

## 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. 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 are taken out-of-doors, as long as visitor access to the museum is not obstructed.
- *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.
- *We plan to have 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. In both cases, the amount of power is limited. Also, because the museums are in residential neighborhoods, no loud music is allowed. Amplified music must be kept at the lowest volume. 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 9:30 pm so that this won't be a problem for you.
- *Is there a changing area or prep space inside the Lighthouse that we may use for our event?* Unfortunately, not. 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 wait for the start of the ceremony, etc.
- *What about bathrooms? Can we use the Lighthouse's restroom facilities in case of emergency?* No. There is only one small toilet on the upper floor of the museum and this is restricted to museum visitors. However, if your event warrants it, you may want to 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 to catered events involving no more 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. Private arrangements may sometimes be made. Please enquire. The Palmer House parking lot can accommodate up to 30-40 cars. For larger events, Don's Dock or other nearby facility may be available for leased parking.
- *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 at the Lighthouse? We're just having a small ceremony and no tents. 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 agent. 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 "Plan B:" Hold the ceremony wherever you're having your reception. Some people have also reserved the interior of the Capt. Palmer House as an alternative site because your membership, your deposit and the damage deposit may be applied to that site instead. However, the Palmer House is limited to groups of no more than fifty people, as per fire marshal.
- *May we hire any caterer we like, or do you have a prescribed list?* Self-catering is not allowed because of liability issues. However, you may have any licensed caterer you chose. 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 have your caterer mail a copy of insurance certificate as soon as possible, but not less than ten days prior to the Event.
- *We're planning a 6 pm wedding at the Palmer House. May we have flowers delivered ahead of time?* Please enquire.
- *We're not hiring an event planner. Might the museum staff be available to help manage our event?* This may sometimes be specially arranged. Please enquire.