



## 2018 The Carriage House Rental Terms

### PLEASE CONTACT THE PROPERTY MANAGER AT LEAST 7 DAYS BEFORE YOUR RENTAL

**VENUE:** The venue you are interested in renting is the Carriage House. \_\_\_\_\_ **Initial**

**RENTER:** The person renting the Carriage House (1) must be at least 21 years old; (2) renting the venue solely for their own use; and (3) will be present during the entire period of the rental use. \_\_\_\_\_ **Initial**

**USE:** The Carriage House is being rented for:  Family Gathering (e.g. reunion, birthday, baby shower, etc.)  
 Engagement Party  Wedding  Company Party  Business Venture  
 Other (please describe) \_\_\_\_\_

If the rental is for a business venture, is it open to the public?  Yes  No

The Property Manager reserves the right to refuse or terminate rental for any function. The Property Manager may, in their discretion, allow the use of the Carriage House for community functions at no charge. Blairstown Museum Members have first right of use, if so desired. A fee or deposit may not be required for Blairstown Museum Members, according to their membership level. \_\_\_\_\_ **Initial**

**CAPACITY:** The maximum occupant capacity of the Carriage House is 50 persons inside; and 25 persons outside. The Renter must make alternate provision if inclement weather precludes the use of the outside so that the indoor maximum capacity limit is not exceeded. \_\_\_\_\_ **Initial**

#### **RENTAL FEE:**

Half Day = \$75 10am-4pm OR 6pm-midnight

Full Day = \$100 10am-midnight

The rental fee is due at time of rental booking. Daytime half day rentals must be vacated by 4 PM and Evenings begin at 6 PM. Full day rentals must be completely vacated by midnight. \_\_\_\_\_ **Initial**

**DEPOSIT:** A Deposit of \$75.00 must be paid at the same time as the rental fee. After the Carriage House has been checked to the satisfaction of the Property Manager, the Blairstown Museum will promptly return the full or unused portion of the deposit to the Renter.

The Blairstown Museum shall retain all or a portion of the deposit in the event that the Carriage House, grounds, or facilities are damaged or are not cleaned to the satisfaction of the Property Manager. If repairs or cleaning expenses exceed the deposit, the Renter shall be obligated to immediately pay the Blairstown Museum any additional amounts to restore the property to the pre-rental condition. \_\_\_\_\_ **Initial**

**CANCELLATIONS:** If a Rental reservation is canceled 30 days prior to the rental date, the Blairstown Museum shall promptly refund the Deposit and Rental Fee. If a rental is canceled less than 30 days prior to the rental date, the Blairstown Museum shall retain 50% of the Rental Fee and shall promptly return the Deposit and 50% of the Rental Fee. \_\_\_\_\_ **Initial**



**CHECK-IN / CHECKOUT:** The Property Manager will provide check-in on the day of the rental. The Renter must make arrangements with the Property Manager at least 7 days in advance of the rental date. Both the check-in and checkout times must be reasonable and agreeable. \_\_\_\_\_ **Initial**

**HOLIDAYS:** The Blairstown Museum and their Members have first right of use, if so desired, of the Carriage House on nationally designated holidays. \_\_\_\_\_ **Initial**

**MUSIC/NOISE:** All outside activities, and any noise that may be perceived as a nuisance to nearby residents, including any music, must cease by 10 PM or at any time at the direction of the Property Manager. Excessively loud indoor music regardless of type must cease by 11 PM. Amplified live music is not permitted at any time without advance, express written permission by the Property Manager. Unamplified live music and karaoke machines are permitted inside the Carriage House only. A DJ may be used at reasonable noise levels inside or outside the Carriage House, subject to the noise curfews mentioned above and in accordance with all Township Ordinances. \_\_\_\_\_ **Initial**

**ALCOHOLIC BEVERAGES:** Alcoholic beverages may not be served to, or by any person less than 21 years of age. Other controlled dangerous substances are not allowed on the property. The Renter is solely responsible for the conduct and safe journey home of any intoxicated or impaired guest. \_\_\_\_\_ **Initial**

**DECORATIONS:** The blue tape provided by the Carriage House is the only acceptable means of securing decorations to walls and ceilings. Absolutely no cellophane tape, thumb tacks, etc. may be used to attach decorations. \_\_\_\_\_ **Initial**

**CLEANING:** The Renter is responsible for returning the entire Carriage House and grounds used by their guests to the pre-rental condition. All trash must be removed from the property. The Property Manager will review the pre-rental condition of the items listed on the Renter Inspection Checklist and must be fully satisfied with the post-rental cleanup and conditions. \_\_\_\_\_ **Initial**

**RENTING OF EQUIPMENT/SUPPLIES:** Any renter who wishes to enter into any rental agreement for party rental equipment, inflatables or any other equipment that may require an insurance liability waiver must contact the Blairstown Museum prior to signing any contract. \_\_\_\_\_ **Initial**

#### CLEAN-UP PROCEDURES

1. Wipe down tables and chairs.
2. Remove your decorations.
3. Clean bathroom.
4. Clean bar area, including appliances.
5. Pick-up exterior trash around the Carriage House and all other areas used.
6. Remove trash. (Take home for disposal/recycling).
7. Clean windows and door glass.
8. Vacuum carpeted/rug areas.
9. Dry sweep all floors.
10. Turn furnace thermostat to 55 F / Turn air conditioner off.
11. Turn off all lights.
12. Close front doors.