

THE LIGHTHOUSE MUSEUM

RENTAL INFORMATION

Rental includes

- # Exclusive use of east (water) side of grounds behind the Lighthouse. Events may not be held in front of the Lighthouse without written permission from SHS.
- # An outdoor water faucet and electrical outlet are available
- # Please note that our picturesque grounds are historic. Grass is not trimmed as it would be at a country club. If you require additional maintenance, this may be arranged at an extra charge. Please request.
- # No loud or amplified music is allowed because of the proximity of private homes. Also, fireworks of any kind and anything that might pose a fire hazard are prohibited.
- # Your use of the grounds does NOT include access to the Lighthouse Museum or bathroom facilities. This may be arranged. Please inquire.

Availability

- # Year-round, at the discretion of staff so as not to interfere with museum activities. Museum is generally open to the public from 10 am until 5 pm from May through October.
- # All events must end by 9:30 pm. (The property must be completely vacated by 10 pm by local ordinance.)
- # **PLEASE NOTE THAT NO DATES ARE SECURE UNTIL YOUR DEPOSIT IS RECEIVED, PAPERWORK IS SIGNED BY STAFF, and RETURNED TO YOU.**

Rates *The following rates are subject to change without notice up until time deposit is received and contract signed. We regret we are unable to offer discounts except to military personnel and to qualified non-profit organizations. All rentals require a new family membership in the Stonington Historical Society (\$55).*

- # Event A. This is for larger, catered affairs and events requiring prior set-up of chairs OR tent, etc. \$1,500 minimum (up to five hours on day of event). Time for tent set-up and break-down is not counted in the five hours. Clock starts on day of event when anyone associated with your event arrives on the property. The clock stops when last person involved with the event departs. For each additional hour or part thereof: \$300.
- # Event B. This is for smaller, shorter catered AND non-catered events requiring minor set-up of chairs, arbor, etc.: \$1,000 (up to four hours). Catered refreshments may be served. Set-up and break-down must be done within the four-hour time-frame. For each additional hour or part thereof: \$200.
- # Event C. Smaller events (for 21 to 50 people) which are NOT catered and which *do not* involve chairs or other set-up: \$500 minimum (up to three hours); \$100 per hour for each additional hour or part thereof. No tents. No arbors, etc.
- # Event D. Small gatherings (2 to 20 people) for brief events (less than one hour) that require NO set up: \$100. This category is appropriate for brief ceremonies with only a few guests, for wedding photography, and other approved uses that are *not catered and do not require any set-up*. Note: You should not expect to get more than 15 or 20 people on and off site plus have a very short program or ceremony in under one hour. **If you plan to have more than 20 people and/or to provide chairs, tent OR refreshments for your guests, please choose Event A, B, or C above.**
- # Event E. For qualified non-profit organizations and military personnel, fees may be reduced. Please inquire.

Deposits

- # Event A. \$1,500: \$400 deposit (non-refundable), plus a new \$55 membership (non-refundable), at the time of contract signing. The balance is due ten days prior to the Event, plus a refundable damage deposit of \$300 (separate check).
- # Event B. \$1,000: \$200 deposit (non-refundable), plus a new \$55 membership (non-refundable), at the time of contract signing. The balance is due ten days prior to the Event, plus a refundable damage deposit of \$300 (separate check).
- # Event C. \$500: \$100 deposit (non-refundable), plus a new \$55 membership (non-refundable), at time of contract signing. The balance is due ten days prior to the Event, plus a refundable damage deposit of \$300 (separate check).

Event D. \$100 (non-refundable) plus a new \$55 membership. And a (refundable) damage deposit of \$100 required at time of signing.

Cancellations: Please notify us as soon as possible but at least 10 days prior to the Event. Damage deposit will be returned.

✓ What happens if we forget to send in the balance at least 10 days in advance of the event?

If we have not received your balance by the due date, we will assume you have made arrangements to hold your event elsewhere.

After that, the date may still be available but only upon receipt of a cashier's check in the amount due.

✓ What if we want to have a rehearsal on the grounds the night before or special wedding photography on the site at another time?

You are most welcome to make arrangements for this. There will be a small additional charge, depending on time of day and length of use.

✓ What happens if our event runs over the time we expected?

There is an hourly rate (or part thereof) for each category of event. (See above.) This amount will be deducted from your deposit as will the costs for any necessary clean-up or failure to follow contract specifications.

Guidelines

You may choose your own caterer, florist, photographer and tent rental – whomever you like. However, we must be notified of the names and addresses of all of these parties at time of your application.

Because of liability issues, self-catering is not allowed. Caterers must be properly licensed and carry a minimum of \$1,000,000 general liability insurance and liquor liability insurance of \$1,000,000 per occurrence. SHS must be **named as an Additional Insured** on the Certificate of insurance, and, if necessary, the Policy must be endorsed to permit SHS to be shown as Additional Insured. SHS reserves the right to approve all caterers and other vendors. Please have your caterer mail a copy of their insurance certificate **at least ten days prior** to the Event to the address listed above. It is your responsibility to make sure your caterer sends us this information. Caterers are responsible for buying and distributing alcoholic beverages and for obtaining necessary insurance and licenses for use of liquor on the premises.

If you hire a caterer, please let them know that No Cash Bars are allowed, nor are kegs permitted. Tip cups may not be set out. [State Law]

All trash and debris must be removed immediately after the event, and this is your responsibility.

Please designate someone in your party to greet your guests as they arrive, direct them to desired location on the grounds, answer questions, and oversee the event's progress. If desired, you can arrange with us to have one of our staff people perform this job for you for a small fee.

Please call the Stonington Historical Society for further questions.

Mary Beth Baker, Director

(860) 535-8445

director@Stoningtonhistory.org

