

Martha's Vineyard Preservation Trust

Function Facility Rental Policies

**If you have any questions, please contact Janet Heath at the Preservation Trust.
By phone – (508) 627-4440, ext. 12; or by email – heath@mvpreservation.org.**

General

Martha's Vineyard Preservation Trust (MVPT) properties provide a "day-of" space rental. All equipment for servicing your event including tables, chairs, table linens, china, glassware, etc. may be secured through one of the island's three tent and party rental companies. We will coordinate all of your vendors' access to the property including tent installation, equipment and beverage deliveries, caterer's access, decorating and set-up. As well, we will schedule the removal of all equipment and supplies. All personal items must be removed from the property at the end of the event. MVPT schedules and incurs the cost of refuse removal.

You may engage your own caterer, florist, photographer and other vendors. MVPT provides a list of recommended vendors to assist in your planning. You are not required to use the vendors on our list, but all party rental companies and caterers hired to service events at our properties must be licensed and insured.

As the host, you provide your own alcoholic beverages. We recommend, but do not require, that you work with any one of the island package stores. You may not offer alcohol for sale ("cash bar").

A member of the MVPT staff will be on the property throughout the event acting as building manager in case of any property issues or emergencies. They will also check the restrooms and ensure they are kept tidy and well stocked.

Reservations

If you decide to reserve our historic properties for your event, we will prepare our standard contract for the use of the facility. We'll ask you to review it, sign it and send it back with a check for the full amount of the reservation fee. The reservation fee is non-refundable, in case of cancellation, unless we can rebook the same date for an equal or greater fee. Thirty days prior to your event, we require the payment of a security deposit equal to 50% of the reservation fee. The security deposit is fully refundable after the event, pending an inspection of the property.

Music and Entertainment

Music at our reception sites must end at 8:30 p.m. and the property vacated by 9:30 p.m. We don't allow deejays or digital music devices. We have a list of bands and musicians approved to play at our properties. Please select your musical entertainment from our list. Musicians are required to play with their instruments non-amplified or "unplugged". Microphones are allowed for vocalists, toasts and announcements.

Dr. Daniel Fisher House

We schedule one event per day and can allow access to the property any time after 8:00 a.m. on the day of your event. There are two parking spaces designated for use by the renting party. Vendor parking is provided. All other spaces in the Dr. Fisher House parking lot are privately leased. Fees are based on whether or not tents are installed, and, if so, the location of the tent(s). Fee structures are available in our brochures and on our website: www.mvpreservation.org.

Old Whaling Church

The fee for the use of the Whaling Church for a wedding ceremony is \$500. Ceremonies are allotted a two-hour block of time starting one hour prior to the agreed upon ceremony start time. A one-hour block of time is allotted for a rehearsal the day prior. A representative of the Preservation Trust will provide access and open the front doors of the Church for the arrival of your guests 30-minutes prior to the ceremony start time. They will post themselves on the front porch of the Church ensuring that only invited guests enter. When renting the Whaling Church only (without using the Dr. Fisher House as the reception site) photos may be taken inside the Church and on the brick area immediately in front of the Church. The Dr. Fisher House and grounds are not included in the rental of the Church. Food and beverage service is only allowed in the lower level Baylies Room and not in the main sanctuary. There are two parking spaces at the Whaling Church that are available for use during your ceremony. All other spaces in the parking lot are privately leased.

Grange Hall

The West Tisbury Farmers' Market is on the grounds of the Grange Hall every Saturday from 7:00 a.m. to 12:30 p.m. Actual market hours are from 9:00 a.m. to noon. Events scheduled after the market may start anytime after 1:00 p.m. This allows for the cleaning of restrooms and clearing of the parking lot. We can allow access to the interior space starting at 8:00 a.m. for set up, deliveries and decorating. All personal items (including decorations) must be removed at the end of the event. The installation of tents at the Grange Hall is allowed for caterer's use only and must be installed directly behind the building. No tents for guest use are allowed. There is ample parking at the Grange Hall.

Union Chapel

The fee for the use of Union Chapel for a wedding ceremony is \$500. Ceremonies are allotted a two-hour block of time starting one hour prior to the agreed upon ceremony start time. A one-hour block of time is allotted for a rehearsal the day prior. A representative of the Preservation Trust will provide access and open the doors of the Chapel for the arrival of your guests 30-minutes prior to the ceremony start time. They will post themselves in front of the Chapel ensuring that only invited guests enter. Food and beverages may not be served or consumed in the Union Chapel. There are no private parking spaces included with the rental of the Chapel.