The Stonington Historical Society, Inc.
The Captain Nathaniel B. Palmer House
A National Historic Landmark
PO Box 103, 40 Palmer Street
Stonington, Connecticut 06378
(860) 535-8445

SPECIAL EVENT LICENSE AGREEMENT
PRIVATE PARTIES, RECEPTIONS, & WEDDINGS
REVISED SEPT. 2014

The Stonington Historical Society, Inc., ("SHS") is pleased that_____(Your Name/Licensee) has selected the Captain N.B. Palmer House ("The Palmer House") for an event to be held on _____(Date) .

(Please note that this date is not secure until your deposit is processed, the date approved by staff, and the contract returned to you.)

The worksheet below will help familiarize you with the facility and calculate fees. Every event has unique requirements. Arrangements can sometimes be made to accommodate special requests. However, we regret that no discounts are offered except in the case of active duty military and qualified non-profit organizations. Note that fees and rules are subject to change without notice, up until the time that paperwork is signed by staff.

Please describe below the size and kind of event you anticipate (indoors, outdoors, catered, refreshments, etc.):

_____

_____

_____

How much time do you anticipate for setting up? _____
For cleaning up? _____
What time will the first person connected with the event arrive on site? _____
What time will the last person connected with the event leave? _____
Who will be in charge of set-up? _____cell phone:_____
Who will be in charge of clean-up? _____cell phone:_____
What, then, are the total number of hours you expect to utilize the site?_____

To ensure the safety of your guests and the security of the Palmer House, the Licensee agrees to comply with the terms and conditions set forth below:

1. The Space
The first floor is available for rental: four interconnecting rooms including parlor, diningroom, gift-shop, and exhibit gallery with front stair hall, side entry, and kitchen, with one bathroom. 50 gray cushioned folding chairs, and two six-foot folding tables are available for your convenience. Additional furniture must be supplied by the Licensee. Arrangements for all deliveries and pick-up, including tents, chairs, tables, flowers, and supplies, must be made with the administrator of the Palmer House and must be overseen by you or your representative. Museum staff may be available to oversee set-up. Extra fees will apply.

2. Capacity
The number of guests is limited to 50 persons inside the Palmer House at any one time, as per fire code. However, outdoor events are not limited.

3. Availability
Events using indoor facilities may be scheduled when the museum is not open to the public – including set-up. There is flexibility in this regard for outdoor events. However, all events must end and site vacated before 10 pm as per local regulations. For small groups, the very small powder room on the first floor of Palmer House may be used. For larger events and outdoor events, portable restrooms will need to be rented.

4. Usage Rates: **All of the following also require a new Family Membership in the Historical Society ($55).**
We regret that we cannot offer discounts except to military personnel and to qualified non-profit organizations.

- For catered events and events requiring any set-up: $100 per hour, or part thereof, including set-up and clean-up.
- Brief Events (non-catered) requiring NO set-up of any kind: $50 per hour for outdoor ceremonies, wedding photography, and other approved uses.
- For qualified non-profit organizations, fees are reduced by 50 percent. For heritage funding agencies and non-profits, usage fees may be waived at the discretion of the SHS Board of Directors.

5. Deposits: A **$55 family membership** is requested with all rentals along with a **$100 deposit** towards the final cost of your use fee. We also require a refundable damage deposit of $300.

A $100 non-refundable fee for catered events or events requiring any set-up; $50 non-refundable fee for other events is required at time of signing contract. The balance is due at least ten days prior to the Event, plus a damage deposit of $300, which is refundable, barring any damages or failure to comply with contract. If we do not receive balance by due date, *we will assume you have made arrangements to hold your event elsewhere.*

- Cancellations: Please notify us as soon as possible but at least 10 days prior to the Event of a cancellation. If you have already paid the damage deposit, this will be refunded to you.
- In addition to the non-refundable fees, please take out a Family Membership in the Stonington Historical Society. This is a one-year membership and is non-refundable. For those who are already members, please designate this membership for the benefit of another party by including their name and address.

6. General Conditions
A licensed and insured caterer is required for the service of food and/or alcoholic beverages. Self-catering is not permitted. Please let everyone involved know that coolers and beverages are not allowed on site. If you have a caterer, they 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. Please have your caterer mail a copy of their insurance certificate as soon as possible. It must be on file at least ten days prior to the Event.

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.

Music is limited to small ensembles. No amplification is permitted except with special permission obtained in writing from SHS staff ahead of time.

All trash and debris must be removed immediately after the Event and is the responsibility of the Licensee.

The Licensee is responsible for hiring vendors and caterers. The Director must be informed of the names, addresses, and phone numbers of all vendors involved when application is submitted. Arrangements must be made in

advance of deliveries. 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. Please remember that the Palmer House is open to the public so that set-up and clean-up must be scheduled accordingly.

The throwing of rice, birdseed, or confetti is prohibited in the Palmer House or on the surrounding SHS property.

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.

Tent rentals are permitted by an insured provider for outdoor events at the Palmer House. Where the number of guests is expected to exceed 50, portable johns must also be provided.

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 for

_____ own gross negligence or willful misconduct.
(Name of Licensee)

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 _____ [Please print]
(Licensee's Name)

_____[Please print]
(Licensee's HOME Address)

_____[Please print]
(Licensee's Phone Numbers) **(Licensee's Email)**

_____
(Licensee's Signature

Approved by _____ **Date:** _____
(Staff)

Deposit check: $_____Date Rec'd: _____ Check # _____[Non-refundable]
Amount

Membership received: $_____Date Rec'd _____ Check # _____[Non-refundable]
Amount

Damage security: $_300___Date Rec'd: _____ Check # _____[Refundable]
10 days prior
Balance due: $_____Date Rec'd: _____ Check # _____[Non-refundable]
10 days prior

Fee for site staff estimated: $_____ $ _____ _____
(Amt. Estimated) (Amount actual) (Check #)

❑ **Proof of insurance enclosed**
(Date) Gen. Liability Liquor Liability

Other suppliers:

If you do not have an event planner, who will be help to oversee your event? You should designate someone in your group to do the following:

Who will oversee set-up?_____ Cell phone: _____[For instance, when tent arrives, who will be here to make sure it is put in the correct spot?]

What is the name of the person who will greet your guests?_____
Cell phone: _____[Guests need someone to greet them and tell them where to go.
Note that guests often arrive early….]

Who will oversee clean-up? _____ Cell phone: _____[If your caterer is the last one off the property, you will have no way of being assured if everything was done properly and that no damage occurred.]

If you need help with any of the above, a member of our staff can help for a very small fee. Please let us know.