



245 Main Street, PO Box 151, Deep River, CT 06417

## Carriage House Usage Agreement and Clean up Checklist

(Please bring this the day of your event)

**The event host (individual or organization) is responsible for your guests, activities, set up and clean up. Please leave the facility in the same condition/configuration as you found it, unless otherwise instructed.**

**The earliest set up time is 9:30am on the morning of your rental.** IF there is not a rental the day prior to your event, you may set up after 7pm for an additional \$50.00 fee- HOWEVER there is no way to predict whether there will be an event the day prior to yours. The only way to guarantee set up the day prior to your event is to rent the full day prior to your event.

**Clean up: Must be completed immediately after your rental; all trash must be removed from the premises.** There is a cleaning contractor that check/cleans the facility the morning after each rental to determine if the security deposit needs to be reduced. Please follow the checklists at the bottom of this page to insure the return of your security deposit (providing there is no damage). Cleaning supplies are located in the Men's Restroom.

**Event Signs and Balloons: USE THE DEEP RIVER HISTORICAL SOCIETY SIGN FOR HANGING SIGNS OR BALLOONS FOR YOUR EVENT IS NOT ALLOWED.** Temporary stakes are available at the hardware store (many people use shepherd's poles).

**AC/Heat:** The Carriage House is equipped with heating and air conditioning; please do not leave doors open while heat or a/c is in use. The DRHS is a non profit organization with limited resources, please be mindful.

**Parking:** Please inform your guests to park on the north side lawn (not on the Stone House side of the driveway, including area behind the Stone House). Also, please avoid parking between the 2 large trees on the north side of the driveway; these 4 spots are designated for museum visitors.

**For SAFETY reasons,** the following items are not allowed/strictly prohibited: fireworks, hay or straw, fog machines, helium tanks and open flames (with the exception of sternos).

### Kitchen Clean up Checklist

- Turn off all burners, oven, and water heater if used \_\_\_\_\_
- Sweep and Mop Kitchen Floor \_\_\_\_\_
- Empty and wipe down refrigerator and all counter surfaces \_\_\_\_\_
- Make sure kitchen back door is locked and securely closed \_\_\_\_\_

### General Usage Clean up Checklist

- All furniture, tables, and chairs returned to the proper location \_\_\_\_\_
- All lights and fans off, heat turned down to L or a/c off \_\_\_\_\_
- Bathrooms: floors mopped, sinks and toilets cleaned, heat turned off \_\_\_\_\_
- Sweep and mop main hall, shake or sweep all mats outside \_\_\_\_\_
- Remove all trash from premises, close and look all doors and windows \_\_\_\_\_



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### FEES AND OTHER REQUIREMENTS

#### Event Fee for 126 guests or less:

Monday, through Thursday \$100.00 per day

Friday, Saturday or Sunday \$200.00 per day

Event Fee for 127 guests or more \$275.00 per day

**Grounds Fee: \$100.00** (Applies for use of the grounds for other than parking; ie. outside seating, tent(s) any size, canopies, bouncy houses, etc.)

**Security Deposit: A \$200 Security Deposit** is required (in addition to rental fee). This fee will be returned to you unless there is damage and/or the building is not cleaned as required in Attachment A.

#### **A Certificate of Insurance Liability is required.**

This can sometimes be obtained through home owner insurance or specialized event insurance (pamphlets available upon request). A new COIL is required each time you rent the Carriage House. This is a mandatory requirement by our insurance carrier to protect DRHS from liability during your rental.

**Events with more than 200 guests** require special consultation with the Carriage House Rental Manager.

**Large Tents/Structures: Per CT state law**, if you will have a tent or any structure in 1200 square feet or larger OR that holds 100 people or more, you MUST fill out an application (\$30 processing fee) for a special permit with the town of Deep River. The Fire Marshall is the governing authority on the application; the process normally takes about 30 days so please plan accordingly. The tent/shelter cannot be placed next to the north side of the Carriage House and must be a minimum of 40 feet from the building.

### GENERAL INFORMATION

**Maximum Capacity** for the hall is 126 people (per Fire Marshall).

**Events with 100 people** or more: you must rent 1 port o potty per 100 people. Event host must make arrangements.

**Included in rental:** the facility has a kitchen with a dishwasher, microwave, refrigerator, 2 large and 1 small coffee pots and a household sized gas range for reheating only (not suitable for meal preparation). There are 11 eight foot tables, 2 six foot tables, a small table in the kitchen and approximately 70 chairs. The chair rack can double as a coat rack.

The facility has 2 restrooms; one each men's and lady's.

**You are required to bring your own paper products (towel paper, toilet paper, napkins, etc.), tableware, trash bags (39 gallon and tall kitchen), dish towels and potholders. DO NOT USE DISHES in Cabinets**

**Heat and A/C:** the Carriage House has both and is available for comfortable year round use. The heater is located on the left wall as you walk in. Please do not operate the heater or a/c while doors are open.

**If you will be selling alcohol, you will need to obtain a liquor sales permit at the Town Hall.**

**The Deep River Historical Society reserves the right to hold concurrent events in the Stone House during Carriage House rentals.**

**To check the availability of a date or for more information, please call Carriage House Rental Manager, Linda Hostetler, 860-526-5811**