



Originally founded as the acclaimed Rockport Chamber Music Festival in 1981, Rockport Music has since grown into an organization that presents world-class classical, jazz, folk or pop music year-round. Located in the scenic seaport village of Rockport, Massachusetts, Rockport Music still presents the Chamber Music Festival as well as exceptional musical performances as well as film, and HD simulcasts from the Metropolitan Opera and England's National Theatre.

## Shalin Liu Performance Center

Opening in June 2010, the Shalin Liu Performance Center (SLPC) is a 334-seat performance facility with state-of-the-art acoustics and breathtaking ocean views. It was built on the site of the former Haskins Building, a Second Empire Victorian landmark that was built in the 1860's. The façade of SLPC is very similar to that of the Haskins Building. Funding for the SLPC was provided through private individual donations, grants, and foundations. Nearly \$20 million was raised for the building project which provides a permanent home for the Rockport Chamber Music Festival and other outstanding offerings throughout the year. Please visit our website for more information: [rockportmusic.org](http://rockportmusic.org).

The Concert Hall was specially designed to be a home for the variety of musical performances that Rockport Music offers and the sound quality is reflected as such. In addition to the Concert Hall, the Reception Hall on the third floor is a beautiful event space with dramatic ocean vistas available for special events including conferences, wedding receptions, dinners and community and corporate events.

Since its opening in June 2010, there have been over 900 presentations in the performance hall—many of them sell-outs—and nearly 200 events in the reception hall. Presenters range from classical pianist Peter Serkin to jazz great Dave Brubeck, from 12-year-old jazz pianist prodigy Joey Alexander to internationally acclaimed cellist Yo-Yo Ma . Grammy-award winner, Paula Cole, is a regular sell-out and Livingston Taylor has regaled audiences with music and stories.

*...The Shalin Liu Performance Center, which, with its floor-to-ceiling windows along the back of the stage, is unquestionably one of the most beautiful concert venues I've ever seen. It sounds pretty good, too. Watching the colors of the sky evolve into dusk over the course of a concert is an experience anyone can appreciate.*

*- Peter Van Zandt Lane, The Boston Music Intelligencer*



# FEATURES AND SPECIFICATIONS

## GENERAL

- ◇ *Overall building*
  - Over 10,000 square feet
  - ADA compliant, including 31-person elevator
  - Silent, computer-controlled HVAC system
- ◇ *Parking*
  - On street (near proximity metered April-November; further away, free)
  - 16 Main Street, Rockport (based on availability and prior arrangement) *-Approximately 40-50 cars*
  - Peg Leg Inn (based on availability and prior arrangement)
- ◇ *Green room\**
  - Sofas and chairs
  - Practice piano
  - Video/audio feed from stage
  - Large private restroom
  - Clothes steamer
  - Recording/broadcast facilities
  - Box Office, Website, and Marketing Services

## CONCERT HALL

- ◇ *Logistics*
  - Seating Capacity: Approximately 330;
  - Stage Dimensions: 16' deep by 29' wide
- ◇ *Maximum number of performers on stage:*
  - Chamber ensemble: 18
  - Choral ensemble with piano: 25
  - Non-acoustic (with sound system equipment) ensemble: 8-10
  - Steinway 9-foot concert grand piano\*
  - 12 Wenger musician chairs and 15 music stands
  - Usher services provided*
- ◇ *Projection equipment\**
  - Full high-definition, high-output digital projector (Panasonic PT-DW1000W) with Drop-down projection screen 11'3" x 20'
- ◇ *Lighting\**
  - 48 dimmers
  - 6 ETC Source 4 Par with Wyborn Four runner 16-frame color scrollers, 6
  - ETC Source 4 Par and 16 ETC Source 4 Lekos (6x50°, 2x26°, 4x19°)

- ◇ *Audio\**
  - Allen & Heath iLive T-112 with IDR-32 rack box and XDR-16 stage box
  - 48 inputs, 24 outputs
  - 8 groups, 8 matrix (mono), 8 matrix (stereo), 8 DCAs
  - Local FOH connections for 16-line inputs and 8 outputs
  - House monitors, mics, stands, cables (refer to Concert Tech Rider for specific listing)

## RECEPTION HALL

*Located on the 3rd floor of the Shalin Liu Performance Center. Access by elevator or stairs.*

- ◇ *Capacity\**
  - Banquet seating only (no bar or receptions space set-up): 160
  - Banquet seating with bar, dance floor & buffet: 110
  - Standing reception with bar, serving tables and a few cocktail rounds: 250
  - Conference/Meeting: 56
- ◇ *Room Dimensions*
  - Sun Room (area closest to the ocean): 41'9" wide x 22'7" deep
  - Reception Hall (connected and perpendicular to Sun Room) 24'3" wide x 47' deep
  - \*The two rooms may be separated by screens for two discrete areas. However, only a single function may be scheduled in the entire hall during an available time slot.*

- ◇ *Available Inventory (some fees apply)*
  - Catering kitchen with; Commercial refrigerator/freezer,
  - Commercial oven/range, Two convection ovens,
  - Restaurant-style sink, Energy-efficient, Hi-speed rack dishwasher
  - 160 Banquet Chairs
  - Tables; Six 8' rectangular, Eight 6' rectangular, Three 36" rounds, Ten 36" bistro tables
  - Baby Grand Piano with CD player unit
  - Lectern
  - A/V System with surround sound, built in projector and a 10' drop down screen.

*\*Approximately, actual availability depends on event and presenter preferences; see Guidelines, Services and Fees Sheet*

**\*\* ALL alcohol must be purchased through Rockport Music. NO EXCEPTIONS. This is per the laws of the Commonwealth of Massachusetts. Please refer to page 6 for further details or contact the Director of Rentals at 978-546-7391 x.111**



# GUIDELINES SERVICES AND FEES



## GENERAL GUIDELINES

- ◇ All rental events will have a Manager assigned for the duration of the event. That manager has final say in policies and procedures and the renter—and their guests or patrons—must comply with the manager’s decisions. This is required for the health and safety of anyone on the premises as well as minimizing the imposition on the SLPC’s neighbors.
- ◇ A 50% deposit is required with the signed contract in order to hold the contracted dates in the schedule.

## CONCERT HALL RENTAL GUIDELINES

- ◇ **Technical Specifications:** renters must provide Rockport Music with all technical specifications for the event at least 2 weeks prior to the scheduled event. If renter is using an outside audio engineer, renter must all provide the engineer’s contact information.
- ◇ **Parking Plan:** renter must consider and commit to a parking plan at the time the contract is signed.
- ◇ **Sound check/rehearsal:** must be completed no less than 30 minutes prior to the scheduled start of the performance in order to allow patrons to enter and be seated. If the sound check continues beyond this point, the Manager-on-Duty has the authority to end the sound check/rehearsal to allow patrons to enter the Concert Hall.
- ◇ **Food/Beverages:** Food and beverages are NOT permitted in the seating area of the Concert Hall. Bottled beverages are acceptable
- ◇ **Merchandise:** If merchandise is sold on-site, Rockport Music receives 21.25% of all proceeds. This fee includes Rockport Music’s commission as well as applicable sales tax payable by check within 10 days of performance.
- ◇ **Piano:** if the renter is using Rockport Music’s Steinway Concert Grand Piano for the performance, the piano will be tuned within 48 hours prior to the scheduled start of the event and an additional fee will be added to the overall bill.
- ◇ **Insurance:** Liability insurance is required to be carried by renters. If it is a concert or ticketed presentation, the renter will need to obtain—and provide suitable documentation to Rockport Music—an insurance rider for the day of the scheduled event.
- ◇ **Staffing:** all events held at the Shalin Liu Performance Center require at least a Manager-on-Duty. This individual will be responsible for handling questions regarding the building, safeguarding the well-being of everyone on site, and ensuring the renter and its representatives comply with all facility usage and safety guidelines. If additional staffing is required (e.g., audio engineer), additional costs will apply. Staffing requirements are left solely to the discretion of the Operations Manager.
- ◇ **Box Office:** services are available. Please contact Director of Rentals for details.



## GUIDELINES SERVICES AND FEES

### RECEPTION HALL RENTAL GUIDELINES

#### *Logistical Specifications:*

- ◇ Renters must provide Rockport Music with all event specifications for the event at least 2 weeks prior to the scheduled event.
- ◇ Decorations may not be attached to the walls or hung from the light fixtures.

#### *Load in/Load out*

- ◇ Depending on the event, load-in may require 1 ½ hours to 3 hours. Please discuss with caterer and consider in your overall rental time. Load out should be completed within 1 hour after the scheduled end of the event and should conclude by midnight.

#### *Cleanliness*

- ◇ The Reception Hall and Kitchen MUST BE left in the same condition as it was when load-in began.
- ◇ Kitchen should be clean with countertops wiped and any food debris cleared.
- ◇ Any rented tables, linens, glassware, etc., should be collected in one area near the elevator for pick-up by the rental vendor.
- ◇ Rockport Music supplies/equipment utilized should be put in order (chairs stacked on dollies and in closets, tables broken down and placed in closet).

#### *Equipment Rental Delivery/Pick-up:*

- ◇ Must be coordinated with Rockport Music to ensure staff is on-site to receive delivery personnel.

### BEVERAGE SERVICE POLICY

- ◇ Identification: All persons requesting alcoholic beverages must be prepared to present a positive proof of age when asked by a bartender, service person, manager or security officer. A valid driver's license or picture ID with proof of age must be presented.
- ◇ Under-age consumption: Parents and/or guardians may not purchase or provide alcohol to underage guests.
- ◇ Serving: Alcohol must be served by Rockport Music staff or an approved TIPS-certified bartender. Alcoholic beverages MAY NOT BE brought onto the property.
- ◇ Consumption: Alcoholic beverages may be consumed in moderate amounts only. Excessive consumption of such beverages and/or intoxication is strictly prohibited.
- ◇ Limits: Alcoholic beverage service is limited to a maximum of 4 hours and will be discontinued ½ hour prior to the scheduled end of the event. For example, if the event is scheduled to end at 11 PM, alcohol beverage service will be discontinued at 10:30 PM.
- ◇ Intoxication: Persons showing signs of intoxication will not be served alcohol. Bartenders, service personnel and managers may refuse alcoholic beverage service to any guest.
- ◇ Food: Whenever alcohol beverages are being served, food must be provided for the duration of the beverage service.
- ◇ Bar Order: All alcohol beverage orders must be placed by Rockport Music staff through a licensed Massachusetts beverage distributor AT LEAST 30 DAYS PRIOR TO THE EVENT. Neither renters nor their caterers may provide any alcoholic beverages of any kind. Failure to adhere to this policy will result in a fine and discontinuation of all alcoholic beverage service at any time during the event.



## RENTAL RATES AND FEES

Each rental period includes 1 1/2 hours for load in and 1 hour for load out, so a total of 2 1/2 additional hours. Some events require additional load-in and load out time and this should be considered in the overall rental period.

FRIDAY, SATURDAY AND SUNDAY	Commercial/Private	Non-Profit/Community
<b>Concert Hall Only</b>		
5 Hours	\$2850	\$1650
8 Hours	\$3575	\$2200
<b>Reception Hall Only</b>		
5 Hours	\$3025	\$1650
8 Hours	\$3850	\$2300
<b>Reception Hall Only Peak Season Saturdays (May-September)</b>		
8 Hours	\$4950	\$3025
<b>Entire Shalin Liu Performance Center</b>		
8 Hours- October-April (Non-Peak Season)	\$4400	\$2750
8 Hours- May-September (Saturdays Peak Season)	\$5500	\$3575
MONDAY—THURSDAY	Commercial/Private	Non-Profit/Community
<b>Concert Hall</b>		
5 Hours	\$1750	\$1325
8 Hours	\$2300	\$1650
<b>Reception Hall Only</b>		
5 Hours	\$1750	\$1100
8 Hours	\$2000	\$1300
<b>Entire Shalin Liu Performance Center</b>		
5 Hours	\$2200	\$1650
8 Hours	\$2750	\$1925

## OTHER FEES

- ◇ Audio and Lighting Engineer: \$55/hour and \$40/hour
- ◇ Audio Equipment: Depends upon level of needs, but ranges \$150-\$500.
- ◇ Lighting Design: Standard concert lighting is provided as part of rental price, but specialty lighting is \$200
- ◇ Piano Usage: \$250, includes piano tuning
- ◇ Parking:
  - 16 Main Street: Based upon availability and requires parking detail which costs approximately \$150
  - Peg Leg Inn: Based upon availability and varies by season. \$125
- ◇ Alcohol:
  - Renters wishing to have bar service can have either a cash bar or a bar based on consumption.
  - Consumption bar prices are listed under Standard Beverage/ Mixer List.
- ◇ Bartenders (number needed dependent on type of event and number of attendees):
  - Two Hour event (2 bartenders): \$300
  - Four Hour event (2 bartenders): \$500
- ◇ Catering Fee: \$200 fee if renter uses a vendor not on Rockport Music Preferred Vendor List



# FREQUENTLY ASKED QUESTIONS



## **MAY WE SCHEDULE AN EVENT IN THE RECEPTION HALL DURING A SCHEDULED CONCERT?**

No. We only schedule a single event in the entire Shalin Liu Performance center at any given time.

## **WHAT IS THE CAPACITY OF THE RECEPTION HALL?**

Standing Reception with bar and one food station: 250

Standing Reception with bar, two food stations and 3 small cocktail rounds: 200

Sit-down dinner with bar and dance floor: 110

Sit-down dinner with bar: 160

## **WHERE DO OUR GUESTS PARK?**

There are a variety of options available in addition to street parking. Please refer to the Rental Rates and Fees sheet (page 8) for specific information and rates and the Features and Specification sheet (page 2) for information about location options.

## **CAN WE BRING IN OUR OWN BEVERAGES, INCLUDING ALCOHOL?**

No. All alcohol *MUST BE* purchased through Rockport Music; billing is based on consumption. For more details, please refer to the Beverage Service policy section on page 6.

## **MAY WE HIRE OUR OWN BARTENDERS?**

Rockport Music or approved catering companies provide the bartenders. Any bartender working an event at the SLPC MUST BE TIPS certified in Massachusetts.

## **WHAT HOURS IS THE HALL AVAILABLE TO RENT?**

The Shalin Liu Performance Center is located in a mixed commercial/residential area. Consequently, we try to minimize the impact of people arriving and departing from the hall on our neighbors. In general, we do not open the hall for deliveries prior to 8 AM and events are expected to be completed by 11 pm and catering departing by midnight.

## **WHAT IS THE RENTAL PERIOD?**

Please refer to Guidelines, Policies and Fees sheet for specifics.

## **MAY WE HAVE A DJ OR LIVE BAND FOR OUR EVENT IN THE RECEPTION HALL?**

As stated previously, the Shalin Liu Performance center is located in a mixed commercial residential area. As such, we are subject to the local Town of Rockport noise ordinances. DJs and bands must be aware that volume levels will be monitored and should be followed during the function. The On-Duty manager is the final arbiter of what is an acceptable noise level; if the DJ or renter does not abide by the on-duty manager's requests, the Rockport Police will be contacted. Also note, for safety, noise levels, and HVAC purposes, we ask that the windows and French doors remain closed.

## **DO YOU HAVE A LIST OF RECOMMENDED CATERERS OR MAY WE HIRE ANY CATERER?**

Please refer to the Preferred Caterers list for our recommended caterers. If you do not use a caterer from the Preferred list, there is an additional \$200 cleaning fee



## Caterers

<p>Tim S. Hopkins Catering 8 Scot's Way Essex, MA 978-768-9990   Chris Hopkins: <a href="mailto:chris@tshcatering.com">chris@tshcatering.com</a> <a href="http://tshcatering.com">tshcatering.com</a></p>	<p>Willow Rest 11 Holly Street Gloucester, MA Melissa Donati: 978-283-2417   <a href="http://willowrest.com">willowrest.com</a></p>
<p>Relish P.O. Box 282 Manchester by the Sea, MA 01944 978.468.9609   <a href="http://relishcateringandevents.com">relishcateringandevents.com</a></p>	<p>Vinwood Caterers 3 Union Street Ipswich, MA 01938 978-356-3273   <a href="http://vinwood.com">vinwood.com</a></p>
<p>East Meets West 212 Old Colony Ave Boston, MA 02127 617.269.2662   <a href="http://eastmeetswestcatering.com">eastmeetswestcatering.com</a></p>	<p>Capers 21 Emerson Street Stoneham, MA 781-279-5100 or 800-465-6509   <a href="http://caperscatering.com">caperscatering.com</a></p>
<p>Creative Catering 58 Park Street Beverly, MA 978-921-0448   <a href="http://creative-catering.com">creative-catering.com</a></p>	<p>Chive 252-R Rantoul Street Beverly, MA 01915 978-969-3316   <a href="http://chiveevents.com">chiveevents.com</a></p>

## Rentals

<p>Gloucester Rentals 978-281-3266 <a href="http://glourental.com">glourental.com</a></p>	<p>Rentals Unlimited 781-341-1600 <a href="http://rentals-unlimited.net">rentals-unlimited.net</a></p>
<p>Peterson Party Center 781-729-4000 <a href="http://ppcinc.com">ppcinc.com</a></p>	<p>Event Company 978-283-4884 <a href="http://rentent.com">rentent.com</a></p>

## Florists

<p>Celia's Flower Studio 978-879-4490 <a href="http://celiasflowerstudio.com">celiasflowerstudio.com</a></p>	<p>Lilac and Lilly 978-473-9194 <a href="http://lilacandlillyfloraldesign.com">lilacandlillyfloraldesign.com</a></p>
<p>Sage 978-282-9582 <a href="http://sagefloralstudio.com">sagefloralstudio.com</a></p>	<p>La Reve Floral Design 978-270-4488 <a href="http://larevefloraldesign.com">larevefloraldesign.com</a></p>

## Photographers

<p>Look of Joy-Jurek Schreiner <a href="http://lookofjoyphotography.com">lookofjoyphotography.com</a></p>	<p>Alexandra Jarige <a href="http://jarigephotography.com">jarigephotography.com</a></p>
<p>Tim Correira <a href="http://timcorreira.com">timcorreira.com</a></p>	<p>Erica Ferrone <a href="http://erricaferrone.com">erricaferrone.com</a></p>
<p>Hadrien Dimier <a href="http://hadriendimier.com">hadriendimier.com</a></p>	<p>Jon Tadiello <a href="http://theimagestandard.com">theimagestandard.com</a></p>