

**Morcone Conference Center**  
20 Hull St. Hingham, MA

## Rental Agreement Information

Capacity of the Morcone Conference Center Main Hall may not exceed 80 people seated at tables or 100 people lecture style. 63 parking spaces are available in lower lot. 3 handicapped spaces beside center.

Other rooms available to rent include; small conference room, sitting room, lower level classroom.

**Reservations:**

Once a reservation application has been submitted and approved by Glastonbury Abbey, a Facilities Agreement will be created and sent to you for review. A signed copy of this agreement must be submitted to Glastonbury Abbey 14 days prior to the planed event. This, along with the non-refundable deposit, is required to confirm your reservation.

- The rental fee will be determined according to Glastonbury Abbey's current fee schedule and the room(s) specifically rented.
- Rental hours must include time for setup/cleanup.
- Audio/Visual equipment is **not** included in the room rental fee. Notice of intention to use the audio/visual equipment is required in advance. We do not provide adapters/connectors or laptops.
- The center is Wi-Fi accessible.

Use this link to submit an application <https://www.glastonburyabbey.org/index.php/abbey/conference-center/plan-your-event/>

**Morcone Conference Center 2025 Rental Fee Schedule:** All rental times include setup & cleanup

Main Hall Rental (number of occupants - 100 at tables, 120 lecture)

Full Day – 8 hours maximum

\$700.00

½ Day – 4 hours maximum

\$350.00

\$300.00 Deposit required.

Wedding Rental of Main Hall; (6-hour limit including setup & cleanup);

\$1,000.00

\$400.00 Non-Refundable Deposit required.

Additional Hours for main hall (approval required)

\$75.00 per hour

### Small Conference Room Rental – Seats 8

\$50.00 per hour

### Sitting Room Rental – Seats 3

\$50.00 per hour

Lower Level Classroom Rental – Seats 24 (8 hours max)

\$250.00

\$150.00 Deposit required.

**Other Fees:** There will be a \$25 additional fee for use of the AV Equipment in the Morcone conference center.

**Deposits** are non-refundable.

**Food Service and Prices for Abbey Kitchen (includes coffee/tea, tablecloths, plates and utensils):**

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| • Juice & pastry   | \$5.00 per person  |
| • Breakfast; Option 1. juice, fruit, pastry              | \$7.00 per person  |
| • Breakfast: Option 2. juice, fruit, breakfast casserole | \$10.00 per person |
| • Lunch; sandwiches, salad, dessert                      | \$12.00 per person |

Dinner: Our kitchen is not equipped for full service dinners. Recommended caterers are listed in this document.

Our preferred caterers for larger events:

- *The Chef's Table*, Marshfield 781-826-3320
- *Family Crest*, Weymouth 781-681-4303
- *Hart Brothers*, Rockland 781-982-0900.

The Town of Hingham requires approval by the Board of Health for your caterer. A town issued certificate must be provided to Glastonbury Abbey at least 2 weeks prior to the User's event. This may be a Temporary Food Permit or other. Please contact the town of Hingham's Board of Health: 781-741-1466.

**Alcohol:** If alcohol is served at a function, the User must employ a bartender (Serve Safe, TIPS, AACEA certified) and a current Liquor Liability Insurance Policy satisfactory of at least \$1 million. A copy of policy must be provided to Glastonbury Abbey at least 2 weeks prior to the User's event. The town of Hingham can help answer further questions: 781-741-1451.

If the caterer of the event holds a 12C Liquor License, a cash bar is permitted for non-public, invitation only functions. Alcohol may not be sold for raffle or drink tickets. Alcohol may not be served to, or consumed by persons under the legal drinking age in Massachusetts (21). All liquor must arrive and be removed on the day of the function and must not be left unattended.

Alcohol may not be served after 10:00 pm, or for longer than a 4-hour period.

The User may not attach anything to the walls or windows. The User must return the buildings and surrounding areas to the state in which they found them. Recycling and trash receptacles are available.

Candles or open flames are NOT permitted.

Smoking is prohibited in the buildings and on all Abbey grounds.

We do not offer tents for use. We recommend *B. C. Tent & Awning*, Avon MA 1- 800-660-8368.

We do not rent out chairs and tables for outside use.

Use of the abbey lawn, stage or arbor requires approval by the monastic community. A application must be submitted.

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