



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 _____