MYSTIC SEAPORT MUSEUM

SPECIAL EVENTS

BY LANCER *Catering*

INFORMATION GUIDE

VENUE LOCATIONS

THE BOATSHED

AVAILABLE MAY-OCTOBER
6:00-10:00PM

Open air pavilion for casually elegant receptions. Offering spectacular views of the Mystic River and downtown Mystic. All tables, chairs, glassware, China, silverware, linens and dance floor is included. The Boatshed can comfortably host up to 175 guests.

	VENUE FEE	GUEST MINIMUM
SUN - THUR	$2,000	50
FRIDAY	$2,500	100
SATURDAY	$3,000	150

LIGHTHOUSE POINT

AVAILABLE MAY - OCTOBER
BEGINNING AT 5:30PM

Outdoor Venue: Cocktail hour / Ceremony Location. Exhange vows over-looking the Mystic River, next to the Seaport's beautiful lighthouse. Optional tent rental upgrade available.

VENUE FEE $500

SPOUTER TAVERN

AVAILABLE YEAR-ROUND

Indoor Venue with outdoor patio/lawn. Smaller more intimate venue perfect for rehearsal dinners, cocktail parties and morning after brunches.

	VENUE FEE	F&B MINIMUM
SUN - THUR	$600	$1,500
FRIDAY	$700	$2,500
SATURDAY	$800	$3,500

GREENMANS' LANDING

AVAILABLE YEAR-ROUND

Indoor venue with an outdoor deck in the center of Mystic Seaport Museum. Museum & river views. Can comfortably host up to 100 guests.

	VENUE FEE	F&B MINIMUM
SUN - THUR	$600	$2,500
FRIDAY	$800	$5,000
SATURDAY	$1,000	$10,000

RENTAL GUIDELINES & POLICIES

Wedding arrangements that include a reception will be handled by Lancer Hospitality and their events coordinator. Ceremony-only weddings are handled by the Museum's event manager.

SETUP

Time is 2 hours prior to the event start time, and break down is within an hour of the event end time.

DELIVERIES

By vehicle are permitted prior to 10 a.m. or after 5 p.m. inside the Museum grounds. All vehicles must abide by the 5-mph speed limit at all times when driving on the grounds. Only two vehicles are allowed on the grounds at the same time.

Vendors will be allowed to enter the grounds before or after hours for delivery and set up. Delivery times for all vendors must be prearranged with the events coordinator. Vehicles must be off the grounds when the Museum is open.

BREAKDOWN

All equipment and supplies brought in by the vendor or client must be removed by the vendor or client immediately following the end of the event. Items not picked up by the supplier or client in a timely manner may be disposed of.

Mystic Seaport Museum will not be liable for any equipment or supplies that are lost, stolen, or damaged while on Museum property.

WEATHER

Mystic Seaport Museum is not responsible for scheduling problems, cancellations or missed engagements, and does not cancel events due to inclement weather. Scheduled events are held rain or shine.

MUSIC

Is permitted for ceremonies with standard-sized instruments. A piano or organ may not be brought into any building. The Town of Stonington mandates that all music at outdoor locations must end by 10 p.m. If a band requires amplification, the volume must be kept to a minimum, no louder than 86 db. Mystic Seaport Museum security officers will have final authority when there is a question of excessive volume or inappropriate lyrics; the Museum reserves the right to terminate music privileges at any time. Any refunds due the entertainer as a result of such a termination will be the responsibility of the hosting group.

NOT PERMIITED

No rice, confetti, flower petals or other materials may be thrown on the grounds, in any building, or in any facility. Fire-lit candle luminaries and balloons are not permitted on the grounds (battery-operated candle luminaries are permitted). Nothing may be tacked or taped to the walls of any building. Strings of Christmas lights, twinkle lights, or miniature globe lights may be hung at the Boat Shed. If the vendor or the client hangs strings of lights, it is the responsibility of the vendor or the client to remove them immediately after the event. Please make arrangements with Lancer to coordinate the setup and removal of these items.

PHOTOGRAPHY

The privilege to have photographs or videos taken on Mystic Seaport Museum grounds for personal use only is granted to wedding party members as part of the wedding package, under certain guidelines:

The photography shoot on Museum grounds should not last more than one hour.

A Museum or Lancer staff member must accompany the wedding party and/or photographer while on Museum grounds.

Wedding photography may not take place inside exhibits or on board any of the ships, including the gangways. Violators will be escorted off the vessel or out of the exhibit by Security. No alcohol is permitted during the photo shoot. (Violation of this policy could result in the vendor losing the privilege to photograph on Museum grounds for future events.)

No commercial use is to be made of photos or videos taken by any of the parties without prior written permission from Mystic Seaport Museum.

Drone photography is not permitted.

The following are the approved locations for wedding photography: Lighthouse Point; the wharf in front of the Charles W. Morgan or other ships; the village, the Membership Garden; the Planetarium Garden; the McGraw Common in front of the Meeting House; and the North Parade Dock. Museum visitors have first priority, and photography should not disrupt their enjoyment of the Museum.

MEMBERSHIP BENEFIT

Individuals booking their wedding at Mystic Seaport Museum receive a complimentary one-year membership with their reservation. The Membership is good for one year from their wedding date, to expire the following year on their wedding date.

BOATSHED DOCKS

INFORMATION FOR RESERVING BOATSHED DOCK FOR EVENING EVENTS

Thank you for choosing Mystic Seaport Museum's Claggett Boatshed as the venue for your special evening event. This information is to help guide you in the event you would also like to reserve the dock alongside the Boatshed (Bartram Dock).

All bookings are first come first served, and the reservation system goes live for the next year's season on November 1. Example: November 1, 2021 reservations can be made for 2022.

Fees for renting out that dock for 2021: $4.79 per foot for 240 feet. TOTAL $1149.60 Payment is due upon making reservation.

Please note the dockage cannot be reserved for the following holiday weekends: Memorial Day, July 4th Weekend, Labor Day or Columbus Day.

HOW TO RESERVE THROUGH DOCKWA

1. Go to site www.dockwa.com
2. Search for listing Mystic Seaport Museum
3. Enter Boat Length as 240 feet
4. Enter arrival date as the date of your evening event. Departure date will be the following morning
5. Press <Make Reservation> and enter contact information. Press Continue.
6. In Boat Name field, type: Barts for Wedding – you can fill other fields with Wedding/Boatshed Event or the numeral 1
7. Press continue through to credit card page. Process payment

CANCELLATION POLICY:

You can cancel your reservation request any time prior to the marina's local check-in time on the day of scheduled arrival. However, once a reservation has been Confirmed, any cancellation will be subject to the terms of the marina's cancellation policy:

Cancellation within 7 days will forfeit one night's dockage fee. Cancellation fee will be waived if eastern Long Island Sound is under a NOAA weather advisory on scheduled arrival day. Marina specific cancellation policies and check-in times can be found on the marina's Dockwa profile page, in your confirmation email, and during checkout on the reservation request form.
https://mayday.dockwa.com/hc/en-us/articles/115000220934-Cancel-a-Reservation-through-Dockwa

INFORMATION ABOUT BRILLIANT DOCK ADJACENT TO LIGHTHOUSE POINT CEREMONY LOCATION

Lighthouse Point (Brilliant dock) cannot be reserved, however if Brilliant is not docked and the slip is open please be informed: Mystic Bridge opens at 45 past the hour, docking typically happens 5:45-5:55; If there is a conflict, Boater will be informed of ceremony and asked to avoid ceremony time – most boaters are amenable to delay docking until ceremony has concluded. An emergency situation supersedes everything, but MSM dock hands are trained and skilled at doing things efficiently and are mindful of other events.

DOCK SHARING ETIQUETTE

In the event the party is unable to reserve or chooses not to reserve dock space please review dock sharing etiquette.

If a boat is docked, common courtesy is expected between both parties. Docks are 12' wide – party goers would be expected to be courteous to boat owners and yield the 6 feet closest to the boat.

FOR MORE INFORMATION CONTACT

MELISSA HALL

CATERING SALES MANAGER

LANCER HOSPITALITY

EVENTS.MSM@LANCERCATERING.COM