

Scituate Maritime Center Frequently Asked Questions

How do I obtain access to the Scituate Maritime Center?

The doors to the Scituate Maritime Center are on an automated locking system. We will arrange for the doors to open and close on the day of your event.

Who sets up the event?

Users, or the caterer they have hired, are responsible for setting up and returning space as found. All trash must be removed. The tables are stored in the outside closet across from the accessibility ramp on the side deck. The key hanging on a purple lanyard in the closet that is closest to the side door will unlock this closet. Prior to your departure, tables must be put away as well as the chairs which are stored in the credenza inside the SMC.

What types of tables and chairs are available?

There are eight (48 inch) round tables for your use and 50 white garden chairs. There are also three (6 foot) long banquet tables. You must provide your own linens and tableware.

Can we put up a tent on the deck?

Yes, you may contact a tent company to set up a tent on the deck. They will need to apply for a permit through the Town of Scituate, Building Department.

Can we play music?

Yes, inside only. There are speakers and the system is iPod ready. The receiver can be found in the right-hand closet.

Can we serve beer and wine?

Yes, your caterer or bartender will need to apply for a *One Day Wine & Malt License* (\$50 fee) through the Town of Scituate, Select Board Office. You are not allowed to bring or serve your own beer or wine. **Liquor is not allowed unless you employ a 12c Caterer.** The caterer or bartender must have the proper paperwork on file with us which includes their Certificate of Liability, as well as bartender TIPS Certification. A list of the local approved caterers that have this paperwork on file can be found on our website [Scituate Maritime Center | Scituate MA](#).

When will I receive my security deposit back?

If the facility is undamaged, and left in the same condition, you will receive your refund within two weeks after your event.

Can we use outdoor heaters on the deck at the SMC?

Yes, you may use outdoor propane heaters. Any more than 40 pounds (2 tanks) in use requires a permit from the Scituate Fire Department. If the heaters are to be used inside an enclosed tent, the Scituate Fire Department would also require a CO detector & fire extinguisher. If you, or your caterer/bartender, would like to use outdoor propane heaters for an event, please:

1. Notify the Town Administrator/Select Board office in writing or via email of the date of use.
2. Contact the Scituate Fire Department directly at 781-545-8748 to obtain the appropriate permits.