



Your Wedding in the Southern Berkshires

Do you dream about a wedding in the beautiful Berkshires? Let Saint James Place be the home for your very special day. Our stunning former Episcopal Church is a completely renovated performance space and wedding venue with state-of-the-art equipment for outstanding sound and lighting. AND it's located in downtown Great Barrington, Massachusetts - voted *Smithsonian Magazine's* Best Small Town in America.

Our facility is completely air conditioned and handicap accessible, plus we are pet friendly and will work with you to help your four-legged friend be part of the celebration.

The sanctuary with its world-renowned acoustics and antique stained glass is an ideal spot for your ceremony and seats up to 271 people. The Great Hall can accommodate 100 people seated for your reception. The gorgeous, light-filled East Room holds 75 people seated and is a charming spot for dancing and dessert.

It's easy to have your wedding ceremony and reception all under on roof. For weddings over 100 guests, we recommend a tent in our back garden for dinner - with dancing in the Great Hall.

There are many ways we can help. Please read the attached information for a deeper dive into what Saint James Place offers.

And please contact us to set up a tour ~ we LOVE to show of our beautiful space.
Call Laura Gratz at (413) 528-1996; text (413) 429-1141; e-mail: laura@saintjamesplace.net.



Saint James Place
352 Main Street
Great Barrington, MA 01230

Contact: Laura Gratz
Office: (413) 528-1996
Cell: (413) 429-1141
laura@saintjamesplace.net

www.saintjamesplace.net/weddings
social: @saintjamesplaceweddings





Venue Details

Thank you for your interest in Saint James Place. This historic building was constructed in 1857 and recently completely restored and updated. A former Episcopal Church, it is distinguished by its Gothic Revival architecture and locally quarried blue dolomite limestone. Now an arts and cultural center, Saint James Place offers the perfect venue for your special day. This packet contains information about our facility and partners.

Sanctuary

Seating for 271 (includes 50 in balcony)
14 handicapped seats available.

Great Hall

Capacity for reception
100 seated
188 standing
134 theater style

Kitchen

A caterer's kitchen off the Great Hall is available to serve food. Equipment includes: gas stove with double ovens, triple sink, refrigerator, ice maker.

Parking

There are approximately 30 visitor parking spaces available at Saint James Place. On weekends there are many other parking options available. Please speak to a Saint James Place staff member.

Tent Area

Our back garden can accommodate a tent of up to 40'X 80'. (A Great Barrington town permit is needed to put up a tent with a minimal fee that will be obtained by Mahaiwe Tent)

East Room

Capacity for reception
110 standing
75 seated

Restrooms

Men's and Women's restrooms are on main floor and handicapped accessible. Gender neutral bathroom can be made available upon request.



Rental Details

Equipment Included with Rentals

Round Tables (8 ~ 6 foot rounds)

Long Tables (2 ~ 2x8 foot and 2 ~ 2x6 foot)

100 Chairs

Sound System with 1 microphone.

Grand Piano (Use of the piano requires a \$200 tuning fee payable 30 days before the event)

(If additional tables/chairs are needed, they will be the responsibility of the renting party)

Included in Rental

Separate Dressing Rooms for bride and groom

Building made available for ceremony rehearsal

A Day-of coordinator will be onsite

during the entire event and rehearsal.

Rental Fees

Saturdays and Holidays \$4,500

Sunday - Thursday \$3,500

Deposit required \$2,500

(Non-refundable, non-transferable)

Damage Deposit \$1,000

(Due two weeks before event)



Rental Procedures

- To reserve a date for the use of any part of Saint James Place requires a signed contract and deposit paid.
- Balance of the rental fee must be paid 60 days before the event.
- Cancellation of the event will result in a loss of all funds paid to date.
- Saint James Place will not enter into a contract with anyone under 21 years of age.
- Two-hour rehearsal time is provided by Saint James Place. The date and time will not be scheduled until 60 days before the event. The renter must contact Saint James Place to schedule the time.

Preferred Vendors

It's your wedding! We, of course, welcome your chosen vendors. Only you know which professionals are PERFECT for you. Saint James Place recommends the below vendors: we've worked with them in the past and know them all to be outstanding at what they do.

Caterers

Marketplace Catering
Kate Baldwin Fine Food
Mezze Catering
Old Inn on the Green
Simons Catering

Accommodations

Briarcliff Motel
The Barrington
Days Inn
Egremont Village Inn
Fairfield Inn & Suites
Holiday Inn
Thornwood Inn
Wainwright Inn
The Red Lion Inn

Cakes/Desserts

Patisserie Lenox

Liquor/Beverage Service

Domaney's
Spirit Shoppe

Tent/Rentals

Mahaiwe Tent

Wedding Planners

Oskar Hallig, Only in My Dreams
Danielle Pellerin, 5 Senses Events & Design

Florists

Carolyn Valenti
Crocus Hale
Daisy Stone
Township Four

Photographers

Christina Lane Photography
Sundae Design & Photography





Rules & Regulations

Saint James Place is a non-profit institution and its historical and architectural significance is unique to the community. The staff here is responsible for the protection of this historic facility; therefore the following rules and regulations are required.

- Renter will be held responsible for all actions of her caterer, florist, band, D.J., guests and anyone involved with the event.
- The staff of Saint James Place will not be responsible for setting up additional tables and chairs brought in by renter, moving tables or chairs during the event or taking the trash out.
- No furniture or equipment in the Sanctuary, Great Hall, Kitchen, or East Room may be moved without prior consent of the management.
- All electrical hookups for additional lighting must be approved by the management. Smoking is not permitted inside Saint James Place.
- No staples, nails, tacks, tape, or other items may be affixed to the floors, walls, windows, doors, or furniture.
- No artificial platforms and no carpentry work are allowed inside the building. Only approved risers may be used.
- Helium balloons, rice, birdseed, glitter, confetti, flower petals, etc. may not be used INSIDE the building.
- Bubble machines and smoke machines are not allowed INSIDE the building.
- Saint James Place reserves the right to refuse any items brought into the building by the renter or agents thereof which could cause damage to the building or injury to the guests.
- All functions are to end at the agreed time. Saint James Place reserves the right to insist that guests, caterers, florists, band members, etc. leave the building at the agreed time.
- Saint James Place will not assume the responsibility for any items left in the building.
- Saint James Place strives to be a pet-friendly space, please let us know in advance if your canine or other companion will be part of the ceremony.

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