The Lawrence J. Yerdon Visitors Center is styled after the many warehouse structures that once populated the Portsmouth waterfront.

**TYPE OF EVENTS**

The Lawrence J. Yerdon Visitors Center is a facility for receptions, dinners, business meetings, lectures, and private parties.

**CAPACITY**

90 Lecture seating  
70-80 Sit Down Meal (time dependent)

**FEATURES**

- Ample tables and chairs*  
  *It is the renter’s responsibility to acquire any additional tables, chairs and equipment that are needed.

- WiFi, wireless mic, podium, retractable screen

- Onsite parking*  
  * The rental base fee includes five (5) spaces in the Hancock Street parking lot during regular Museum hours. Additional spaces may be available after the Museum has closed.

**CATERING**

The onsite café – Liberty Fare Dining – is available for catering, or renters are welcome to bring in their own food or use a different caterer as long as they hold the appropriate license.

**OTHER CONSIDERATIONS**

- **SET-UP:** If renting the entire Visitors Center, set-up in areas other than the main hall can’t begin until the Museum closes at 5:00 PM.

- **LINENS/DISHWARE:** The renter is responsible for linens and dishware.

- **MUSIC:** Live music (or DJs) cannot be played during regular Museum hours.
  (10:00 AM to 5:00 PM)

- **TRASH:** The Museum has a “carry in / carry out” trash and recycling policy.

- **ALCOHOL:** Alcohol must be served by a person or caterer with a New Hampshire liquor license or TIPS certification.

- **INSURANCE:** A certificate of insurance (or one-day event insurance) must be provided by renter if alcohol is being served.

**RENTAL FEE**

* Lecture Hall Only  

<table>
<thead>
<tr>
<th>Duration</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>1 Hour</td>
<td>$200</td>
</tr>
<tr>
<td>2 Hours</td>
<td>$300</td>
</tr>
<tr>
<td>3 Hours</td>
<td>$400</td>
</tr>
<tr>
<td>1/2 Day</td>
<td>$500 / Evening</td>
</tr>
<tr>
<td>Full Day</td>
<td>$750</td>
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</tbody>
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* Discounts may be available for non-profit organizations.
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