WOOD ISLAND

LIFE SAVING STATION ASSOCIATION

Event Rental INFORMATION

Kittery Point, Maine

2026

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PRIVATE EVENTS & FUNDRAISERS

Our beautiful venue can handle a variety of private and non-profit events, for a limited number of dates over the summer and fall. Events include evening cocktail parties, fundraisers, weddings, anniversaries and more. By choosing Wood Island Life Saving Station, you will not only create a unique and memorable experience for your guests and families but also contribute to the important work of our organization.

CAPACITY

Our museum and grounds offer a spectacular setting for intimate events for small groups and can also accommodate 75-100 seated people for larger gatherings.

FEATURES

- Immersive audio & video system
  - Wireless connection for all presentations/presenters regardless of format
  - (2) 100" drop down screens/projectors (Images on each screen or one image across both)
  - 4000-watt system amplifier/High quality speakers
  - Microphone, handheld
- Standard PA System
- WiFi and Power
- (10) 8' tables, (100) wooden garden folding chairs, (10) white tablecloths
- Farm sink with potable water
- (2) Restrooms

OTHER CONSIDERATIONS

- Transportation can be arranged through our preferred partners *Portsmouth Harbor Cruises, Gundalow Company*, independent charters or via your private boat.
- Catering and Beverage Services
  - *Takeaway Cafe,* Kittery, ME
  - *Fosters Clambakes & Catering*, York, ME
- Bartending Services
- Event Coordinator/Additional Labor
- Event Insurance
- Entertainment (DJ Services/Live Music/Bands)

RENTAL FEE

$1,500 A (3- hour) evening reception after the museum closes at 3PM.

$3,000 A half-day (6-hour) event in the evening. Set up begins at 2PM.

$5,000 A full-day event (12-hour). Set up can begin at 10AM

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

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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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PLANNING YOUR EVENT: A TIMELINE

Wood Island is all about logistics! In order to make your event run smoothly we have designed a general timeline to help guide your planning.

1 YEAR BEFORE EVENT (SUGGESTED)

- Secure date and finalize Rental Agreement with non-refundable deposit
- Confirm full payment due date
- Secure Vendors (Boat Charter, Caterer, Event Planner, Florist, Music/Entertainment, Rentals, etc.)
- Establish weather/cancellation contingency plan and alternate location (*Plan B*). For larger events hiring an Event Planner is strongly recommended

3-6 MONTHS BEFORE EVENT

- Confirm all vendor bookings with contracts and deposits
- Coordinate transportation logistics for guests and supplies. Parking arrangements should be made
- Create event schedule and finalize timeline
- Assign set-up/clean-up responsibilities
- Purchase one-day Event Insurance
- Confirm *Plan B* – send copy of plan to WI.

1-3 MONTHS BEFORE EVENT

- Verify final guest count
- Make final payments for vendors/rentals
- Confirm details with vendors (menu selections, delivery times, etc.)
- Finalize transportation schedule for pre-trips and guest arrivals/departures
- Create a "Day of" timeline in coordination with Wood Island staff

2-4 WEEKS BEFORE EVENT

- Confirm all deliveries & set-up times
- Print schedule, checklists, and guest instructions
- Confirm disposal and clean-up arrangements

1 WEEK BEFORE EVENT

- Review final checklist and ensure all items are secured
- Communicate final details to vendors and team
- Assign emergency contact person for the event
- Prepare and pack necessary non-perishable supplies for transport
- Confirm vendor RT transportation schedule (ex. Caterer/bartender arrive at 12PM (first boat)

DAY OF EVENT

- Set-up (Allow ~2 hours max)
- Set-up PA system
- Organize food and beverage stations
- Ensure all supplies are accessible
- Guest Arrival & Event Execution
- Breakdown & Clean-Up (~1 Hour)
- Boat returns guests, event planners and WI crew to shore

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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 30 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.

What is Plan B?

Plan B is the backup plan that you have created with your event planner. In rare cases of extreme weather, the boat captain may decide to cancel the event due to safety concerns. Your Plan B will enable you to have a wonderful event at a secondary location.

Do I need event liability insurance?

We highly recommend obtaining a policy to ensure peace of mind and can recommend providers. Event liability insurance is a specialized insurance policy designed to protect you, your guests, and your vendors in the event of accidents or incidents that might occur during your event.

Do I need to hire an Event Planner?

We highly recommend an Event Planner for half-day and full-day events and weddings because hosting an event on an island presents unique logistical challenges.

Wood Island Life Saving Station reserves the right to designate an event planner to assist with the planning and coordination of your event.

Any fees charged by an event planner or coordinator are separate from and in addition to the Wood Island event rental fee. For smaller events, Wood Island may also be

able to provide limited planning assistance for an additional fee.

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 flame/fireworks policy?

For the safety of the site and its surroundings, no open flames, fires, or fireworks are allowed on the property. This includes candles, torches, or any other flame-based decorations.

Is there parking available for guests on shore?

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

Are there any noise restrictions?

To maintain the natural environment of the area, we kindly ask that you keep noise levels respectful of surrounding wildlife and other visitors. Amplified music must be kept at a reasonable volume.

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.

What is the maximum capacity for events?

The Wood Island Life Saving Station can accommodate up to 75 guests for your sit-down event, ensuring comfort while maintaining the historic charm of the location, and up to 120 for drinks and appetizers.

Do you offer a discount for charitable events?

The Wood Island Life Saving Station embraces its mission of “Helping Others, Then and Now” and prides itself on supporting other non-profit organizations. Please reach out to us for pricing for these events.

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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 that is 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. Jack Farrell, Shining Star*, Portsmouth, NH
- *Seaglass Harbor Tours*, Rye, 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

- *Portfire Events*, New England
- *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*

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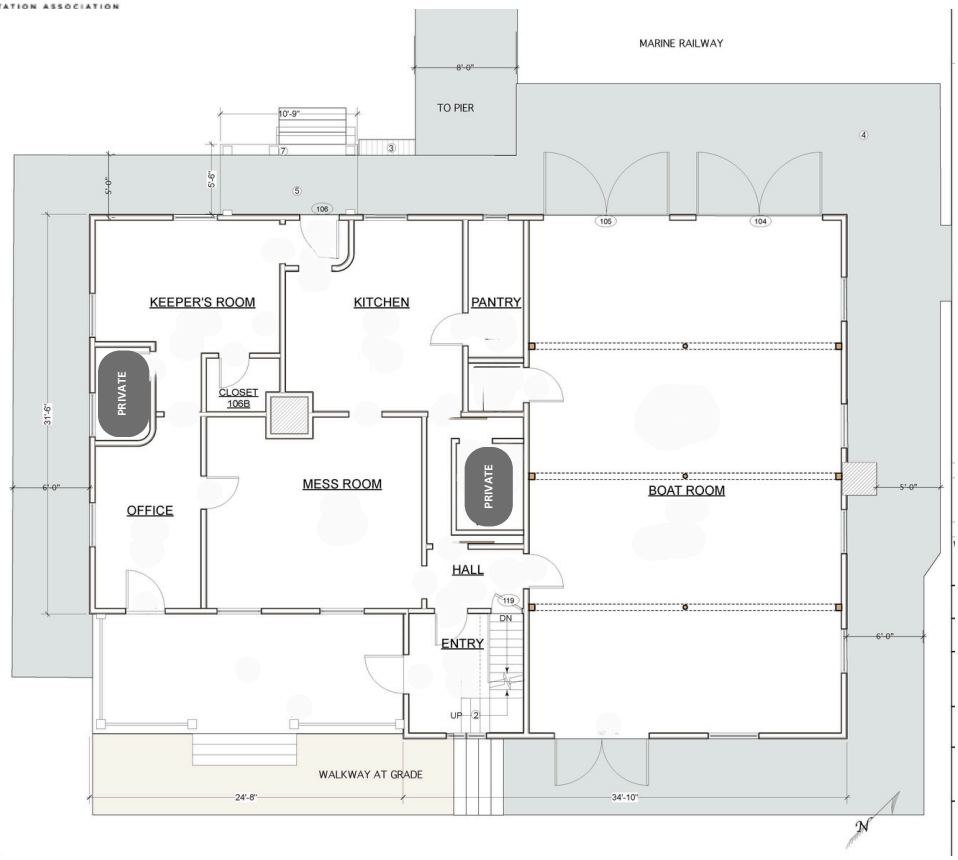
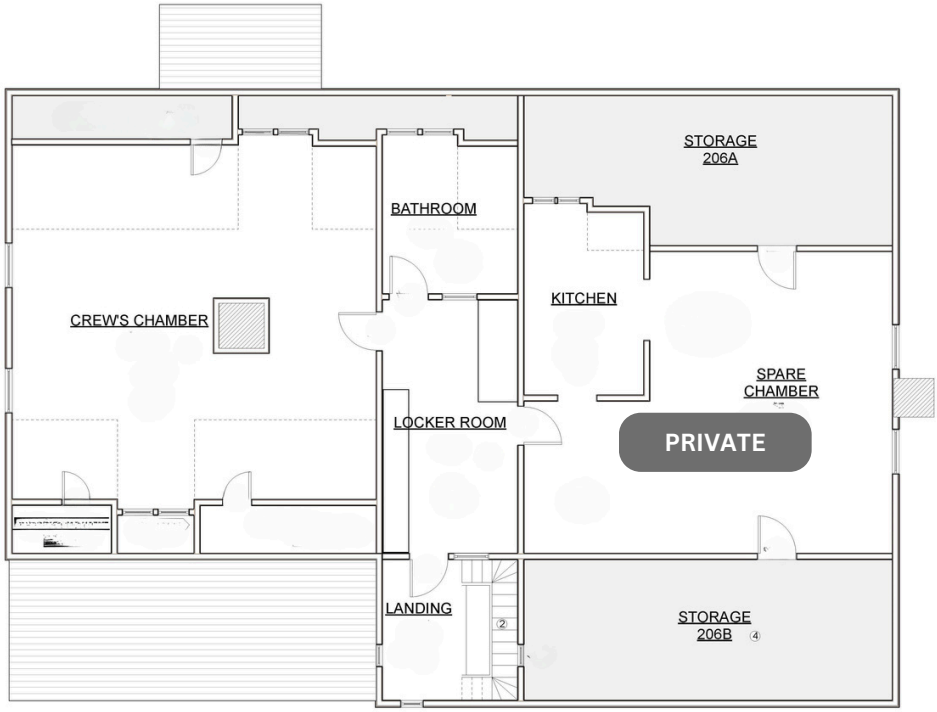
POST OFFIC

FIRST FLOOR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