

Maine Historical Society
Facility Rental Policies and Guidelines
Revised December 2016

MHS Mission

The Maine Historical Society preserves the heritage and history of Maine: the stories of Maine people, the traditions of Maine communities, and the record of Maine's place in a changing world. Because an understanding of the past is vital to a healthy and progressive society, we collect, care for, and exhibit historical treasures; facilitate research into family, local, state, and national history; provide education programs that make history meaningful, accessible and enjoyable; and empower others to preserve and interpret the history of their communities and our state.

Facilities Available for Rental

Conveniently located in the center of Portland's cultural district, the Maine Historical Society is pleased to offer several exceptional facilities. Unquestionably one of the more unique venues in the area, our gracious museum setting will add enjoyment to your reception, meeting, wedding, party, or other event.

Earle G. Shettleworth Jr. Lecture Hall

A multi-use facility with seating for up to 100 people and table seating for 65, the Lecture Hall is comfortably set up and decorated with exhibit items. Audiovisual equipment and computer accommodations are available as well as adjustable lighting. Opening into the MHS Museum, the Lecture Hall is a unique setting for receptions and parties. A full kitchen is available. It is handicapped accessible.

William King Conference Room

An attractive small conference room with seating for up to 14 people, the conference room has phone and internet connections. It is handicapped accessible.

Longfellow Garden

This secluded Colonial Revival garden is an urban oasis in the heart of downtown Portland. Beautifully landscaped, it has a small entertainment area and meandering paths throughout. The garden's maximum capacity is 80 people. This is a lovely place for an intimate wedding or cocktail party. There are two half-flights of stairs limiting handicapped accessibility.

Brown Library Conference Room

This bright small conference room is located in our newly renovated library facilities and overlooks the Longfellow Garden. It has seating for up to 12 people. The room is equipped with wireless internet and state-of-the-art audiovisual equipment. The room is handicapped accessible.

2nd Floor Reading Room of the Brown Library

A well-lit, large reading room with loads of charm and ambience. Can host everything from a small wedding to a classroom-style meeting to an intimate sit-down dinner. Can comfortably seat up to 65 people. It is handicapped accessible.

Terms and Conditions of Rentals

Please read the following policies carefully before signing.

- The signed rental agreement must be returned to MHS at least a week prior to the day of the event.
- A deposit amounting to 50% of the estimated total rental cost is required to reserve the date and time of the event and will go towards total payment. The deposit is 100% refundable up to one week prior to the event.
- Any balance due must be received in full 24 hours prior to the event.
- At least one MHS staff representative will be present from set-up through clean-up. The number of staff members present will be determined by the amount of spaces reserved for the rental and the number of guests attending. The staff representative will direct caterers and other vendors and will also be present to ensure the smooth execution of the event and the protection of MHS buildings and collections. The staff representative does not perform the duties of a professional event planner. The Client must make arrangements to hire an event planner to assist with the event if needed.
- Red wine and red juice is prohibited inside the buildings. No food or drink is allowed within the museum gallery.
- MHS is not licensed to serve alcohol. If alcohol will be served at the event the Client must hire a licensed vendor. MHS requires that Clients and their agents conduct the event in accordance with all applicable local, state, and federal statutes.
- Smoking is not permitted anywhere on the premises, including the grounds.
- Open flames of any kind are not allowed.
- A full kitchen is available for use as part of the rental. Contact us for recommended caterers.
- The Client must arrange a site visit at least a week prior to the event. Visits are by appointment only. The Client should come prepared to test any presentations with the MHS audiovisual equipment at that time. MHS does not provide a computer as part of our audiovisual rentals; the Client must bring their own. If a Mac computer is used the Client will also have to bring a dongle (cable adapter).
- Rental of any MHS audiovisual equipment must be arranged prior to the event. A MHS staff member will provide the Client with a brief tutorial in the equipment, but will not handle data, film, video, or overhead projectors during the event itself. If the Client anticipates the need for extensive audiovisual assistance they may inquire into the possibility of hiring additional MHS staff for that purpose.
- MHS can supply tables and chairs (see our rental rates for details), but the Client must supply own linens and make own arrangements for catering/food.
- Rentals cannot interfere with regular MHS operations and events.
- A clean up fee of \$100 will be assessed if the site is not cleared by the time specified on the rental agreement. This includes outside vendors as well as the Client's guests. The fee will be billed to the Client.
- All events must adhere to the predetermined timeline as specified in the signed agreement. Extensions are only permitted up to a week prior to the event and may increase the total cost of the rental.
- The Client is responsible for communicating the terms of the agreement with any outside vendors, such as caterers.

- For events outside of normal business hours (Monday-Friday, 9am-5pm) parking is available for up to 35 cars in the Brown Street lot.
- No signs or decorations may be affixed to the walls or columns with tape, staples, or any method that will damage the room. All decorations must be approved by MHS staff prior to the event. Decorations must be readily unattached and may not be fixed to any lights. MHS reserves the right to reposition any furniture or objects related to an event if they are determined to present a danger to the site or the collections.
- The Client is liable for any loss or damage to the MHS premises or property or injury to any person caused by the Client, guests of the Client, the caterer, or any other employee of the Client.

The Client agrees to indemnify and hold harmless the MHS Board of Trustees, its employees, officers, and volunteers against any liabilities, losses, costs, or damages based on or arising out of the Client's use of MHS premises. Damage will be determined by MHS and its agents and a supplemental bill will be sent to the Client, with payment due within 30 days of receipt.

- If for any reason and at any time the event becomes a danger to the MHS site, staff, or collections – MHS reserves the right to cancel the event or ask individuals to leave.
- Media coverage of the event must be pre-approved by MHS.
- Invitations and event-related publicity should clearly state that MHS is the site for, and not the sponsor of, the event. Questions regarding the event, ticket sales, etc. should be handled by the Client and not referred to MHS. Please do not mail save the date notices, invitations, or publicize the event until the deposit is paid and the agreement is signed.