



Moffatt-Ladd House and Garden  
154 Market Street, Portsmouth, NH 03801-3730

House telephone: 603-436-8221

Office telephone: 603-430-7968

Fax: 603-431-9063

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## RENTAL RESERVATION FORM

Rental Party \_\_\_\_\_

Contact Person \_\_\_\_\_ Date Requested \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Time of Event \_\_\_\_\_ Set-Up \_\_\_\_\_ Clean-up \_\_\_\_\_

Number of Guests \_\_\_\_\_

(The maximum number of guests shall not exceed 125.)

The charge is \$300.00/hour. Wedding rehearsal charge is \$150.00/hour. Small, non-catered, alcohol-free events of 30 guests or fewer are charged \$150.00/hour.

Non-refundable Reservation Fee of \$300.00 is due at signing of Rental Reservation Contract. In addition, a refundable Damage Deposit of \$300.00 is due at signing.

Make checks payable to NSCDA-NH and sent to the above address.

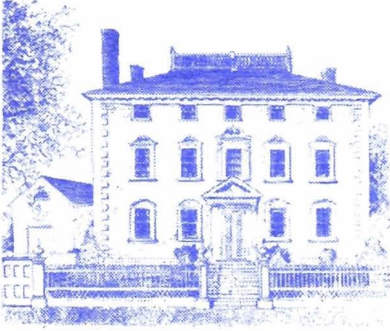
The Renter will receive Requirements for Rental Use with this Rental Reservation Form, and will receive the Rental Agreement contract upon receipt of the deposit specified. The reservation is not valid or guaranteed without confirmation from the Events Coordinator and a meeting takes place between the Rental Party and the Events Coordinator.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**A National Historic Landmark open to the public since 1912**

*Owned and operated by The National Society of The Colonial Dames of America in the State of New Hampshire*



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### REQUIREMENTS FOR RENTAL USE

The Events Coordinator of the Moffatt-Ladd House is the contact person for all information and planning and can be reached at (603) 430-7968 or at the above address. The Rental Party will abide by the Requirements for Rental Use and shall make payments as specified below.

1. The charge is \$300.00/hour. Wedding rehearsal charge is \$150.00/hour. A non-refundable reservation fee of \$300.00 is due at signing of Rental Reservation Contract. In addition, a refundable Damage Deposit of \$300.00 is due at signing. Make checks payable to NSCDA-NH and return with the Rental Reservation Form. The Rental Agreement Contract will be sent to the Rental Party contact person upon receipt of this deposit. **The balance of estimated fees is due 30 days prior to the event.** Any additional fees must be paid at the conclusion of the event by the Contact Person for the Rental Party or another designated payer.

2. All outside contractors (caterers, florists, musicians, tent rental, etc.) must be approved by and coordinated with the Events Coordinator. The caterer shall follow all the Rules and Regulations set forth herein and shall obtain all necessary approvals if alcohol is being served. **The Caterer must be licensed to sell and distribute alcohol in the state of New Hampshire and show proof of insurance naming NSCDA-NH as an additional insured.** The caterer shall be responsible for all clean-up of facilities and garbage removal. The signature of the caterer below obligates the caterer to observe all terms of this agreement.

3. Set up and clean up time for all activity associated with the event will be charged at the rate of \$300.00/hour. The sole exception is the set up/take down of a tent, if used. Tents will come from Marshall Tent and Event Rental of Kittery, Maine (207-436-3344), and will be on the grounds for as little time as possible. The Rental Party is responsible for damage to the lawn and the sprinkler system caused by the installation and/or removal of the tent(s).

4. All other supplies and rented equipment must be delivered/removed within the reserved time.

5. Clean up is the responsibility of the Rental Party and/or the caterer. If property is left in unacceptable condition for any reason, some or all of the damage deposit will be forfeited. In the case of severe damage, the Rental Party will be held liable and billed accordingly. This includes damage to the lawn, sprinkler system, any buildings, any garden structures, or any other component of the property.

\_\_\_\_\_  
Initials of Rental Party

\_\_\_\_\_  
Initials of Caterer

6. Smoking is not permitted anywhere on the property.
7. Parking is available only for the caterer. Arrangements may be made for handicap parking.
8. The Rental Party shall provide the names and necessary contact information for all subcontractors to the Events Coordinator.
9. The serving of liquor is permitted, however the caterer for the Rental Party must obtain and provide to the NSCDA-NH an acceptable liquor liability insurance binder naming the NSCDA-NH as an additional insured at least **30 days prior** to the event, and the Rental Party shall be liable for the safety, conduct, and control of guests and all persons on the property in connection with the event. *There shall be no direct or indirect solicitation of payment by anyone for beverages served during the event.*
10. The Rental Party shall contract with an approved caterer who must make an appointment to visit the Moffatt-Ladd House and Garden to view the facilities and meet with the Events Coordinator. The Rental Party or their service contractor must provide all personnel, food, drinks, linen, tableware, flowers, candles, and candle holders. All candles must be in approved holders or under hurricane shades. The caterer must abide by the Requirements for Rental Use, provided to the caterer by the NSCDA-NH. The caterer must leave the set-up area and grounds free of all food and trash. The Rental Party is responsible for the conduct of the caterer. There are no facilities for cooking on the premises but the caterer may establish a cooking tent. All supplies, equipment, food, and trash must be removed from the premises at the conclusion of the reserved period.
11. Events should be concluded and caterer finished and off the premises by **9:00 pm**.
12. Guests are welcome to stroll throughout the garden.
13. Guided tours of the first floor of the Moffatt-Ladd House may be arranged in advance by the Rental Party. The cost is \$100/hour.
14. Nothing, including confetti, rice, flower petals, or birdseed, may be strewn or thrown in any part of the property.
15. Nothing is to be affixed, even temporarily, to any part of any building, structure, tree, or grounds. All decorations must be approved by the Events Coordinator.
16. Requirements for the presence of a fire fighter will be determined by the Events Coordinator and paid for by the Rental Party.
17. There are no facilities for changing clothes on the premises.

\_\_\_\_\_  
Initials of Rental Party

\_\_\_\_\_  
Initials of Caterer

18. The grass steps in the garden may be used only by the wedding party by special arrangement with the Events Coordinator.
19. Pictures of the bride and groom only may be taken in the Great Hall by special arrangement with the Events Coordinator.
20. Guests may not bring food or drink into the Counting House or the Moffatt-Ladd House.
21. Representatives of the NSCDA-NH and the Moffatt-Ladd House & Garden will be in attendance at all events.
22. All other arrangements shall be coordinated with and approved by the Events Coordinator.
23. Copies of the Rental Agreement Contract shall be sent to the Rental Party upon receipt of the Rental Reservation Form and deposit. One copy shall be signed and returned immediately and the other copy is to be retained by the Rental Party.
24. The title Moffatt-Ladd House & Garden must be used in any publicity.
25. The Rental Party and Caterer shall be held responsible for abiding by these rules, formulated for the protection of the Moffatt-Ladd House & Garden museum site. The rules are necessary for the function of the Moffatt-Ladd House & Garden as an historic museum site and the headquarters of the NSCDA-NH.

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Rental Party Signature

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Date

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Caterer Signature

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Date

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Events Coordinator Signature

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Date