



WOOD ISLAND

LIFE SAVING STATION ASSOCIATION



KITTERY POINT, MAINE



CORPORATE RENTAL INFORMATION



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CORPORATE EVENT FAQs

How do I access the Wood Island Life Saving Station for my event?

The station is accessible by boat only. You will need to arrange transportation through our list of preferred boat vendors based out of Portsmouth or via private boat.

What is included in the basic rental fee?

The basic rental fee includes the building and grounds, (2) restroom facilities, (10) 8' tables, (100) wooden garden folding chairs, (10) white linen tablecloths, state-of-the-art Audio Visual, power/Wi-Fi access, and cleaning.

What is the alcohol policy?

Wood Island does not sell alcohol and maintains a BYOB policy. It may be served at private events and is arranged by your caterer.

What is your refund policy?

Refunds are available up to 90 days before the event date. After this period, no refunds will be issued. Please refer to the rental agreement for full details on cancellations.

What happens if the event is canceled?

In the event of a cancellation by the boat captain, the non-refundable deposit can be applied to a future, mutually agreeable date within one calendar year from the original date of the event.

Are there ADA accommodations available?

The island and first floor of the station are accessible for those with mobility challenges. Please contact us ahead of time to discuss specific accessibility needs.

Can we bring pets to the event?

Pets are allowed on the grounds but not allowed inside the museum. We ask that you do not allow your pet to roam unleashed in May & June during duck nesting season. Service animals are the only exception and are welcome.

Is there parking available on shore?

There is no designated parking for Wood Island guests on shore, however, charter boats will provide direction for parking in Portsmouth, NH.

Can we decorate the venue?

You are welcome to decorate the space with flowers and signs/posters on easels, but we ask that you do not attach any decorations to the walls.

Are there catering options available?

You are welcome to bring your own catering or hire a vendor. We also have a list of approved caterers familiar with the venue. We will gladly coordinate with your caterer to provide information and answer questions.



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EVENT RENTAL PRICING

\$1,500 – Evening Cocktail Reception

A (three hour) evening cocktail reception with wine/cheese – see Partner Vendors list for caterers
Perfect for birthdays or anniversaries
Available after Museum hours starting at 3PM
Minimal set-up/break-down (bar & food table/a few chairs)

\$2,000 – Corporate Lunch Event/Excursion Event

A mid-day lunch event (four hours). Need more time? Try *A Day on Wood Island*.
Guided tour available
Need partial closure of Museum* if the event is held on Th/Fr/Sa/Su (best days are Mo/Tu/W)
Minimal set-up/break-down (folding tables/chairs/food table for coffee, lunch)

\$3,000 – Evening Soirée

A half-day (six hours) event in the evening
At least ~ 1 hour set up/break down
Need partial closure of Museum if the event is held on Th/Fr/Sa/Su (best days are Mo/Tu/W)
Set-up can begin at 2PM

\$5,000 – A Day on Wood Island

A full-day event (12 hours)
Great for corporate meetings/board retreats
Need full closure of Museum if the event is held on Th/Fr/Sa/Su (best days are Mo/Tu/W)

\$7,500 – A Wedding Event

A two-day event
Set up can begin after Museum closes the day before
Breakdown must be done by 10AM the following morning
Need to close the museum fully for two days for additional fee (Th/F/Sa/Su)

*Cost for closing museum. \$1,500 per day. \$750 for partial closure. Only applicable if the event occurs during museum operation days (Thursday, Friday, Saturday, Sunday).

Events lasting longer than the scheduled duration will be charged \$500 on a per-hour basis.

NOT INCLUDED IN THE RENTAL FEE

- Transportation/Boat charter
- Event Planner
- Catering/Bartending service
- Additional Wood Island Staff
- Event Rental Insurance
- Tents/installation
- Dinnerware (plates, glasses/stemware, flatware), platters/serving utensils
- Coolers
- Additional cleaning if needed



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PARTNER VENDORS

Wood Island partners with trusted local vendors to make planning your event seamless, whether it's catering, transportation, or accommodations. If you are working with a business not on this list, please have them reach out to us with any questions.

TRANSPORTATION/BOAT CHARTERS

- [*Portsmouth Harbor Cruises*](#), Portsmouth, NH
- [*Gundalow Company*](#), Portsmouth, NH
- [*Capt. Lowell Mower, Cruise*](#), Eliot, ME
- [*Capt. Jack Farrell, Shining Star*](#), Portsmouth, NH
- [*Capt. Ret Tilley, Sara Rose*](#), New Castle, NH

BOXED LUNCHES/"TO-GO"

- [*Provisions at Pepperrell Cove*](#), Kittery Point, ME
- [*Lil's Café*](#), Kittery, ME
- [*Terra Cotta Pasta*](#), Kittery, ME
- [*The Islander Café*](#), New Castle, NH
- [*DeStefano's Market*](#), Portsmouth, NH
- [*Popovers on the Square*](#), Portsmouth, NH

CATERING

- [*Provisions at Pepperrell Cove*](#), Kittery Point, ME
- [*The Take Away Café*](#), Kittery, ME
- [*Foster's Clambakes and Catering*](#), York, ME
- [*Happier Hour, Mobile Bar Company*](#), Serving ME & NH

EVENT PLANNERS

- [*Rose Coast Events & Concierge Services, LLC*](#), Annastacia Banks

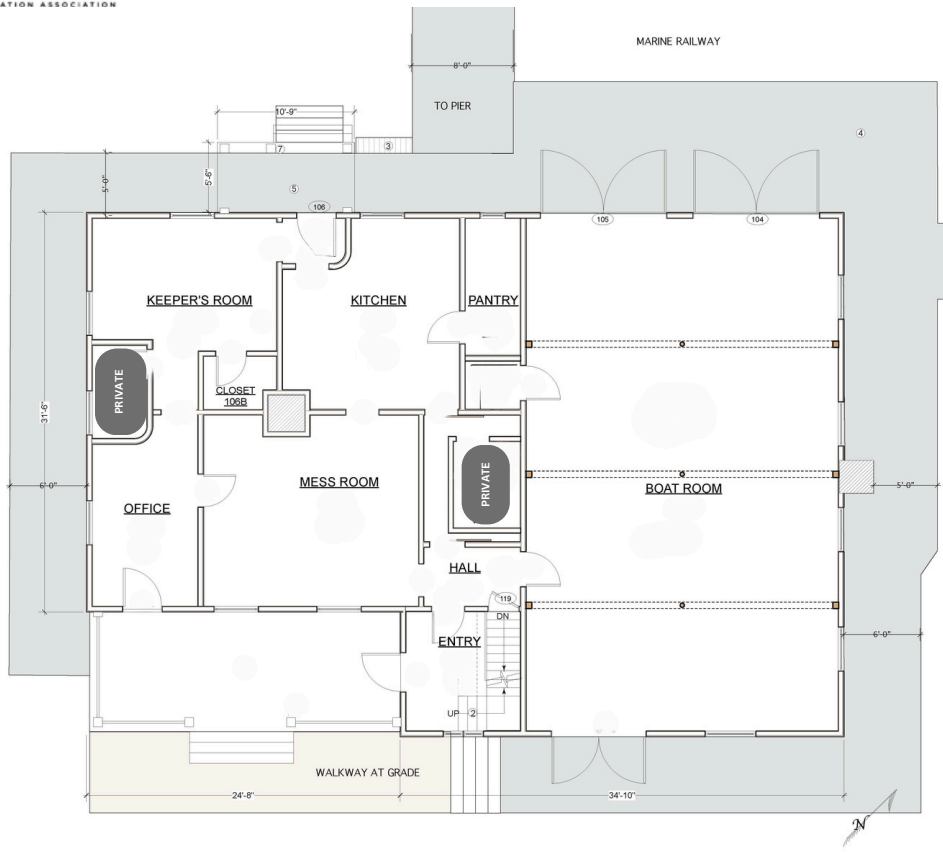
ACCOMMODATIONS

- [*Wentworth by the Sea*](#), New Castle, NH
- [*Sheraton Portsmouth Harborside*](#), Portsmouth, NH

EVENT RENTAL INSURANCE

- [*Travelers: Protector Plan for Events*](#)

FIRST FLOOR



SECOND FLOOR

