



## Rockport Music

The Rockport Chamber Music Festival was launched in 1981 and has since evolved into Rockport Music, a non-profit organization with the mission to enrich lives by bringing great music to the community. Located in the scenic seaport village of Rockport, Massachusetts, Rockport Music still presents the Chamber Music Festival as well as exceptional musical performances and events year round, including classical, jazz, folk and world music, film events, and HD simulcasts from the Metropolitan Opera and England's National Theater.

## Shalin Liu Performance Center

In June 2010, the Shalin Liu Performance Center (SLPC), a 334-seat performance facility with state-of-the-art acoustics and breathtaking ocean views opened its doors to rave reviews. Built on the site of the former Haskins Building, a Second Empire Victorian landmark from the 1860's, the Concert Hall was specially designed to be a home for the wide variety of musical performances that Rockport Music offers. Funding for the SLPC was provided through individual donations, grants, and foundation support. Nearly \$20 million was raised for the building, which provides a permanent home for the Rockport Chamber Music Festival and other outstanding offerings throughout the year.

*...The Shalin Liu Performance Center, 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 an event or concert is an experience anyone can appreciate.*

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



Thank you for your interest in hosting your event at the Shalin Liu Performance Center. Both the Concert Hall and third-floor Reception Room are available as event spaces and may be rented together or individually. We will only hold one event at any given time at the SLPC. Please see below for more information.

## GENERAL

- ◊ *Overall building*
  - Over 10,000 square feet
  - ADA compliant, including 31-person elevator
  - Silent, computer-controlled HVAC system

## CONCERT HALL

- Seating Capacity: approximately 334
- Stage Dimensions: 16' deep by 29' wide
- Food and beverages are NOT permitted in the Concert Hall
- Use of the grand piano may be arranged for an additional fee
- Special lighting and a/v services are available

## RECEPTION HALL

*Located on the 3rd floor and accessible by elevator or stairs. SLPC is fully ADA compliant.*

- ◊ *Capacity*
  - Standing Reception with bar: 250
  - Sit-down dinner with bar: 150
- ◊ *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
- ◊ *Available Inventory (some fees may apply)*
  - Catering kitchen with commercial refrigerator/freezer, commercial oven/range, two convection ovens, restaurant-style sink, high-speed rack dishwasher
  - Banquet chairs: approximately 160 available
  - Tables: six 8' rectangular, eight 6' rectangular, three 36" rounds, ten 36" round hi-tops, ten 33" cocktail rounds
  - Lectern
  - A/V system with surround sound, built-in projector and a 10' drop-down screen

## PARKING

*All renters must consider and commit to a parking plan at the time the contract is signed. There are several local options.*

- On street (some metered/kiosk and some free)
- Rockport Music's Box Office and administrative office parking at 16 Main St. (across the street from SLPC) has approximately 50 parking spaces. Cost for use of lot, including a parking attendant, is \$300.



## FREQUENTLY ASKED QUESTIONS



### 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. Depending on the event, load in may require 1 ½ to 3 hours. Please discuss with your caterer and consider it as part of your overall rental time.

### DOES ROCKPORT MUSIC PROVIDE EVENT COORDINATING SERVICES?

No. We can make recommendations, but the Director of Rental Events IS NOT an event coordinator. All events will have Rockport Music manager assigned for the duration of the event, but the manager is not responsible for event coordination. The 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. If extra staffing is required additional costs will apply. Staffing requirements are left solely to the discretion of the Director. Only one event will be scheduled in the entire Shalin Liu Performance Center at any given time.

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

The Shalin Liu Performance center is located in a mixed commercial residential area, so 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 manager is the final arbiter of what is an acceptable noise level; if the DJ or renter does not abide by the manager's requests, the Rockport Police will be contacted. Also note, for safety, noise levels, and HVAC purposes, all reception hall windows and French doors must remain closed.

### ARE WE ALLOWED TO BRING IN OUR OWN ALCOHOL?

*All alcohol MUST be purchased by Rockport Music through our own licensed Massachusetts beverage distributors.* Renters and their caterers may NOT bring alcoholic beverages into the venue. Failure to adhere to this policy may result in a fine and discontinuation of all alcoholic beverage service during the event.



## RENTAL RATES AND FEES

FRIDAY, SATURDAY, SUNDAY	Commercial/Private
Concert Hall	\$3,500
Reception Hall	\$3,750
Entire Shalin Liu Performance Center	\$4,750
Reception Hall—Peak Season (May—September)	\$4,250
Entire SLPC—Peak Season (May—September)	\$5,250
MONDAY—THURSDAY	Commercial/Private
Concert Hall	\$2,500
Reception Hall	\$2,750
Entire Shalin Liu Performance Center	\$3,250

\*\*\***PLEASE INQUIRE ABOUT OUR SPECIAL RATES FOR NON-PROFIT ORGANIZATIONS.**

## OTHER FEES

- ◊ Overtime Fee: Each rental period includes 1½ hours for load in and 1 hour for load out, so a total of 2 ½ hours. Events that require additional load in and/or load out time may incur an additional fee.
- ◊ Audio Equipment: Standard A/V services are provided as part of the rental price. For special requirements, costs range from \$150-\$500.
- ◊ Lighting Design: Standard concert lighting is provided as part of rental price, but specialty lighting is an additional \$200 or more, depending on your needs.
- ◊ Piano Usage: \$325, includes piano tuning.
- ◊ Parking: Rockport Music's Box Office and administrative office parking at 16 Main St. (across the street from SLPC) has approximately 50 parking spaces. Cost for use of lot, including a parking attendant, is \$300.
- ◊ Bartending: Rockport Music will provide bartenders at \$40/hour per bartender. The number of bartenders needed depends on your guest count. There is a general bar set up fee of \$250 (ice, mixers, garnish, some non-alcohol options, etc.). Alcohol cost is by consumption. You are only charged for what is consumed.
- ◊ Catering Fee: \$350 fee if renter uses a vendor not on Rockport Music's Preferred Vendor List.



## PREFERRED PURVEYORS

### Caterers

Tim S. Hopkins Catering 8 Scot's Way Essex, MA 978-768-9990 tshcatering.com	Capers 21 Emerson Street Stoneham, MA 781-279-5100 or 800-465-6509 caperscatering.com
Creative Catering 58 Park Street Beverly, MA 978-921-0448 creative-catering.com	Vinwood Caterers 3 Union Street Ipswich, MA 01938 978-356-3273 vinwood.com
East Meets West 212 Old Colony Ave Boston, MA 02127 617.269.2662 eastmeetswestcatering.com	Relish Catering and Events 5 Wildes Court Ipswich, MA 978.468.9609 relishcateringandevents.com
Vidalias 9 West Street Beverly, MA 978-998-4814	Feather & Wedge Catering 5 Main St. Rockport, MA 978-999-5917 <a href="http://featherandwedge.com">featherandwedge.com</a>

### Rentals

Gloucester Rentals 978-281-3266 glourental.com	PEAK Event Services 833-888-PEAK peakeventservices.com
The Event Company 978-283-4884 rentent.com	Peterson Linen Rental & Sales 781-843-2883 petersonlinen.com

