



**Winterfest Rental Fee Structure**

**Lunchtime Rental**

Visitor Center	Time Frame	Price and Set-Up Times
<i>Lunchtime rentals are available Mon-Fri</i>	11:00 am. – 3:00 p.m.	\$750 for 3 hours \$150 for an additional hour Includes a Trolley ride

**Evening Rental**

Visitor Center	Time Frame	Price and Set-Up Times
<i>Evening rentals are available Mon-Thurs</i>	5:00 pm. – 9:00 p.m.	\$1500 for 4 hours \$300 for an additional hour Includes a Trolley ride through the Tunnel of Lights

Included with your rental:

- Museum professional staff on duty
- free access to the Museum for your guests

Required:

- \$100 non-refundable deposit to hold the date for Daytime Rentals
- \$500 non-refundable deposit to hold the date for Evening Rentals

Catering:

- You must hire and pay for your own caterer. The Museum will provide a vendor list. If you would like your own caterer a site visit will be required.
- You must pay for your own rental equipment (tables & chairs). The museum does have some tables and chairs, please ask for details.
- A site visit with the caterer is required to discuss the use of the space and time frame.
- The caterer must provide the Museum with a copy of their liquor permit and a certificate of liability insurance.
- Caterers and vendors must set-up and load-in from the rear of the Main Building.
- The caterer will clean the prep area before departing; and remove all garbage.
- Rental equipment must be delivered the day of the event and removed the day after, unless otherwise arranged.
- The area provided for the caterer does not have access to water and electricity is limited.
- The Museum is equipped with a small kitchen area with a small sink and refrigerator but no appliances that can be used to prepare food.
- The set-up time frame for the event will be discussed prior to booking.

Audio/Visual:

If other equipment is necessary, you will be responsible to hire and pay for these services.

*Connecticut Trolley Museum is a non-smoking facility*

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