



PRIVATE EVENT AT THE FLORENCE GRISWOLD MUSEUM

We are delighted that you are considering the Florence Griswold Museum for your event! Once the home of Miss Florence's boarding house for the Lyme Art Colony, the Museum offers the opportunity to create a memorable celebration and a 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.

Private Events in Marshfield

Marshfield is a large Colonial Revival house on the grounds of the Florence Griswold Museum. There is ample parking for your guests whom you could welcome at the front door of the house as if it were your own. Formerly a private home, the house offers three beautifully appointed rooms, all overlooking the river. In warm weather your guests can spill out onto the veranda surrounding the house and the lawn sweeping down to the water. Cocktail parties can include up to 75 people with outside use in warm weather. Seated dinners can be held for up to 50 people, using the living room as dining space and the other rooms for cocktails. The Museum is happy to provide a list of preferred vendors for your information. (Please note, there is no space for dancing inside Marshfield House.)

- In addition to the first floor of Marshfield House, the Belding Riverfront Green and veranda of Marshfield House may be used by guests.
- The Krieble Gallery will be open for your guests for the first hour of your event.

Private Events in the John and Dyanne Rafal Landscape Center

A historic 19th century barn in the center of the Florence Griswold Museum's campus, the Landscape Center features an exhibition that highlights the history and significance of the region's landscape. Your meetings, lectures, workshops, or gatherings will be held in the very setting that inspired a generation of artists. Breakfast, lunch, or snacks can be provided by one of our catering partners.

- The Krieble Gallery will be open for your guests for the first hour of your event.

Guidelines

- An Event Supervisor will be present during the event.
- Please plan the beginning of your event to coincide with the Museum's closing time (5pm) or later. On Sunday morning, between 8:30am and 1pm. Corporate meetings should take place between 8:30am to 5pm.
- **Use of candles or any open flame is not allowed in Marshfield House.**
- Music must be kept to an acceptable volume to accommodate our neighbors.
- 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.
- For events on Sunday morning, the event needs to end and guests depart no later than 12:30pm. Clean-up is the responsibility of the leasing party and should be completed and all parties leave the premises no later than 1pm.
- Photography is allowed in selected locations in the Krieble Gallery.
- Smoking is not permitted in any Museum building or on the grounds.



FACILITIES USE RULES AND REGULATIONS

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 one (1) 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.



LOCATIONS AND PAYMENT SCHEDULE

WEDDING IN MARSHFIELD

(includes use of 1st floor Marshfield and veranda)

6 hours use of Marshfield House \$3,000

- 50% due at signing
- Balance plus \$1,000 (refundable security deposit) due 30 days prior to event

PRIVATE EVENT IN MARSHFIELD*

(includes use of 1st floor Marshfield and veranda)

3 hours use of Marshfield House – Member \$1,500

3 hours use of Marshfield House – Nonmember \$1,750

6 hours use of Marshfield House – Member \$2,500

6 hours use of Marshfield House – Nonmember \$2,750

- 50% due at signing
- Balance due 5 days prior to event

PRIVATE EVENT IN THE JOHN AND DYANNE RAFAL LANDSCAPE CENTER*

(only available April thru September)

3 hours use of the Landscape Center – Member \$1,000

3 hours use of the Landscape Center – Nonmember \$1,250

6 hours use of the Landscape Center – Member \$1,750

6 hours use of the Landscape Center – Nonmember \$2,000

- 50% due at signing
- Balance due 5 days prior to event

* Nonprofits, please contact us to see if a reduced rate is available.