



## THE MONTCLAIR FOUNDATION/VAN VLECK HOUSE & GARDENS RENTAL POLICIES AND REGULATIONS

### **The Renting Organization:**

- Will show proof of tax-exempt status. All organizations must be exempt from Federal income tax under Section 501(c)3 of the Internal Revenue Code.
- Agrees to use the portion of the property defined in the Rental Contract only for the event specified and in accordance with the provisions of this agreement.
- Agrees to pay the rent as set forth in the Rental Contract.
- Agrees to tender to The Montclair Foundation the sum as set forth as a security deposit by the date stipulated in the contract. Should there be damages to the premises and/or should professional cleaning services be necessary, The Montclair Foundation may deduct any costs from the security deposit. In the event the costs for damages or cleaning exceed the amount of the deposit, **The Renting Organization** will be liable for the excess. The Montclair Foundation will inspect the premises and, if same are in order, will return the security deposit within two weeks after the event.
- Agrees to obtain Comprehensive General Public Liability Insurance for the event in the amount of \$1,000,000 naming The Montclair Foundation as additionally insured. The Montclair Foundation shall be provided with his Certificate of Liability by the date stipulated in the contract.
- **Is responsible for all clean-up of the leased premises, leaving them in the same condition as prior to the event.** This includes removing all property belonging to **The Renting Organization** immediately following the event unless special arrangements have been made. Any property left behind may be disposed of by The Montclair Foundation at a cost to be deducted **The Renting Organization's** security deposit.
- **Is responsible for the removing of all garbage and recyclables from the premises.** Any garbage or recyclables left behind may be disposed of by The Montclair Foundation at a cost to be deducted from **The Renting Organization's** security deposit.
- **If alcoholic beverages will be served at the event AND there will be an admission charge or a cash bar, a one-day Alcoholic Beverage Permit must be obtained from the Township of Montclair and the State of New Jersey.** All fees and permit costs are the responsibility of **The Renting Organization**. Allow a minimum of three to four weeks for processing the permit application. A copy of the Alcoholic Beverage Permit must be on file with The Montclair Foundation prior to the event.
- Agrees to abide by all laws, ordinances and regulations of the State of New Jersey and the Township of Montclair.

Please be advised:

- All evening events Sunday through Thursday must end by 9:30 PM. All Friday and Saturday events must end by 10:00 PM.
- The Health Department of the Township of Montclair does not permit cooking on the premises. All food for the event must be prepared off-premises. Food may be assembled and warmed on-site.
- Heavy-duty plastic floor mats must be placed under all bar areas.
- Rental of equipment, such as chairs, tables, bars, podiums shall be the responsibility of **The Renting Organization**. All rented equipment must be removed immediately following the event unless special arrangements have been made in advance with the Rental Coordinator.
- Parking on the premises is available for renter while guests should be advised to park on either Upper Mountain Ave. or North Mountain Ave. Parking on the lawns is strictly prohibited.

- **If the number of anticipated guests is 125 or greater, The Renting Organization** must contact Extra Duty Solutions (EDS) to request an extra duty Montclair Police Officer to direct traffic and parking. Requests may be made by calling EDS at 862-216-1164 or sending an email to MontclairNJ@ExtraDutySolutions.

**If Live Music or Entertainment is to be part of your event, please note the following:**

- **Van Vleck House & Gardens is located in a quiet, residential neighborhood. All amplified music must be set at a level which will not abridge our neighbors' right to quiet enjoyment. Sound levels will be monitored by the caretaker, and at her/his discretion, s/he may require those levels to be reduced. Failure to comply with such a request may result in the termination of the event, and forfeiture of any payment and deposits.**
- Installation of any special equipment or apparatus must be done only after receiving express consent from The Montclair Foundation.
- The piano is available for use (rental fee \$100,) but it must not be moved from its place in the Living Room. Any additional tuning that might be required (outside the regular semiannual tuning) must be borne by **The Renting Organization** and pre-approved by The Montclair Foundation.
- All equipment must be loaded and unloaded from the west side entrance of the building.
- Entertainers must arrive in proper attire. If a dressing room is required, a basement room must be used.
- Equipment must not be set up in such a way as to cause a hazardous situation for the guests or the help.
- Smoke/fog machines are prohibited.
- The Montclair Foundation Caretaker must be present for all events outside normal business hours. The Caretaker shall be a representative of The Montclair Foundation for the purposes of security inspection, observation, and general help to the Renting Organization. The Caretaker will be on the premises before, during and after the event, and will be responsible for locking up and setting the security system. **The Caretaker is not a custodian and should not be asked to set up or take down any of the equipment used for the event unless prior arrangements have been made.**
- **The Renting Organization** will be responsible for any injury or damage caused by the act or the neglect of the Renting Organization or any of its invited guests.
- No signs or banners on the premises publicizing the event are allowed without the prior written consent of The Montclair Foundation.
- There is **NO SMOKING** on the property.
- No tape, nail 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, balloons, flower petals (natural or imitation), or loose glitter may not be used as decoration. Following the event, all decorations must be removed.
- All **candles must be electronic or LED**. Candles, hurricane lamps, and votives are not allowed on mantels.
- No one is permitted above first floor.
- House exits must not be blocked.
- The gas fireplaces are not available for use during rental events.
- All guests must comply with garden rules which include staying on paths and trails and in no way disturbing the gardens themselves.

We look forward to welcoming your party to Van Vleck House & Gardens. In preparation for your event, please note the guidelines that will apply. Van Vleck House & Gardens is located in a quiet and beautiful residential neighborhood of Montclair. We ask that all our guests respect those characteristics by refraining from using loudly amplified sound or music, arriving or departing in buses, trolleys, parking vehicles in such a way as to impede residents from accessing their driveways, or behaving in any manner that could be deemed obnoxious or disrespectful of our neighbors.

Updated March 2023