

THE MONTCLAIR FOUNDATION
VAN VLECK HOUSE & GARDENS

Rental Policies and Regulations

The Renting Organization:

- A. has been determined as exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. Proof of this status will be furnished to The Montclair Foundation upon request.
- B. agrees to use that portion of the property defined in attached Rental Contract, only for the event specified and in accordance with the provisions of this Agreement.
- C. agrees to pay the rent as set forth on the Rental Contract.
- D. agrees to tender to The Montclair Foundation the sum of \$500 as a security deposit one week in advance of the event. In the event of damage to the premises and/or should professional cleaning be necessary, The Montclair Foundation may deduct any required costs from the security deposit. In the event costs for damage exceed the deposit, Renting Organization will be liable for excess cost. The Montclair Foundation will inspect the premises, and, if same are in order, will return the security deposit within three days after the event.
- E. agrees to obtain comprehensive general public liability insurance for the event in the amount of \$1,000,000 naming The Montclair Foundation as an additional insured. The Montclair Foundation will be provided with a certificate of insurance at least seven days in advance of the event. **Contact your insurance company to obtain this one-day certificate.**
- F. **is responsible for all clean-up of leased premises leaving same in the same condition as prior to the event** and will remove all property belonging to organization immediately following the event unless special arrangements have been made. Any property that is left may be discarded by The Montclair Foundation.
- G. is responsible for removal of all garbage and recyclables. If necessary, removal cost of any debris will be charged against damage/security deposit.
- H. agrees to abide by all laws, ordinances and regulations of the State of New Jersey and the Township of Montclair. **If you are planning to serve alcoholic beverages and will be charging admission and/or having a cash bar, you must obtain a one day Alcoholic Beverage Permit from The Township of Montclair (973) 509-4900. (Fee will be either \$100 or \$150 depending on your type of organization). Allow three or four weeks for turnaround time.**

General Provisions:

- A. As a courtesy to our neighbors, and in compliance with the variance issued by the Board of Adjustment of the Township of Montclair, events must end by 10:00 p.m. on Sunday through Thursday and by 12:00 a.m. on Friday and Saturday.
- B. The Health Department of the Township of Montclair does not permit the preparation of food on the premises. Renting Organization acknowledges this regulation and agrees that all food for consumption at the event will be prepared off premises. Food may be assembled and warmed.
- C. Caterers bringing in food must use the North Mountain Avenue kitchen entrance and park in rear parking lot.
- D. The Montclair Foundation will supply heavy-duty plastic floor mats that must be placed under all bar areas.
- E. Rental of tables, chairs and bars is the responsibility of the Renting Organization.
- F. Parking on the premises is available for approximately 40 cars. Renting Organization should request those attending the event to use the two on-site parking areas. There is no parking on the lawns. Caterers, musicians and any performers should park in rear parking lot.
- G. **If the number of invited guests exceeds 150, Renting Organization should advise the Montclair Police Department and obtain and pay for the service of an off-duty police officer or officer to direct traffic and parking.** A policeman may be hired by calling the Uniform Division Office at the Montclair Police Station (973) 744-1234.

- H. **An occupancy permit is required for over 100 guests and may be obtained from the Montclair Fire Department.**
- I. Policies concerning Bands and Entertainers:
1. Installation by the Renting Organization of any special equipment/apparatus shall be done only with the consent of The Montclair Foundation. Any associated cost of labor or materials shall be borne by the Renting Organization.
 2. There is no additional charge for the use of the piano; however, the piano may not be moved or tuned except with the permission of The Montclair Foundation. The piano is tuned on a regular basis. If the piano has to be moved, it must be returned to its original location. If the Renting Organization wishes to have the piano tuned, this cost shall be borne by them. Moving or tuning shall be arranged ahead of time with The Montclair Foundation.
 3. Equipment must be unloaded or loaded at west side entrance of building.
 4. It is advisable for band members and entertainers to arrive in proper attire. If a dressing room is needed, please use the basement room.
 5. The Montclair Foundation reserves the right to regulate the volume of any music played. Excessive volume is unacceptable.
 6. Equipment must not be set up in such a way as to cause a hazardous situation for the guests or the help.
 7. Smoke/fog machines are prohibited.
- J. A Caretaker will be available. The Caretaker fee is hourly per rate schedule. This Caretaker shall be present as a representative of The Montclair Foundation for the purposes of security inspection, observation and general help to the Renting Organization. The Caretaker of The Montclair Foundation will be on the premises before, during and after the event and will be responsible for locking up and setting the security system. **The Renting Organization will pay the Caretaker fees as per the rental contract.**
- K. Coat checking procedures should be discussed in advance with the Property manager.
- L. The Renting Organization will be responsible for any injury or damage caused by the act or neglect of the Renting Organization or any of its invited guests.
- M. No signs or banners on the premises publicizing the event are allowed without the prior written consent of The Montclair Foundation.
- N. There is **NO SMOKING** in the building. If guests smoke outside, cigarette/cigar butts must be discarded in ashtrays or appropriate receptacles. The Renting Organization is responsible for picking up any inappropriately discarded cigarette/cigar butts left by its guests.
- O. No tape, nails, hooks, tacks, markers, pen, paint, pins or any other type of damaging device/fastener may be used without prior consent. Surfaces must be protected where greens and flowers will be placed. **Confetti or loose glitter may not be used** as decoration. Following event, all decorations must be removed.
- P. Candles in candelabra are allowed on dining room table. Candles, hurricane lamps, and votives are not allowed on mantles. Candles elsewhere must be in votives or in hurricane lamps.
- Q. No one is permitted above first floor.
- R. House exits must not be blocked.
- S. The gas fireplaces may be operated only by the Caretaker.