

Business Functions at the Seacoast Science Center



Situated on the ocean's edge within historic Odiorne Point State Park, the Seacoast Science Center provides a unique and memorable setting for business meetings and corporate entertaining alike. From the fun and games of an annual staff picnic to an international video-conferenced sales meeting or just a quiet off-site location to discuss business, any meeting or function at the Center is sure to surpass your expectations. Knowing that your rental supports the Center's outstanding ocean education work makes your event even more meaningful.

We offer three distinctly different settings to meet your business or entertainment needs.

Sugden House and Exhibit Galleries

The historic Sugden House is one of the seacoast's favorite meeting venues. Its stone walls and extensive lighting options create a warm and comfortable atmosphere. The Sugden House is complete with a kitchenette, seating for 100 theater-style or approximately 70 at tables depending on set-up. Ample presentation technologies and wireless internet are available.

Our exhibit galleries can accommodate larger parties (up to 150 guests). Whether you choose a cocktail-style event, buffet, or seated dinner, your guests will be delighted being entertained among the fascinating creatures of the Gulf of Maine.

Function Tent

Our 3,200 sq. ft. function tent (available May-October) offers unsurpassed coastal views. The tent is complete with electricity, lighting, a full floor, and sheltering sidewalls. It accommodates up to 200 people at tables. Clients may rent additional bump-out tents to increase capacity.

Gregg Interactive Learning Studio

The Gregg Interactive Learning Studio is our modern meeting venue, packed with user-friendly, high definition presentation and video-conferencing equipment. The 1,300 sq. ft. studio can accommodate 32 participants at movable workstations, although studio's flexibility allows it to accommodate up to 60 with additional tables; 100 theater-style.

Contact us at 603-436-8043, ext. 14 or siterental@sscnh.org to book your event.



2019 Price Sheet

Business Meetings

\$80/hour or \$275/day* for Business Members and Non-Profits; \$110/hour or \$550/day* Non-Members

Business meetings can be held in the Sugden House or the Gregg Interactive Learning Studio. Indoor events include the use of a limited number of 6' rectangular tables and chairs. Standard hours are between 9 a.m. and 5 p.m. After-hours meetings can be accommodated; please inquire for details. Includes use of A/V equipment.

Corporate Outings

Corporate outings can be held under our function tent (available May-October), or indoors, with use of the Sugden House, Gregg Interactive Learning Studio, and exhibit galleries.

Tent Rental

\$440/hour (up to 75 guests); \$550/hour (75-400 guests)**

Rates include:

- Use of the 40'x80' function tent, which includes flooring, lighting around the perimeter inside the tent and bistro lighting, electrical supply (for caterer, band/DJ, etc.), and full siding for the tent, if desired
- Use of 10'x10' EZ-Up pop up tents for bar, hors d'oeuvres, etc. (there are no sides for these tents)
- Use of the Seacoast Science Center facility, restrooms, and all exhibits for the duration of the event
- A Seacoast Science Center staff member to assist with site-specific logistics for the duration of the event

Please note: setup and cleanup is the responsibility of the client or caterer

Rates do not include tables, chairs, or dance floor. You may rent these, along with dinnerware and linens, either through your caterer or from Exeter Events & Tents (603-778-9838).

Please note that we are to the public from 10am-5pm.

Indoor Rental

\$80/hr. for Business Members and Non-Profits ; \$110/hr. Non-Members, per function room

Function room rentals can take place any time during the day, subject to availability.

Additional Fees for Business Outings:

- If there is alcohol at the event, a Police officer is required to be present and will be secured by the Seacoast Science Center at the expense of the client. The police detail rate is \$71/hour, with a 4 hour minimum.
- Alcohol must be served by a Seacoast Science Center approved bartending service; please inquire for details.
- The New Hampshire Division of State Parks and Recreation special use permit policy requires that we collect \$1.00 per person. This covers admission to Odiorne Point State Park.
- A cleaning fee deposit of \$300.00 is required for large events (125 people or more). The fee will be returned to the client if the facility and surrounding grounds are satisfactorily cleaned after the event (at the discretion of SSC).
- For large, outdoor outings/meetings only (125 people or more): A liability insurance binder of \$2,000,000 must be drawn for the event by the client. The insurance binder must name Seacoast Science Center, Inc. and NH Division of Parks and Recreation, and Town of Rye as co-insured. A copy of the policy must be provided to the Center prior to the event. An insurance binder can usually be obtained under a personal liability umbrella policy, as a rider on a business' policy, or through a separate event insurance agent (e.g.: wedsafe.com).
- A \$30/hr. staffing fee will be charged for events extending beyond normal business hours*.

*9am-5pm. Rentals that require setup or start before 9am, or are not complete by 5pm, will be charged a \$30/hour staffing fee.

**The tent seats up to 200 guests at tables; add-on tents may be rented. Casual events can accommodate up to 300 guests.

Contact us at 603-436-8043, ext. 14 or siterental@sscnh.org to book your event.



Caterers

All caterers must submit a signed copy of the **Caterer's Agreement and the Center's Alcohol Policy**, and provide a copy of **proof of insurance** before they can work on the grounds. We have had great success with the following caterers and as such, they are preferred options:

Chill Catering: www.chillcatering.com 603-877-5575

Blue Mermaid Island Grill: www.blumermaid.com 207-703-2754

Liberty Lane Catering: www.libertylanecatering.com 603-926-1545

The White Apron: www.thewhiteapron.com 603-617-3555

Simply Elegant Catering: www.merrimackvalleyevents.com 978-372-7329

Foster's Downeast Clambake: www.fostersclambake.com 800-552-0242

Caterers not on the list above must provide a copy of their insurance and food permit(s). We also require that any caterers familiarize themselves with the facilities prior to the event.

Rentals

For tables, chairs, dance floor, additional tents, additional lighting, heaters, etc.:

Exeter Events & Tents: www.exetereventsandtents.com 603-778-9838

The rental vendor must contact the Seacoast Science Center's Site Sales Manager as soon as possible to discuss logistics for drop-off and pickup of rental equipment.

