



STUDIO & EVENT RENTALS

BALLROOM FLOOR FEE RENTAL

For ballroom couples to share
our ballroom floors to practice

One hour rental
\$20 per couple

YOGA & STUDIO RENTAL

Call our studio for additional information
and availability for studio rentals

978-251-1700

EVENTS

We are a unique venue for your wedding,
corporate meeting or event, baby or
bridal shower, sweet 16, and more.

Whether your event is in our ballroom café
or our grand ballroom, both spaces create
a one-of-a-kind atmosphere that your guests
will be talking about for a long time.

[CONTACT US](#)

OUR FACILITIES

BALLROOM CAFÉ

Located on our first floor
1,600 square feet
Holds up to 65 guests

Café has one restroom
Studios have two restrooms

For weddings - caterer and wedding party may use three dance studios adjacent to the ballroom café.

GRAND BALLROOM

Located on our second floor
3,200 square feet (36' wide x 90' long)
Staircase has 22 steps (50" wide)
Holds up to 125 guests

Includes the ballroom, reception area, coat room, and two restrooms

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RENTAL FEES

NON-WEDDING EVENT | BALLROOM CAFÉ

Five-hour rental
One-hour set up
Three-hour event
One-hour break down

\$475

Each additional hour after five hours is \$125 per hour, whether clean up, breakdown, or event time.

NON-WEDDING EVENT | GRAND BALLROOM

Five-hour rental
One-hour set up
Three-hour event
One-hour break down

\$1,250

Each additional hour after five hours is \$250 per hour, whether set up, break down, or event time.

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*A non-wedding event date can be reserved but not confirmed until 90 days prior to the event.

WEDDING & CORPORATE RENTALS

WEDDINGS

Eight-and-a-half-hour rental time

Five-hour event

Two and a half hour set up

One hour break down

Includes onsite manager to coordinate your event, and one planning meeting with bride/groom, caterer, wedding coordinator, etc.

Includes Ballroom Café cocktail hour and reception in Grand Ballroom

Rental fee: \$3,500

Overtime fee: \$350/each additional 30 minutes

All events must end by 11:30 pm

CORPORATE EVENTS

We would love to host your next leadership seminar, team building, training sessions, corporate retirement, holiday party, themed events, and social events.

Email John for additional information & pricing
john@dancenewengland.com

[CONTACT US](#)

FURNITURE INVENTORY

BALLROOM CAFÉ

4-5 café tables
1 wooden round table (seats 4-6)
2 wooden farm tables
Upholstered chairs, café chairs, benches
40 black folding chairs
6 six-foot long tables
Use of café counter and sink
Use of our sound system (cd, ipod, computer)

GRAND BALLROOM

15 café tables
70 brown folding chairs
Reception room entry table & reception desk
Reception chairs
Coat room
First floor waiting area
Use of our sound system (cd, ipod, computer)

[CONTACT US](#)

RENTAL POLICIES

CEREMONY FEE

Ceremonies may take place in our Ballroom Café or Grand Ballroom at no additional charge if the ceremony takes place within the five-hour rental timeframe. The overtime fee will apply if the ceremony takes place outside of the five-hour timeframe.

PAYMENT SCHEDULE/CANCELLATION POLICY

DEPOSITS & PAYMENTS

A non-refundable deposit of half of the full rental fee must accompany the signed contract to reserve DNE School of Dance on a definite basis.

The balance of the rental fee must be received by DNE School of Dance no later than 30 days before your non-wedding event and 90 days before your wedding event.

Checks should be made payable to DNE School of Dance.

CANCELLATION POLICY

Notification of cancellation of a definite reservation is required in writing to DNE School of Dance. Should DNE School of Dance rebook the date with a comparable rental, DNE School of Dance will refund half of the deposit made. If there is a cancellation because of severe weather or power outage, then DNE School of Dance will reschedule the wedding date with the bride/groom.

[CONTACT US](#)

RENTAL POLICIES, CONTINUED

LIQUOR POLICY

DNE School of Dance does not have a liquor license. The client is responsible for bringing in their own liquor for their event. All bars must be hosted, cash bars are not permitted. Bartenders are needed for all bars and must be secured through your caterer or DNE's preferred list of licensed bartenders.

Alcoholic beverage service is limited to 4.5 hours. Bars must close 30 minutes prior to the end of the function; however, non-alcoholic beverages may be served until the ending time.

For smaller events, inquire about liquor policy.

The following liquor stores will work on a consignment basis and provide delivery and pick-up. They charge for open bottles only.

Kappy's Liquors | 781-395-8888
Gordon's Liquors | 781-893-6700

SPECIAL REQUESTS

Any decor or furniture requests must be discussed and approved by your coordinator.

[CONTACT US](#)

PREFERRED VENDORS

FLORIST

Les Fleurs
Andover, MA
978-475-9669

CATERER

Vinwood Catering
Ipswich, MA
978-356-3273
(wedding or non-wedding)

Salvatores
Andover, MA
978-409-2445
(non-wedding events)

Biancos
Chelmsford, MA
(978) 649-1989

RENTALS

Peterson Party Rental
Woburn, MA

New England Country Rentals
Scituate, MA

Rentals Unlimited
Woburn, MA