

Essex Street Inn
7 Essex Street
Newburyport, MA 01950
Ph: 978 465 3148
Fax: 978 462 1907
www.essexstreetinn.com

Conference Room Info

Prices: \$150 for the first 4 hour block plus 9.7% tax

\$75 for each additional 4 hour block plus 9.7% tax

Coffee and bottled water: \$2.50 + 6.25% tax per person per 4 hour block.

Use of overhead Projector fee \$ 100.00 per day

At least one guest room must be reserved when reserving the conference room. If 10 or more rooms are reserved, you will receive \$75 off a 4 hour block.

Caterer Referrals

Carry out Café 978 499-2240 or www.carryoutcafe.com

Professional Personal chefs 508 633-0324 or spazianoj@aol.com

Fowle's Market 978 465-9028 or fowlesmarket.com

You are responsible for catering orders for your group.

If the kitchen is used by the preferred caterer, there is no cleaning fee.

If the kitchen is used for a private party where they bring their own food, there is a \$25 cleaning fee.

Other Conference Room Info

When checking in the front desk is located in our main building. It is the yellow building with green shutters and window boxes.

We require a \$150 non refundable deposit at least 3 days prior to arrival.

Payment must be paid in full prior to check in.

The Conference Room Accommodates 18 people.

Our cancellation policy is 3 business days prior to arrival.

Do not adhere anything on the walls.

This is a non-smoking facility.

We are not responsible for lost or stolen items.

There is free parking on premises.

The contact/authorized person would need to see front desk before the meeting time.