



NEW LONDON COUNTY
HISTORICAL SOCIETY

NLCHS FACILITIES RENTAL POLICY

The facilities of the New London County Historical Society (hereinafter, “NLCHS”) exist to support the mission of the institution. In recognition of NLCHS’s commitment to community partnership and public service, NLCHS may allow, on a predetermined basis, use of the Shaw Mansion to other groups, entities, and organizations. Requests for use of the Shaw Mansion are subject to compliance with the processes, restrictions, fees, safeguards and approvals outlined below.

PRIORITY OF USE

Use of the Shaw Mansion by NLCHS takes precedence over use by other groups, entities and organizations. NLCHS reserves the right to limit any use which in its judgment does not support, or relate to, NLCHS’s mission. Reservations for Shaw Mansion are accepted on a first come, first served basis only. A signed rental agreement and deposit are required to reserve a date. Your date is not confirmed until you have received a copy of the rental contract and your receipt of deposit from Shaw Mansion.

ELIGIBLE GROUPS, ENTITIES, AND ORGANIZATIONS

Eligible groups include: governmental, charitable, and/or nonprofit groups, weddings, entities, and organizations in or related to NLCHS’s partner communities.

REGULATIONS OF USE

1. A representative of NLCHS will be present at all times when facilities are in use and that representative’s determination regarding any questions, concerns, or conflicts which may arise shall be final. Said employee is not a wedding or event coordinator, and should only be utilized in the event of a facility problem.
2. Each group, entity, or organization (hereinafter, “User”) is responsible for the conduct and supervision of all Event participants and/or guests. A representative or representatives of the User must remain at the Shaw Mansion throughout the Event and must maintain control at all times. Names and addresses of all persons designated to act as representatives for the above-described purpose must be submitted with the application, and that person or those persons will be held responsible for the supervision of the Event participants and/or guests and any property damage.
3. All use of the Shaw Mansion must conform to all state and local fire, safety, and public health, ordinances, codes, and/or regulations and receive approval from the City of New London Fire Marshal.



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4. In the event that a fire alarm is triggered for any reason, the facility must be cleared immediately. The facility will then be under the control of the fire official in charge and may not be re-entered until said official gives authorization to re-enter.
5. All tobacco, smoking, and vaping products/devices are prohibited on the grounds, both indoors and outdoors.
6. Any use of NLCHS-owned technology equipment (e.g., computers, projection display, microphones, etc.) requires an additional fee for set up.
7. No nails or screws may be driven into any part of the facility, or any objects, items, or displays, or fastened in any way to walls, doors, railings, etc. without the prior written consent of NLCHS.
8. Events are expected to end by a pre-determined ending time.
9. A User shall remove all personal property that it brought to NLCHS immediately following completion of its Event, and leave the Event space in clean, broom swept condition with all rubbish and debris generated by the Event deposited into appropriate refuse containers.
10. The Shaw Mansion may not be used for the promotion of any commercial interest or private or corporate profit other than by a duly organized and recognized charity or nonprofit organization.
11. At its sole discretion, NLCHS reserves the right to refuse facility use to any individual, group, entity, or organization. No program will be scheduled if it interferes with the normal use of the Shaw Mansion for NLCHS business.

AREAS AVAILABLE FOR USE

1. The Garden (100-150 people max)
2. The Classroom (40 people max)
3. The Long Parlor (40 people max)

For the purposes of facility rental, NLCHS will provide use of the Garden, the Kitchen, Classroom, the Long Parlor, and Bathroom of the Shaw Mansion. Tours are available for additional cost. Parking is available off street, in front of Shaw Mansion, and in the municipal parking lot at the intersection of governor Winthrop Blvd. and Tilley Street.

Any damage incurred to the premises during the event are the responsibility of the person or persons renting the property, and the renter shall bear the cost of any repair requirements.

You are responsible for all seating, tables, power equipment, trash removal, and any materials required beyond the spaces you are renting. All permitting requirements are the responsibility of the renting persons. The renter is responsible for the breakdown of all equipment and materials used in the event. Tents, chairs, tables, and other items should be removed within 5 business days.



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Any additional bathroom requirements and board of health requirements are the responsibility of the renting party. As we are in a very residential neighborhood, noise should be kept to an acceptable level. For board of Health Requirements contact Ledge Light Health District 216 Broad St, New London, CT 06320 Phone: (860) 448-4882.

RENTAL FEES

A signed rental agreement and 30% deposit are required to reserve a date. We accept cash, checks, MasterCard, Visa, Discover and American Express. Deposits paid for reservation of a date are transferable to another date pending availability. After ten days, all deposits are subject to the cancellation policy.

The fee to use all of the above spaces is \$100 per hour. It will be \$50.00 per 30 mins you go over the pre-arranged end time. The facility rental fee for co-sponsored external groups may be waived or offered at a reduced rate by the internal sponsor and/or external group.

- Audio/Visual Fee: \$25.00
- Set up and Take down Fee: \$50.00

Payment in full must be made two weeks (14) days prior to the event or the facilities use reservation is subject to cancellation.

Deposits are non-refundable. If it becomes necessary for you to cancel your event we will not hold you liable for the balance of the contract unless it cancellation is within one week of the scheduled event. Should you cancel the week of your event you will be liable for the full remainder of your contracted balance

At least thirty (30) days prior to the event, licensee shall provide a certificate of insurance or other acceptable evidence showing insurance coverage.

PLEASE HAVE THE FOLLOWING INFORMATION PRIOR TO RESERVING THE SHAW MANSION

1. Type of facility desired (i.e. ceremony space, lecture space, performance space, etc.)
2. Date and time of proposed event (including set-up and take-down)
3. Complete name, phone number, and address of responsible party
4. Estimated attendance
5. Special requirements (audiovisual equipment, ADA needs, etc.)
6. Admission charge or registration fee information
7. Food service/catering requirements
8. Parking needs



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LIBAILITY

The undersigned agrees to indemnify and hold harmless the New London County Historical Society, employees, and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food, or alcohol provider and/or their products hired or obtained by the renter; except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said owners, employees, or affiliates. The NLCHS and its staff will also not be held responsible for lost, stolen or forgotten articles.

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zipcode: _____

Rental Fee: _____

Deposit: _____

Balance Due: _____

**Please make checks out to
New London County Historical Society**

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| _____ | _____ | _____ | _____ |
| NLCHS Representative Signature | Date | Renting Party Signature | Date |

FOR MORE INFORMATION

Regan Miner, Associate Director
Hours: Wednesday - Friday | 9:30a.m. - 4:00 p.m.
regan@nlchs.org | 860-443-1209 | nlchs.org

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