



Moffatt-Ladd House & Garden

154 Market Street, Portsmouth, NH 03801-3730
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REQUIREMENTS FOR RENTAL USE

The National Society of The Colonial Dames of America in the State of New Hampshire, owner and operator of the Moffatt-Ladd House and Garden, is a 501(c)(3) tax exempt charitable organization whose purposes include preservation and education. The Moffatt-Ladd House and Garden is a museum open to the general public dedicated to telling the story of the site and its inhabitants in the context of local, state, national, and world history. To stimulate and enhance public awareness and appreciation of our early history, and expose more people to the Moffatt-Ladd House and Garden and its architecture and collections, the Society makes the property available for events. The museum site, including its three buildings, is staffed throughout each event with guides and volunteers who may disseminate information about the buildings and gardens and their history.

The Events Coordinator of the Moffatt-Ladd House is the contact person for all information and planning and can be reached at (603) 430-7968 or at the above address. The Rental Party will abide by the Requirements for Rental Use and shall make payments as specified below. *Please initial each line as you read through the document to demonstrate that you understand each condition.*

- _____ 1. The charge is \$400/hour. **In order to secure the date we require a 50% non refundable down payment of the total estimated cost of your event.** In addition, a refundable Damage Deposit of \$400.00, as a separate check, is due 6 months prior to the event. Make checks payable to NSCDA-NH and return with the Rental Reservation Form. Credit Cards are not accepted. The Rental Agreement Contract will be sent to the Rental Party contact person upon receipt of this deposit. **The balance of estimated fees is due 6 months prior to the event.** Any additional fees must be paid at the conclusion of the event by the Contact Person for the Rental Party or another designated payer.
- _____ 2. The Warehouse may be rented for a flat rate charge of \$300 for the duration of the rental period. There is no charge to use the Warehouse as a back-up location for a wedding ceremony in the event of rain.
- _____ 3. A wedding rehearsal is **REQUIRED** for ceremonies. There is a \$200.00 per hour rental fee for the rehearsal; 1 hour minimum.
- _____ 4. All outside contractors (caterers, florists, musicians, tent rental, etc.) **must** be approved by the Events Coordinator. Caterers must work closely with the Events Coordinator to ensure that all requirements are met. The caterer shall follow all the Rules and Regulations set forth herein and shall obtain all necessary approvals if alcohol is being served. **The Caterer must be licensed to sell and distribute alcohol in the state of New Hampshire.** The caterer IS RESPONSIBLE for all clean-up of facilities and garbage removal. NO dirty dishes may be left on the premises overnight. The signature of the caterer below obligates the caterer to observe all terms of this agreement. _____ (Caterer Initials)
- _____ 5. Set up and clean up time for all activities associated with the event will be charged at the rate of \$400/hour. The sole exception is the set up/take down of a tent, if used. Tents will come from Marshall Tent and Event Rental of Kittery, Maine (207-439-3344), and will be on the grounds for as little time as possible. The Rental Party is responsible for damage to the lawn and the sprinkler system caused by the installation and/or removal of the tent(s). _____ (Caterer Initials)
- _____ 6. All other supplies and rented equipment must be delivered/removed within the reserved time. Events Coordinator **MUST** approve all items used on the premises. _____ (Caterer Initials)

- _____ 7. Clean up is the responsibility of the Rental Party and/or the caterer. If the property is left in unacceptable condition for any reason, some or all of the damage deposit will be forfeited. In the case of severe damage, the Rental Party will be held liable and billed accordingly. This includes damage to the lawn, sprinkler system, any buildings, any garden structures, any equipment belonging to the museum, or any other component of the property. _____ (Caterer Initials)
- _____ 8. Smoking is **not** permitted anywhere on the property nor is the use of any tobacco product of any kind, including vapor cigarettes. All smoking must be done on the city sidewalk. _____ (Caterer Initials)
- _____ 9. Parking is available only for the caterer. Arrangements **MUST** be made with the Events Coordinator for handicap parking and for anyone needing nearby parking. _____ (Caterer Initials)
- _____ 10. The Rental Party shall provide the names and necessary contact information for all subcontractors to the Events Coordinator.
- _____ 11. The serving of liquor is permitted. **The caterer for the Rental Party must be licensed to sell and distribute alcohol in New Hampshire and a copy of such license must be given to the Event Coordinator.** _____ (Caterer Initials)
- _____ 12. The **Caterer must** obtain and provide to the NSCDA-NH/Moffatt-Ladd House & Garden an acceptable **liability insurance binder** naming the NSCDA-NH as an additional insured and agreeing to NSCDA-NH harmless and indemnify us for any losses or claims that occur as a result of the service of food and alcohol at least **30 days prior** to the event. The Rental Party shall be liable for the safety, conduct, and control of guests and all persons on the property in connection with the event. _____ (Caterer Initials)
- _____ 13. The Rental Party shall contract with an approved caterer who must make an appointment to visit the Moffatt-Ladd House and Garden to view the facilities and meet with the Events Coordinator. The Rental Party or their service contractor must provide all personnel, food, drinks, linen, tableware, flowers, candles, and candle holders. All candles must be in approved holders or under hurricane shades. The caterer must abide by the Requirements for Rental Use, provided to the caterer by the NSCDA-NH/Moffatt-Ladd House & Garden. The caterer must leave the set-up area and grounds free of all food and trash. The Rental Party is responsible for the conduct of the caterer. There are no facilities for cooking on the premises but the caterer may establish a cooking tent.
- _____ 14. **All supplies, equipment, food, and trash must be removed from the premises at the conclusion of the reserved period.** This includes all decorations, gifts, etc. _____ (Caterer Initials)
- _____ 15. Events should be concluded and caterer finished and off the premises by **10:30 pm**. No exceptions. _____ (Caterer Initials)
- _____ 16. The damage deposit amount is returned to the Rental Party after the final payment check has cleared the bank and all personal, decorative, and catering property has been removed from the Museum site. _____ (Caterer Initials)
- _____ 17. Guided tours of the first floor of the Moffatt-Ladd House may be arranged in advance by the Rental Party. The cost is \$100/hour.
- _____ 18. Nothing, including, but not limited to, confetti, rice, flower petals, or birdseed may be strewn or thrown in any part of the property.

- _____ 19. Nothing is to be affixed, even temporarily, to any part of any building, structure, tree, or grounds. **All decorations must be approved by the Events Coordinator.**
- _____ 20. There are no facilities for changing clothes on the premises for anyone. No exceptions.
_____ (Caterer Initials)
- _____ 21. Requirements for the presence of a fire fighter will be determined by the Events Coordinator and paid for by the Rental Party.
- _____ 22. The grass steps in the garden may be used **only** by the wedding party by arrangement with the Events Coordinator.
- _____ 23. Pictures of the bride and groom only may be taken in the Great Hall by special arrangement with the Events Coordinator.
- _____ 24. Guests may not bring food or drink into the Counting House or into the Moffatt-Ladd House.
- _____ 25. Guests are welcome to stroll throughout the garden.
- _____ 26. Representatives of the NSCDA-NH and the Moffatt-Ladd House & Garden will be in attendance at all events.
- _____ 27. All other arrangements shall be coordinated with and approved by the Events Coordinator.
- _____ 28. Copies of the Rental Agreement Contract shall be sent to the Rental Party upon receipt of the Rental Reservation Form and deposit. One copy shall be signed and returned immediately and the other copy is to be retained by the Rental Party.
- _____ 29. The title Moffatt-Ladd House & Garden must be used in any publicity.
- _____ 30. The Rental Party and Caterer shall be held responsible for abiding by these rules, formulated for the protection of the Moffatt-Ladd House & Garden museum site. The rules are necessary for the function of the Moffatt-Ladd House & Garden as an historic museum site and the headquarters of the NSCDA-NH. _____
(Caterer Initials)
- _____ 31. We make our grounds available for rentals, but our mission and highest priority is the preservation of our historic property and its collections. **By initialing here, the renter acknowledges his/her understanding that maintenance or restoration work on our buildings may be ongoing during the time of her/his event.**

_____	_____
Rental Party Signature	Date
_____	_____
Caterer Signature	Date
_____	_____
Events Coordinator Signature	Date