



PAYMENT / INSURANCE

What are your payment terms?

A nonrefundable* deposit of 50% of the rental fee is due in advance to secure any venue. The balance as well as a separate, refundable damage deposit of \$250 - \$500 (depending on the space) is due three (1) month prior to the event.

* Cancellation Policy: 180 days or more notice: 100% of the rental deposit will be refunded
120 to 179 days' notice: 50% of the rental deposit will be refunded
Less than 120 days' notice: 0% of the rental deposit will be refunded

Does the Museum charge a service fee?

The Museum does not charge a service fee.

Do I need special insurance for my event?

Depending on the event, the Renter may be required to provide a certificate of general public liability insurance or general comprehensive liability insurance for the function against claims for bodily injury, property liability and damage.

Businesses and organizations can request a certificate from their insurance provider.

One-day event insurance for individuals is available through special event insurance providers at an average of \$50-\$200 depending on the type and size of the event. Resources may be provided upon request.

SET-UP / DURING EVENT

Does your staff help with day-of coordination?

Although we have a dedicated staff member at each site rental event, they are there to assist with basic needs. Should you require more extensive assistance, the Museum asks you to consider providing an optional gratuity to the assigned staff member.

If I want to have my event outdoors, what is included in the rental fee?

The rental fee for any outdoor space covers the space being rented as well as power and water. It does not

include a tent, tables, chairs, lights, sound or audiovisual equipment.

Does the Museum have a tent available and/or any covered outdoor spaces?

The Museum does not have any outdoor spaces that are covered, however depending on the location, day and time of the event the Renter is welcome to work with a trusted tent rental company to secure a tent.

In addition, the Renter must work with Museum staff to determine the location of a tent and to secure a building permit, safety inspection and Dig Safe inspection for tents larger than 10 x 10.

Do you have tables and chairs?

All indoor spaces include tables and chairs. Outdoor spaces do not include tables and chairs.

Should the Renter require outdoor seating or something other than what's already available, it is the responsibility of the Renter to secure and pay for those items.

Is electricity and water available for outdoor events?

There is electricity and water available for events taking place at certain locations on Puddle Dock. Other outdoor locations have electricity only.

What about restrooms?

For large community events (festivals, 5Ks, etc.), the Renter must provide restrooms at their own expense. For smaller events Strawbery Banke's restrooms may be utilized.

Do you allow music at outdoor events?

Due to the Museum being in close proximity to a residential neighborhood, receptions/parties with dance music are no longer allowed outdoors. Soft, background music is allowed, however depending on the space being rented it is possible that music may not be allowed during regular Museum hours (10AM to 5PM). Some exceptions may apply.

Do you have an onsite catering service?

At this time, we do not have an onsite catering service. The Renter is welcome to bring in an outside caterer as long as they are approved by the Museum and present the required certificates of insurance and liability. A list of caterers that have worked with the Museum in the past can be requested.

Is alcohol permitted?

Alcohol is permitted but it must be served by a caterer or person who is TIPS Certified or licensed to serve alcohol in the State of NH.

Are campfires allowed at the Museum?

Strawbery Banke does not allow open flame on the property, or in any of the historic houses, of any kind. This includes campfires, Tiki Torches, and candles.

Do you have presentation equipment available for meetings?

The Lawrence J. Yerdon Visitors Center lecture hall has a large retractable presentation screen as well as a podium and microphone. It is the responsibility of the Renter to provide a projector.

Can my guests park at the Museum?

During the historic house season, May - October (10AM to 5PM) Strawberry Banke is able to guarantee five (5) parking spaces in the Hancock Street parking lot. Additional spaces may be available during a slow period and/or after the Museum has closed.

When can I start to decorate/set-up for my event?

The Lecture Hall inside the Lawrence J. Yerdon Visitors Center can be decorated / set-up any time during the day of the event. Other areas of the Visitors Center cannot be decorated until after 4:30 PM during regular Museum hours.

Events in either garden cannot be set up until a few hours prior to the event taking place.

Can I drop some of my items off the day before?

It depends on the time and space. Please consult with your SBM contact.

What are your rules regarding trash and recycling?

The Museum has a “carry in / carry out” policy. The Museum’s dumpsters may be used for a small fee.

How late can we stay?

All events must end between 9:30 and 10:00 PM (depending on the space) unless prior arrangements have been made with Museum staff.

CLEAN-UP

Are we required to clean the venue following the event?

The Museum has a carry in / carry out policy for events involving food and beverage. These items must be removed immediately following your event.

Tables and chairs will be broken down by either SBM staff or the rental company the following day.

Can I leave some of my items until the following day?

Some items (other than food / beverage) may remain until the next day depending on the time and space. Please consult SBM staff for more information.

Is there anything else I should know?

The Renter is responsible for any and all damages done to the Museum property. In addition, the following are not permitted at Strawberry Banke:

- Smoking anywhere on the property
- Confetti, rice, or birdseed strewn or thrown
- Animals, with the exception of guide dogs

Still have questions?

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