of the ceremony or presentation
- Service animals

We could not possibly anticipate every situation, so clients should speak to RJD Functions Staff regarding the details of their event, including performers, decorations, guest needs, lighting, shuttles, entertainment, etc.

The Rotch-Jones-Duff House & Garden Museum Testimonials

66

"We want to thank the RJD events staff from the bottom of our hearts for executing such a flawless day for us. We decided to hold both our ceremony and reception in your beautiful gardens and it did not disappoint. The RJD Museum will always hold a place in our hearts as the most perfect wedding venue. The day would not been what it was without your event staff's assistance."

-Kelsey & Larry June 25th, 2022

"The rose garden, the tent that was already set-up, the options to have guests see the house, and the location were all incredible! Claudio was super helpful day of, and the pictures from our event are wonderful. Most of our guests were from out-of-state, and were blown away by the venue! A great introduction to New Bedford."

-Alex & Edward June 2022, Rehearsal Dinner

"We had our wedding ceremony in the garden on July 16th and it was the most beautiful day! The grounds are absolutely stunning and we are so happy with how everything went. The functions coordinator made this day so very special for us. Them and the RJD staff organized everything for our ceremony and made it look so effortless. We didn't have to worry about anything. We are so grateful for them and everything they did for us on our wedding day."

-Tracey & Joey July 16th, 2022

"Being able to have everything on site such as the tent, tables and chairs made the process less stressful. The grounds are lovely and great to be able to tour the museum. The RJD Staff were great to work with very helpful during the whole process."

-Zenaide August 2022, Baby Shower

"We could not be happier with our experience. The venue was beautiful, the gardens were still going despite it being November, and the RJD events staff was extremely helpful and accommodating."

-Greg & Jason November 21st, 2022

99

Vendor Directory

Catering Services

DoCo Cafe & Eatery Jillian Cotter, co-owner Phone: (774) 425-2188

E-mail: jillian@doughconb.com Web: www.doughconb.com

Russell Morin Catering & Events Emily Rachels, Event Coordinator Phone: (508) 226-6600 ext. 109 E-mail: Emily@morins.com Web: www.morins.com

LaFrance Hospitality

Charles Fellows, Event Coordinator

Phone: (508) 675-7185

E-mail: charlie@lafrancehospitality.com Web: www.lefrancehospitality.com

72 & Sunny Catering Phone: (781) 799-1256

E-mail: 72andsunnycatering@gmail.com

Farm & Coast Market & Catering

Phone: (774) 992-7093

Web: www.farmandcoastmarket.com

OCD Beverage Catering Judith Lister, owner Phone: (774) 473-7286

On The Go Catering Phone: (508) 758-9922

E-mail: corey@onthegotakeout.com Web: www.onthegotakeout.com

The Pasta House

Elaine Martinez, Catering Coordinator

Phone: (508) 993-9913

E-mail: elaine@thepastahouse.net Web: www.thepastahouse.net

Pranzi Catering & Events Phone: (401) 38303631 Web: www.pranzi.com

Photography & Video

Penny Souza Photography Phone: (401) 808-0422

Web: www.pennysouzaphotography.com

Kalebe Films, Video Production

Phone: (508) 818-2431

E-mail: kalebefilmes@gmail.com

Lighting, & Signage

Pretty Little Builders Custom Woodworking Aly Rego, owner Phone: (774) 202-9290

E-mail: prettylittlebuilders@gmail.com

Light Works Productions Phone: (508) 993-1085

Florist

Bernardo's Blooms Phone: (508) 525-5033

E-mail: bernardosblooms@gmail.com

Golden Gate Studios Phone: (401) 461-2299

Pretty Posies

Phone: (774) 400-1317

E-mail: bvazquezlecuyer@gmail.com

Mendonca's Florist Phone: (508) 993-7800

Entertainment

Chip Rascal

Magician, Balloon Artist, & Face Painting

Phone: (508) 493-0707 Web: www.chiprascal.com

Wicked Weezy Entertainment Louise Johnson, owner Phone: (508) 525-5933

E-mail: likethecheeze321@aol.com

Web: www.wickedweezyentertainment.com

Taraoke Entertainment Tara Freiats, owner Phone: (508) 889-2537

Transportation

Wedge's Transportation Michael Wedge, owner Phone: (508) 264-6782

E-mail: mwedge1958@gmail.com

Ceremony Officiant

Rayana Grace

Justice of the Peace, Massachusetts

Phone: (508) 717-5774

Event Planner

Blissful Events

Meagan Correia, owner Phone: (508) 837-1975

E-mail: blissfuleventscompany@gmail.com

Web: www.blissfuleventsco.com

Events by Angel Angel Gauthier, Owner Phone: (774) 328-9839

Web: www.eventsbyangel.com

Kate Murtaugh Events Kate Murtaugh, owner Phone: (617) 334-5928

E-mail: kate@katemurtaughevents.com Web: www.katemurtaughevents.com

Von Marie Co.

Von Marie Moniz, owner Phone: (774) 438-2607

E-mail: von@lovelyeventsbyvon.com Web: www.lovelyeventsbyvon.com

Hospitality

New Bedford Harbor Hotel
Darlene Gavin, Sales Manager

Phone: (508) 999-1292

E-mail: dgavin@newbedfordharborhotel.com Web: www.newbedfordharborhotels.com

The Whale House Phone: (339) 832-3123

Web: www.thewhalehousenb.com

Fairfield Inn & Suites Phone: (774) 634-2000 Web: www.marriott.com

Tent & Furniture Rental

Chase Canopy Phone: (508) 758-2055 Web: www.chasecanopy.com

Pranzi Catering & Events Phone: (401) 383-3631 Web: www.pranzi.com

Sperry Tents | Seacoast Phone: (603) 570-4857

Web: www.sperrytentsseacoast.com

Vintage Outdoor Living Rentals Phone: (401) 617-6330

Web: www.vintageoutdoorlivingrentals.com

