



Camden County Historical Society

1900 Park Boulevard, Camden, NJ 08103

Mailing: PO Box 378, Collingswood, NJ 08108

(856) 964-3333

cchsnj.org

Dear Renter

Thank you for your interest in renting the facilities at the Camden County Historical Society (CCHS).

Please complete all the enclosed forms and return them along with your check or credit card- Upon receipt of completed forms and required deposit, a confirmation email and a copy of all completed forms will be sent to you. Your reservation for CCHS facilities is not confirmed until all forms are completed.

Please note requirements for insurance for all events and NJ Social Event permit for serving wine and beer (no hard alcohol) in the enclosed documents. If they are required for your event, they must be submitted and received 14 days prior to reservation date.

Please make your check payable to **Camden County Historical Society** and submit it on-site during open hours at 1900 Park Boulevard, Camden, NJ or by mail to:

**Camden County Historical Society
Facilities Rental
PO Box 378
Collingswood, NJ 08108**

If you have any questions or concerns, please call CCHS's rental agent at Scott Shepherd at 609-352-7161 or e-mail at scott@cchsnj.org

We hope you enjoy the use of our facility.

VENUE INFORMATION

LOCATION

Camden County Historical Society is located at 1900 Park Boulevard, Camden, NJ 08103.

OCCUPANCY – Cultural Heritage Center (auditorium) – 95 occupants.

PARKING – On-street parking. Athletic Field parking available for large events requires 30 days' notice.

RENTAL RATES

Hours Available: 9:00 am – 11:00 pm.

If other or later hours are needed, please make arrangements.

RATES – Payments due 30 days prior to rental

- **General events – (4.5 hours)** Retirements, adult birthday (21& up) graduation celebration, and more.
 - **Early rental – 1pm -5:30pm** rate \$700 (Plus \$200 deposit that is returned if room is returned to original condition after event)
 - **Late rental – after 5:30 - 10pm** rate \$700 (Plus \$200 deposit that is returned if room is returned to original condition after event)
- **Meetings** -\$75 per hour (Deposit may be required based on duration of meeting)
- **Repass/Family Gathering** – (3 hours max) \$575 (Plus \$100 deposit that is returned if room is returned to original condition after event)
- **Baby Shower/young children BD party** (ages 1-18, 4 hours max) \$650 (Plus \$200 deposit that is returned if room is returned to original condition after event).
- **Wedding/reception** – *6 hours indoors only \$1,150. Outdoors \$1,075. Combo indoor and outdoor – \$2,000 (see rental agent for details)*

ADDITIONAL CHARGES

In addition to other charges and costs provided herein, the renter shall pay charges if needed.

Scott Shepherd can perform the following services:

- Setup/knockdown of tables and chairs \$100.00
- Cleanup charges \$150.00
- Audio/Visual \$100.00 *if any damage is done to audio/visual equipment, deposit will not be refunded and renter agrees to pay full repair costs or replacement, whichever is determined by Camden County Historical Society*
- Black or gray tablecloths \$5.00 each

CANCELLATION POLICY

ANY Cancellation will result in deposit (\$200) being nonrefundable.

All cancellations must be made in writing and received within ten (10) calendar days prior to Event date.

OVERTIME FEE

If event extends beyond agreed ending time an hourly rate will double. To avoid additional charges, we recommend that you allow 45 – 60 minutes for set up/ breakdown and clean up time.

CAMDEN COUNTY HISTORICAL SOCIETY

Event Information

Event Name: _____ Date: _____

Expected Attendance _____ Vendors _____

Time In: _____ (AM) (PM) Time Out: _____ (AM) (PM)

Organization Name: _____ Contact Person: _____

On-Site Contact: _____

Please check "Yes" or "No" for each of the following

Will you be serving food or beverages? () Yes () No

Will you be using the kitchen facilities for catering or prep? () Yes () No

Will there be Amplified Music? () Yes () No

Are you renting equipment from another Company? () Yes () No

Are you charging admission? () Yes () No

Will you be serving Alcohol? () Yes () No

If "yes" insurance and NJ Social Event permit required

Are you hiring a Third-Party Vendor/Caterer? () Yes () No

Please initial:

_____ I am aware that to serve alcohol at rental events, I must have a New Jersey Social Permit and have it prominently displayed in rental facility full time of event.

_____ I am aware that I will be required to obtain special event insurance at least 15 days prior to event if serving alcohol at the rental facility.

Failure to fully disclose all information or providing false information will result in the full forfeiture of all fees and cancellation of event

Signature _____ Date: _____

FACILITY USE AGREEMENT

Rental Policy Statement:

The terms and conditions of this Facility Use Agreement, and the rental fees have been set to protect and maintain the facility.

Reservations:

Rental services are offered on a first come, first serve basis with a maximum of one (1) year in advance. Reservations are only accepted with a down payment at time of reservation. Rentals must be made in an adequate amount of time prior to the date of use, a minimum of 20 days and 30 days if alcohol is to be served. If less than 30 days, please contact Scott Shepherd.

Cancellations:

The person(s) or entity executing this Facility Use Agreement may cancel the rental by providing written notice to Camden County Historical Society. All written cancellations must be made within ten (10) calendar days prior to Event date. Renter(s) is responsible for payment in FULL if event is cancelled within 30 days or less of the event set up date.

Rental Time:

The time frame of the rental includes the time of the event AND the additional time needed for set up and clean up including set up and take down of tables and chairs.

Check in / Check out:

The User must check out with the Camden County Historical Society staff member at the conclusion of event and must perform a walk through. The user is responsible for returning the facility to its pre-event condition, including removal of all items brought in. A representative of Scott Shepherd will be present to allow access to the facility and will remain at facility during event and to close facility.

Decorations:

Decorations, picture, signs, notices, posters, displays or exhibits of any type may NOT be attached, stapled, nailed, or taped to the exterior surface walls. With regards to interior surface walls, decorations must be approved by Camden County Historical Society and should be free standing without attachments to walls, ceilings, or floors. The use of confetti, rice, fog machines, bubbles, sparkles/glitter included in balloons, or party favors (confetti like items) in or around the facility is prohibited. Open flame candles are prohibited. Any evidence of prohibited decorations or methods of attachments to surface walls without approval forfeits all damage deposits. Camden County Historical Society will not remove museum displays.

Renter is responsible for setting up any tables and chairs required for your event, unless otherwise agreed upon by the museum. All requests for tables and chairs must be done at time of booking of the event date. Tables and chairs are subject to availability. No items, such as tables and chairs may be placed on the hardwood floors without consent from the Museum. All items placed on the hardwood floors must have appropriate anti-skid protection padding. Any damage done to the floors will result in additional fees.

Food Service

Any Food service should be provided by properly insured, licensed, and certified caterer w/ and additional copy for the Camden County Historical Society. If a group or individual(s) provide food within the Camden County Historical Society facility, they assume all responsibility for the preparation, serving, consumption and cleaning. Camden County Historical Society will not be held liable for any food issues that may arise. Any fuel cans used must be removed from property and NOT put in onsite dumpster or garbage containers.

Entertainment:

All entertainment involving acoustic or amplified music outside of the building requires permission from the Camden County Historical Society. If music is played outside, Camden County Historical Society is not responsible for any complaints received from neighbor or others or any actions that may involve local law enforcement. Indoor presentations cannot include any fog machines or smoke generating devices. Camden County Historical Society is not responsible for any circumstances that occur due to excessive amperage loads placed on the system. Any PA system or DJ system must be of normal amperage loads of 15 amps or less per circuit.

Cleaning:

Removal of decorations, surface cleaning and garbage removal from building is the responsibility of the User and must be done immediately at conclusion of event. Clean up must be incorporated within the rental time frame. Any additional cleanup costs borne by User will be charged accordingly.

Liability:

The User assumes full financial responsibility of all damages (beyond normal wear and tear) that occur during or because of the use of the facility. This includes, specifically, all breakage or damage done to furniture, displays, antiques, appliances, kitchen equipment, the buildings, outside property or utilities. Any damage to the facility or necessary clean up forfeits damage deposit and may incur additional charges. The User and or guest of user understand that Camden County Historical Society shall not be responsible for accidents, injury, or loss of personal property in the facility or outside property.

General Prohibitions:

The following are not allowed:

1. Hard Alcohol (Wine & Beer ONLY) is not allowed in the facility without written consent of the Camden County Historical Society and compliance with the terms below. Even if alcohol is permitted, NO open containers or consumption may occur outside the facility. Renter must provide event insurance and follow all New Jersey Social Permit Requirements. Available at https://www.nj.gov/oag/abc/downloads/social_affair_permit.pdf
2. The facility may not be used for any lewd conduct, gambling, or illegal activity. The User shall comply with all state laws, city ordinances, including collection and remittance of admission tax, and rules of the Camden County Historical Society applicable to the use of the facility.

Indemnity:

The User including guest of the user, shall defend indemnify and hold harmless the Camden County Historical Society, it officials, officers, employees, agents and volunteers from and against any and all claims, suits, actions, or liabilities, including attorney fees, for injury or death of any person or for loss or damage to property which arises out of the use of the facility or from any activity, work or thing done, permitted, or suffered by User in or about the facility, except for injuries and damages caused by the sole negligence of the Camden County Historical Society.

_____ initial _____ date

Alcohol:

If Camden County Historical Society consents to alcohol (Wine & Beer ONLY) being served in the facility, the User must comply to the following:

1. **Appropriate License** – The event must secure a NJ Social Event Permit (https://www.nj.gov/oag/abc/downloads/social_affair_permit.pdf). Renter must also purchase additional event insurance with a liquor liability endorsement or policy and deliver a copy at least 14 business days prior to the date of use to Camden County Historical Society and display a copy

prominently in the building on the date of the event. The User is solely responsible for strictly complying with all requirements of such permits and all Federal, State, and local laws, rules, regulations, health codes and ordinances applicable to the service of alcohol at the facility. The User is solely responsible for ensuring that only persons who are of legal age are permitted to consume alcohol at the facility. Only Beer, Wine, Cider and/or Champagne are allowed. Absolutely NO hard alcohol is allowed. The Camden County Historical Society is not responsible for the supervision or monitoring of the activity taking place at the facility and any Camden County Historical Society member is on site is solely present as a facility monitor. However, IF Camden County Historical Society Member observes any of the condition of this Facility Use Agreement or State Liquor laws or regulations being violated, they have the authority to immediately shut event down.

No Smoking or Vaping of any kind on Premises.

The Camden County Historical Society does not consent to any type of smoking or vaping inside our buildings and on our grounds inside the gates. CCHS has not jurisdiction for legal smoking on the public sidewalks.

No Pets Allowed in CCHS Buildings or the Exterior Grounds.

The Camden County Historical Society does not allow pets of any kind on the premises.

I, _____ the undersigned User, have read and understand this Facility Use Agreement and accept responsibility for the terms listed. For and in consideration of, permission being granted by the Camden County Historical Society for the use of the facility, I agree to be bound by all terms and to always comply with all applicable rules, regulations and directions or instructions of the Camden County Historical Society. I understand that the Camden County Historical Society Member present has the right to immediately terminate the event if he/she determines that a situation is unsafe or presents a risk of harm to the facility. It is also understood that as the signer of this contract I will be on site from the start "Time In" of the event to the finish "Time Out". Further, If I sign on behalf of an entity, I affirm that I am authorized to bind that entity. This is only permission to use the Camden County Historical Society facility. It in no way replaces any permit required by any other organization or agency.

IN WITNESS, THEREOF, the undersigned has hereunto subscribed its name.

Print _____

Sign _____ Date _____

The Camden County Historical Society will not discriminate against any person (s) on the grounds based on race, color, national origin, religion, sex, or sexual orientation, or any other protected class under federal, state, or local law. Persons having questions or wishing to file a complaint regarding this policy may contact Camden County Historical Society. Persons requiring a reasonable accommodation for a disability may contact Camden County Historical Society. For more information, please contact 856-964-3333.

User Initials _____ Date _____

CCHS Rep Print _____ Signature _____ Date _____

**Camden County Historical Society
Damage and Cleaning Agreement**

All agreed upon cleaning must be completed by check out time or cleaning fee will be assessed and applied toward damage deposit.

Appliances, including but not limited to microwave, oven/range, and refrigerator must be cleaned at conclusion of event.

Damages to any fixtures including but not limited to, displays antiques, lighting, sinks, toilets, mirrors, faucets, etc., will result in the assessment of cost of parts, and labor for replacement and will be applied toward damage deposit

All decorations must be approved by Camden County Historical Society 72 hours prior to event. Decorations, picture, signs, notices, posters, displays or exhibits of any type may NOT be attached, stapled, nailed, or taped to the exterior surface walls. With regards to interior surface walls, decorations should be free standing without attachments to walls, ceilings, or floors.

I have read and understand the above and agree to leave the facility in the same clean and serviceable condition that it was in upon my check-in. I understand that I may forfeit some or all my damage deposit. I will inspect the facility and outdoor space upon check out and that condition must be approved by Camden County Historical Society per cleaning walk through check list.

Name: _____ Date _____