

The John Wingate Weeks Historic Site

Wedding/Event Rental Information

- Event Location and contact information:
Weeks State Park, 304 Prospect Street (off Rt. 3), Lancaster, NH 03584
Tel: 603-788-4004 or 603-271-3556
- The site rental fee (facility use fee) is \$1,250.00, and the site can accommodate up to 150 guests.
- Special Use Permit or Facility Use Agreement application must be completed and approved with a \$100.00 processing fee paid at time of application. When you have completed the SUP/or FUA, please email it to rachel.bruce@dred.nh.gov or mail it to:

*DRED-NH Division of Parks and Recreation
Bureau of Historic Sites
Jane Carey
172 Pembroke Road
Concord, NH 03301*

- In addition, the facility use fee is due 30 days prior to the event.
- The specific use of the site will be outlined in the FUA.
- Event rental and caterer companies must be pre-approved before contract execution.
- Wedding receptions are no longer held at Weeks State Park house museum; however, outdoor ceremonies are still planned.
- The renter is responsible for all clean-up. State sites have a carry-in carry-out policy, so there is no dumpster available. All items, including trash, must be removed from the site on the day of the event.
- Please provide the name and contact information for two contact persons before, during, and after the event.
- Due to the mountain venue and narrow auto road, all vendors must pre-arrange their visit with the park manager. The road may have to be temporarily closed to accommodate their travel up and down the auto road.
- For large events, carpooling or shuttle vans are strongly recommended.
- Tours of the house museum and access to the tower are included in special event bookings.
- No open flames allowed in or around the house museum building.
- Minimal electricity is available on request.
- Due to the historic nature of the site, decorations cannot be nailed, tacked down, or taped.
- Smoking is prohibited inside or directly around any buildings including the tower.
- A cancellation notice for the special event is required one month prior to event.

For questions about the use of the site or to book The John Wingate Weeks Historic Site for your special event please call Rachel Bruce, Park Manager, at 603-788-4004 or 603-838-2326.

Thank you for considering The John Wingate Weeks Historic Site for your special event venue!