



SCHEDULE OF RENTAL FEES  
2011-2012

The Van Vleck House is available to **non-profit organizations** for fundraisers, receptions, seminars, retreats, and meetings. *It is not available for weddings or private parties.* The rental fee varies depending on the number of guests, the time of day, and the day of the week.

Number of guests	Monday thru Thursday		Friday, Saturday, or Sunday Day or Evening hours
	Daytime 9:00AM - 5:00PM	Evenings or 6:00PM - 10:00PM	
Under 50	\$275.	\$200.	\$350.
51-100	\$400.	\$300.	\$550.
101-150	\$550.	\$400.	\$700.
151-200	\$650.	\$500.	\$800.

In addition to the rental fees noted above, all rentals outside of normal business working hours (M-F 9to5) require the presence of a caretaker. The caretaker's fee is \$25/hour and is calculated from the time the house is opened for setup until the house is closed at the end of the event. The fee is paid at the end of the rental directly to the caretaker.

**Just need a small room for a meeting?** A single room for a small group can be rented by the hour at a rate of \$50/hour during normal business hours. Generally this rate is not available for catered events; however beverages and light refreshments may be brought in and served within the room.

Additional services available for a fee:

- Extra day for set-up or take down: \$200/day.
- Portable PA system (Fender Passport): \$100.
- LCD Projector and screen: \$25
- Podium: \$25
- Coat Rack: \$10.

TO INQUIRE ABOUT A SPECIFIC DATE, CALL OUR OFFICE AT (973) 744-4752 AND ASK TO SPEAK TO OUR COMMUNICATIONS MANAGER AT EXTENSION 11.