



Directions:

From North/South – Take 1-93 to Exit 37 onto 95/128 North

From 95/128 – Take Exit 39 to “North Avenue Wakefield.”

Follow North Avenue toward Wakefield for .9 miles to a traffic signal. (Veteran’s Field Ball Field on the left)

Take left at lights onto Church Street.

The Hartshorne House is blue and is the first house on the left. The telephone number is 781-245-3935.

Parking

Parking is available as indicated along Church Street, and also at Veteran’s Field.

There is no parking in the driveway of the Hartshorne House.



General Rental Information for

The Colonel James

Hartshorne House

41 Church Street, Wakefield

781-245-3935

More information: www.hartshornehouse.org

Fees and Services*

Monday through Thursday evenings* (four-hour rental ending by 11:00 p.m.)	\$150.00
Friday Evenings**, Saturday, Sunday (four-hour rental ending by 11:00 p.m.)	\$200.00
Weddings & Receptions (ten-hour rental ending by 11:00 p.m.)	\$500.00

**Hartshorne House Association Life Members receive a 25% discount on House rental fees.*

***Afternoon rentals are available, but are contingent upon the caretakers' availability.*

A non-refundable deposit for half the rental fee must be made to hold the date requested. Make checks payable to *the Col. James Hartshorne House Association*.

RENTERS' INFORMATION:

- ❖ **Functions within the house CANNOT exceed 50 persons.**
- ❖ **Outdoors, with the rental of a canopy, may accommodate 80-90 people.**
- ❖ **The renter will have access to the grounds and the first floor.**
- ❖ **A refrigerator and a sink are available in the basement.**
- ❖ **Rental includes:**
 - ✓ **25 folding chairs**
 - ✓ **Four 8-ft. tables**
 - ✓ **Two 100-cup coffee pots**
 - ✓ **One 50-cup tea pot (for water only)**
 - ✓ **ALL OTHER EQUIPMENT MUST BE PROVIDED BY THE RENTER: TRASH BAGS, LINENS, BOTTLE OPENERS, ETC.**

BY RENTING THE HOUSE & SIGNING BELOW, YOU AGREE TO ABIDE BY THE FOLLOWING RULES.

X _____

House Rules and Regulations

1. Absolutely NO SMOKING or OPEN FLAME allowed in the house.
2. The renter must clean up and TAKE all trash generated from the party. (Do not deposit trash in town-owned barrels at the ball fields.)
3. Please be certain to have the proper receptacles OUTSIDE for any smokers to dispose of their cigarette butts. Please clean up and take with you any butts on the ground, etc. (Do not permit guest to discard cigarettes in plants, gardens or on patio areas.)
4. The renter may only rearrange furniture with the approval of the caretakers. Furnishings must be replaced in their original positions at the conclusion of the event. Under no circumstances may the furniture be dragged.
5. No tape, tacks, nails, etc. can be used for decorations. Please, no umbrellas with confetti.
6. Please do not park or block the entrance to the driveway.
7. Children must be attended to at all times. Remember that the street outside is a busy one with a great deal of traffic; remember that the Hartshorne House is the home to many fragile objects.
8. If the event is to be catered, the caterer must call and speak with the caretakers prior to the date of the event to confirm arrangements.
9. If a rental company is being utilized, they must coordinate with the caretakers in advance to confirm drop-off, set-up and retrieval time.
10. Renters must adhere to time allotted and agreed upon. Caretakers may charge up to a \$100 overtime fee if the event goes beyond set time.
11. The rental time includes your set-up and breakdown time. Please plan accordingly when booking your event.

The House is not available for rental on major holidays such as Christmas, Thanksgiving, New Year's Eve, Easter & July 4.