



GLASTONBURY ABBEY

Morcone Conference Center

CONTACT US:

Retreats &
Morcone Center Office

781-749-2155 x 300
retreats@glastonburyabbey.org
www.glastonburyabbey.org
20 Hull Street | Hingham, MA 02043

Rental Agreement Information



Overview & Capacity

The Morcone Center offers flexible gathering spaces suitable for meetings, programs, and special events.

Main Hall Capacity

- Up to **80 guests seated at tables** (6' round tables seat 8)
- Up to **100 guests lecture-style**

Parking

- 63 parking spaces in the lower lot
- 3 accessible parking spaces located beside the Center

Additional Rooms Available

- Main Conference Room
- Small Conference Room
- Parlor
- Lower-level classroom

Reservations & Agreements

Once a reservation application has been submitted and approved, a **Facilities Agreement** will be prepared and sent for review.

Audio / Visual Equipment - The Center is **Wi-Fi accessible**. AV equipment is **not included** in the room rental fee - Advance notice is required if AV equipment will be used - Adapters, connectors, and laptops are **not provided**.

To confirm a reservation

- A signed Facilities Agreement must be returned **no later than 14 days prior** to the event
- A **non-refundable deposit** is required

Additional notes	<ul style="list-style-type: none"> Rental fees are based on the current fee schedule and the specific room(s) reserved Rental hours must include setup and cleanup time
Audio / Visual Equipment	<ul style="list-style-type: none"> The Center is Wi-Fi accessible AV equipment is <i>not included</i> in the room rental fee Advance notice is required if AV equipment will be used Adapters, connectors, and laptops are not provided.
Event Application Form	<ul style="list-style-type: none"> https://www.glastonburyabbey.org/event-application/

2026 Rental Fee Schedule

All rental times include setup and cleanup

MAIN HALL <i>(dimensions: 68' x 136')</i>	OTHER SPACES
<ul style="list-style-type: none"> Full Day (up to 8 hours): \$700 Half Day (up to 4 hours): \$350 Additional Hours: \$75 per hour (prior approval required) Deposit: \$300 (non-refundable) AV equipment use: \$25 additional fee Wedding Rental: Please contact our Retreats & Morcone Center Office at 781-749-2155 x300 or retreats@glastonburyabbey.org 	<ul style="list-style-type: none"> Conference Room (seats 8): \$50 per hour Parlor (seats 3): \$50 per hour Lower-Level Classroom (seats 24, up to 8 hours): \$250 Deposit: \$150 (non-refundable) AV equipment use: \$25 additional fee

Food Service & Catering

For an additional cost, the Abbey kitchen offers:

Breakfast: Coffee / Tea and Pastry: \$7 per person

Lunch: sandwiches, salad, dessert: \$15 per person

Dinner Service

The Abbey kitchen is not equipped for full-service dinners. For evening events, outside catering is required.

Preferred Caterers (Larger Events)

- The Chef's Table, Marshfield – 781-826-3320
- Family Crest, Weymouth – 781-681-4303
- Simply Good Catering, Quincy - 617-479-9470
- Hart Brothers, Rockland – 781-982-0900

Board of Health Requirements

The Town of Hingham requires Board of Health approval for all caterers.

- A valid town-issued certificate (Temporary Food Permit or equivalent) must be provided **at least two weeks prior** to the event
- For questions, contact Hingham Board of Health: 781-741-1466

Alcohol Policy

If alcohol is served, the following requirements apply:

- A licensed bartender must be employed (Serve Safe, TIPS, or AACEA certified)
- A Liquor Liability Insurance policy of at least \$1 million is required
- Proof of insurance must be submitted two weeks prior to the event

Additional guidelines: Caterers holding a 12C Liquor License may operate a cash bar for non-public, invitation-only events - Alcohol may not be sold via raffles or drink tickets - Alcohol may not be served to anyone under 21 years of age - All alcohol must arrive and be removed on the day of the event and may not be left unattended - Alcohol service may not exceed four hours and must end by 10:00 p.m.

For questions, contact the Town of Hingham: 781-741-1451

Use of Facilities & Grounds

- Items may **not** be attached to walls or windows
- Recycling receptacles are provided
- **Candles and open flames are not permitted**

- **Smoking is prohibited** in all buildings and on Abbey grounds

Plan Your Gathering

Please share a few details about your gathering.

A member of our team will follow up regarding availability and next steps.

glastonburyabbey.org/plan-your-event