

*Wedding
Planning*

ESSEX STREET INN
7 Essex Street
Newburyport, MA 01950
978 465-3148



**IMAGINE
THE BEST**

NESTLED ON A TREE-LINED STREET IN THE
HEART OF BEAUTIFUL, HISTORIC DOWN-
TOWN NEWBURYPORT, THE ESSEX STREET
INN AND SUITES OFFERS 37 UNIQUE AND
CHARMING ROOMS TO ACCOMMODATE
YOUR EVERY NEED.

www.EssexStreetInn.com

Accommodating Your Guests

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The Essex Street Inn is an ideal location to accommodate your guests for a wedding in the Newburyport area. Located in downtown Newburyport, we are easy to get to and we're walking distance from great dining, the waterfront, museums, and unique shops. We also have free parking, and we offer a variety of room styles and different rates, including handicap accessible rooms.

Each of our rooms includes a private bath, telephone, hair dryer, coffee maker, data port cord, and satellite television. Suites accommodate up to four guests; all other rooms accommodate up to two guests.

Early planning is always best, and we are happy to book the entire Inn (37 rooms) or block a group of selected rooms. Your guests will make their reservations directly, choosing their room(s) from the group reservation. Forty-five days before your arrival date, we will let you know how many rooms are still unclaimed in your reserved block. At that time, you may release the unclaimed rooms; if you decide to keep them reserved, they will be charged to you. Our 7-day cancellation policy does not apply to room held in a block. *Please Note:* A 2-night minimum stay required on weekends between June 1 and October 31.

Detailed descriptions and room rates can be found on our website: www.EssexStreetInn.com. We would be delighted to help you determine which rooms would best serve your party.

ENSURING A FANTASTIC EXPERIENCE:

- ___ ● Have your guests make their own reservations.
- ___ ● Ask the Inn for current guest lists regularly.
- ___ ● Remember to release your unreserved rooms on the day specified to avoid unnecessary expense.
- ___ ● Provide the front desk with a schedule of events so they may assist your guests (start times for rehearsal dinner, service, limousine pick-up, addresses for events, etc.).
- ___ ● Have guest gift bags (and room numbers) ready for drop-off 24 hrs prior to guest arrival.
- ___ ● Send "Save the Date" cards to let people know where you have rooms reserved.
- ___ ● Never change a guests reservation without their knowledge.
- ___ ● Do Not make a reservation online. The property will indicate "Sold-Out" because the rooms have already been reserved for your guests.
- ___ ● Delegate ... your friends, family and The Essex Street Inn are here to help!

IMPORTANT ITEMS TO REMEMBER

- Continental breakfast served 7:30-10:30AM.
- Off street parking is subject to availability.
- The Essex Street Inn is a non-smoking facility.
- The Essex Street Inn cannot accommodate pets.
- A 2-night minimum stay required on weekends between June 1 and October 31.