

Scituate Maritime Center Frequently Asked Questions

Where do I pick up the key?

The key must be obtained at the Scituate Police Department and signed out by a responsible party, typically the caterer. Failure to return key will result in denial of future use and loss of security deposit.

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, and tables and chairs must be put away. Chairs are stored in the credenza and tables are stored in the left closet.

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 two (6 foot) long banquet tables. You must provide your own linens.

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 closet.

Can we serve beer and wine?

Yes, your caterer or bartender will need to apply for a *One Day Beer and Wine License* (\$50 fee) through the Town of Scituate, Board of Selectmen Office. **Liquor is not allowed.** 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 local caterers that have this paperwork on file can be found on our website <http://www.scituatema.gov>

When will I receive my security deposit back?

If the facility is undamaged, you will receive your refund within two weeks.