



THE STEVENS ESTATE
Special Event & Conference Center



Past, Present & Future

Welcome to The Stevens Estate, a distinctive mansion with elegant gardens and a breathtaking 153-acre setting in Northeastern Massachusetts. The estate's history has been a long and interesting one, beginning with its conception as the home of Moses Stevens, founder of one of the largest textile mill empires in the country. Mr. Stevens was a wise businessman, but also one who generously gave back to his community by serving in the Massachusetts House and Senate, the US Congress and by establishing the first North Andover town hall, high school and the Stevens Memorial Library.

Moses Stevens and his wife, Charlotte Osgood Stevens, both descendants of the founding fathers of Andover and North Andover planned family life on the property at Osgood Hill. They commissioned a well-known architect, Ernest Bowditch, to create the initial plan for the complex of buildings and gardens with Boston architects Henry Hartwell and William Richardson hired to design the country mansion. Construction began in 1883 using the finest imported mahogany and golden oak paneling for the interior. Intricate carving, exquisite spindle

work, wrought iron chandeliers, stained glass windows, fifteen fireplaces featuring Italian and German marble with unique tile hearths and textured wall treatments adorn this lovely home. Lowell artist David Neal was commissioned to create a large framed painting of a hunt scene, *Retour du Chasse*, for the mansion. This incredible art work still graces the three run staircase in the front hall.

The Stevens Estate at Osgood Hill is now owned and maintained by the Town of North Andover. The estate now uses revenue generated from rental of the venue towards restoration of the estate's original features, so that it can continue to be preserved for future generations.

The red brick Romanesque great house at The Stevens Estate still maintains its integrity as one of the last large country estates on in the region, its magnificent architecture earning it a place on the National Register of Historic Places.



Rooms & Spaces

The Mansion

The auspicious setting of the Stevens mansion's first floor can be used for events throughout the year. The mansion offers four formal gathering rooms, each with rich oak or mahogany paneling and large picture windows. Each room connects to the hallway with pocket doors, creating intimate private meeting spaces or allowing for an open, flowing reception as the occasion requires. Smaller rooms can host meetings from 10 people to 30, or can be used as break-out spaces for a larger meeting for up to 100 people in the Garden Room. The mansion has a capacity of 180 for an informal reception without assigned seating. Combine the estate's indoor and outdoor spaces to add drama to your event.

The Garden Room

The Garden Room connects the Oak Room to the outside spaces beyond, blending the mansion with its natural environment. Large picture windows bring sun into the south-facing room and capture the breeze. The Garden Room holds up to 100 guests for a seated event or meeting, and is designed with a soft neutral canvas for any event.

The Estate

Spring, summer, fall and winter each offer their own dramatic landscape, bringing color, majesty and context to unique events. The circular lawn is an area surrounded by the estate's crushed stone path and well-established perennial borders. Partially shaded by trees, the lawn can be used for lawn games including croquet and bocce. The lawn is also the picture-perfect setting for our magical wedding ceremonies. A red brick porch that overlooks the gardens makes a beautiful spot for cocktail hour at sunset.

The Tent

From May to October, estate events move outside to take advantage of the beautiful estate setting and our amazing New England weather. The elegant peaked tent measures 100' x 40' and covers a 4,000sq ft. area with a cobblestone terrace beneath. The tent sits aside the main lawn overlooking the manicured gardens. Inside the tent is a custom built 24" x 16" parquet dancefloor and four beautiful chandeliers.



Meetings & Events

We would like to thank Kevin Wery of Druid Hill Studios for many of our event designs.

When you rent The Stevens Estate for your event, your guests will enjoy sole, exclusive use of the historic mansion and beautiful gardens. Make the house your canvas and transform it to create an unforgettable experience. The professional staff at The Stevens Estate, along with our dedicated catering and event partners, are as committed to the success of your event as you are.

Social and Non Profit Events

The estate's breathtaking approach, magnificently appointed rooms and historic features guarantee extraordinary parties, fundraisers and receptions. The estate grounds create a setting for fun-filled outings, picnics and activities. Whether you are planning an outing, rehearsal dinner, holiday party, gala or reunion, this timeless mansion welcomes all. Ask about our Non Profit discount.

Conferences and Meetings

Businesses and corporations hold their meetings at The Stevens Estate because planners enjoy the seclusion and away-from-the-office setting, just minutes from Boston. A change of environment and the opportunity for delegates to walk the grounds, participate in outdoor activities and take in the natural beauty of the estate offers priceless benefits for corporate retreats and meetings. Choose The Stevens Estate for your offsite board meetings, networking events, training, sales and strategic planning meetings.

- Amenities
- Complimentary Wi-Fi
- Copy and Fax services
- Coordination of meals with our Approved Caterers
- Coordination of AV and other Equipment

CAPACITY

		May - October	November - April
Informal Reception	Mansion/Tent	250+	180
Seated Dinner	Mansion/Tent	250+	100
Theatre Style	Garden Room	100	100
Classroom Style	Garden Room	50	50
U-Shape	Garden Room	45	45
Boardroom Single	Garden Room or Parlors	20	20





Photo courtesy of Barbara Lynch Photography

Weddings

We believe you shouldn't have to share your big day with anyone but your loved ones. Enjoy exclusive use of The Stevens Estate for your wedding.

Trust our dedicated staff to address every detail and respond courteously and quickly to your questions. We have more than forty years of combined experience in managing and detailing such special occasions, and nothing will be overlooked.

The Stevens Estate hosts wedding receptions from 50 guests inside the mansion to up to 250 guests on the tented terrace from May to October. During our peak season, magical wedding ceremonies are held at sunset on the lawn, followed by an elegant cocktail hour on the red brick porch or inside the mansion. The breathtaking estate grounds will make for beautiful wedding photographs.

Two hours complimentary use of our Bridal Suite and Grooms' Suites are included in the venue fee. Full day use is possible for a fee, and guest rooms may be available for overnight guests (we have a four room minimum). Please ask for more details.

Event Coordination

As part of your wedding reception package, you will be in regular communication with your event planner/manager, including a one-hour scheduled meeting at the three-month stage and a one-hour meeting in the two weeks prior to your wedding. Your event manager will work with you on all the details of your wedding including napkin colors, beverage packages, signature cocktails, vendor recommendations, assistance when coordinating your catering, timelines and schedules, and so-on. The manager will also be there with you on the day of your wedding to make sure all the details are in place and to assist with your timeline up to the point when the caterer takes over the management of the reception. Your event manager will be ready to help with anything until your last guest leaves.

Wedding Reception Packages

please see separate pricing information

- Four and a half hours exclusive rental of the estate with two-hour setup time.
- First Floor of the mansion, porch and gardens for your cocktail hour.
- Manicured lawn for informal games and lush gardens for guests to enjoy.
- Outdoor peaked white reception tent (holds up to 250 guests) on a cobblestone terrace from May to Mid-October.
- Reception tables with white or ivory tablecloths and a range of napkin colors.
- Glassware, silverware and china.
- Complementary Bridal and Groom Suites to prepare in (2 hours prior).
- Custom built dance floor (24' x 16').
- Four elegant chandeliers and perimeter lights.

Please note: Champagne Chiavari chairs are not included in the rental fee but are added at \$5.50pp.

Ceremony Packages

please see separate pricing information

- Set-up and breakdown of the ceremony area for your wedding.
- Up to 250 elegant white padded chairs and wooden arbor to be decorated as you desire.
- An extra 30 minutes will be added to your reception for 5 hours total.
- Thirty minute ceremony rehearsal during the week prior to your wedding.



Photo courtesy of Barbara Lynch Photography



Photo courtesy of Morgan Healey Photography



Photo courtesy of Morgan Healey Photography

Wedding Q&A's

Q: What is included when I rent the estate for my wedding?

You will reserve the estate for a 4.5 hour wedding (add 30 minutes for your ceremony). You will have 2 hours prior to do décor arrangements, get dressed in the Bridal and Groom's suites and take photographs. You will also have time after to pack up items for taking home.

Guest tables (60" rounds), white or ivory linen tablecloths, napkins, china, flatware, glasses for up to 250 guests and gift tables are included. We also have some tables for use of the caterer at no charge. The estate has 5 high top tables and 4 café tables that can be arranged throughout the mansion and gardens for your cocktail reception. You will need to coordinate the linen for additional tables with your caterer. We coordinate all additional rentals through Peterson's Party Center and charge 15% for coordination, delivery and pick up of the rental items.

Q. Do you provide catering?

We have a list of approved caterers that you can choose from. If there is a dietary need or tradition that they cannot accommodate, we can offer alternatives as long as the alternate caterer is licensed and insured and agrees to meet the responsibilities outlined by the estate. There is a fee to bring in a caterer not on our Approved Caterer list, and we also charge caterers a fee for the use of our kitchen facilities and equipment. See pricing information for details. The caterer will be responsible for signing an outside catering contract which outlines permissible property usage, vendor requirements and other guidelines.

Q. Are wedding ceremony rehearsals permitted?

Yes, we include a 30 minute rehearsal if you are booked for a ceremony at the Estate Monday-Thursday by appointment. If we do not have a wedding booked on Friday we can do rehearsals, but that is not known till closer to the wedding date.

Q. How many guests can fit in the Garden room inside?

We can seat 100 people in the Garden Room with no dance floor. We can seat up to 160 inside the house but seating would be in several rooms. This arrangement is best for an informal reception.

Q. Is it necessary to have a microphone for the ceremony?

We do not have any objections if you (or your DJ) would like to bring a sound system for the ceremony. We often see ceremonies without them as well.

Q. Wedding coordinator?

The estate Director and your Event Manager will be available to answer any questions you have leading up to the event. The Event Manager will meet with you at the 3 month stage, and again at the 2 week stage, to cover the setup and details of your wedding day, timeline of events, and all estate-related questions.

The Event Manager will also organize and direct your wedding ceremony rehearsal and will be there for the duration of your wedding day, from the time you arrive to the time you depart, and will make sure your day is as you envisioned it. Your Event Manager typically does not set up tables, décor, centerpieces, flowers, place cards etc., but during the two hours prior to the start of your wedding will be happy to help coordinate placement of these items. Any complex centerpieces or décor details that take more than an hour to set up or install will require an additional coordinator or installation by your florist. We can add a Day-Of coordinator at \$750 should you require additional support, or you are welcome to assign your own assistant so more can be done during the two hour setup time.

Q. Can we bring in our own beverages?

No. All alcoholic beverages must be served by The Stevens Estate under our liquor license. We stock a standard bar and all drinks are based on consumption. We try to honor any special requests made 60 days prior to the wedding date. We cannot guarantee special requests and all requests will be marked up to our standards for pricing. All alcohol brought onto the estate by guests will be confiscated.

Q. Is there a bridal suite or dressing room?

Yes, there is a bridal suite and a groom's suite that can be used two hours before the start time of your event. Additional time can be purchased for use of the Bridal and Groom's Suites.

Q. What time can my guests start arriving for my wedding ceremony?

The mansion will be closed to guests to allow us to set up for your wedding, until 30 minutes prior to your ceremony. Guests are welcome to arrive between 10 and 30 minutes before your ceremony.

Q. In the case of inclement weather, what happens to an outdoor wedding?

For weddings or events with 120 guests or less, the ceremony can happen in the house and dinner and dancing can all take place inside the tent even if it's raining.

With 120 or more guests, the ceremony, dinner and dancing can still take place under the tent.

The tent can be prepared for inclement weather with additional items (tent sides, heaters, fans) for an additional cost, which would be coordinated by the estate. The tent is attached to the mansion by a marquis so you will not be exposed to the elements. Please keep the New England weather in mind when determining if the tent is appropriate for your use.

Q. What are the accommodations at The Stevens Estate?

We may have overnight rooms for rent on your wedding night (subject to availability). All 4 rooms must be rented if you wish to stay overnight. Check-in is 4pm and check-out is 10am. We also have good relationships with local hotels.

Q. Is your facility wheelchair accessible?

Yes, all grounds of the estate are wheelchair accessible. Only the first floor of the Mansion is wheelchair accessible.



Q. What are the bar options?

All bars are based on consumption. You have the option of hosting the bar or it being a cash bar. We can also have you host a certain amount of time (i.e. cocktail hour) or host for a certain dollar amount (i.e. after \$2500 hosted, the bar switches to a cash bar.)

There is a bar minimum of \$3000 on a Saturday during peak season.

Q. Chairs

Chairs must be rented through the estate and are not included in the venue rental. The champagne Chiavari chairs must be rented at \$5.50pp. As with all rentals, The Stevens Estate must coordinate any alternative chair rentals.

Q. Where can we take pictures?

The grounds are yours for the day, so feel free to roam around and take pictures!

Q. Can my dog be in the wedding?

Yes! Fido is part of the family too. We will need you to sign a waiver and take responsibility for any damages.

Q. Can I have EXTRA TIME?

Additional time can be purchased at the beginning of the day and/or added to the end of your reception (up to midnight). When reserving extra time during your reception, you will be required to add the same number of staff hours and pay for their extra time, too.



Photo courtesy of Morgan Healey Photography



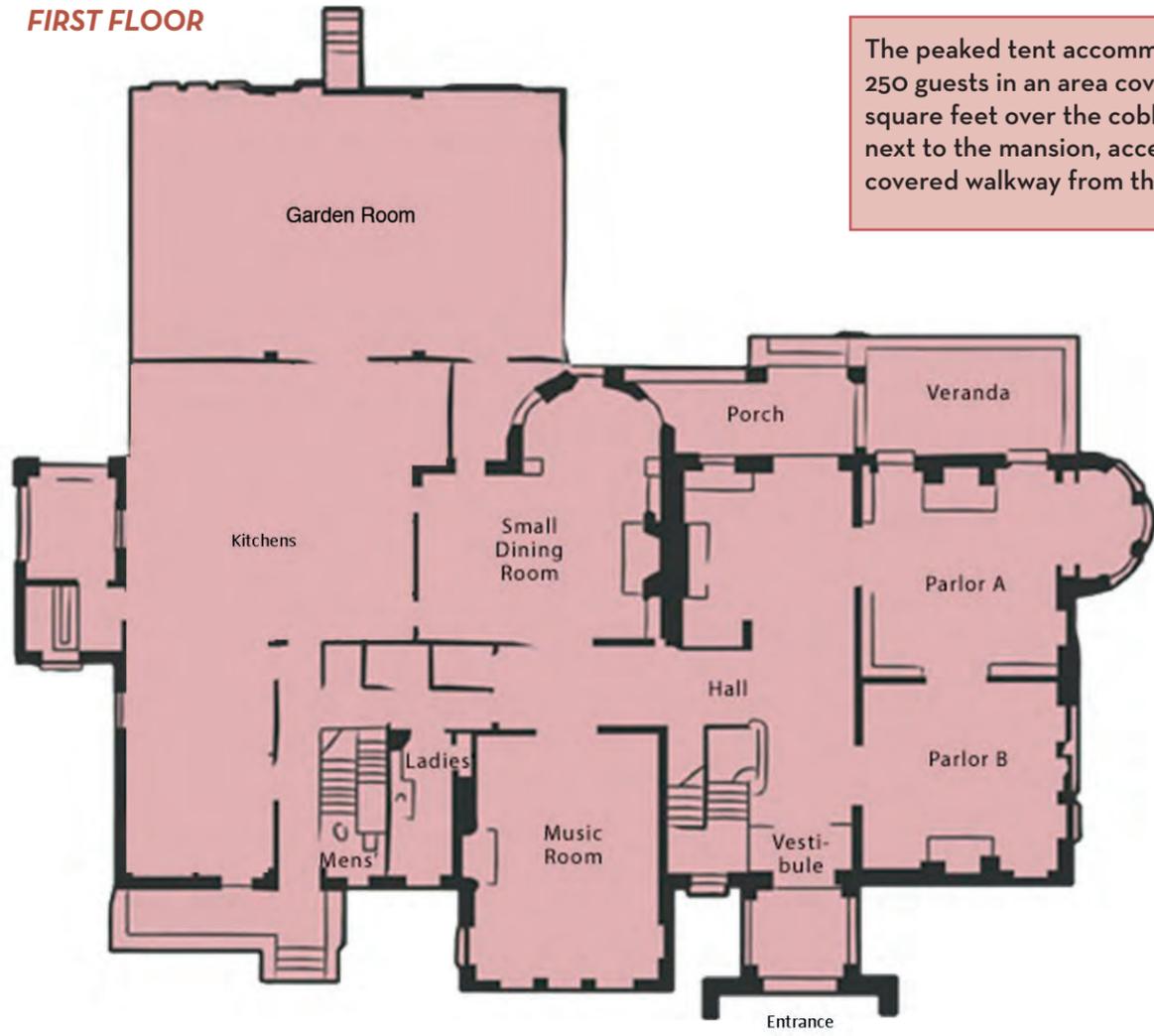
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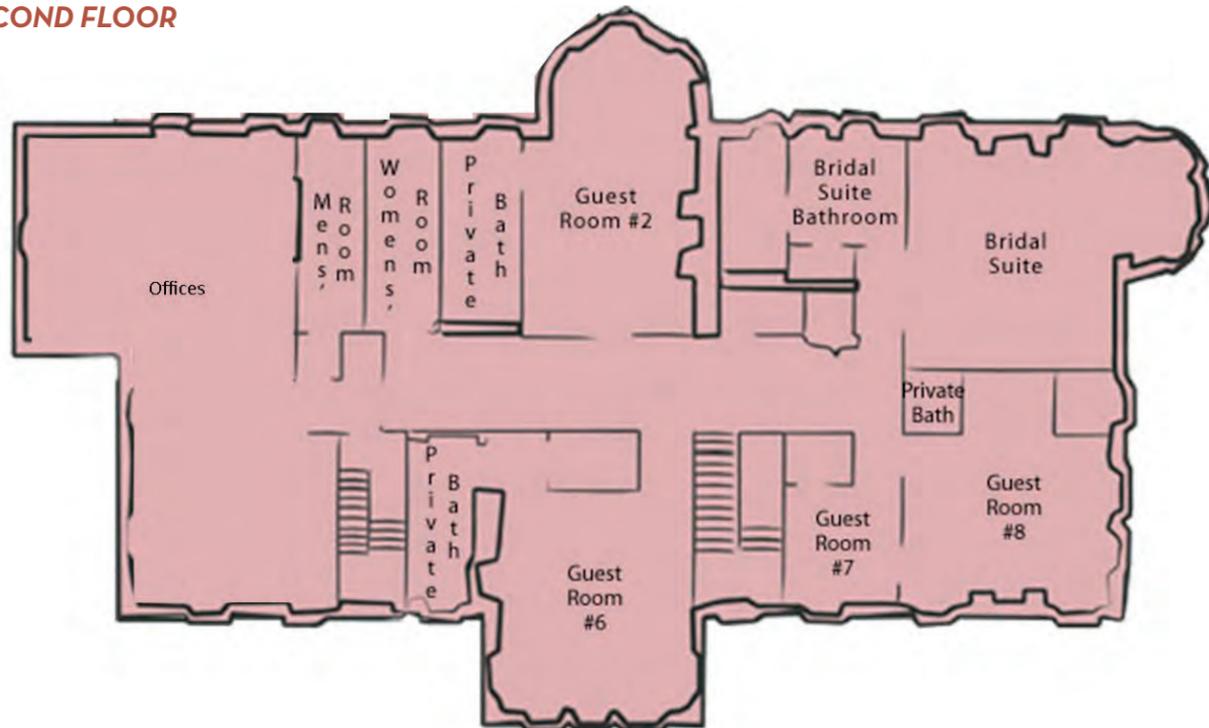
FIRST FLOOR



The peaked tent accommodates up to 250 guests in an area covering 4000 square feet over the cobblestone terrace next to the mansion, accessible by a covered walkway from the Garden Room



SECOND FLOOR



Preferred Vendors

Thank you for considering The Stevens Estate for your upcoming event. We understand the details that go into creating a remarkable celebration which reflects your taste, style and budget. Included below are our valued vendors whose service we recommend based on our past work experience.

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Selecting the right florist is just as important as picking your perfect venue. Your floral designer needs to be able to artistically create your own personal bridal bouquet, bridesmaids' bouquets, ceremony and reception arrangements while still considering the style and theme that matches your unique vision!

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Back Cover & Inside Front Cover
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Welcome

The anticipation builds as you drive by the charming riverstone gatehouse, hug the tree-lined driveway and detect an ornate red slate roof with a copper turret, atop the hill in the distance. As you ascend the hill, the grandeur of the magnificent mansion is revealed. Is it the magnificent brick bonding? The Romanesque arches or Beacon Hill-inspired brownstone details? Or is it the dignified landscape setting of long-established trees and rolling lawns? As you approach the mansion entrance between the majestic green fir and the red-brick porte cochere, you wonder what awaits inside...

The rich interior features resplendent carved oak and mahogany panelling, beautiful stained glass windows overlooking a grand staircase and magnificent imported marble fireplaces in each room. The mansion is a testament to the Stevens' Family's prominent role in the textile industry of New England and beyond. Designed for entertaining, the estate played host to the most spectacular events on the social calendar.

In addition to a collection of magnificent meeting and event spaces inside the house, the estate boasts 153 acres of handsomely manicured grounds, formal gardens and shaded trails with areas for lawn games and other outdoor activities. Wedding ceremonies and sophisticated outdoor receptions take place against the backdrop of Osgood Hill, kissed by light breezes and embellished by the dramatic colors of sunset.



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