

The Paterson Museum Facility Rental Agreement Non-Profit Events

Please review this contract carefully. Sign and return it with the appropriate fee.

By this agreement, the Renter does contract with the Paterson Museum, hereafter referred to as the Museum, to use the Museum facilities on the below date.

Date of Event: _____

Anticipated Attendance: _____

Name of Organization/Renter: _____

Authorized Contact Person: _____

Address: _____

Phone: _____ e-mail: _____

Name of Event: _____

Time Event is to Begin: _____ Time Event is to End: _____

Time Set-up is to Begin: _____ Time Cleanup to be completed by: _____

The Renter agrees to abide by the policies and conditions outlined in this contract.

The Renter agrees to designate one person to be in charge while at the Museum. The person in charge must be present during the entire event and ensure the Museum is cleaned up after the event. If different from the Authorized Contact Person, please include the name of the person in charge during the event:

Person in charge during the event and for cleanup: _____

Phone: _____ e-mail: _____

The Renter agrees to pay \$ _____ to rent the Museum for _____ hours.

Checks or Money Orders should be made payable to the **City of Paterson**.

I certify that I have read, understand, and accept the conditions set forth in this contract.

Authorized Contact Person for the Renter

Date

Authorized Representative for the Museum

Date

Approved: Board of Trustees of the Paterson Free Public Library, May 22, 2019

THE PATERSON MUSEUM
2 MARKET STREET
PATERSON, NEW JERSEY

RENTAL POLICY
Non-Profit Events

The Paterson Museum is pleased to be able to provide the Museum for community events. We are proud of our facility and ask your help in taking care of the building by observing the following policies and guidelines for space usage. If you have any questions or need assistance, then please contact Giacomo DeStefano at 973.321.1260 or gdestefano@patersonnj.gov.

Thank you for your consideration.

General Information Regarding the Museum

Seating Capacity: The Hannah Gallery has an occupancy capacity of seventy-five with chairs and tables. Up to ten, rectangular or round, tables are available for usage by the renter at no additional cost. Maximum capacity with chairs alone is one hundred. The entire capacity of the Museum is limited to two hundred.

Food Service: The Museum does not have kitchen facilities. On-site food preparation is not permitted. All food must be catered from the outside and heated with gel chafing fuel.

The Paterson Museum does not provide audio-visual equipment. This is the renter's responsibility.

Fees: Individuals requesting to reserve any portion of the Museum must be at least twenty-one years of age.

| <u>Rental Hours</u> | <u>Hannah Gallery</u> | <u>Entire Museum</u> |
|----------------------------|------------------------------|-----------------------------|
| Less than 4 hours | \$ 150.00 | \$ 350.00 |
| Half Day (4-6 hours) | \$ 250.00 | \$ 500.00 |
| Full Day (over 6 hours) | \$ 350.00 | \$ 750.00 |

This Rental Agreement covers non-profit events that charge no admission fee. There is a separate rental contract for private and events charging an admission.

The total rental fee is inclusive of set-up and clean-up times.

The space may be used by public agencies, religious groups, civic organizations, recognized not-profit and professional organizations.

Payment, Damage Deposit, Security & Maintenance Fees

Full payment is required at the time of booking to secure a reservation. The Rental Fee is forfeited for any cancellations made **less than 10 days** prior to reservation.

In addition, individuals and/or organizations will be required to submit and **additional damage deposit fee of \$250.00** (separate and apart from rental fee listed above), and is refundable providing renters abide by all terms listed in this agreement.

Building Security

At the discretion of the Museum Director, events taking place during **non-museum hours may require security personnel**. The individual utilizing the facility will schedule security through the Museum Director at a rate of **\$25.00 per hour, per officer**. **This fee is paid directly to the officer on the day of the event**. The Museum Director will make arrangements to have security personnel on hand for the rental period. A minimum of **one (1) security officer for every fifty individuals** in attendance is required.

Renter's Liability

Renters are liable for all damages to the facility and property (chairs, tables, etc.). For any damages exceeding the damage deposit posted by the renter, the renter must reimburse the Paterson Museum in full for those damages within 10 days of being billed. In failing to do so, the renter is subject to charges of destruction of public property and will incur the cost of damages plus a fine.

Hours

The Museum will be available Monday – Friday from 8:00AM to 4:00PM for organization meetings and afternoon events.

The Museum's evening hours on Monday – Friday are available from 6:00PM to 10:00PM.

The Museum will be available on weekends from 9:00AM to 10:00PM.

All events must end 15 minutes, including clean-up, before the posted closing time.

Alcohol on the Premises

No alcoholic beverages will be permitted on the premises. Security is authorized to terminate the event if this is violated.

Smoking

The New Jersey State Law prohibits indoor smoking *NJSA 26:3D-55* – therefore smoking is prohibited inside all municipal facilities. When smoking outside the building you will need to be **20 feet from the entrance** and **please** do not throw the cigarette butts on the ground. Extinguish and place butts in receptacles on the exterior of the building.

Decorations

Renters using decorations must use tabletop or freestanding decorations. **DO NOT** allow balloons to rise to the ceiling as it interferes with the alarm system. No person shall deface the Museum. **DO NOT** tape, pin, tack, staple or otherwise attach anything to the ceiling, walls or floor of the building.

Exterior of Building

The surrounding area and grounds of the building cannot be used to promote activities and/or events without specific approval of the Director of the Paterson Museum or designee.