



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

### FEES AND OTHER REQUIREMENTS

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

Monday, through Thursday \$100.00 per day

Friday, Saturday or Sunday \$250.00 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 \$250 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 (8) 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.**

**Rental is for Carriage House only; use of bleach house is strictly prohibited.**

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