

Burlington Meeting House

AND CENTER FOR CONFERENCE



Rental Agreement and Application

(Effective February 2, 2016)

General Information

1. Cash, Check or Money Order must be used for all payments, payable to "BMH, Inc."
2. A \$200.00 deposit is required at the time of the contract signing (Non-refundable if the event is cancelled).
3. A \$300.00 security deposit is required in advance and is refundable after the event if no damage or loss is found after inspection of the facilities.
4. There will be an additional fee charged for the use of any or all of the kitchen appliances (refrigerator, freezer, ice machine, stove, ovens, dishwasher) during the event hours. Kitchen use must be agreed upon at the time of the contract signing.
5. There will be an additional fee charged for the use of tables, chairs, place settings, cooking utensils in excess of those in the Meeting House.
6. All fees and balances must be paid in full no less than one week in advance of the event.
7. BMH, Inc. is responsible for providing, water, electricity, Wi-Fi, heat, air conditioning and restrooms, as well as shower facilities, bunks and mattresses as agreed upon at the time of the contract signing. All other items not listed, including towels, pillows, sheets and blankets are the responsibility of the Lessee.
8. Various electronic media devices may be available upon request.
9. No pets other than service animals are permitted on the premises.
10. No smoking or illegal/controlled substances are permitted in the building.
11. Our Alcohol Policy is included as part of this packet. (Refer to page 6)
12. No food is permitted outside of the dining room unless stated and approved at the time of contract signing.
13. Overnight sleeping is permitted in designated bulk areas only.
14. Suggested caterers and wedding vendors are listed as part of this application. (Refer to pages 7 and 8)
15. BMH, Inc. must be made aware in advance of the event of every vendor that will be on the premises for events.
16. Lessee is responsible for their guests and their guests' actions. Lessee shall assume full responsibility and liability for any personal injury, property damage, and loss incurred because of the actions or conduct of any of their guests or attendees. Lessees shall hold Burlington Meeting House, Inc. harmless from liability for any personal injury, property damage or loss resulting from the actions or conduct of the Lessee's guests or attendees during or after the date and time of the event. (Refer to page 5 for the Hold Harmless Agreement.)

For more information, visit our web site at: www.burlmhcc.org.

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Phone: Nancy at (609) 213-4398

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Facilities Use Fee Schedule

	A	B	C	D
	Weekend Overnight*	Weekday Overnight*	Weekend Single Day**	Weekday Single Day**
	Friday 4 p.m. – Sunday 1 p.m.	Any 2 consecutive days/nights Monday - Thursday	Maximum of 4 hours/event. Additional hours pro-rated	Maximum of 4 hours/event. Additional hours pro-rated
Up to 30	\$2,000	\$1,500	\$500	\$400
31 to 80	\$3,000	\$2,500	\$600	\$500
81 to 120	-	-	\$700	\$600
With Kitchen	Call for prices			

***Overnight** usage includes the dining room, kitchen without utilities (see item #4), second floor seminar room, bunkrooms, showers and restrooms (first, second and third floors). Maximum occupancy for overnight usage is 75.

****Single Day** usage includes the dining room, kitchen without utilities (see item #4), and first floor restrooms. Maximum occupancy for the dining room is 120.

Additional spaces may also be rented for overnight and/or single day usage for the following additional cost per day:

Area	Location	Maximum Occupancy	Price
Youth Recreational Room	Basement	25	\$250
Board Room	First Floor	15	\$150
Library Meditation Room	First Floor	8	\$100
Seminar Room Addition to weekday usage only	Second Floor	75	\$350
Worship Room Not available Sunday morning from 9:00 a.m. to 3:00 p.m.	First Floor	200	\$ 500

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Application

Name of Organization: _____

Name of Person Responsible: _____

Address: _____

Phones: (Home) _____ (Work) _____

(Cell) _____ (Fax) _____

Age Group of Event

(Check all that apply)

_____ Children and Teens Under 18 years of age
(Must provide 1 chaperone for every 10
participants in this age group)

_____ Adults 21 – 35 years of age

_____ Adults 35 – 55 years of age

_____ Adults over 55 years of age

Event

Program/Event Planned: _____

Event Date(s): _____

Event Time: Start _____ Finish _____

Set Up required: _____

Lessees shall hold Burlington Meeting House, Inc. faultless and harmless from all liabilities and legal responsibilities resulting from the actions or conduct of Lessee's guests or attendees associated with the function agreed to and described above before, during or after the date and time of events.

Signature: _____ Date: _____

Lessee

Signature: _____ Title: _____

BMH, Inc. Designee

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Invoice

Group Charges Total	\$ _____
Security Deposit Total <i>(Refundable upon inspection after event)</i>	\$ 300.00
Additional Usage:	
Youth Recreation Room	\$ _____
"Fishbowl" Conference Room	\$ _____
Library Meditation Room	\$ _____
Seminar Room (Weekday/Single Day)	\$ _____
Worship Room	\$ _____
SUB-TOTAL	\$ _____
Less Initial Deposit <i>(Non-refundable if event is cancelled)</i>	-\$ 200.00
BALANCE DUE (1 week prior to the event)	\$ _____

Signature: _____ Date: _____

Lessee

Signature: _____ Title: _____

BMH, Inc. Designee

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Hold Harmless Agreement

The _____ hereby assume/s entire responsibility and liability for any and all damages or injury of any kind or nature to persons, whether employees or otherwise and to property, real or personal including adjoining property caused by or resulting from the use of the premises and facilities of the Burlington Quaker Meeting House and Center for Conference and agrees to indemnify, defend and hold harmless the Philadelphia Yearly Meeting of the Religious Society of Friends, its agents or its employees from the against any and all claims, suits, actions, liability, loss, damage, or injury to persons or to property caused directly or indirectly by the _____, its agents, members, or employees or any and all persons acting in their behalf or under their supervision or control, whether direct or indirect.

As a representative of _____, I am informing participants that I have signed this agreement.

Name (Print): _____

Signature: _____

Title: _____

Organization: _____

Date(s) of Event: _____

Date of Signature: _____

Signature: _____ Date: _____

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Alcohol Policy

For special events, limited alcohol usage is permitted according to the terms set forth between the lessee and Burlington Meeting House, Inc. prior to the event. This includes an event insurance policy provided by the lessee since the insurance of Burlington Meeting House, Inc. does not cover alcohol consumption.

1. Wine and beer are the only alcoholic beverages permitted in the Burlington Quaker Meeting House and Center for Conference by outside groups renting space for special events with the prior approval of the Burlington Meeting House, Inc. Trustees.
2. Wine and beer may only be served to adults 21 years of age and older.
3. Wine and beer must be delivered to the Conference Center only by the lessee or their designated caterer on the day of the event and can only be served by adults 21 years of age and older.
4. The lessee or designated caterer must provide the Burlington Meeting House, Inc. trustees with a certificate of its insurance at least a week prior to the event specifying liquor liability coverage and listing Burlington Meeting House, Inc. and Philadelphia Yearly Meeting Religious Society of Friends as additional insured on the certificate.
5. Wine and beer containers must be removed from the property immediately after an event; wine and beer containers are not to be left in the interior or exterior recycling receptacles located on the Meeting House and Conference Center property.
6. Wine and beer may not be stored in the Conference Center by any group or organization.
7. Wine and beer may not be sold on the premises of Burlington Quaker Meeting House and Center for Conference by the lessee at any time before, during or after the scheduled event.
8. The serving and consumption of wine and beer is limited to the dining room unless otherwise approved by the Burlington Meeting House, Inc. trustees. No alcohol is permitted at any time in the second and third floor bunk rooms or the basement youth recreational facility.
9. The Burlington Meeting House, Inc. trustees may assess an additional refundable deposit of up to \$500.00 prior for the event where alcohol consumption has been approved.
10. Any deviation from this policy will result in forfeiture of any and all deposits as well as future rental consideration by the lessee's organization or group.

I have read and understand the policies and procedures as set forth in this application and agree to conformance with all conditions as outlined on pages 1 – 7.

Signature: _____ Date: _____

Lessee

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Recommended Caterers

As a service to groups and organizations renting the Burlington Quaker Meeting House and Center for Conference, the following array of caterers are recommended. All catering arrangements are the sole responsibility of each group or organization.

G & M Caterers

Glen Matlack
Marlon Smith
Phone: (609) 790-9129
Fax: (215) 694-8779

Francesco's Pizzeria & Restaurant

351 High Street
Burlington, New Jersey 08016
Phone: (609) 747-1400
Fax: (609) 747-1410
Web site: www.francescospizzanyc.com

Fratelli's

1414 Route 130 North
Burlington NJ, 08016
(609) 526-2746
Web site:
www.fratellisitalianrestaurantburlington.com

Panera Bread

4004 Route 130 North
Delran, NJ 08075
Phone: (856) 764-4282
Fax: (856) 764-4285
Web site: www.panerabread.com

Rino's Penn Pizza Palace

Route 130 and Beverly Road
Burlington, NJ 08016
Phone: (609) 387-4466
Fax: (609) 386-8366

Robin's Nest

2 Washington St.
Mt Holly, New Jersey 08060
Phone: (609) 261-6149
Fax: (609) 261-9628
Web site: www.robinsnestmountholly.com

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Recommended Wedding Vendors

As a service to groups and organizations renting the Burlington Quaker Meeting House and Center for Conference, the following array of wedding vendors are recommended. All arrangements are the sole responsibility of each group or organization.

Kim Blackman Events

Phone: (856) 296-4578

Moorestown, NJ

Web site: <http://ksbeventsonline.com/>

Mark Collins Designs

Phone: (802)230.6797

E-mail: markcollinsdesigns@gmail.com

Web site:

<http://www.markcollinsdesigns.com/>

Derrick Owings,

Non-denominational licensed minister

Burlington, NJ

Phone: (609)213-4170

PartySpace

Web site: <http://partyspace.com/philadelphia>

Tents For Rent, LLC

Daryl Sensenig

110 Wood Corner Road

Lititz, PA 17543-9168

Phone: (717)733-9700

E-mail: daryl@tentsforrent.net

Web site: <http://tentsforrent.net>

Price list for BMHCC renters:

http://burlmhcc.org/wp-content/uploads/BurIMHCC_TentsForRent.pdf

TrioClassica

Bridget Kasinskas

Phone: (609)870-1284

E-mail: b.kasinskas@gmail.com

Catherine "Cie" Stroud Photography

Phone: (609)731-2195

E-mail: cie@ciephoto.com

Web Site: <http://ciephoto.com/weddings.html>

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