Scituate Maritime Center (SMC)- Frequently Asked Questions

What is the maximum capacity of the SMC?
The facility is small and intimate. The maximum capacity for all people in the building is 50 per building & fire code.

How do I obtain access to the SMC?
The doors to the SMC are on an automated locking system that will be set by the Select Board office for your event.

Who sets up the event?
Users, or the caterer they have hired, are responsible for setting up and returning the facility as found. All trash must be removed and disposed of off-site. Prior to your departure, all tables and chairs must be returned to their storage locations. The building lights and fans should be turned off and all doors and windows on the premise must be closed and locked.

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, with prior approval from the Select Board office and a permit through the Town of Scituate, Building Department.

Can we play music?
Yes, inside only. The AV system is located on the wall next to the credenza. Printed directions are available. The system is accessible via phone or tablet and is Bluetooth ready.

Can we serve beer and wine?
Yes, you will need to hire a caterer or bartender from the Town's approved list. Liquor is not allowed unless you employ a State Caterer. **You are not allowed to bring or serve your own beer or wine.** Approved list of Caterers/Bartenders can be found here: https://www.scituatema.gov/1211/Scituate-Maritime-Center-Information

Can we use candles or balloons?
No. Balloons, candles, confetti, rice, rose petals, or similar materials MAY NOT BE USED at the facility. Battery operated candles ONLY.

Is the Security Deposit a portion of the Rental Fee?
NO - The Security Deposit and the Rental Fee are two SEPARATE and DISTICT payments. Following your event, if all requirements of the contract have been met, the Security Deposit will be refunded.

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 with approval from the Scituate Select Board office and the Scituate Fire Department. If the heaters are to be used inside an enclosed tent, a CO detector & fire extinguisher would be required. If you would like to use outdoor propane heaters for an event, please:

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