

FREEHOLD TOWNSHIP HERITAGE SOCIETY

189B WEMROCK ROAD, FREEHOLD, NEW JERSEY 07728

EMAIL ftheritagesociety@gmail.com WEBSITE www.twp.freehold.nj.us/heritagesociety

2019 FEE SCHEDULE FOR RENTAL OF THE OAKLEY FARM MUSEUM

ALL EVENTS MUST END BY 10 PM ON THE DAY OF THE EVENT.

A. WEDDINGS

- *CEREMONY ONLY (UP TO 1.5 HOURS) \$300.00
- *CEREMONY & RECEPTION (_____ HRS.) \$1,250.00

B. OTHER USES

- *PORTION OF GROUNDS FOR PHOTO SHOOTS, ETC. \$100.00/HR.-MINIMUM 2 HRS.
- *DESIGNATED ROOMS OF HOUSE \$100.00/HR.-MINIMUM 3 HRS.

C. REFUNDABLE SECURITY DEPOSIT---(NON REFUNDABLE IF NOT CANCELLED 60 DAYS BEFORE EVENT

- *\$400.00 IF NO ALCOHOL IS SERVED
- *\$500.00 IF ALCOHOL IS SERVED

RENTER RESPONSIBLE FOR ANY AND ALL CONSEQUENCES OF SERVING ALCOHOLIC BEVERAGES

D. CLEANING FEES

- a. \$100.00 CHARGE FOR CLEANING OF HOUSE AFTER EVENT

E. MAINTENANCE FEE

- a. \$200.00 CHARGE FOR MAINTENANCE PERSON ONSITE DURING THE EVENT

SIGNATURE _____ DATE _____

MAKE CHECKS PAYABLE TO "FREEHOLD TOWNSHIP HERITAGE SOCIETY"

DEPENDING ON THE NATURE OF THE REQUEST, THERE MAY BE ADDITIONAL FEES FOR STAFFING AND RELATED EXPENSES

YOUR FEE ENTITLES YOU TO:

- 1) GROUNDS: DESIGNATED AREA DEPENDING ON SIZE OF EVENT (NUMBER OF PEOPLE). SPECIFIC DESCRIPTION OF AREA REQUESTED _____

- 2) HOUSE AND GROUNDS. SPECIFIC DESCRIPTION OF AREA REQUESTED _____

YOUR DEPOSIT WILL BE RETURNED TO YOU AFTER AN INSPECTION OF THE FACILITY IS COMPLETED BY A MEMBER OF THE FREEHOLD TOWNSHIP HERITAGE SOCIETY. ANY COST FOR DAMAGE OR ADDITIONAL CLEANUP WILL BE DEDUCTED FROM THE DEPOSIT. THE 'SOCIETY' RESERVES THE RIGHT TO CANCEL THIS PERMIT FOR ANY DATE NEEDED BY THE TOWNSHIP OR THE 'SOCIETY' FOR AN EVENT. VIOLATION OF THE ATTACHED RULES AND REGULATIONS COULD CAUSE THIS PERMIT TO BE REEVALUATED OR REVOKED. ORGANIZATIONS SHALL OBTAIN AND PRODUCE A CERTIFICATE OF LIABILITY INSURANCE FOR AT LEAST 1 MILLION DOLLARS(U.S.) NAMING FREEHOLD TOWNSHIP AS AN ADDITIONAL INSURED, ABSOLVING FREEHOLD TOWNSHIP, FREEHOLD TOWNSHIP HERITAGE SOCIETY, ITS EMPLOYEES AND REPRESENTATIVES OF ALL LIABILITIES RELATIVE TO THE USE OF THE REQUESTED FACILITY.

CARRY IN-CARRY OUT ALL SUPPLIES AND LITTER. SMOKING IS PROHIBITED
IN OR AROUND THE FACILITY.

I/WE _____, as duly authorized representatives(s)

Of _____, agree to abide by and comply with all rules and regulations.

Signature(s) _____(renter) Date: _____

Signature(s) _____(renter) Date: _____

Responsible Supervising Adult if alcoholic beverages are to be served-by signing below, responsible Supervising Adult acknowledges he/she has read and

understands paragraph 27 of the Rules and Regulations and agrees to abide by all terms and responsibilities thereof.

Signature: _____ Date: _____

RENTAL INFORMATION

ARRANGEMENTS FOR USE

USE OF THE HOUSE AND/OR PROPERTY MUST BE ARRANGED WITH THE FREEHOLD TOWNSHIP HERITAGE SOCIETY, 189B WEMROCK ROAD, FREEHOLD TOWNSHIP, NEW JERSEY 07728 (PH 732-577-9766 OR EMAIL ftheritagesociety@gmail.com AT LEAST 4 MONTHS BEFORE THE EVENT (UNLESS OTHERWISE SPECIFIED). ALL REQUESTS ARE ON A FIRST COME, FIRST SERVED BASIS. A CONTRACT MUST BE COMPLETED AND SIGNED AND PAYMENT MUST BE MADE TO SECURE RESERVATION.

CAPACITY AND USE

EVENTS ARE LIMITED TO 50 GUESTS FOR A COCKTAIL BUFFET TYPE OF EVENT IN THE HOUSE. OUTDOOR EVENTS WITH A TENT ON THE PROPERTY ARE LIMITED TO 200 GUESTS.

INSURANCE

THE RENTER MUST PROVIDE A LIABILITY INSURANCE RIDER WHICH NAMES THE TOWNSHIP OF FREEHOLD AND THE FREEHOLD TOWNSHIP HERITAGE SOCIETY AS ADDITIONAL INSURED FOR THE COURSE OF THE EVENT IN THE AMOUNT OF \$1,000,000.00 FOR BOTH BODILY INJURY AND PROPERTY DAMAGES. A CERTIFICATE OF INSURANCE MUST BE RECEIVED 1 MONTH PRIOR TO THE EVENT.

PARKING

THE RENTER MUST USE A VALET PARKING SERVICE FOR EVENTS OF MORE THAN 50 GUESTS. ADDITIONALLY , ARRANGEMENTS MUST BE MADE WITH THE FREEHOLD TOWNSHIP POLICE DEPARTMENT FOR TRAFFIC CONTROL FOR AN EVENT USING VALET PARKING. THE CHIEF OF FREEHOLD TOWNSHIP OLICE DEPARTMENT CAN BE REACHED AT 732-462-7908.

BATHROOM FACILITIES

THERE ARE 4 BATHROOMS LOCATED IN THE FARMHOUSE. HOWEVER FOR GROUPS OF MORE THAN 50 PEOPLE AND FOR HANDICAPPED PERSONS YOU MUST MAKE ARRANGEMENTS FOR PORTABLE FACILITIES TO BE LOCATED OUTSIDE ON THE PROPERTY.

SMOKING POLICY

SMOKING IS NOT PERMITTED IN THE HOUSE OR ON THE GROUNDS UNDER ANY CIRCUMSTANCES

OPEN FLAME

ONLY FLAMELESS CANDLES ARE PERMITTED WITHIN THE FACILITY. FIREPLACES ARE NOT TO BE USED. NO OPEN FLAME PERMITTED.

CATERING

IF THE RENTER IS SERVING FOOD AND LIQUOR, THEY MUST MAKE DIRECT CONTACT WITH A REPUTABLE CATERER. THE CATERER MUST OBTAIN A LICENSE FROM THE TOWNSHIP OF FREEHOLD BEFORE THE EVENT.

THE EAST WING KITCHEN IS THE ONLY ONE AVAILABLE FOR CATERING USE. THE KITCHEN FLOOR MUST BE MOPPED AND THE PREMISES MUST BE CLEANED PRIOR TO DEPARTURE OF THE CATERING STAFF.

ALCOHOLIC BEVERAGES

FREEHOLD TOWNSHIP AND FREEHOLD TOWNSHIP HERITAGE SOCIETY DOES NOT PERMIT THE SERVING OF ALCOHOLIC BEVERAGES TO ANYONE UNDER THE AGE OF 21 (AS PER NEW JERSEY

STATE LAW) OR TO ANYONE WHO APPEARS INTOXICATED. BEER KEGS ARE NOT PERMITTED. USE OF ILLEGAL DRUGS OR ILLEGAL SUBSTANCES IS PROHIBITED AT ALL TIMES. RENTER MUST CHECK WITH TOWNSHIP CLERK OF FREEHOLD TOWNSHIP FOR ANY OTHER LICENSE REQUIREMENTS CONCERNING SERVING OF ALCOHOL.

TRASH REMOVAL

ALL TRASH MUST BE REMOVED BY THE CATERER AND/OR THE RENTER FROM THE PREMISES. WE DO NOT HAVE GARBAGE REMOVAL SERVICE.

DECORATIONS

NO STAPLES, TACKS, TAPE OR GLUE MAY BE USED TO ATTACH DECORATIONS TO WALLS, WOODWORK OR FLOORS. BALLOONS, FLOWERS AND PLANTS IN LEAK PROOF CONTAINERS MAY BE USED INSIDE OR OUT. THE USE OF CONFETTI, RICE OR BIRDSEED IS PROHIBITED INSIDE AND OUT. BUBBLES MAY BE USED OUTSIDE.

ALL DECORATIONS MUST BE REMOVED BY THE RENTER THE DAY OF THE EVENT.

MUSIC

THE FARM IS LOCATED IN A RESIDENTIAL AREA SO LOUD ROCK MUSIC IS INAPPROPRIATE. ALSO THE NOISE LEVEL OF ANY MUSIC SHOULD TAKE THE AREA INTO CONSIDERATION.

CHILDREN

FOR THE SAFETY OF CHILDREN UNDER 12 ATTENDING EVENTS AND RECEPTIONS-THEY MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES.

PETS

NO PETS OR ANIMALS ARE PERMITTED IN THE HOUSE, OUTBUILDINGS OR GROUNDS (EXCEPT FOR "SEEING EYE DOGS" OR "SERVICE DOGS")

PROPERTY DAMAGE

THE RENTER WILL PAY FOR ANY PROPERTY DAMAGE OR UNUSUAL CLEANING FEES INCURRED DURING THE "RENTERS" USE OF THE PREMISES. THE INDIVIDUAL SIGNING THE RENTAL AGREEMENT ASSUMES RESPONSIBILITY FOR SAID FEES. THE REFUNDABLE SECURITY DEPOSIT MUST BE PAID THIRTY(30) DAYS PRIOR TO THE SCHEDULED EVENT.

UPON INSPECTION BY THE FREEHOLD TOWNSHIP HERITAGE SOCIETY FOLLOWING THE EVENT, THE SECURITY DEPOSIT SHALL BE REFUNDED PROVIDING THERE IS NO DAMAGE. IF DAMAGE IS PRESENT THE SOCIETY SHALL USE THE SECURITY DEPOSIT TO AFFECT REPAIRS. IF THE SECURITY DEPOSIT IS INSUFFICIENT, THE USER WILL BE RESPONSIBLE FOR ANY ADDITIONAL COSTS.

REQUIRED LICENSING

PROOF OF PROPER LICENSING IS THE RESPONSIBILITY OF THE RENTER AND MUST BE FURNISHED AND POSTED DURING THE EVENT. A LIQUOR LICNESE IS REQUIRED WHENEVER THERE IS A CASH BAR OR ADMISSIONG CHARGE. A RAFFLE LICENSE IS REQUIRED WHENEVER THERE IS A DRAWING FOR A PRIZE WORTH MORE THAN \$100.00-PROOF OF LICENSING SHALL BE SUPPLIED TO THE FREEHOLD TOWNSHIP HERITAGE SOCIETY PRIOR TO THE EVENT. THESE CAN BE OBTAINED THROUGH THE FREEHOLD TOWNSHIP CLERK'S OFFICE.