

THE LIGHTHOUSE MUSEUM

RENTAL INFORMATION

Rental includes

- Exclusive use of rear yard of the Lighthouse (waterside).
- 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. Please ask.
- No loud music is allowed because of the proximity of residences. Also, fireworks of any kind and anything that might pose a fire hazard are prohibited.

Does NOT include access to the Lighthouse Museum. For this, please enquire.

Availability

- Year-round, at the discretion of staff so as not to interfere with museum activities. Museum is generally open to the public until 5 pm.
- All events must end by 9:30 pm. (The property must be vacated by 10 pm.)
- **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 that 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 tents, etc. \$1,500 minimum (up to five hours). Time for tent set-up and break-down is not counted in the five hours. Clock starts on day of event when event staff or volunteers begin to arrive, and 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 (no more than 50 people) that are NOT catered and that *do not* involve chairs or set-up: \$500 minimum (up to three hours); \$100 per hour for each additional hour or part thereof.
- Event D. Small gatherings (up to 20 people) for brief events (less than one hour): \$100. This category is appropriate for very brief ceremonies with a few people, 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 for your guests, please choose Event A or B above.**
- Event E. For qualified non-profit organizations and military personnel, fees may be reduced. Please enquire.

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. No damage deposit is required.
- Cancellations: Please notify us as soon as possible but at least 10 days prior to the Event. Damage deposit will be returned.

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.
- 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.
- No cash bar is 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.

Once application and deposit is received, you may request an appointment to discuss your arrangements.

Please call the Stonington Historical Society,

Mary Beth Baker, Director

(860) 535-8445

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