

Thank you for inquiring about the Essex Street Inn, a charming and historic Inn located in the heart of downtown Newburyport, Massachusetts.

For Weddings and other Special Events, the Essex Street Inn accommodates requests to book the entire inn or a block of rooms, and we welcome your interest in making a Group Reservation.

Enclosed is a listing of room information which will help you determine which rooms are best for your party. After you view the list and make your selections, please contact us so we can create your reservation. We can be reached at **978-465-3148** and our reservation line is open from **7:30am to 1am year round**.

In order to complete the Group Reservation process, we will need the following information from you:

- Name on the reservation (Smith/Jones Wedding, Gillette Corp, etc.)
- Name, address, phone number and email address of the contact person. This may be the Mother of the Bride, the Administrative Assistant for your company, etc.
- Credit Card number, expiration date and 3-digit security code. *At this point you are responsible for all rooms being held.*

Your guests will call us directly to make their reservations and choose their room(s) from the Group Reservation. We will then collect their name, address and credit card information and release their specific room from the group reservation. Again, all reservations must be made by the individual guest in need of a room. If you are paying for the rooms, we will simply add their name to the list of rooms. Once a reservation has been made, a room change request can only be made by the guest who made the original reservation – or in special circumstances only – by the Essex Street Inn.

We will contact you 45 days prior to your arrival date to let you know how many rooms are still unclaimed. You will be given 24 hours from our call to let us know which rooms to release. You may choose to keep these rooms and have them charged to your credit card if they have not been booked by the date of your event. Of course, you may prefer to call us earlier and release any unclaimed rooms.

We suggest when sending save the date cards, note the Essex Street Inn on the card so your guests know you have rooms being held for them. In addition, the inn has gift bags that may be purchased for your guests, unless you decide to design them on your own. If this is the case, we ask you deliver the bags 2 days prior to your event.

Over the years we have hosted dozens of large events and gatherings and most of the time they go off without incident. PLEASE understand that other guests, not related to your party, may be staying at the Inn. They may be business travelers from out of town or couples getting away, regardless you and your guests must be respectful and courteous to these guests. It is for this reason that we have “quiet time” throughout the Inn starting at 11p.m. We are not opposed to you celebrating and enjoying your special event, we just ask that it not be at the expense of our other guests. Please confine your reverie to the comfort and safety of your room(s) after 11p.m. Finally, in the rarest of circumstances, we reserve the right to assess a \$250 cleaning surcharge for excessive housekeeping. In the event that we are assessing the surcharge you will be presented with an itemized list (and digital photos if necessary) of what needed to be done above the normal housekeeping tasks.

In an effort to be as helpful to your guests (and ours) as possible, we ask that you notify the front desk of your scheduled events so we can help answer any questions your guests may have.

Thank you again for considering the Essex Street Inn. We look forward to your visit and that of your special guests.

Best,

Kathy Ross
Manager