



Check In

1. Please confirm your check in time with our office no later than 1 week prior to your arrival. We request that you as the hosts & your designated House Captains arrive an hour or more before your guests. We will confirm which member of our team will be here to greet you that day.
2. A welcome area with a 2'x3' bulletin board is provided at the entryway to both the Retreat House, Farm House & Beach House to help guests find their rooms. A map of the 14-acre property & floor plans of the houses are posted on each of these boards. Signs will help direct guests to their rooms once inside the home. We suggest posting the weekend itinerary on the bulletin board & providing a copy in your guest's room as well.
3. Please submit the room assignment list to our office no later than 2 weeks prior to your arrival. We will write the names of each suite's occupants on the chalk board signs which hang on the hooks on the outside of the suite doors prior to check in. This will help guests find their rooms with ease.
4. When you arrive, the main level of the Retreat House, Beach House & Farm House will be unlocked. We do not have security concerns that would require you to lock the main doors at night.
5. The Catering Kitchen will be locked between the hours of 4pm-9am. However, when events are taking place, this area will be locked between the hours of midnight and 9am. If you wish to get ice or use the commercial coffee maker, please do so between the hours of 9am-4pm.
6. Keys to each guest room will be in the key hole upon check in. If an additional set of keys is needed for guest rooms, please contact our office during business hours.
7. If you are providing welcome bags, boxes or baskets, you can deliver these to the suites upon arrival, prior to your guests' check in.
8. When you arrive, if you have event items that need to go in the cooler, you can stock them in the walk-in cooler just outside the tent hallway and recreation room on the west side lower level of the Retreat House. This cooler is accessible between the hours of 9am-4pm, or when you have events of more than 50 guests taking place. This cooler is locked at night. Please be sure to get provisions stored in this cooler when it is accessible. Please note that late September – mid May, we do not recommend storing flowers in this cooler because of cool nighttime temperatures.
9. If you need to store event décor or other items, there is room to do so in the closet near the front portico entrance. This area is not locked during the day. Store anything of value in your suite.
10. If you have items to deliver to the tent, do so at check in so you do not have to move these items twice. Keep this in mind when you are packing. We suggest labeling bags and boxes by their event location and event name/date.

During Your Stay

1. Each guest suite is stocked with towels, hair dryers, and bed linens. We provide shampoo/body wash, conditioner, lotion & hand soap.
2. Maid service is offered if arranged for in advance of your stay. The rate of \$100/hour is applicable to maid service. To refresh guest rooms, it takes approximately 3 hours per building each day. If you would like to schedule to have cleaning of the Retreat House main level between your events, this typically takes 3-4 hours to complete. If you would like us to clean the lower level of the Retreat house and public restrooms between events, this typically takes 2 hours. This service would commence at 7am prior to your event set up. Event area floors must be free of décor, table cloths and chairs must be stacked to be cleaned effectively.
3. We suggest that your bar service provider clean the bar service areas and your caterer clean the catering kitchen before departure after each event to avoid attracting house flies and fruit flies. Because the foyer bar is in the middle of the Retreat House, it is important this space be kept clean and empty of drink cups and food be disposed of at the end of every event. At the end of each event, all event related trash and food waste must be removed from service areas, houses, and the tent, and be placed in the dumpster.
4. Residential kitchens are available for your use on the main level of the Farm House, main level of the Beach House and in the top-level Apartment at the Retreat House. You are welcome to supply your own food and beverage in these kitchens. The catering kitchen & service tent are only available to your caterer.
5. Residential laundry facilities including washer, dryer, iron and ironing boards are offered in all three homes. A steamer is available in the top floor apartment in the Retreat House.
6. Residential cleaning supplies, brooms and vacuums are supplied in all three houses. At the Retreat House, you can find supplies and vacuums in storage closets on the top level and second level. At the Farm House, you can find these items in the hallway cape and colonial closets on the main floor. At the Beach House, you can find these items in the entryway coat closet and underneath the kitchen sink on the main floor. Commercial cleaning supplies, broom and mop are located in the Catering Kitchen at the Retreat House for your planner and caterers to use.
7. Please park off road ways and park only in designated areas. Loading zones must remain free of parked vehicles. There is a large parking lot to the west of the Retreat House. There is parking at the Beach House across the road. There is parking at the Farm House in front of the stone wall. However, if you have buses providing transportation for events, they will park in the Farm parking lot, so cars must not be parked here. There is additional parking at the end of the driveway to the right of the Farm House. Please do not block the driveway leading to the back of Farm House because this driveway is shared with the cottage next door.
8. Please travel slowly (15 mph) on Hersey Retreat Road. Pedestrians, children & animals travel the road.
9. The sound system offered at the Retreat House provides coverage inside the main level and on the cocktail terrace. The system is available for use during events only from 9:00AM-10:00PM daily. This sound system does not offer coverage of areas beyond the terrace and main floor. The wireless microphone available with the system can be used inside the foyer. Sound levels are controlled by our office and your event planner.
10. Please close windows before departure from the homes. The weather can change quickly. Please turn off lights and AC units when the room is not occupied.
11. Smoking is prohibited in the interior of the Retreat House, Beach House & Farm House. Smoking must take place outside in designated areas only. Maine State Law does not permit smoking in public areas. Please dispose of cigars and cigarettes in the offered receptacles to prevent fire.
12. Please do not leave fires or open flames unattended inside or outside of the homes. Please be sure to extinguish the fire pits and tiki torches before you depart from an area.
13. Please let us know which fire pits you plan to use and when you plan to use the fire pits and we will have the areas stocked with wood/propane. If you need additional firewood or propane, please contact our office during business hours.

14. In accordance with Maine State Law and insurance and safety regulations, sparklers, sky lanterns and pyrotechnics of all kinds are strictly prohibited.
15. Please do not leave personal effects on the beach due to the rising tide.
16. Please do not leave pets alone in your room unless they are crated. Pets must be registered with our office upon arrival. Pets must remain on leash and within your control. Please remove and dispose of pet waste.
17. Our area resource guide is available in the entryway of each home if you are looking for area activities, excursions, restaurants, galleries, shops and grocery stores.
18. In accordance with Maine State Liquor Laws, guests are not permitted to supply their own alcohol at events. Bar service must be provided at events.
19. A reminder that guests are not permitted to install decorations that require step stools or ladders. Please remember that use of fasteners or adhesives of any kind are prohibited. Please contact a professional to assist with installed décor.
20. Quiet hours are from 10pm-9am at the Retreat House and 9pm-9am at the Farm House & Beach House each day. Please keep sound contained within the homes during these times out of respect for your neighbors.
21. All exterior lights automatically extinguish at 12:00pm nightly.
22. Please immediately report damages to our office.
23. Please provide the times, pick up location, deliver location, and guest name if you will need a member of our team to escort your guests by golf cart. Golf carts are not available for guest use and are not permitted off French's Point grounds. If you would like to rent a golf cart for your use during your stay, please contract Goudreau and Son's Golf Carts at 207-377-5736. This service requires advance reservation. You should include the golf cart under your liability insurance if you choose to rent one. If rented, drivers must be 18 or older & non-drinking. Carts must always remain on designated gravel pathways at low speeds & never exceed capacity. If unsafe behavior takes place, we reserve the right to take possession of the keys for the remainder of the weekend.
24. If you are looking for childcare and family equipment rentals, we suggest reaching out to Lisa at Midcoast Family Rentals. This service requires advance reservation. Childcare should take place in the family's lodging accommodations for the weekend.

Check Out

1. Check out is at 12:00pm on Sunday. Late departures will result in overtime charges that will be deducted from your damage deposit. We suggest you advise your guests to depart by 11:00am to allow time for final packing.
2. We suggest you enlist the assistance of your wedding planner & House Captains with the check-out process.
3. Please be sure your guests return room keys back to the proper key hole prior to their departure. Lost keys will result in a \$50/key deduction from your damage deposit. Lost chalkboard signs will result in a \$25/board deduction from your damage deposit.
4. Please return all furnishings, lawn games and French's Point equipment used by your party during your stay to the original location.
5. Please ensure all rentals are placed in the designated pick up location and are picked up by the rental provider before the end of your rental term.
6. Please ensure all dishes are washed and put away in all kitchens.
7. Please remove all trash, recycling and redeemables from the buildings, tent and event areas and place in the dumpster & designated receptacles located in the white enclosure in the parking lot near the tent.
8. Please be sure you remove all food and alcohol from the coolers and kitchens.
9. Please leave all bed linens on the beds & towels in the bathroom suites.

Should you need assistance, please contact us during office hours (9am-4pm) by calling 207-567-3650. We occupy an office located on the lower level of the Retreat House near the catering kitchen.