

THE CAPTAIN PALMER HOUSE

RENTAL INFORMATION

Rental includes

- # Exclusive use of grounds, including private grapery garden area and cove-side wild garden.
- # Catering kitchen
- # The first floor of this 1850s Italianate villa is available for up to 50 people: four interconnecting rooms including parlor, dining room, gift-shop area, and exhibit gallery with front stair hall, side entry, and a bathroom. Fifty gray cushioned folding chairs and two six-foot folding tables are available for your convenience. Additional furniture must be supplied.
- # Our picturesque grounds are historic and may be used for your event. Grass is not trimmed as it would be at a country club. If you require additional maintenance, this may be arranged for an additional fee. Please ask.
- # No loud music is allowed because of the proximity of private homes. Also, fireworks of any kind and anything that might pose a fire hazard are prohibited.

Availability

- # Year-round at the discretion of staff so as not to interfere with museum activities. From May 1 through Oct. 31, the house is open to visitors from 1 to 5 pm on Thursdays, Fridays, Saturdays, and Sundays. Days and hours are subject to change. Please check with staff.
- # All events must end by 10 pm. (The property must be vacated by caterers before 11 pm.)
- # **PLEASE NOTE THAT NO DATES ARE SECURE UNTIL YOUR APPLICATION AND DEPOSIT ARE 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 any discounts except to military personnel and to qualified non-profit organizations. All rentals require a new family membership in the Stonington Historical Society (\$55).
- # Major Events: \$100 per hour or part thereof, including set-up and clean-up: for luncheons, dinners, receptions, and events requiring set-up. Should your event involve the set-up of tents and other outdoor arrangements, there is no charge for that portion of the set-up time. However, we do request that everything be removed from the site as soon as possible after the event. A non-refundable deposit of \$100 is due to reserve your date. The balance is due at least ten (10) days prior to your event. If we do not receive your balance on time, the date may still be reserved upon receipt of certified check.
 - # Brief Events: \$50 per hour for simple ceremonies, wedding photography, and other approved uses that do not involve any catering or any set-up. A non-refundable deposit of \$50 is required to hold the date.
 - # Military discounts may be available. Please inquire.
 - # For qualified non-profit organizations, usage fees may be reduced. Please inquire.
 - # Cancellations: If notified at least ten (10) days prior to the Event, the deposit, minus the non-refundable fee, will be forwarded to you. We regret that memberships may not be refunded.

Guidelines

- # No self-catering is allowed. Please let everyone in your party know that they may not bring coolers, beverages, etc. onto the property. Designate someone in your party to greet your guests as they arrive, answer questions, and direct them to desired location.
- # If you prefer, we can arrange to have a staff person perform this duty for a small extra fee.
- # You may choose your own caterer, florist, photographer and tent rental. We must be notified of the names and addresses of all of these parties with your application. Please let them know the following:
 - Because of liability issues, self-catering is not allowed. Caterers must carry a minimum of \$1,000,000 general liability insurance and liquor liability insurance of \$1,000,000 per occurrence. The caterer must be properly licensed. Caterers are responsible for buying and distributing alcoholic beverages and for obtaining necessary insurance and licenses for use of liquor on the premises. Certificate of insurance must be received ten (10) days prior to event.
 - No cash bar is allowed, nor are kegs permitted. *Tip cups may not be set out.*
- # All trash and debris must be removed immediately after the event, and this is your responsibility. Costs for clean-up, damage, or failure to meet these guidelines will result in loss of your deposit.

After we receive your application you may want to make an appointment to discuss your arrangements with museum staff.

Please call the Stonington Historical Society

Mary Beth Baker, Director

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