



# WOODS HOLE OCEANOGRAPHIC INSTITUTION

## ***Agreement for use of the Cotuit Estate***

The Cotuit Estate was once part of a luxury hotel in the early 1900s and was donated to the Woods Hole Oceanographic Institution through the generosity of the late Frederick C. Crawford, former Honorary Member of the Corporation, and his wife Kay Crawford, who is a current Honorary Trustee and Honorary Member. It is Mrs. Crawford's wish that the house be used by the Institution for small conferences and staff retreats.

In order to preserve the beauty and historical value of the property, please review and comply with the following guidelines for its use.

<b>Reservations</b>	The Estate may be reserved through the Institution's scheduling system or by calling the Conference Services Coordinator at 508-289-2202. Because of the difficult logistics presented by the property's remote location, the Conference Services Coordinator will work with the user to organize the event.
<b>Event Specifications</b>	The Estate may be used for non-social, business events with a maximum of 30 attendees. There are no on-site overnight accommodations. A list of local bed and breakfasts, inns, and hotels is attached.
<b>Parking</b>	Parking is extremely limited and is available for a maximum of eight cars beside the house and along the driveway. Please refrain from parking on the grass. Carpooling is recommended, or the Conference Services Coordinator can assist with a shuttle van rental.
<b>Services</b>	<p><i>Catering</i> – A list of approved caterers is attached. The user may select one of these caterers or supply his or her own food items. Please involve the Conference Services Coordinator in the planning process. To preserve the furniture and lessen the expense of cleanup after an event, please use caution when eating or drinking in areas with furniture and carpeting. When possible, please use the sunroom areas (located on opposite ends of the first floor) for meals and breaks.</p> <p><i>Beverages</i> – Soft drinks, juices, flavored waters, and coffee/tea supplies are stored in the refrigerator and neighboring cupboards. Bottled and canned beverages are charged based on full 6-packs. For example, if four soft drinks are consumed, the user will be charged for six. The beverage price structure is the same as for Village and Quissett Campus meetings. Alcoholic beverages may be served, although alcohol is not stored on the premises. Arrangements for beer and wine can be made through the Conference Services Coordinator.</p> <p><i>Utensils</i> – The caterer will supply paper plates, napkins, cups, and eating utensils. There is a small supply of paper goods at the house. Dinnerware, glassware, and flatware are available upon request. Please make arrangements with the Conference Services Coordinator.</p> <p><i>Equipment</i> – The Estate is equipped with the following meeting furniture and audio/visual equipment:</p> <ul style="list-style-type: none"> <li>✓ 6 folding tables</li> <li>✓ 30 folding chairs</li> <li>✓ 6 easels with flipcharts, markers, and posting boards</li> <li>✓ 1 Slide projector</li> <li>✓ 1 Overhead projector</li> <li>✓ 1 Projection screen</li> <li>✓ 1 Teleconferencing phone</li> <li>✓ 1 Copier/fax/printer</li> </ul>

	<ul style="list-style-type: none"> <li>✓ 2 Telephones (foyer closet and kitchen)</li> <li>✓ Data ports in the living room, sun rooms, and library</li> </ul> <p>An LCD projector is available through CIS (x2439) or the Conference Office (x2202).</p> <p>Equipment is stored in the pantry beyond the kitchen (see attached floor plan).</p> <p>The user may move furniture to accommodate proper meeting setup. Please return the furniture to its original location at the conclusion of the event. The facility should be ready for “business as usual” by 8:00 a.m. on the day following the event, weekends not withstanding.</p> <p>There are many antiques and delicate objects throughout the house, such as the rare and historical wallpaper in the foyer, so please use extreme care when moving and using the furniture. Do not adhere anything to the walls as it may damage the surface.</p> <p><i>Clean-up</i> – A cleaning company will remove trash and clean the rooms after an event at no cost to the user. The user is responsible for removing all indoor and outdoor signs associated with the event before departure.</p>
<b>Building Access</b>	The Conference Services Coordinator will arrange access to the building, including unlocking the front door and disarming the security alarm.
<b>Damage</b>	Please notify the Conference Services Coordinator of damage to the house, grounds, or furnishings that may have occurred during an event.
<b>Emergencies</b>	In any emergency situation, notify the Smith security guard at 508-548-1401 immediately. Telephones are located in the kitchen and foyer closet. Dial 911 for medical emergencies only.

<b>Contact Information for:</b>	<b>Cotuit Estate</b>	<b>Conference Services Coordinator</b>
Phone	(508) 428-7634 House (508) 428-3777 Caretaker (508) 280-7615 Caretaker Cellular	(508) 289-2202
FAX		(508) 457-2026
Email		meetingsupport@whoi.edu

I agree to the guidelines as outlined above:

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*Event Title*

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*Event Date(s)*

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*Requestor's Telephone Extension*

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*Requestor's Department*

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*Requestor's Name (printed)*

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*Requestor's Signature*