

# Governor Henry Lippitt House Museum

a property of Preserve Rhode Island

## 2009/2010 Rental Information

*Formal Wedding Portraits:* \$300 per hour (non-refundable)

*Private Event Rentals:* \$3000

Standard event is a four-hour period, however an additional hour can be rented for \$300

*Non-profit Event Rentals:* \$300 per hour

Plus a \$100 setup and breakdown fee

Special rates for corporate events and limited-use meetings are available.

Please contact us for more information.

### **House Capacity:**

- Seated dinner with entertainment, dancing and bar for 60 people
- Buffet dinner with entertainment, dancing and bar for 50 people
- Cocktail reception for 75 people

### **Rental event includes:**

- Use of the entire first floor, featuring five spacious rooms, as well as the grounds complete with a 25-foot fountain (seasonal)
- One hour setup before and one hour breakdown after the event
- Coordination of services and deliveries
- Fully equipped catering kitchen
- Hostess for entire event
- One hour planning meeting at Lippitt House with our event staff and your caterer

### **Guidelines for Renters:**

- The renter is responsible for any damage to the museum or grounds. A damage deposit of \$500 is required by separate check.
- No smoking is allowed inside the Lippitt House, and fireplaces may not be used.
- Music may be enjoyed in the Formal Drawing Room, but is limited to three pieces. No amplification, brass or drums are to be used.
- Caterers are responsible for buying and distributing alcoholic beverages and for obtaining necessary insurance and licenses for use of liquor on the premises. No alcoholic beverages can be brought into the house when the house is being used for wedding portraits only.

- All trash must be removed immediately after the event, and is the responsibility of the caterer. We ask that the renters also remove all decorations used for the occasion at the close of the event.
- All events must end by 11:00p.m.
- We ask that the bar be closed 30 minutes prior to the contracted time of ending.

**Payment:**

- Your event is confirmed when a deposit of half the total rental fee charged and a signed agreement is received. The balance and a \$500 damage deposit are due one month prior to the scheduled event.

**Cancellation:**

- Lippitt House will refund the deposit, less a \$250 cancellation fee if notified in writing eight (8) weeks in advance of the scheduled event.

For further information or questions about rentals, please contact:

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