

Some Questions & Answers: Lighthouse & Palmer House Rentals

- § *We will be taking wedding photography. Are there restrictions about where photos may be taken?* Yes. At the Lighthouse, you may stage photos anywhere you like on the east side (water side) of the building. Photos in front of the building are restricted to times when the museum is closed (after 5:15, usually but check with staff). Inside at Palmer House, collections items and furnishings may not be used as props, but photos may be taken anywhere, at the discretion of staff. Flash photography is limited. There are no limits of where photos may be taken out-of-doors at the Palmer House as long as visitor access to the museum is not obstructed.
- § *May we have pictures taken on the front steps of the Old Lighthouse?* Yes, but only when the museum is closed. If you plan to come on a different day than your event, please check with us first. Extra charges may apply.
- § *We want to serve our guests water because the weather may be hot. Is this allowed?* If you are having a catered affair, beverages may be served to your guests at any time. Otherwise, not. However, we do recommend you have a few bottles of water in case anyone feels faint.
- § *May guests bring their own beverages onto the site?* People are welcomed to bring a personal bottle of water with them, but NO COOLERS may be brought onto the site and no food or beverages may be served to guests except by a licensed caterer. Whoever is assigned to greet your guests should be informed of this absolute rule.
- § *We plan to have recorded music. Is there an electrical outlet we can use?* Yes. At the Lighthouse, the outlet is located near the rear entrance to the museum. Palmer House has a variety of outdoor outlets. Also, because the museums are in residential neighborhoods, no loud music or amplified music is permitted. Please keep music very low. Noise of any kind after 10 pm is subject to municipal fines. If you are holding a catered affair, make sure that the bar stops serving by 9 pm or so; otherwise, this could become a problem for you. Many people make plans to continue the celebration elsewhere afterwards.
- § *Is there an inside changing area or prep space that we may use for our event?* Unfortunately, not at the Lighthouse. No access to the museum by you or your guests is provided. However, if any of your guests would like to tour the Lighthouse before or after the event, we would be happy to make special arrangements for this. Just let us know. Otherwise, please make sure that whoever is in charge of greeting your guests is there well ahead of time and understands where your guests should proceed to await the start of the event. At Palmer House, there is an area for changing and preparation. Please ask.
- § *What about bathrooms? Can we use the site's restroom facilities in case of emergency?* Not at the Lighthouse. There is only one small toilet on the upper floor of the museum and this is restricted to **museum visitors only**. Your guests may not know or understand this, so it is important that the person greeting your guests knows about this limitation and can advise guests accordingly. If your event warrants it, you may arrange to rent a portable john, which can be discretely placed on the property. Note that during the summer months, there is a public facility near the parking area at Stonington Point. Palmer House has a powder room that is available for events involving fewer than 50 people. Outdoor events for larger groups must be supplied with portable johns.
- § *What about parking?* There is no public parking at the Lighthouse. There is a nearby public lot on Stonington Point, but space is very limited in summer. The Palmer House parking lot can

accommodate up to 30-40 cars. For larger events, Don's Dock or another nearby facility may be available for leased parking. Some people arrange for mini-van service from a nearby restaurant or hotel.

§ *We're having a brief non-catered event out-of-doors for fewer than fifty people. We have a few elders for whom we would like to bring a couple of lawn chairs. Is that OK?* Yes. Please note, however, that if you want more than a couple of chairs, you will need to contract with a party rental supplier. This is because of insurance liability. If set-up or break-down must take place beyond your scheduled timeframe, you will need to raise the category of your event. Tents, arbors, and other structures may be put up, but only by an insured supplier. Again, the reasons for this concern liability.

§ *We want to invite no more than 60 people to our event at the Lighthouse. Does that mean we fall into Event B, even though we are not planning on any catering?* Yes.

§ *What happens if it rains? Can we get our money back?* There are no weather-related refunds. Most people book an alternative site in case of rain and some also take out special event insurance. Discuss this with your insurance agent. If your event is at Palmer House, it is before or after museum hours, and you have fewer than 50 guests, you can move your event indoors. You may also double-book Lighthouse and Palmer House, with Palmer House as your back-up in case of rain. If you do decide to cancel, please let us know immediately in case there is someone else who would like to book the site at that time. Here's one common APlan B: Hold the ceremony wherever you are having your indoor reception.

§ *May we hire any caterer we like, or do you have a prescribed list?* Self-catering is not allowed because of liability issues, but you may have any licensed caterer you like. We do reserve the right to approve them, and we must receive a copy of their certificate of insurance with SHS **named as an Additional Insured**. Please enclose this with your application if possible or have your caterer mail us a copy of insurance certificate as soon as possible, but absolutely not less than ten days prior to the Event. Failure to have this information to us in time will result in the cancellation of your event.

§ *We're planning a 6 pm wedding at the Palmer House. May we have flowers delivered ahead of time?* Please enquire. This may be possible.

§ *We're not hiring an event planner. Might the museum staff be available to greet our guests and help oversee things?* This may sometimes be arranged at an additional charge. Please enquire.

§ *We forgot to get our check into you on time for the balance due. Is it too late to hold the date?* If we have not received your check at least ten days prior to your event, we will assume you have decided to hold your event elsewhere. If you do still want the date, this may be possible upon receipt of a cashier's check in the amount due made payable to the Stonington Historical Society. If you plan to hand deliver the check, you must make an appointment to do so. Otherwise, please send to our mailing address: SHS, PO Box 103, Stonington, CT 06378.

§ *When will we get our "damage deposit" back after the event?* We will refund your money as soon as possible after the event. Note that we will deduct expenses for repairs, clean-up, overtime, or failure to follow the terms of the contract and will bill you for additional charges, if any apply.