

Wethersfield Estate Event Request

2018



Thank you for considering an event at Wethersfield Estate. *Please note the following before preparing your submission.* The “Request for Event Application” follows on page 2. Email the submission to: info@hlfoundation.org. Questions may also be submitted to this email address and will be answered typically within 24-72 hours. Our Events Coordinator will be in touch with you upon receiving your event request and will serve as your point person during the planning process.

Wethersfield Estate was constructed and refined over 50 years by the careful eye of Chauncey Devereux Stillman as a place of personal retreat, agricultural experimentation, cultural enrichment, and scholarly conviviality. To this day, Wethersfield still hosts a range of events that need to co-exist peacefully on its calendar and its grounds. Events held on the estate generally support Wethersfield’s own mission and purpose, as bequeathed to us by Mr. Stillman, although on occasion we schedule events supporting local non-profits. Wethersfield Estate does not support private events or weddings.

- 1) Wethersfield Estate typically schedules events only during the open season, June through September, however, occasional exception is made depending on the nature and timing of the event.
- 2) Because Wethersfield property is open for general visitors and tours Friday, Saturday, and Sunday, noon to 5pm, we limit the scheduling of events in the Carriage House, Main House and Garden during these times. We can, however, accommodate event set up, if reasonable, in these areas during the afternoon in preparation for an evening event.
- 3) Organizations may only be approved for one event per year. Perennial events are considered, with prior approval, but are not guaranteed.
- 4) Event requests must be submitted as early as possible, but no less than **60 days in advance for events up to 50, 90 days in advance for events of 50-100 people, and 4-6 months for events of 100 or more.**
- 5) Depending on the event, organizers may be responsible for a certificate of insurance coverage, including liquor liability if to be served. This certificate would be due to Wethersfield no less than 30 days prior to the event. Certain smaller events or programs may require only a signed individual waiver from each participant/attendee.
- 6) A standard Event Agreement may be required for the event, requiring signature by the suitable organizational representative. If required, this will be discussed with you during the approval process.
- 7) A standard donation may be requested to secure an event date. Any such requirement will be discussed with you during the approval process.
- 8) Marketing Materials or other publications related to the use of Wethersfield Estate require prior approval and must be submitted with sufficient time for review, generally one week. Shared marketing and posting of event information on the Wethersfield website may be discussed during the approval process.
- 9) Once your Event Request is received, you will be contacted by the Wethersfield Events Coordinator to confirm receipt and ask any clarifying questions regarding your request. The Event Request will then be submitted to the Wethersfield Activities Committee for review and determination. Should questions arise during this process, you will be contacted. You will receive an email with the final determinations usually within 2 weeks of the date received in the Wethersfield Office.

Wethersfield Estate Event Form 2018



Requested Date: _____

Time of Event: From: _____ To: _____

Title of Event: _____

Type of Event: _____

Number of People Expected: _____

Location: Carriage House Trail Main House Gloriette Inner Garden
 Garden Negotiable/Don't Know Other: _____

Your Name: _____

Contact Email: _____

Contact Phone: _____

Organization's Name: _____

Organization's Official Address: _____

Is the organization a d 501c3 non-profit? Yes No

Will Food/Catering be Involved? Yes No

Will Alcoholic Beverages be Served? Yes No

Other information you feel would be useful during the approval process: _____

For Office Use Only:

Date of Receipt:

Impact of Event:

Other Activities Scheduled:

Standard Event Fee:

Approved

Amended:

Outcome of Review:

Approved Questions for F/U Declined-no availability

Consider Next Year

Declined other reason:

Further Action Taken: