

Chamberlin House Event Rental Guidelines

- Confirm your meeting or event day with the club scheduler at EventRentalsAndParking@WCCNH.com
- Fill out the rental form from this website and send it 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.
- Please do not burn candles of any kind.
- 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 return them to their original location.
- 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.
- 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 2253622. We hope these guidelines are helpful, that you enjoy your visit, and that you will come again to the Chamberlin House.