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## WEDDINGS AT THE FLORENCE GRISWOLD MUSEUM

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Congratulations on your engagement! We are delighted that you are considering the Florence Griswold Museum for your special day! Once Miss Florence's boardinghouse for the Lyme Art Colony, the Museum offers the opportunity to create a memorable celebration and lasting impression. Your guests will enjoy the distinctive setting where a generation of America's finest Impressionist artists painted "*en plein air*" along the banks of the Lieutenant River and in Miss Florence's charming garden.

### Highlights:

- Exclusive and private use of the Museum's riverfront facilities during the event. The Adrian P. Moore Garden Terrace is equipped with a catering staging area (electric and water service is provided) and can graciously accommodate gatherings of up to 150 people under a sailcloth tent overlooking the Lieutenant River. In addition to the Moore Garden Terrace, the Rafal Landscape Center, and veranda of Marshfield House may be used by your guests.
- The Kriebel Gallery will be open for your guests for the first two hours of the reception.
- An Event Supervisor will be on-site during the entire event.
- Convenient guest parking areas.
- Handicap accessible bathrooms.

**Inclusive Site Fee:** Outdoor tented weddings range from \$9,000 to \$10,000 for up to six hours of private use of the Museum, landscape center, Marshfield veranda, and the scenic riverfront property. This also includes ceremony on site, the use of a Tidewater sailcloth tent, and a catering tent suited to the size of your event, standard lighting, and tent sides (for up to 150 guests). Indoor weddings are \$3,000 for up to six hours use of Marshfield House, veranda, and riverfront.

**The Catering, Bar, & Rentals Fee:** This will vary based on your choices of menu and décor. It includes food, service, premium bar, rentals, and tax and gratuity. Taylor Rental is the Museum's exclusive rental company for all rental needs.

### Guidelines:

- Please plan the beginning of your event to coincide with the Museum's closing time (5pm) or later.
- Music must be kept to an acceptable volume to accommodate our neighbors.



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- For events after 5pm, the curfew for music and the bar is 11pm. The event needs to end and guests depart no later than 12am. Clean - up is the responsibility of the leasing party and should be completed and all parties leave the premises no later than 12:30am.
- Certificate of Event Insurance for the day of the wedding is required.
- Photography is allowed in selected locations in the Kriebel Galley.
- Smoking is not permitted in any Museum building or on the grounds.



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## FACILITIES USE RULES AND REGULATIONS

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The facilities of the Florence Griswold Museum are available for use by corporate groups, nonprofit organizations, and private individuals when such use will not interfere with planned Museum programs, or with public access to the Museum. The facilities will not be made available to political or partisan groups. Fundraising activities by non-Museum groups is not permitted.

1. Fees will be agreed upon at the time of the initial agreement to lease the facilities.
2. Clean-up is the responsibility of the leasing party. All items brought to the Museum by the leasing party, or vendors contracted by the leasing party, must be taken away. **No empty bottles, cans, used or unused paper goods or floral material can be left.**
3. Arrangements must be made for removal of rental equipment within a reasonable amount of time, and at least by the next working day after the event.
4. No one may move or alter any Museum equipment, displays, or other Museum property without express permission from the Event Supervisor, and then only in the presence of Museum personnel.
5. Caterers, rental equipment personnel, florists, bartenders, musicians, leasing parties, their guests, and others must treat the lawns and gardens respectfully. The Event Supervisor will be vigilant about abuse of the grounds.
6. The leasing party will be held responsible for any equipment or other property missing or damaged.
7. To minimize disruption of ordinary Museum use or public access, catering, or other vendor-provided equipment will not be allowed on the premises until the time needed for set-up.
8. The Museum assumes no responsibility for the serving of liquor to the leasing party's guests. The Event Supervisor has the authority to request the leasing party's bartenders and service staff to discontinue service of liquor to any guest.

The Florence Griswold Museum staff will do their best to make the facility clean and neat prior to the event, to open the facility at least two (2) hours before the event, and to be available to



both the leasing party and the caterer or other vendor for information and help in the smooth functioning of both the event and the facility.

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## LOCATIONS AND PAYMENT SCHEDULE

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### MARSHFIELD

6 hours use of Florence Griswold Museum (includes use of 1 <sup>st</sup> floor Marshfield and veranda)	\$3,000
Deposit (50%of total) - \$1,500	
<b>Total deposit at signing:</b>	<b>\$1,500</b>
Balance due - \$1,500	
Security Deposit (refundable) - \$1,000	
<b>Total due 30 days prior to event:</b>	<b>\$2,500</b>

### SMALL TENT

6 hours use of Florence Griswold Museum Courtyard w/44x63 Sailcloth Tent (includes use of 1 <sup>st</sup> floor Marshfield and Rafal Landscape Center)	\$9,000
Deposit (50%of total) - \$4,500	
<b>Total deposit at signing</b>	<b>\$4,500</b>
Balance due - \$4,500	
Security Deposit (refundable) - \$1,000	
<b>Total due 30 days prior to event:</b>	<b>\$5,500</b>

### LARGE TENT

6 hours use of Florence Griswold Museum Courtyard w/44x83 Sailcloth Tent (includes use of 1 <sup>st</sup> floor Marshfield and Rafal Landscape Center)	\$10,000
Deposit (50%of total) - \$5,000	
<b>Total deposit at signing</b>	<b>\$5,000</b>
Balance due - \$5,000	
Security Deposit (refundable) - \$1,000	
<b>Total due 30 days prior to event:</b>	<b>\$6,000</b>



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**Forms (returned 30 days prior to event with balance due and security deposit):**

- ✓ Caterer's Contract
- ✓ Indemnity
- ✓ Liquor Use Indemnity
- ✓ **PROOF OF AT LEAST \$1 MILLION COVERAGE OF EVENT INSURANCE\*, NAMING FLORENCE GRISWOLD MUSEUM FOR THE DATE OF THE EVENT.**

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\* Contact your insurance agent.