



MISSELWOOD EVENTS

AT ENDICOTT COLLEGE

Congratulations



We are delighted that you and your fiancé are considering Misselwood Events for your wedding celebration! An oceanside ceremony located on Boston's North Shore, surrounded by our beautiful green garden makes for the perfect spot for your wedding!

Our professional and caring staff will provide you with personal assistance to ensure the success of your wedding celebration with first-class customer service. We are pleased to refer our preferred specialists, who were selected for their commitment to excellence and quality. We are confident we will surpass your expectations in every respect.



Your Beginning....



The Misselwood property offers private use of our tent, grounds, and spectacular views of the Atlantic Ocean for your ceremony and reception.

Ceremony includes:

30 minute ceremony
White garden chairs

Reception includes:

5 hour reception
State of the art tent with perimeter wall sconces and chandelier lighting
Perimeter tent draping
20x20 parquet dance floor
60" round tables
White garden chairs
Central heat and air-cooling system
Venue Manager
Parking Attendant
Beverage Service - bartenders and glassware



Tent Weddings (Late May - Mid October)

An elegant venue for your reception. Accommodating up to a maximum of 210 guests with dinner and dancing.

Friday / Sunday of a holiday weekend*	\$9,500	Requires full-liquor hosted bar Minimum of 120 guests
Saturday*	\$10,500	Requires full-liquor hosted bar Minimum of 120 guests
Sunday**	\$8,500	Requires beer & wine hosted bar (or choice of full open bar) Minimum of 100 guests
Thursday*	\$7,500	Requires beer & wine hosted bar (or choice of full open bar) Minimum of 100 guests
Monday-Wednesday***	\$5,500	Requires beer & wine hosted bar (or choice of full open bar) Minimum of 75 guests
Ceremony	\$1,500	

Events that do not meet the minimum guest requirement will be subject to a fee of \$2,000.00

Enhance your vision....



The below are optional rental services offered by Misselwood. If selected Misselwood handles all of the coordination behind ordering, delivery, set up, and pickup of these items.

A 22% administration fee is added to all rental services.

Chiavari Chairs

\$9.00 per chair
+6.25% MA tax

Available Chair Colors: Gold, Silver, Fruitwood
Available Cushion Colors: White or Ivory



Napa Rustic Chairs

\$15.00 per chair
+6.25% MA tax

Wooden, crossback style chair



Rustic Farm Tables

96" x 36"

\$140 per table
+6.25% MA tax



Endicott College Van Shuttle

\$1,000.00

7 consecutive hour service between the Wylie Inn and Misselwood only. Service begins 45 minutes before the start of the ceremony

Exclusive Caterer

Vinwood Caterers

Specializes in artfully presented, creative food combinations that are a pleasure to the eye as well as the plate.

Gary Clemenzi
Ipswich, MA 01938
978 - 356 - 3273
gary@vinwood.com
www.vinwood.com

Exclusive Lighting & Tent Decor

DesignLight

With passion and talent, as well, as high quality customer service and create design, they take your decor vision and turn it into a reality.

Sandy Mulrey
Dover, MA 02030
508 - 785 - 1810
sandy@designlightco.com
www.designlightco.com



Misselwood Wedding Staffing

Venue Manager

Misselwood's Venue Manager (VM) will be your on-site Misselwood contact for the entirety of the event. Your assigned VM will arrive on property 2 hours prior to the start of the wedding for set-up and to manage your vendors. The VM will be in charge of setting up approved items.

Once set up is complete, the VM's primary objective will be to ensure that your wedding runs on schedule through dinner service, at which time the caterer will ensure the timeline remains on track. For the remainder of your event, the VM will ensure that your guests will have the best possible experience at Misselwood.

At the conclusion of your wedding, the VM will assist in gathering materials and décor to be removed from the Misselwood Tent that evening.

Extensive reception set ups, or furniture rentals, may require you to hire an outside wedding planner/day of coordinator to assist in setting up your items.



Wedding Host

The Wedding Host will greet you at the Misselwood House upon your arrival and will also be assisting the Venue Manager with set up of the on-site ceremony.

The Wedding Host will greet your guests and direct them accordingly from the beginning of the ceremony (if any) to the reception.



Bartenders

Misselwood provides all the glassware, alcohol service, and bartenders. The ratio of bartenders to guests is one (1) bartender per fifty (50) guests.



Cheers....



Our Venue Manager is here to help in the assistance of providing beverage services for your special day. Misselwood has a full liquor license and plenty of open service options to choose from. The beverage service reflects a professional presentation and service of quality beverages in glassware.

Bar Minimums

Friday / Sunday of a holiday weekend Weddings	\$6,700.00
Saturday Weddings	\$6,700.00
Sunday / Thursday Weddings	\$4,700.00

Open Bar Charges

	Full Open Bar	Beer / Wine Open
per adult for 4.5 consecutive hours	\$54.00*	\$46.00*

Open service includes toast with house prosecco & glass bookshelf stocked with pre-poured wine & beer at cocktail hour.

Minors (per minor under 21)	\$16.00
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The following charges will be added to all alcohol services:

22% administration fee 12% gratuity charge 7% state and local tax



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Additional Alcohol Services

Sparkling Toast

Prosecco \$10.00 per adult	California Sparkling \$15.00 per adult	Champagne \$20.00 per adult
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Signature Drinks

Beverages served during cocktail hour only.

\$6.00 per adult with hosted service



Wine Service with Meal

A red and white wine selection is poured tableside once salad is served through the end of dinner.

House Tier \$10.00 per adult	Middle Tier \$15.00 per adult	Upper Tier \$20.00 per adult
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Libation Station

Speciality beverage station separate from the Misselwood's main bar.

Station options include: Margarita, Sangria, Bourbon, or Espresso/Chocolate Martini Stations

Less than 150 guests \$850.00 for one hour \$1,500.00 for 2 hours	More than 150 guests \$1,000.00 for one hour \$1,750.00 for 2 hours
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Misselwood Beverage List

Spirits

Ketel One Vodka • New Amsterdam Vodka • Tito's Vodka • Tanqueray Gin • Bombay Sapphire Gin • New Amsterdam Gin • Bacardi Superior Rum • Captain Morgan Spiced Rum • Malibu Coconut Rum • Gosling's Rum • Dewars Scotch • Jack Daniel's Whiskey • Jameson Irish Whiskey • Jim Beam Bourbon • Maker's Mark Bourbon • Dry Vermouth • Sweet Vermouth • DiSaronno Amaretto • Triple Sec • Kahlua Coffee Liqueur • Bailey's Irish Cream • Aperol

Beer Selection

Bud Light • Sam Adams Seasonal • Sam Adams Wicked Hazy • Corona • Notch IPA • Whales Tale Pale Ale • Stella Artois • St. Pauli Girl, N/A

Still Wines

Pinot Grigio: Ilauri Tavo: Italy

Northeast region of Veneto | smooth & refreshing, with tones of melon, orange blossom & mango

Sauvignon Blanc: Matua: New Zealand

Refreshing wine | bursting with citrus notes, hints of grapefruit & basil | pure and vibrant

Chardonnay: William Hill: California

Crisp acidity | flavors of ripe tree fruit with hints of caramel & toasted oak | rich & silky feel

Rosè: Le Versant France

Sweet and silky palate, wonderfully balanced - hints of red fruit and floral aromas of rose and orange flower

Pinot Noir: Julia James: California

Rich/medium-bodied red | flavors of berry, oak, earth, and spice notes | very versatile wine

Cabernet Sauvignon: William Hill: California

Sophisticated red | flavors of jam, sweet vanilla, & dark chocolate | full bodied tannins & a dry finish

Red Blend: Annabella: California

Delightful aromas of chocolate, coffee, & raspberry | ripe, juicy flavors of plum & strawberry | well balanced, smooth

Sparkling Wines

Italian Prosecco: Villa degli Olmi

Italian prosecco | fresh & fruity on the palate with a touch of acidity | lively, crisp finish

Misselwood Policies



- Endicott College requires a certificate of General Liability Insurance to include host liquor liability in the minimum amount of \$1 million, listing Endicott College, its trustees, employees, officers, and agents as additionally insured.
- Ending time of events for Friday and Saturday is 11 p.m. and 10 p.m. on Sunday and mid-week. Sunday events during holiday weekends can be extended until 11 p.m.
- Misselwood Events handles rentals for chiavari chairs, napa rustic chairs, and rustic farm tables in the tent.
- Candles are permitted, but must be covered in a votive candle holder or covered lamp.
- Any fires, fireworks, sparklers and sky lanterns are prohibited.
- If you choose to appoint an outside day-of wedding planner, he/she will take over all responsibilities during the day of the wedding, with the exception of the bar management and catering. The wedding planner should be present at all meetings. In addition, to avoid any miscommunication, all correspondence will include the wedding client.

The laws of the Commonwealth govern the service of alcohol at Misselwood. Endicott College's beverage service policies reflect strict adherence to these laws. The following policies are for the benefit and safety of all clients and guests:

- Alcoholic beverage service cannot exceed 4.5 consecutive hours.
- Alcohol service must end 30 minutes prior to the end of the event.
- Food must be provided for guests at all times that alcoholic beverages are served.
- No alcoholic beverages are allowed on the premises unless provided by Endicott College.
- Event favors, prizes, or gifts cannot include any alcoholic beverages.
- Guests must be 21 years of age to consume alcohol and, at any time, may be required to present positive proof of age when requested by a bartender, manager, or security officer.
- Only single portion drinks containing a maximum of two liquors will be served.
- Endicott College does not allow shots.
- Bartenders or managers may refuse alcohol service to any guest who appears intoxicated.
- Hired vendors are prohibited from consuming alcoholic beverages.
- If there is reason to believe alcohol is being consumed by underage guests, then alcoholic beverage service will be discontinued.

Should a manager request your assistance regarding any of these policies, please appreciate that he/she is concerned with the quality of your event and the safety of your guests