



Moffatt-Ladd House & Garden

154 Market Street, Portsmouth, NH 03801-3730

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events@moffatladd.org

RENTAL RESERVATION FORM 2021/2022

*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.*

Rental Party _____

Contact Person _____ Date Requested _____

Address _____

Phone _____ Fax _____ Email _____

Time of Event _____ Set-Up _____ Clean-up _____

Number of Guests _____

(The maximum number of guests shall not exceed 125.)

The charge is \$500/hour. In order to secure the date, we require a 50% non refundable down payment of the total estimated cost of your event. The non-refundable balance, along with the refundable damage deposit of \$500, is due 6 months prior to the event. The charge for a required wedding rehearsal is \$200/hour. Make checks payable to NSCDA-NH and send to the above address.

The Renter will receive Requirements for Rental Use with this Rental Reservation Form, and will receive the Rental Agreement contract upon receipt of the deposit specified above. The reservation is not valid or guaranteed without confirmation from the Events Coordinator followed by a meeting between the Rental Party and the Events Coordinator.

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.** _____

Signature _____ Date _____

Signature for NSCDA-NH _____ Date _____