

## **The New England Carousel Museum** **Frequently Asked Event Rental Questions**

*Thank you for considering The New England Carousel Museum for your event!  
Answers to frequently asked event questions are below. We would be happy to answer any additional questions related to your event.*

- 1. How many guests can fit in the ballroom?**  
The Ballroom comfortably holds 150 guests seated at 60” round tables with a dance floor (8 people to a table maximum).
- 2. How many guests can fit in Studio 1? The Greek Museum?**  
We can fit a maximum of 30 people in Studio 1, and a maximum of 20 people in The Greek Museum.
- 3. What does the Museum provide?**  
The Museum provides 60” round tables, various rectangular tables (inventory varies, please confirm with the Event Coordinator what tables are available), and art deco style red padded chairs. The Museum will set up the tables and chairs according to an agreed upon floor plan.
- 4. How much setup and breakdown time is included in the rental?**  
For a Ballroom hourly rental, you have 1 hour of setup time concurrent with your event, and 1 hour of breakdown time following your event. For a Brass Ring Event, you have 4 hours of setup time on the day preceding your event (calendar permitting). For any additional setup/breakdown time it is an additional \$60/hour.
- 5. Do you have any preferred vendors?**  
We do not have a preferred vendor list at this time. We are more than happy to work with any vendors of your choosing.
- 6. Any requirements of the vendors?**  
If a vendor you are using has never worked in our space before, we ask that they schedule a time to visit the museum prior to your event. That way they are familiar with where they will be setting up and working for your event.
- 7. Are carousel rides included?**  
Carousel rides are included for events during Public Hours and for Brass Ring Event Packages. For After Hour facility rentals carousel rides are \$50/hour.
- 8. Is there somewhere for me and my Bridal Party to get ready?**  
There is no Bridal Suite for getting ready on site.
- 9. I love the fairy lights around the poles in the pictures! Does the museum do that for events?**  
Clients are responsible for supplying and putting up fairy lights and any other decorations. Please confirm any larger decorative plans with the Event Coordinator.
- 10. Can we move some of the horses to better accommodate our floor plan?**  
Clients are not allowed to move any parts of the collection at any time. Any movement of the collection needs the Executive Director’s approval.
- 11. Is there air conditioning?**  
Yes!
- 12. Can we hire a DJ for our event?**  
Yes. But, the event must take place during non-public hours.
- 13. Can we have candles?**  
Open flames are not allowed in the museum. However, sterno is allowed to keep food warm.

**14. Can we have a DJ?**

Events with a DJ must be after hours and in the Ballroom.

**15. What about Event Insurance?**

The Museum requires a Certificate of Liability naming The New England Carousel Museum as the additionally insured for all facility rentals outside of public hours and for all facility rentals serving alcoholic beverages.

**16. Should I check in with the museum about my event?**

Yes! Upon signing your contract, the Event Coordinator will schedule a 6 month check in and a 1 month check in with you.

*Have any more questions? Please reach out to our Event Coordinator at (860) 585-5411 ext 101*