



The Stonington Historical Society, Inc.

The Old Lighthouse Museum

PO Box 103

Stonington, Connecticut 06378

(860) 535-8445

SPECIAL EVENT LICENSE AGREEMENT PRIVATE PARTIES, RECEPTIONS, & WEDDINGS

The Stonington Historical Society, Inc., ("SHS") is pleased that _____ (Licensee – YOUR NAME) has selected the Old Lighthouse Museum Grounds ("The Lighthouse") for an Event to be held on _____. (Please note that this date cannot be considered secure until your deposit is processed, the date approved by staff, and contract returned to you.) The worksheet below will help familiarize you with the facility and calculate fees. Every event has unique elements. Arrangements can sometimes be made to accommodate special requests, upon the Director's recommendation and SHS approval. Please also note that fees and rules are subject to change without notice, up until the paperwork is signed by staff.

Describe below the kind and size of Event you anticipate: (Wedding, party, reception, with music, picnic, catering, chairs, etc. etc.)

What time do you expect your guests to arrive? _____ To depart? _____

How much time will you need to set up beforehand and to clean up afterwards? _____

What time will first person connected with your event arrive on site? _____ What time will the last person leave? _____

Based on above, what are total number of hours you expect to utilize the site? _____

Who will be in charge of overseeing set up? _____ [cell phone: _____]

Who will oversee clean-up? _____ [cell phone: _____]

OTHER USES

Are you planning to use the site for a rehearsal or for photography on a different date? If so, what date? _____ How many hours? _____

Note that additional charges may apply.

To ensure the safety of your guests and the security of the Lighthouse Museum, the Licensee agrees to comply with the terms and conditions set forth below. PLEASE READ CAREFULLY:

1. The Space

Only the grounds in back of the Lighthouse (waterside) are available for use at times that will not interfere with the operations of the Lighthouse Museum. (No photography sessions or ceremonies in front of the building during museum hours, please!) The interior of the Lighthouse is entirely off limits to wedding parties, guests, and your staff, unless specific prior arrangements are made. Please, no balloons. An outdoor water faucet and electrical outlet are available. The interior of the Lighthouse, its facilities, toilet, or storage areas, may not be used for any purpose by the Licensee. Admission to the Lighthouse Museum for guests or Event workers is not included in this agreement but may be arranged. Please advise your caterer, the wedding party, and anyone else involved that the Lighthouse Museum IS NOT available for changing of clothes, restroom, storage, etc. Arrangements for all deliveries and pick-up, including tents, portable toilets, chairs, and catering supplies, must be approved by the Director of SHS so as not to interfere with museum activities OR DISTURB NEIGHBORING PROPERTY OWNERS. You or your representative must make all arrangements as museum staff cannot assume responsibility of directing set-up or clean-up. It is customary to allow deliveries no more than one business day prior to the Event. All such items MUST be removed from the site by the end of the first business day

following the Event. Note that there is no place to store supplies or equipment and that the museum can take no responsibility for their safekeeping. All trash must be removed immediately following the event by you or your representative.

2. Vehicles

There is limited parking nearby in the public lot at the south end of Water Street (The Point). Off-site private parking may sometimes be arranged but this is the responsibility of the Licensee. Licensees must make sure that their guests do not park where they might obstruct driveways or the narrow part of Water Street. Delivery vehicles may use the gate at the north side of the grounds opening onto School Street to drop off and pick up materials. Please carry everything in from the gravel area inside the back gate. Driving onto the lawn is prohibited. Fire laws require that the south end of School Street be left unobstructed.

3. Availability & Hours

Events are scheduled at the discretion of museum staff. All Events must end by 10 pm. Because parties generally don't break up until after the music ends, and because caterers normally take an hour or more to clear up after an event, parties must end by 9 or 9:30 pm if the site is to be cleared by 10 pm. Please be sure to advise your bartenders accordingly. Noise generated after 10 pm may be subject to municipal fines. Please be considerate of residential neighbors, regardless of hour. Noise and loud music are not permitted at any time. Please consider a post-wedding event at another location if you think your guests will want to continue the celebration after 9 pm.

4. Rates: **All of the following also require a new Family Membership in the Historical Society (\$55).** We regret that we are unable to offer discounts except to military personnel and to qualified non-profit organizations.

- **Event A. Catered events** and/or events requiring prior set-up: **\$1,500** minimum (includes up to five hours) \$300 for each additional hour or part thereof. There is no extra charge for time for set-up or break-down of rental equipment the day before or day after the event. Please note, however, that extra charges may apply if set-up or break-down takes place more than one day before/after the event. If you find that this is necessary, please contact staff for prior approval.
- **Event B. Smaller, catered events and non-catered events** requiring some set-up of chairs, arbor, etc.: **\$1,000** (includes up to four hours). Set-up and break-down must be done within the four-hour time frame. For each additional hour or part thereof: \$200. Please note that if you plan a rehearsal the day before your event, extra charges apply.
- **Event C. Smaller, non-catered events for no more than 50 people: \$500** (up to three hours); \$100 for each additional hour or part thereof. Note that you may use part of your three hours for set-up of flowers, etc. However, anything brought onto the site must be removed within the allotted time. Please note: NO REFRESHMENTS are to be served at "non-catered" events. This includes so-called "hydration stations" provided by caterers or others. Please inform the wedding party that coolers are NOT permitted and no alcohol may be consumed on site. If you would like to be able to serve light refreshments, please apply under Event B. listed above. If you plan to invite more than 50 people, consider A or B above. Please note that if you plan a rehearsal the day before your event, special arrangements must be made and additional charges will apply.
- **Event D. SMALL gatherings [up to 20 people] Brief Events (LESS THAN ONE HOUR): \$100.** For very short ceremonies and other approved uses such as photo shoots, where no more than 20 people are involved. These are events that have NO set-up time, no chairs, decorations, refreshments or other amenities. Note: If you are inviting more than 20 people to your event, please choose one of the other categories above.
- **Event E.** For qualified non-profit organizations and military personnel, fees are reduced by 50 percent. For heritage funding agencies and non-profits that would not otherwise be able to afford it, usage fees may be waived at the discretion of the SHS Board of Directors.

Additional Fees: Events lasting after museum hours may require site staff to be on hand. Additional fees may apply. Please ask.

5. Deposits: **All rentals require a Family Membership (\$55) at time of signing. See enclosed form.**

- Event A: (\$1,500 events): a \$400 deposit (non-refundable), plus a \$55 membership, at the time of contract signing. The balance is due ten days prior to the Event, plus a refundable security deposit of \$300 (separate check, please).
- Event B: (\$1,000 events): a \$200 deposit (non-refundable), plus a \$55 membership, at time of contract signing. The balance is due ten days prior to the Event, plus a refundable security deposit of \$300 (separate check, please).
- Event C: (\$500 events): a \$100 deposit (non-refundable), plus a \$55 membership, at time of contract signing. The balance is due ten days prior to the Event, plus a refundable security deposit of \$300 (separate check, please).
- Event D: (\$100 events): No deposit is required. A \$55 for family/dual membership should accompany signed agreement. Balance (\$100) is due ten days prior to the Event. No security deposit is required.
- Event E. Please inquire.
- **Cancellations:** Please notify us immediately in case of cancellation or postponement. THANKS!

5. General Conditions

A licensed and insured caterer is required for the service of food and/or alcoholic beverages. **Self-catering is not permitted.** The caterer must supply evidence of liability insurance in the form of a certificate of insurance. All caterers must carry a minimum of \$1,000,000 general liability insurance per occurrence 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.

No cash bar is allowed. Caterers are responsible for buying and distributing alcoholic beverages as well as obtaining necessary insurance and licenses for use of liquor on the premises. Under no circumstances shall alcoholic beverages be served, given or permitted to be consumed by minors, intoxicated and/or impaired persons or any other persons restricted or prohibited by law, rule, regulation, statute, ordinance or otherwise.

Licensees, guests, caterers, and attendees and their agents, servants and employees shall obey and comply with all laws, rules, regulations, ordinances, statutes and/or other requirements in effect at the time of the event. That means, NO beverages or food may be served on the site as part of your event, except as specified above.

No firework displays, open fires, or other potentially hazardous activities are allowed on the premises. Please advise your band, in case such is a usual part of the performance. Please also note that the Lighthouse sits in a residential neighborhood. NO LOUD MUSIC or other noise is permitted. If amplified music is part of your plan, it is your responsibility to explain to the band that the volume must be kept as low as possible.

All trash and debris must be removed **immediately** after the Event and is the responsibility of the Licensee. Because of the likelihood of dogs, skunks, racoons, etc., having their own party after your departure, no trash may be left for pick-up the following day.

The Licensee is responsible for hiring vendors and caterers. The Director of the Historical Society must be informed of the names, addresses, and phone numbers of all vendors involved. The Licensee is responsible for all fees charged by vendors. Please note that the SHS can take no responsibility for the loss or damage to items or equipment before, after or during Events.

The throwing of rice, birdseed, or confetti is prohibited on the Lighthouse Museum grounds. Please no balloons. All decorations must be removed at the conclusion of the event.

We request that someone from your party, (a groomsman or other attendant in the case of a wedding), be on hand to welcome your guests as they arrive and direct them to the appropriate area. Staff inside the Lighthouse are not able to handle this function for you.

The Licensee agrees to conduct the Event in an orderly manner in full compliance with applicable laws, regulations, and the Stonington Historical Society's policies and procedures. The Licensee is responsible for damage to the property and personal injury occurring during rental term which results from acts, default or negligence of the Licensee, the Licensee's guests, or independent contractors, to the extent permitted by law. The Stonington Historical Society reserves the right to terminate the Event or to remove any individual from the premises for behavior considered to be objectionable; such a determination will be made solely at the discretion of SHS staff or public official.

Please note that SHS cannot be responsible for any personal property that the Licensee chooses to bring to the event, including personal effects, furnishings, tableware, or any other items.

Should the Licensee fail to follow any of the above caveats, SHS may retain the security deposit, even if no physical damage results.

The Licensee covenants and agrees to defend (by attorneys selected by the Stonington Historical Society), indemnify and hold harmless Stonington Historical Society and its agents, servants, employees, officers, trustees, directors, members, contractors and subcontractors from and against any and all liabilities, verdicts, injuries, losses, damages, judgments, claims, demands, fines, lawsuits, costs and/or other obligations whatsoever in law or in equity, without limitation including but not limited to attorneys' fees and disbursements, which they, he, she or it may incur, suffer or be required to pay by reason of any matter, cause or thing whatsoever occurring or arising out of this agreement, the event contracted for herein, and/or any happening, activity, action or event before, during or after the event contracted for herein, or any other matter or thing without limitation except to the extent caused by the Stonington Historical Society's own gross negligence or willful misconduct.

This hold harmless indemnification agreement shall remain in full force and effect at all times without limitation and shall survive the completion of this special event agreement and/or its termination.

This agreement may not be changed orally. Any changes must be in writing and signed by the parties hereto, upon approval of the Stonington Historical Society's Board of Trustees. This agreement shall be governed by the laws of the State of Connecticut.

Intending to be legally bound, the undersigned Licensee hereby acknowledges and agrees to the terms and conditions set forth herein.

By _____
(Licensee's Name: *please print*) (Licensee's Signature) (Date)

(Licensee's Mailing Address)

(Licensee's Phone) (Licensee's Email)

Approved by _____ Date: _____
(Staff)

Deposit check received: \$ _____ **Check #** _____ **Date:** _____ **[Non-refundable]**
Amount

Membership: \$ _____ **Check #** _____ **Date:** _____ **[Non-refundable]**
Amount

Security check [Due 10 days prior] \$ _____ **Check #** _____ **Date:** _____ **[Refundable]**
Amount

Balance Due [Due 10 days prior] \$ _____ **Check #** _____ **Date:** _____ **[Non-refundable]**
Amount

Fee for site staff estimated: \$ _____ [This amt will be billed after event.]

Additional Information REQUIRED

Catering services & other vendors: Contact name, address, phone & appropriate paperwork must be received by

All caterers must carry a minimum of \$1,000,000 general liability insurance per occurrence 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 by**

Name of Event Planner or person in charge of this event: _____ Contact information: _____

Name of person designated to greet guests as they arrive: _____