



Woman's Club of Concord

44 Pleasant St., Concord, NH 03301 • WCCNH.com

Chamberlin House Event Rental Guidelines

- Confirm your meeting or event day with the club scheduler at EventRentalsAndParking@WCCNH.com
- Fill out the rental form found on the WCC website and send that form and payment to the Woman's Club of Concord, 44 Pleasant Street, Concord, NH 03301
- The Second Floor is restricted, residents only.
- Please provide your own napkins, paper products, tablecloth etc. for your event.
- When using the projector of the VCR, please use an outlet other than the one on the timer. This lamp is never unplugged. Please do not turn it off, even when you leave.
- Chamberlin House is a non-smoking environment.
- Wine and beer may be served, hard liquor is not allowed.

After the meeting

- Replace chairs in the closet under the stairs according to the pattern on the back (either a square or a diamond shape)
- If card tables have been used, please put them back according to instructions: legs on legs, and tops on tops. Otherwise they will not fit.
- Please move furniture back to its original position.
- Please take your trash with you.
- Sweep crumbs from the carpets using the hand-sweeper which is generally found in the kitchen area.
- Turn off all lights except the living room and kitchen lamps which are on timers.
- Turn off the front porch light before locking the front door.
- Close and lock windows before you leave
- Check that faucets are not left dripping.
- Check both doors from the outside to ensure they are locked.
- Leave the key in the lock box and secure.

If anything is broken or damaged please report it to the event scheduler at EventRentalsAndParking@WCCNH.com or leave a message on the house phone 225-3622. We hope these guidelines are helpful, that you enjoy your visit, and that you will come again to the Chamberlin House.