



EVENT RENTALS:

The Van Vleck House is available exclusively 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 day of the week, time of day, and the number of guests.

<u>Date/Time:</u>	<u>Number of Guests:</u>	<u>Fee:</u>
<u><i>Weekend Rentals:</i></u>		
<i>Friday Daytime (9:00 am – 5:00 pm)</i>	1 – 50	\$1,000
	51 – 100	\$1,500
<i>Friday Evenings, Saturday or Sunday (Includes 6 hour rental)</i>	up to 125	\$2,750
<u><i>Monday through Thursday Rentals:</i></u>		
<i>Daytime (9:00 am – 5:00 pm)</i>	1 – 50	\$500
	51 – 100	\$1,250
<i>Evening (5:00 pm – 10:00 pm)</i>	1 – 50	\$500
	51 – 100	\$1,200
	101 – 125	\$2,750

RENTAL FEE INCLUDES:

- Use of the first floor of Van Vleck House
- Use of Van Vleck House & Gardens tables, chairs and A/V equipment
- Use of the Terrace, weather-permitting

RENTAL FEE DOES NOT INCLUDE:

- Use of Piano (\$100 fee; additional \$130 will be applied if Rental Organization requests a tuning)
- Event Caretaker for weekend and evening Rentals (\$30/hour fee). Rental plus 1 hour (1/2 hour before event to open and ½ hour to close up the House)
- Annual Non-profit Organizational Fee of \$100 and security deposit of \$500

TO INQUIRE ABOUT A SPECIFIC DATE, EMAIL RENTALS@MONTCLAIRFOUNDATION.ORG OR CALL (973) 744-4752, EXT. 7