



# THE FRENCH LIBRARY PRIVATE EVENTS

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SAM





## About the Building

Designed by architect Charles Brigham in 1867, the mansion later was the home of artist Katharine Lane Weems, sculptor of the graceful dolphin statue at the New England Aquarium. Ms. Weems gifted the building to the French Library in 1961.

A major renovation spanning from 2020 to 2022 preserved the building's architectural charm while modernizing the electrical, heating, cooling, plumbing and IT systems. The kitchen was upgraded to demonstration standards, and the building was made fully accessible. We have twelve separate spaces within the building available for rent.

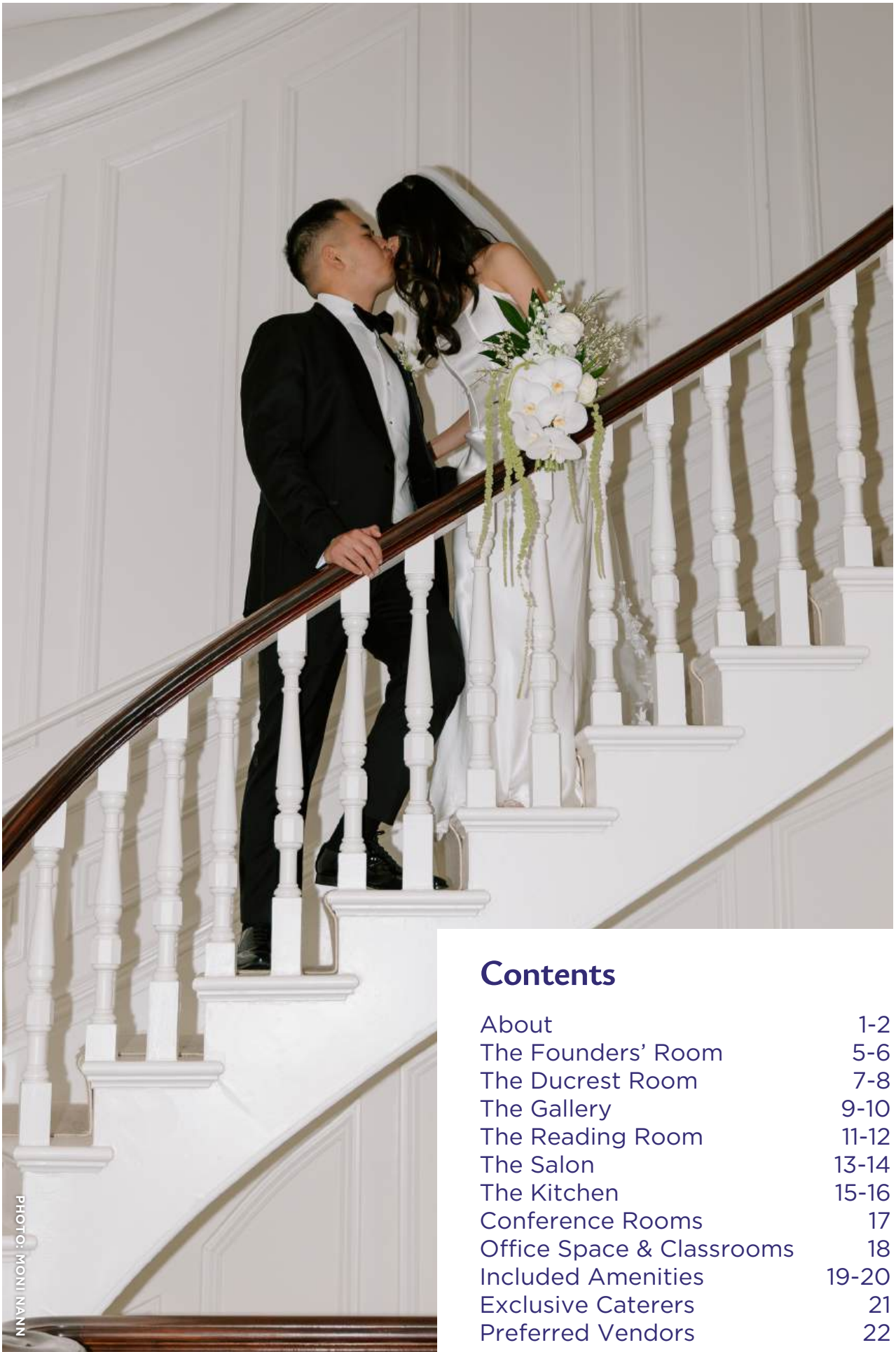


PHOTO: MONI NANN

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PHOTO: CLAIRE VAIL



## SPACES

### The Founders' Room

The historic Founders' Ballroom was expressly constructed to house its wooden *boiserie* walls and gold detailing, imported from a Belgian chapel. It is the main event space of the French Library, hosting lectures, performances, dinners, meetings, and many other soirées. Perfect for a wide array of upscale gatherings, the Founders' Room has a Steinway grand piano and is fully equipped with speakers and an A/V system.

*Standing reception: 60 guests*

*Seated dinner: 48 guests*

*Auditorium: 60 guests*







## The Ducrest Room

The Ducrest Family Magazine Room blends Victorian architecture with modern French design to create a sleek and comfortable ambiance. With direct elevator access to the kitchen on the garden floor, the space offers convenience for caterers to transport food and wine. Paired with the adjoining Founders' Room on the first floor, the Ducrest Room is a perfect location for a reception, bar, or book signing. With large windows overlooking Marlborough Street, the space boasts an abundance of natural light.

*Standing reception: 15 guests*

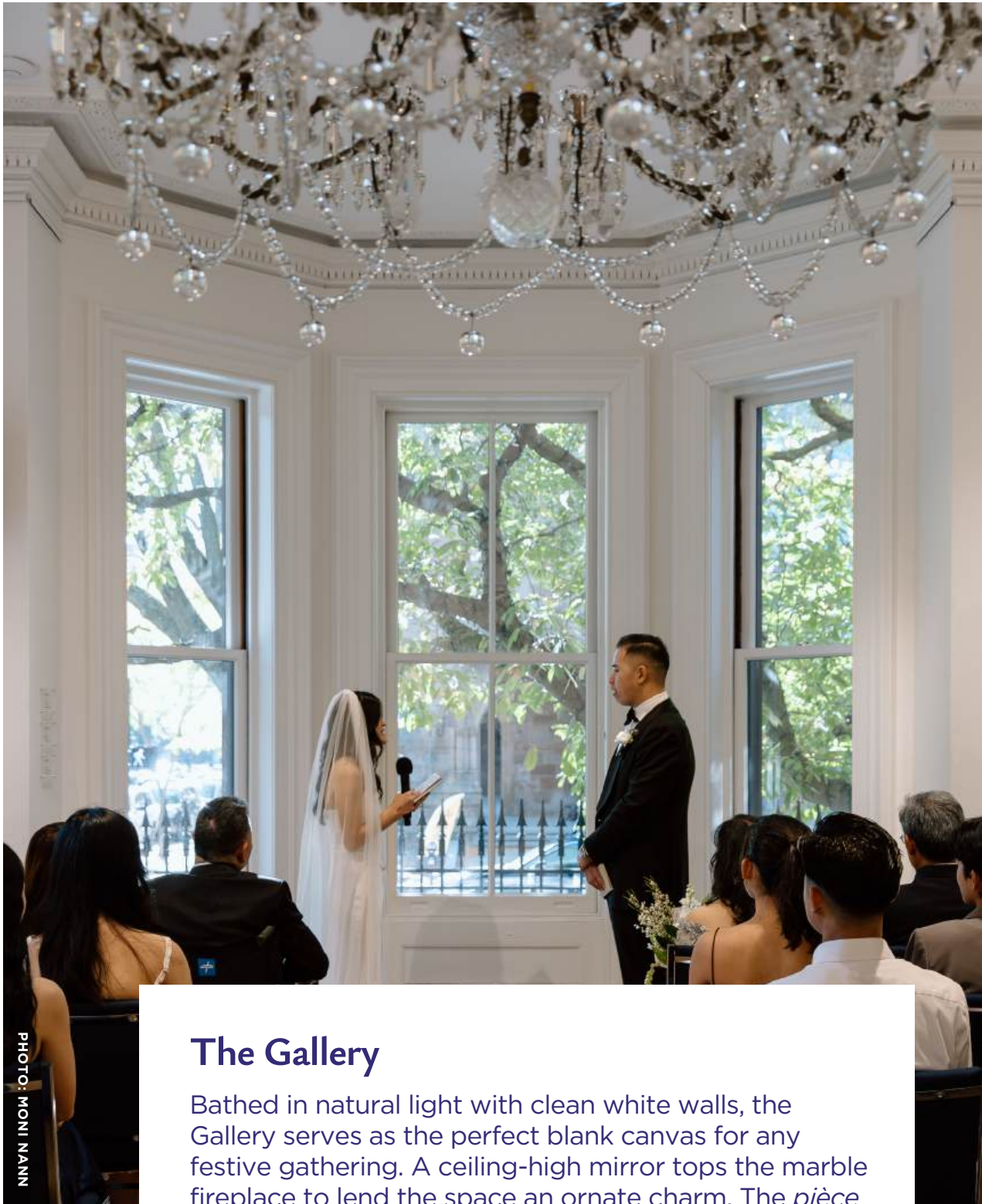


PHOTO: MONI NANN

## The Gallery

Bathed in natural light with clean white walls, the Gallery serves as the perfect blank canvas for any festive gathering. A ceiling-high mirror tops the marble fireplace to lend the space an ornate charm. The *pièce de résistance* of the room is its antique crystal chandelier that was formerly lit by candlestick. The French doors to the Gallery can be closed, making it an intimate location for private events and parties. As its namesake implies, the Gallery is also available for small exhibition events.

*Standing reception: 40 guests*

*Seated dinner: 30 guests*



PHOTO: NEWLYRED



PHOTO: KATI ROSADO



PHOTO: MONI NANN



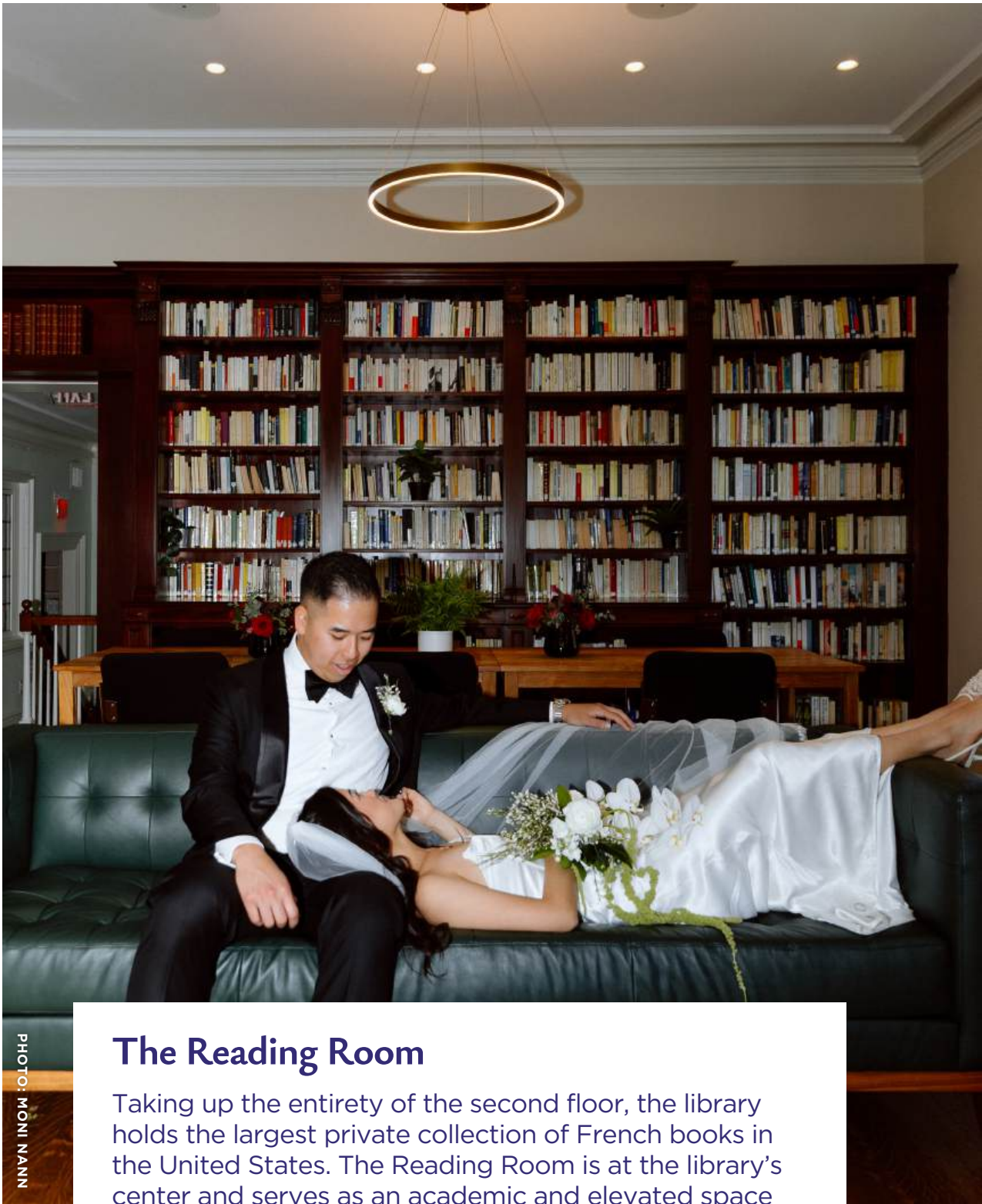


PHOTO: MONI NANN

## The Reading Room

Taking up the entirety of the second floor, the library holds the largest private collection of French books in the United States. The Reading Room is at the library's center and serves as an academic and elevated space perfect for receptions, conferences, and cozy parties. The Reading Room is adorned with antique wooden bookcases on all sides. A light and airy space, the room has large windows overlooking a charming view of the corner of Marlborough and Berkeley Street.

*Standing reception: 40 guests*  
*Seated dinner: 16 guests*  
*Auditorium: 20 guests*

## The Salon

The Salon boasts a decidedly modern aesthetic, featuring parquet flooring, champagne-tinted wallpaper, and a dramatic pendant light from French designer Constance Guisset. Located within the library on the second floor, the room is the perfect space for hosting an intellectual *salon*, small private dinner or standing reception. With direct access to the elevator, the Salon is convenient, private, and offers a distinguished, French feel that elevates any occasion.

*Standing reception: 30 guests*

*Seated dinner: 20 guests*

*Auditorium: 20 guests*





## The Kitchen

The French Library has hosted some of Boston's most distinguished French chefs for intimate classes and curated dinners, carrying on a storied culinary tradition within our historic walls. Located on the garden floor, the state-of-the-art Kitchen is equipped with a commercial-grade stove, industrial fridge, versatile mobile demonstration table, and stainless-steel countertops. It is the perfect place to hold private events and is conveniently located next to our two-sided elevator for easy catering accessing.

*Cooking class: 12 guests*

*Demonstration: 20 guests*





To make your event come to life, our Gastronomy & Wine Manager partners with you in designing the event from concept to execution by securing the right culinary talent and assists in developing a tailored menu aligned with your vision.

The Kitchen is ideal for private events, such as:

- Interactive cooking classes for chefs of all levels
- Birthday dinner celebrations
- Dynamic team-building experiences
- Live culinary demonstrations

Whether educational or celebratory, our Kitchen offers a refined and fully equipped setting for memorable culinary experiences.

## Conference Rooms

On the third floor of the French Library are two conference rooms available for rental: the Alliance Room and the Conference Room. With beautiful views over Marlborough Street and the Back Bay skyline, both rooms are equipped with SMART Boards, large tables, and comfortable chairs. With ornate touches like crystal chandeliers and marble fireplaces original to the building, each conference room offers a unique venue for business meetings, presentations, and seminars with a touch of Parisian flair.

*Boardroom: 12 guests*



## Office Space

Three private offices located on the first floor of the French Library are available to rent by the hour upon request. These spaces serve as small, functional needs best for small meetings or work sessions.

*Business meeting: 2 guests*



## Classrooms

The French Library contains five classrooms available for rent across the first, third, and fourth floors. The Mormoris-Cornell Room, the Massard-McComb Room, the Saint-Exupéry Room, the Victor Hugo Room and the Berkeley Room are all perfect spaces for board meetings and presentations alike. With SMART Boards in each room and flexible table arrangements, the classrooms are versatile settings for any small event.

*Boardroom: 10 to 14 guests*

*Classroom: 12 to 14 guests*



# INCLUDED AMENITIES

## Use of Space

Your fee includes full use of the room rented, as well as space in the Kitchen for caterers (upon availability).

## Attendant Staff

During your rental, a trained French Library rental attendant will assist you from set-up to breakdown to ensure a seamless event.

## Audiovisual Equipment

- 130" Projector Screen in Founders' Room
- LCD projector in Founders' Room
- Speaker system on Floors 1 & 2
- Wireless microphones (2) with stands
- DVD/CD/Auxiliary/Bluetooth capability

## Steinway Grand Piano

Our Founders' Room is equipped with a gorgeous Steinway Grand Piano that can be used for your event. A piano tuning can be arranged in advance of your rental for an additional fee.

## In-House Furniture

- (10) 72"Lx30"Wx30"H banquet tables
- (5) 30"RDx30"H low-top tables
- (5) 30"RDx42"H high-top tables
- 60 conference chairs
- (2) 72"RDx30"H banquet tables

## Please Note

The French Library does not provide an event planner, linens, glassware, tableware, cutlery, or china for private events.



# EXCLUSIVE CATERERS

The French Library works exclusively with the excellent caterers below for all events serving food or beverage.\*

## La Voile Catering & Events

Jérôme Bergère  
617.283.7001  
jbmausa21@gmail.com  
www.lavoilerestaurants.com

## The Catered Affair

Elaine Twombly  
781.763.1380  
etwombly@thecateredaffair.com  
www.thecateredaffair.com

## Forklift Catering

Deborah Menasha  
617.776.7600  
deborah@forkliftcatering.com  
www.forkliftcatering.com

## Simple Fare Catering

Maeghan Phillips  
508.417.8910  
maeghan@simplefarecatering.com  
www.simplefarecatering.com

## East Meets West Catering

Michele Stump  
617.269.2662  
mstump@emwcatering.com  
www.eastmeetswestcatering.com

## Timothy S. Hopkins Catering

Sarah Patrick  
978.768.9900  
sarah@tshcatering.com  
www.tshcatering.com

*\*If you would like to join our exclusive caterer list, please email us at [rentals@frenchlibrary.org](mailto:rentals@frenchlibrary.org) for more information.*



# PREFERRED VENDORS

The French Library is pleased to present our selection of trusted professionals who can assist in planning your event, hyperlinked below.

## AUDIOVISUAL

Adam Van Voorhis  
adampvv@gmail.com

## ENTERTAINMENT

Lily K. Smith  
Opera Soprano  
lily.smith93@gmail.com

Lucia Stavros  
Harpist  
lucia.stavros@bkcm.org

Masako Yotsugi  
Solo Piano & Ensemble  
masako.jasmine@gmail.com

## EVENT PLANNING

Ali-Pop Events  
alipopevents@gmail.com

Mirth Events Co.  
catherine@mirtheventsco.com

MK Your Dream Day  
mk@mkyourdreamday.com

## FLORISTS

Roxana Figueroa Design  
roxanafigueroadesign@gmail.com

Soulflora Floral Design  
soulfloradesign@gmail.com

Stapleton Floral  
info@stapletonfloral.com

## PHOTOGRAPHERS

Ben Flythe  
info@benflythe.com

Carl Heyerdahl Photography  
carlheyerdahl@gmail.com

Claire Vail Photography  
Editor@mybostonmag.com

Jessica K. Feiden  
hello@jessicakfeiden.com

JMay Photo  
hello@jmayphoto.com

Kati Rosado Photography  
hello@katirosado.com

Kim Boualavong Photography  
hello@kim-boualavong.com

Lexi Photography  
lexi@lexiphotography.com

Moni Nann Photography  
moninannphotography@gmail.com

Newlyred Photo & Film  
raechel@newlyred.com

Nicole Chan Photography  
nicole@nicolechanphotography.com

## VALET

Boston Valet  
info@bostonvalet.com

# FAQs

## **What are the rental fees?**

Fees are calculated by room, day of the week, season, and number of hours. Available upon request.

## **Do you have hour restrictions?**

The French Library is available for rental from 9am to 10pm Monday through Sunday, subject to the departmental needs of the cultural center. All private events have a 4-hour minimum, including 1-hour set-up and 1-hour breakdown. Due to Back Bay noise ordinances, all events must end by 10pm, with load out finished by 11pm.

## **Is your building handicap accessible?**

Yes, the French Library is fully ADA accessible, with multifloor elevators and handicap bathrooms.

## **Is parking available for guests?**

There is no private parking at the French Library. Metered parking is available on the street. Discounted parking is available at the Boston Common Parking Garage on Saturdays all day and on weekdays after 4pm for \$12. Please contact [rentals@frenchlibrary.org](mailto:rentals@frenchlibrary.org) for more information.

## **Are candles allowed?**

Per Boston Fire Department regulations, no open flames are allowed on the premises. Electric votives are welcomed and encouraged.

## **Do you offer rentals for 1-hour wedding ceremonies?**

The French Library does not currently offer 1-hour wedding ceremony rental packages.

## **Can we take wedding photos throughout the building?**

Depending on availability, wedding parties are welcome to take photos throughout all of our spaces.

## **Is the French Library available as a filming location?**

The French Library is available as a filming location on a case-by-case basis and subject to departmental needs. Please contact [rentals@frenchlibrary.org](mailto:rentals@frenchlibrary.org) for more information.

## **When can I tour the venue?**

Please email [rentals@frenchlibrary.org](mailto:rentals@frenchlibrary.org) to schedule a private tour with our Rentals Manager. You are always welcome to visit our space for a self-guided tour during our business hours.



PHOTO: NICOLE CHAN

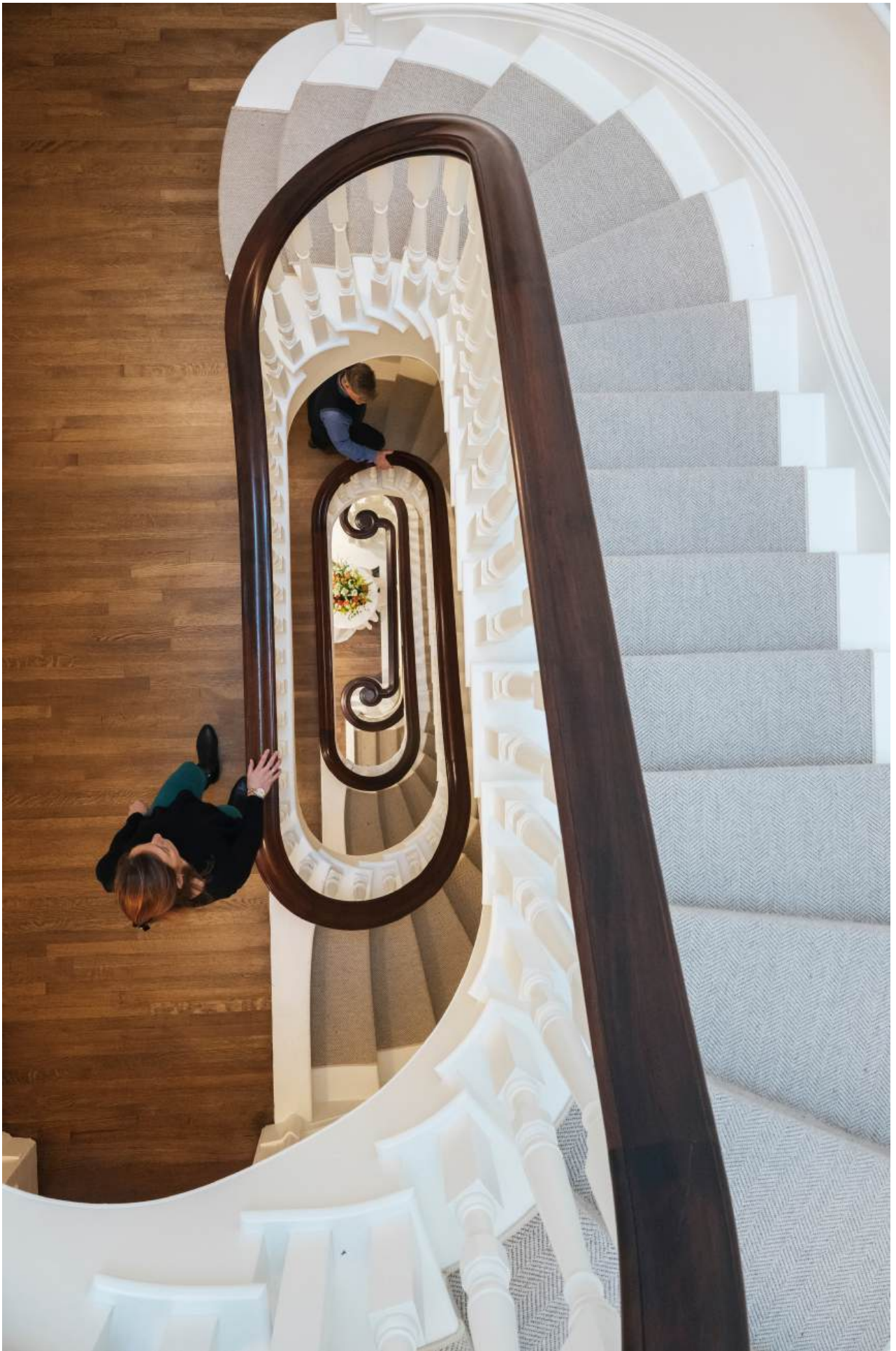


PHOTO: KATI ROSADO



PHOTO: LEXI PHOTOGRAPHY







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