

Weddings and Events at the Newport Historical Society

The Newport Historical Society has three properties that are potentially available for weddings or other similar events. While they are all in stable condition, each building is more than 250 years old, and we expect to preserve them for another century or two. One way we do this is by establishing guidelines for use that are not negotiable, as follows.

GUEST CAPACITY

The maximum number of guests allowed in the building is:

Colony House: 160

Great Friends Meeting House: 120

Seventh Day Baptist Meeting House: 70

A fire department detail is required to assemble in the either the Colony House or the Great Friends.

FUNCTION HOURS

The Colony House and Great Friends Meeting House are available for functions from 9:00 a.m. until midnight, weekdays and weekends, except when previously schedule by the Historical Society for an event.

RENTAL HOURS AND COSTS

All rentals are for four-hour minimums including set-up and clean-up time.

The Colony House is \$500/hour (minimum \$2000) during the off-season and Sun – Wednesday in season. In season rentals on Thursday, Friday or Saturday are \$1000/hour with a four-hour minimum.

The Seventh Day Baptist Meeting House and is \$250/hour for weekdays, and \$500/hour for weekends, year-round.

The Great Friends Meeting House is available for rental May through November. This building has limited water and bathroom facilities and currently, no heat. Rental of the space itself is \$250/hour; the space and grounds may be rented for \$500/hour.

A damage deposit the equivalent of one hour of rent may be requested with any contract.

APPLICATION, DEPOSIT AND PAYMENT SCHEDULE

Applications to use NHS facilities may be made in person, in writing, or by telephone. A non-refundable deposit of 50% of the rental fee is required to secure a date. The balance of the fee, with a damage deposit if applicable, is due at least 30 days prior to the event. In the event of cancellation, payments received less a 15% processing fee, will be refunded if written cancellation is received 90 days prior to event.

LIABILITY INSURANCE

Proof of general liability insurance in the amount of \$2,000,000, naming the Newport Historical Society as additional insureds during use of the property, must be provided.

CATERING

Securing the services of a caterer is the responsibility of the lessee. The Newport Historical Society will provide a list of approved caterers. Any caterer who has not served a function at an NHS property in the past must meet on-site with NHS management before menu and service plans are made final. The entire menu, means of preparation, floor plan arrangement, food service, and clean-up arrangements must be approved by NHS. Facility furniture, window seats, and sills may not be used to serve food, rest trays, store equipment, or any other use.

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The Colony House and Great Friends Meeting House have no kitchen facilities, and no cooking devices of any kind may be used inside either property. Food preparation may be done in tents or on trucks adjacent to the building. For outdoor cooking, all cooking equipment will be as far as possible from the building, equipped with fire extinguishers, and attended at all times by someone over the age of 21.

All caterers must provide proof of liability insurance.

Caterers are responsible for clean-up of spills and splashes on floor surfaces, walls, window seats, and any other surfaces in or around the building. All food, utensils, linens, rented equipment and furnishings, and trash must be removed immediately following the event, unless otherwise agreed upon in writing.

ALCOHOLIC BEVERAGE SERVICE

Cash bars are not permitted on any NHS property.

All bar service must be provided by a professional bartender employed by the lessee or the caterer. Bartender must be approved by NHS and provide a Certificate of Insurance for Host Liquor Liability Coverage. No alcohol may be served after the departure of the bartender. It is the responsibility of the lessee to determine whether a liquor license is required for their event and to obtain the license accordingly.

Host Liquor Liability Insurance coverage in the amount of two million dollars (\$2,000,000) must be obtained by Lessee. The certificate of insurance must be presented thirty days prior to the event.

Management reserves the right to request proper identification from the lessee or guests prior to service of alcoholic beverages, and reserves the right to refuse service to lessee or guests.

FURNISHINGS AND EQUIPMENT

Lessee must provide all tables, chairs, and serving dishes and equipment. List of approved vendors will be supplied. All rented materials must be removed from the building at the end of the event, unless otherwise agreed upon in writing. Management will not sign for any deliveries or assume responsibility for such property.

Furnishings within the building that belong to the Newport Historical Society may not be moved without permission of the management.

FLORIST AND DECORATIONS GUIDELINES

All decorations and floral arrangements must be approved at least two weeks prior to the event. Nothing can be hung from, suspended from, or otherwise attached to walls, ceilings, windows, doors, chandeliers, sconces, stair rails, floors, or other surfaces by any means. No nails, screws, tacks or tape may be used to fasten signs, banners, or other decorations to the interior or exterior of the building. Florists and decorators will have access to the building for set-up a maximum of two hours before the event. All materials and equipment must be removed immediately following the event, unless otherwise agreed upon in writing.

Candles and balloons are prohibited. Throwing of rice, birdseed, and confetti is prohibited inside. Wedding bubbles are allowed outdoors only.

MUSICIANS GUIDELINES

Sound levels for amplified music must be in compliance with local regulations and in keeping with the residential nature of the neighborhood. Musicians may set up one hour before the event. Use of adhesive tape is prohibited. Nothing can be hung from, suspended from, or otherwise attached to walls, ceilings, windows, doors, chandeliers, sconces, stair rails, floors, or other surfaces by any means. Equipment may not be dragged across the floor. Exterior amplified music is not allowed unless requested and approved in writing.

Disk jockeys and dancing are not allowed unless approved in advance by NHS.

OTHER VENDORS

A list of approved vendors will be provided. All vendors must provide proof of liability insurance. All equipment (lighting, audio-visual, etc.) and props must be approved by NHS.

Video taping and photography are prohibited unless permission is requested and approved in writing.

SECURITY

An Event Supervisor representing the Newport Historical Society will be present at all events from the time access to the site is permitted until approximately one half hour after the site is cleared. Rental fees include the presence of one staff member. If more are required, additional hourly fees will apply. This person is responsible for building security only, not to help with moving materials or equipment, food service or other event logistics.

Security personnel may be required for certain types of events. The Newport Historical Society will engage security services at the expense of the lessee.

From set-up to lock out, one door will remain open and monitored for access to the building. Other doors will be unlocked for use as fire exits only.

FIRE PREVENTION

There is absolutely no smoking and no open flames of any kind in any NHS property. Open flame, including candles, food warmers and sparklers, whether used for cooking, decoration, or any other purpose is strictly forbidden at all times.

CHILDREN

An adult must supervise all children under the age of twelve at all times.

ACCESS TIMES

Lessee, vendors, and their staff will have access to the building for set-up at times agreed upon by the lessee and the NHS. All delivery and pick-up times must fall within the contracted time period, unless otherwise agreed upon in writing.

CLEAN-UP

Properties must be left clean and free of all decorations, trash, rented furnishings and equipment, and all other materials associated with the event. Removal must be completed within the contracted time period, unless otherwise agreed upon in writing. If janitorial service is required after the lessee has vacated the premises, the cost will be deducted from the damage deposit or lessee will be billed.

All trash must be removed from the site.

COMPLIANCE

Failure to comply with the conditions set forth in this document and any attachments thereto may result in deductions from or forfeiture of the damage deposit. Vendors who fail to comply with these conditions may be prohibited from conducting further business at any properties of the Newport Historical Society.