



DETAILS & RATES

GUESTS

The Glen Manor House can accommodate functions with up to 175 guests between the months of May and October. Capacity during the months of November through April vary depending on event type.

** Please note: The Manor House is closed for events during the month of January.*

HOUSE

Function hours are for any five-hour period between the hours of 10 a.m. and 11:30 p.m. The Glen Manor House hosts one function per day. Lessee and vendors are allowed access to the facility 3 hours prior to the scheduled time of the event. Overtime is not permitted. Lessee's property must be removed from the Manor House after the event.

FEES

Mid-May through October

Monday to Thursday	\$4,000
<i>Mon-Thurs Deposit</i>	<i>\$1,500</i>
Friday	\$9,000
Saturday	\$12,000
Sunday	\$7,250
<i>Fri & Sun Deposit</i>	<i>\$3,000</i>
<i>Saturday Deposit</i>	<i>\$4,000</i>

November through Mid-May

Monday to Thursday	\$3,000
<i>Mon-Thurs Deposit</i>	<i>\$1,500</i>
Friday	\$3,750
Saturday	\$5,000
Sunday	\$4,250
<i>Weekend Deposit</i>	<i>\$2,000</i>

Along with the signed lease agreement, a non-refundable deposit is required to secure a date. The remaining balance, along with a \$500 damage deposit, will be due 90 days prior to the scheduled event.

CEREMONIES

There is an additional charge of \$1,500 should you choose to have a ceremony at the Manor. This fee allows you an additional hour and a rehearsal. If you contract to have the ceremony and stay within the 5-hour time allowance, there is only a \$750 additional charge. This decision needs to be confirmed 90 days prior to the scheduled event.

CATERING

The Glen Manor House partners exclusively with Russell Morin Catering & Events for all catering services.

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BEVERAGE SERVICE

If alcohol is to be served, the lessee must obtain a million-dollar liability insurance policy at a cost of up to \$325 based on the number of guests attending the event (our resident managers will assist with the details for obtaining this insurance). Insurance is not required until 30 days before the event. The town of Portsmouth permits Open Bars at the Manor House. Cash Bars are not permitted. Open bars are not to exceed five hours of alcohol service. The serving of alcoholic beverages must end by 11 p.m. or thirty minutes before the end of the function, whichever is earlier. For an additional \$500 you can extend your reception by thirty minutes to allow for use of the full 5 hours of open bar. Not applicable if you are having both ceremony and reception at Glen Manor House.

SECURITY

The Town of Portsmouth requires the Lessee to hire a uniformed Portsmouth Police Officer to handle traffic, parking and security. The Officer is required to be present one hour in advance and remain one hour after the function or until all guests have left and the Manor House is secured for the night. The current fee is \$55 per hour (excluding holidays). A fire marshal will be required for groups of 185 and over at the Lessee's expense (\$43 per hour). Security on holidays are subject to a surcharge.

Security fees are subject to future Town of Portsmouth contract negotiations, and can change without notice.

RENTALS / INVENTORY

Tables and white garden chairs are available for rent through the Manor House at \$2 each. Gold Chiavari Ballroom chairs are available for \$5 each. Our clients are not restricted to using Glen Manor House furniture, and may use alternative rentals.

**Rate fees are current as of December 2021, and are subject to change. Please contact us for Holiday Rates.
Credit cards are not accepted • Customers will not be charged sales tax on venue rental fee.*

Glen Manor House

Overlooking the bay in Portsmouth, Rhode Island

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glenmanorhouse.com