

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

RENTAL AGREEMENT Fee Agreement

Decorate Start: Day of week _____ Date (dd/mm/yy): _____ Time: _____ a.m. ☐ p.m. ☐

Event Start: Day of week _____ Date (dd/mm/yy): _____ Time: _____ a.m. ☐ p.m. ☐

Event Finish: Day of week _____ Date (dd/mm/yy): _____ Time: _____ a.m. ☐ p.m. ☐

Name of Organization*: _____

Name of Individual or Org. Representative: _____

Driver's License: State: _____ Number: _____

Address: _____

Cell Phones: Rep: _____ Other: _____

Email Addresses: Rep.: _____ Other: _____

Event: _____

Number of Guests in Attendance

_____ Day _____ Overnight

Age Group(s) of Event (Check all that apply.)

0 – 18 ☐ 21 – 35 ☐ 35 – 55 ☐ 55+ ☐

Item/Area	Amount	Notes incl. equipment needed												
Front Lawn	+ \$ _____	_____												
Youth Recreation Room	+ \$ _____	_____												
Ockanickon Hall	+ \$ _____	_____												
Kitchen or Appliance(s)	+ \$ _____	_____												
Boardroom	+ \$ _____	_____												
Hendrickson Room	+ \$ _____	_____												
Seminar Room	+ \$ _____	_____												
1783 Quaker Meetingroom	+ \$ _____	_____												
Overnight	+ \$ _____	_____												
<u>Table Linens</u>	+ \$ _____	_____												
Bedding, Towels	+ \$ _____	_____												
Misc.	+ \$ _____	_____												
Credit, Discount	- \$ _____	_____												
RENTAL	= \$ _____	<div>Do not write in this area</div> <table><tr><th>Check/Payment No.</th><th>Date (dd/mm/yy)</th></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table>	Check/Payment No.	Date (dd/mm/yy)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Check/Payment No.	Date (dd/mm/yy)													
_____	_____													
_____	_____													
_____	_____													
_____	_____													
_____	_____													
<i>Security</i> Deposit	+ \$ _____													
<i>Cleanup</i> Deposit	+ \$ _____													
BALANCE DUE on _____	= \$ _____													
_____ - \$ _____	= \$ _____													
_____ - \$ _____	= \$ _____													
_____ - \$ _____	= \$ _____													

Name (Print): _____ Date (dd/mm/yy): _____

Signature: _____

Representative

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

Date(s) of Event: Start (dd/mm/yy): _____ Finish (dd/mm/yy): _____

Alcohol Agreement

For special events, limited alcohol usage is permitted according to the terms set forth here between the renter and Burlington Meeting House, Inc. prior to the event.

"BMH, Inc." stands for "Burlington Meeting House, Inc.," operators of the Burlington Quaker Meeting House and Center for Conference, or "BQMHCC."

1. Renter and renter's designated caterer must each provide BMH, Inc. with a [Certificate of Insurance](#) (COI) for Liquor Liability in the amount of \$1,000,000.00 naming "Burlington Meeting House, Inc." as additional insured and which covers all hours/days Renter is or renter's vendors are on the property.
2. Wine and beer are the only alcoholic beverages permitted on the BQMHCC premises.
3. Renter or Renter's designated caterer must prohibit persons under the age of 21 years or persons who are visibly or apparently intoxicated from consuming wine and beer.
4. Renter or Renter's designated caterer must prohibit persons under the age of 18 years to pour or serve wine and beer.
5. Wine and beer must be delivered to the BQMHCC only by the Renter or Renter's designated caterer and only on the day of the event.
6. Renter or Renter's designated caterer must remove wine and beer containers from the BQMHCC premises immediately after event and not leave them in the interior or exterior recycling or garbage receptacles.
7. Wine and beer may not be stored in the BQMHCC.
8. Wine and beer may not be sold on the BQMHCC premises by the Renter or Renter's designated caterer at any time before, during or after the event. There may not be a cash bar.
9. The serving and consumption of wine and beer on the BQMHCC premises is limited to Ockanickon Hall unless otherwise approved in writing by BMH, Inc.
10. No alcohol is permitted at any time in the second and third floor Dormitories or the basement Youth Recreational Room of the BQMHCC.
11. The BMH, Inc. trustees may assess an additional refundable deposit of up to \$500.00 prior to an event where alcohol consumption has been approved.
12. Any deviation from this policy will result in forfeiture of any and all deposits as well as future rental consideration by the Renter.

☐ I have read and understand this Alcohol Policy and agree to conformance with all its conditions.

☐ There will be no alcohol at our event.

☐ There will be alcohol at our event.

(Signature under Hold Harmless Agreement applies)

Hold Harmless Agreement

I/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 actions or inactions on the premises and in the facilities of the Burlington Quaker Meeting House and Center for Conference and agree/s to indemnify, defend and hold harmless Burlington Meeting House, Inc. and the Burlington Quarterly Meeting of the Religious Society of Friends, Inc., its agents or its employees against any and all claims, suits, actions, liability, loss, damage, or injury to persons or to property caused directly or indirectly by me/the organization*, my/its agents, members, or employees or any and all persons acting on my/its behalf or under my/its supervision or control, whether direct or indirect.

As a representative of the organization* above, I am informing the participants that I have signed this Agreement and the details of it.

Name (Print): _____ Date (dd/mm/yy): _____

Signature: _____

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

Date(s) of Event: Start (dd/mm/yy): _____ Finish (dd/mm/yy): _____

Terms and Conditions

"BMH, Inc." stands for "Burlington Meeting House, Inc.," operators of the Burlington Quaker Meeting House and Center for Conference, or "BQMHC.".

1. **Regarding the SARS-CoV-2 virus or Covid-19 disease:**
 - a. BMH, Inc. cannot guarantee Renter or Renter's guests' or vendors' **safety** from either the virus or disease.
 - b. **Occupancy** is limited to that permitted by the State of New Jersey *at the time of event*. Occupancy at the time of signing the Agreement will be reflected on the Agreement. If after signing the Agreement the State increases occupancy *and you wish to add more people*, the rate will increase and you will need to pay the balance before the event. If after signing the Agreement the State decreases occupancy, the rate may decrease. If the State orders a Stay-at-Home order, you may choose to have your deposit refunded, rebook, or donate your deposit to us. We can give you a donation receipt. Dates are booked on a first come, first served basis.
 - c. Renter is responsible for **enforcing** amongst guests and vendors State and local requirements and restrictions for occupancy, dining, lodging, social-distancing, masks, etc.
2. Renters are responsible for setting up our tables, chairs and tableware and for leaving our amenities and the facility in the **arrangement and condition** in which they were given them – personal decorations removed, BMH, Inc. decorations replaced, chairs stacked and stored, tables folded and stored, refrigerator and freezer empty and clean, kitchenware clean and stored, garbage put in dumpster, recycling but in recycling bins, lights and appliances off, spills cleaned up, floor swept, windows and doors shut and locked, etc. Ask for a copy of the "Cleanup Checklist."
3. BMH, Inc. is responsible for **providing**, water, electricity, Wi-Fi, heat or air conditioning, restrooms, shower facilities, mattresses and bunks, and conference or recreational equipment as agreed upon at the time of the Agreement signing. All other items not listed, including table cloths, sheets, pillows, blankets and towels, are the responsibility of the Renter.
4. BMH, Inc. accepts cash, money order, check, debit credit or credit card for **payments** except for services added since the balance was paid, which must be paid in cash. We do not accept money orders by mail. Checks should be made payable to "Burlington Meeting House, Inc." Renters who wish to pay by debit or credit card must request an emailed PayPal invoice that they can pay online. PayPal accounts are not required to pay PayPal invoices. PayPal invoices will include a service fee to cover PayPal fees.
5. A **Reservation Deposit** of 30% of the Rental, minimum \$200.00/day, is required at the time of signing this Agreement and is applied toward the Rental. The Reservation Deposit is non-refundable.
6. A **Security Deposit** of \$300.00-\$450.00/day is required no fewer than 7 business days prior to the (first) event, must be maintained in full throughout the dates of the Agreement and is refundable after the (last) event. Deductions will be made for mess, damage, loss, incident, extra trash removal, overtime or extra staff time incurred from the event(s). Balance will be refunded by check in about a week from the (last) event and mailed to same address on this Agreement unless agreed in writing.
7. **Overtime** is \$150.00-300.00/hour and begins when Renter's guests do not leave by the event end time and/or Renter's organizers or vendors do not leave within 2 hour(s) after that. Overtime for this rental will be charged at \$_____/hr.
8. For all weddings and overnights, there is an additional **Cleanup Deposit** of \$300.00-\$450.00. If, at the end of Renter's event, Renter chooses not to clean up the spaces and equipment rented, we will keep the additional Cleanup Deposit.
9. The **balance due** must be paid in full no less than 7 business days prior to the event. Any amount accepted after that date must be paid in cash. Failure to pay balance on time will result in cancellation of event. Fees incurred for bounced checks will be added to the balance due.
10. For **ongoing** rentals, each month is due in full by the first event day of each month. Ongoing Sunday Rentals may be cancelled for Overnight Rentals and the fee for those Sundays is not due. If the Ongoing Sunday Rental cancels, the fee for that Sunday is due. Ongoing Rentals may not use our address to register their business, establish a bank account or receive mail.
11. For **Commissary/Servicing Area** rentals, each use of the kitchen must be scheduled with BMH, Inc. and be prepaid. Commissary Renters must inform BMH, Inc. in writing if they no longer need Commissary.
12. Each organization must identify a **representative** who will be responsible for that organization's compliance with this Agreement. Renter/Representative must be **21 years** of age.
13. Renter *and each of Renter's vendors* must provide a **Certificate of Insurance** (COI) for General Liability including Bodily Injury and Property Damage in the amount of \$1,000,000.00 naming "Burlington Meeting House, Inc." as additional insured at 340 High St., Burlington, NJ 08016 and which covers all hours/days Renter is or renter's vendors are on the property. If Renter does not provide a COI, BMH, Inc. will void the Agreement, cancel the rental and make no refunds.
14. Renter must provide BMH, Inc. a list of its **vendors'** names, address and phone numbers one week before the event.

Name (Print): _____ Date (dd/mm/yy): _____

Signature: _____

BURLINGTON QUAKER MEETING HOUSE & CENTER for CONFERENCE

Date(s) of Event: Start (dd/mm/yy): _____ Finish (dd/mm/yy): _____

15. Renter may **publicize** the event at the discretion of BMH, Inc.
16. BMH, Inc. reserves the right to have a **representative** on premises, including in the building, during the event.
17. Only those **spaces** and **equipment** rented may be used. The remainder may neither be accessible nor in working order during rental.
18. **Decorations** must be **non-destructive**. They must not leave residue or holes, remove stain or paint, cut into wood, be difficult to vacuum up or set off the fire alarm. No duct tape, Command strips or similar adhesives, staples, nails, permanent marker, carvings, glitter, fog machines, dry ice or pyrotechnics. No wire on wood in Quaker Meetingroom.
19. **Overnights** are consecutive nights. The Kitchen and Quaker Meetingroom are extra. Maximum occupancy overnight is 88. Sleeping is permitted in designated bunk areas only. Groups may arrive no earlier than 3 p.m. and must depart by 12 noon, unless otherwise agreed.
20. **Youth** under 18 years of age may stay overnight if accompanied by a parent or legal guardian or with the expressed written permission of a parent or legal guardian. Renter is responsible for acquiring written permissions.
21. Renter must provide 1 adult over 21 years of age as chaperone for every 10 guests under 18 years of age. The **chaperone(s)** shall be present at all times and the youth under direct supervision of them.
22. No **food** is permitted outside of Ockanickon Hall, with the exception of the front lawn, unless stated in and approved at the time of the Agreement.
23. **Alcohol Policy** is included here and must be signed at the time of the Agreement.
24. The **kitchen** is off-limits except for capable and responsible people authorized by the Renter.
25. Sterno's, **heating** pads, heat lamps, etc. may only be used directly on the stainless-steel counters in the kitchen.
26. Renters must keep **fire** exits and access to the fire extinguishers clear.
27. The **fire bowl** may only be used with one of us present.
28. **Smoking** and illegal/controlled substances are not permitted in the building. Cigarette butts must be disposed of properly.
29. No pets other than service **animals** are permitted on the premises. No therapy animals are permitted.
30. If Renter is going to have a **raffle**, Renter must follow State and City licensing rules.
31. Renter is responsible for **security** while occupying the premises, including enforcing occupancy/space, permitting admission only to Renter's guests and vendors, keeping first floor doors and windows closed and monitored if not also locked, reporting suspicious activity to authorities, etc.
32. Any Renter that accepts **keys** and/or an **alarm code** may not give the keys to someone else, copy the keys or share the alarm code. Renter accepts full responsibility for any consequences.
33. Renters must be **considerate** of the needs, property and noise tolerance of the BMH, Inc. neighbors and community.
34. **Parking** on the premises is permitted in the 4 spaces farthest from High St. and the Wheelchair Van Accessible space only. Do not park in the 2 spaces closest to High St., drive or park on the grass, or park in the driveway (a fire lane, the neighbor's access). For each complaint we receive from the Fire Dept. or the neighbor, we will keep \$100 of your security deposit.
35. BMH, Inc. reserves the right to **terminate** Renter's event for any misrepresentation of renter's identification, intended use of facility, failure to adhere to Agreement Terms and Conditions, or lack of adherence to State or local requirements and restrictions.
36. All Renters must arrange with the BMH, Inc. for **entrance** and **check out/lock up** of the facility.
37. Renter may Like our **Facebook** page and to Share photos with us.
38. Renter may provide **feedback** about having rented the premises by direct email to through our website.

Checklist

	<u>COI</u>	Name	Address	Phone
Renter	<input type="checkbox"/>	--	--	--
Vendor 1	<input type="checkbox"/>	_____	_____	_____
Vendor 2	<input type="checkbox"/>	_____	_____	_____
Vendor 3	<input type="checkbox"/>	_____	_____	_____

Name (Print): _____ Date (dd/mm/yy): _____

Signature: _____