

The Community House at Moorestown

16 East Main Street * Moorestown, NJ 08057

FACILITY RENTAL RULES AND REGULATIONS

CONDUCT OF EVENT: Rental Client undertakes to conduct the event in an orderly manner in full compliance with applicable laws, regulations, and the Moorestown Community House renter's regulations. The Client assumes full responsibility for the conduct of all persons in attendance and to any damage done to any part of the Community House premises any time during the rental period. The Rental Client hereby indemnifies and holds harmless the Moorestown Community House and its officers, directors and employees against any and all claims, liabilities or costs arising out of or connected with the event, caused or contributed to by the negligence of the Rental Client, or any guest, invitee, or agent of the Rental Client or any independent contractor hired by the Rental Client.

RENTAL TIME: Rental fees cover the cost of the building usage for the specific rooms and times that are reserved through this contract. Room rental setup and breakdown times are separate from the actual rental time and are not charged to the Rental Client. All events must end by 11:30 PM.

SETUP: Our staff will setup and breakdown Community House owned tables and chairs based on the Rental Client's specifications. The setup and breakdown of any additional furniture or equipment is the responsibility of the Rental Client's caterer or other service provider. The Moorestown Community House does not provide any linens, china, silverware, or glassware for the event. All non-Community House owned items must be removed from the premises on the day of the event.

DECORATIONS/DISPLAYS/NON-COMMUNITY HOUSE PROPERTY: All decorations or displays shall be subject to the prior approval of a Community House staff person. The Moorestown Community House is not responsible for the loss or damage to any personal property brought onto the premises by the Rental Client or their guests. The Rental Client is responsible for the removal of all decorations on the day of the event. Under no circumstances may tape, thumbtacks, or staples be used on the walls. Glitter, confetti, sparkle dust or any similar small substances may not be used in decorating the room. Candles must be in glass containers and the flames must be contained within the glass. Votive candles or hurricane glass candleholders are permitted. All candles must be extinguished one half hour before their removal to prevent wax from spilling on floors or upholstery. Failure to remove the decorations the day of the event will result in a \$100.00 cleaning charge.

You must inform your guests that they may not throw rice, birdseed, rose petals, glitter, confetti, or any other similar substances inside the Community House or on our terrace or walkways. Such substances are dangerous and can cause people to slip on our tile, wood, and stone floors.

CATERERS: Any caterer engaged by the Rental Client must be chosen from our Preferred Caterer List. These caterers have provided us with proof of required insurance and are knowledgeable as to our rules and regulations regarding time of entry, cleanup, trash removal, and rental deliveries. Caterers are responsible for thoroughly cleaning the kitchen (sweeping and mopping the floor, cleaning sinks and countertops) and bringing trash out to the Dumpsters in the parking lot. Failure to clean the kitchen may result in the assessment of a \$100.00 cleaning fee to the rental client and the possible removal of the caterer from our Preferred Caterer List. All bartenders supplied by the caterer must be TIPS (Training for Intervention Procedures) certified.

MUSIC: All dance music must be kept at a reasonable volume and must be confined within the building with all the windows and doors closed. The Community House reserves the right to determine what is a reasonable volume.

SMOKING: The Community House is a non-smoking facility. Your guests who smoke may do so outdoors.

PAYMENT/CANCELLATION POLICY: 50% non-refundable deposit is due 10 days after receipt of the contract in order to secure the date. The balance is due one week prior to the event. Decisions on returning any portion of that deposit due to any extenuating circumstances will be made on a case-by-case basis.