



From: Home Roadrunner Email thedores@roadrunner.com
Subject: Re: Request to reserve Ventfort Hall for Tuesday December 9th from 6pm to 8pm
Date: March 30, 2025 at 6:30 PM
To: Caitlin Teeley caitlin@gildedage.org

Thank you so much Caitlin.
Best,
Jill
Sent from my iPhone

On Mar 30, 2025, at 5:26 PM, Caitlin Teeley <caitlin@gildedage.org> wrote:

Hello Jill!

Lovely to meet you over email!

It would be our pleasure to host your December meeting again on the 9th this year, 6pm - 8pm. It has already been added to the Ventfort Hall event schedule.

Details to follow, please reach out if you have absolutely any questions.

Many thanks,
--

Caitlin Teeley (she/they)
Private Events Manager

VENTFORT HALL
GILDED AGE MANSION & MUSEUM

104 WALKER STREET | LENOX, MA 01240

GILDEDAGE.ORG | 413-637-3206

Thank you for allowing a few extra days for a response to your query. We're a non-profit organization with more dreams than resources at times!

Home Email <thedores@roadrunner.com> wrote:

Hello Chelsea,

I wondered if it would be possible to reserve Ventfort Hall for our (Academy Garden Club of Lenox) December meeting this year on Tuesday 9th December 2025 from 6pm to 8pm with a similar set up as last December.

All our member had such a wonderful time, and everyone at Ventfort Hall was so welcoming and helpful.

Best wishes,
Jill Dore
Academy Garden Club, President

Sent from my iPad

On Dec 8, 2024, at 12:47 PM, Chelsea Gaia <chelsea@gildedage.org> wrote:

Thanks Jill!
These requests should be no problem at all!

I've copied Caitlin Teeley (Our Private Events Manager) and Grace Dugan (Our Event Coordinator) on this as well. We'll be sure to have you taken care of.
If you'd like to come by earlier in the day (around 3:30 or 4pm is best) we can make sure its set up to your liking. I think we'll be setting this up for you in the dining room.
Tjasa knows she is more than welcome to come by any time and check things out.
As far as a donation, we truly appreciate it!
Checks can be made out to Ventfort Hall Association, and whomever is here for you Tuesday will happily accept it!

Thank you so much and we're looking forward to hosting you on Tuesday!

Cheers!
-Chels.

CHELSEA GAIA
DIRECTOR OF PROGRAMMING & EVENTS

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On Fri, Dec 6, 2024 at 11:29 AM Jill & Phil Dore <thedores@roadrunner.com> wrote:
Hi Chelsea,

We are so looking forward to our holiday event at Ventfort Hall on Tuesday 10th Dec.

I think Tjasa emailed you about what set up we would like (but unfortunately I can't find her email)

2 round tables with in the Hall

6 round tables and chairs in the room for our meeting/pot-luck supper around the dining table - we set up our dishes on the dining table

Table cloths on the Tables.

We gather at 6pm and should be gone by 8pm.

Please can I come early to check the set up?

I think Tjasa asked for a member of staff to be there and lock up after us.

We would like to make a donation to Ventforth Hall - who should the check be made payable to?

Can we leave the check with the person on Tuesday night?

Thanks again.

Please call me if you have any questions or concerns.

Best wishes,
Jill

413-770-7837

On Sep 12, 2024, at 1:13 PM, Home Roadrunner Email <thedores@roadrunner.com> wrote:

Thank you so much.

I will let you know re access in the next week.

Best,

Jill

Sent from my iPhone

On Sep 12, 2024, at 1:09 PM, Chelsea Gaia <chelsea@gildedage.org> wrote:

Hello Jill!

I received a message asking about reserving Ventfort Hall on December 10 from 6pm-8pm for your Academy Garden Club meeting per Tjasa.

We're happy to provide you the space free of charge. Tjasa's work and care is a huge part of the reason Ventfort Hall remains today, and when we are able to, we are happy to give her the space for her needs and requests.

The date is reserved for you in our calendar.

Please let me know what access you'll be needing for this meeting space.

Cheers!

-Chels.

CHELSEA GAIA
DIRECTOR OF PROGRAMMING & EVENTS

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Caitlin Teeley (she/they)
Private Events Manager

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