



1. Regretfully the site is no longer available for wedding receptions but can be rented for wedding ceremonies and small gatherings of 50 or fewer such as wedding rehearsal dinners or small receptions of 50 people.
2. Site rental: up to 50 people - \$1,000, for up to 5 hours. The 5 hours does not include tent set up and decorating.
3. Additional Facility Use Agreement processing fee (non-refundable) is the deposit and reserves the site \$100.00
4. Event rental companies must be approved before contract execution.
5. Music is to be **acoustic only, no amplified music or DJ's**. The onsite staff has the right to stop the music if it is amplified.
6. Event must be completed by 8:30 pm or Sunset, whichever is earliest. Please note that with late August and September weddings it may be too dark to go until 8:30 so the time will be earlier. Please plan accordingly.
7. The renter is responsible for all clean-up. State sites have a carry-in carry-out policy. We have abutters please be mindful of property boundaries.
8. Provide the name and contact information for a person to be contacted during the event and the day after the event if necessary.
9. Maximum capacity is 50 people.
10. Tours of the Mansion are available for an additional fee.
11. Port-a- potties (style of host's choice) are required for guests and must be placed at a location designated by the WCM site. We recommend that you obtain a style with interior lighting. Please have your vendor call Paula to let her know when the delivery is to be made.
12. Hiring of a police officer for the event is required if alcohol is served.
13. Alcohol allowed is beer and wine only. Beer may not be served in glass bottles
14. Minimal electricity is available on request.
15. Cancellation notice for the Event is required one month prior to event.
- 16. All fees must be received one month prior to event.**
17. There are NO facilities for dressing at the Mansion.
18. The Wentworth Coolidge Mansion State Historic Site is a **NO SMOKING** facility.

Any further questions about the use of or to book this Historic Site, please call Paula on site at 603-380-4919.

Complete the Facility Use Agreement (FUA) and mail to:
Paula Newton
Wentworth Coolidge Mansion
375 Little Harbor Road
Portsmouth, NH 03801