



PO Box 2310 ▪ North Conway, NH ▪ 03860-2310 ▪ 603-356-2137 ▪ Fax 603-356-0307

### **MOUNT WASHINGTON OBSERVATORY (MWOBS) - CONFERENCE ROOM RENTAL**

Individuals or organizations may rent the Mount Washington Observatory (MWOBS) Conference Room for private functions at the discretion of MWOBS. MWOBS reserves the right to decline any group due to unacceptable facility impact (e.g., band, alcohol, etc.). MWOBS programs and events take precedence, and any bookings outside regular business hours (Mon-Fri, 9AM-5PM) must depend on the availability of a MWOBS staff person to be present.

MWOBS Administrative Assistant will take reservations in coordination with MWOBS Executive Director. A deposit of \$50 will be required to reserve the room. The deposit will be refunded if the event is cancelled and we are able to rebook for that date. All laws governing the distribution and use of alcohol apply to this space rental.

MWOBS is a NO SMOKING facility. MWOBS requires all RECYCLABLE materials (glass, plastic, aluminum, cardboard) from the event are to be bagged separately and placed in a designated location for removal. When the scheduled event occurs only during regular business hours (Mon-Fri, 9AM-5PM), outside suppliers (e.g., caterer, etc.) and their equipment must be gone by the end of regular business hours.

#### **Conference Room Rental Fees:**

Weekdays (Monday-Friday) 9 AM to 5 PM:  
\$50/Hour

Weekends, Holidays, and Evenings:  
\$50/Hour  
Plus \$75 Flat Fee

*A \$50 deposit is required to confirm room rental. This deposit is non-refundable if the reservation is cancelled with less than 48 hours' notice. Balance of payment is due within 30 days of room use.*

#### **We provide with the fee:**

Restrooms	Ample parking	Coat Closet
Projection Screen	Whiteboard	Projector
8-8' Tables and 50 Chairs	Staff Member On-Hand	Trash and Recycle Receptacles

**Table and Chair Setups:** Please notify us of your preference during normal business hours (Monday-Friday, 9 AM – 5 PM) at least 24 hours in advance. We can set up 50 chairs auditorium style or chairs at tables (8 to 10 each at 6 tables). If you require additional capacity, please inquire.

**Food and Drink:** We do not have the capacity to provide food, drink, or associated supplies and equipment, though you are welcome to bring your own. Catered food service is permitted. Please let us know in advance if a caterer expects access and at what time access is needed. Several restaurants are located a short walk from MWOBS' location.

*We appreciate leaving the room in the same condition as found upon your arrival. Thank you. For further information, to view the room, or to make reservations, please contact Carissa Milliman, (603) 356-2137 ext. 209, [cmilliman@mountwashington.org](mailto:cmilliman@mountwashington.org).*