

**The Rutley Historical Society**  
**65 Church Street, Rutley, NJ 07110**  
**973-667-1528**

**Rental Agreement**

|  |       |               |       |
|--|-------|---------------|-------|
| Rental fee (4 hours) \$250*<br><b>(Fri/Sat/Sun)</b>                  | _____ | Date of Event | _____ |
| Rental Fee (4 hours) \$125* <b>(Mon-Thurs)</b>                       | _____ | Time of Event | _____ |
| Additional hourly fee @ \$50/hour                                    | _____ | Type of Event | _____ |
| Security Fee \$150 (fully refundable pending no damage during event) | _____ | # of Guests   | _____ |
|  |       | # of Tables   | _____ |
| Sub-total  | _____ | # of Chairs   | _____ |
| Less Deposit   | _____ |               |       |
| Balance Due (30 days prior event)                                    | _____ |               |       |

\*Includes \$50 Janitorial Fee

Name of Renter: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

The Renter must agree to the following terms:

1. No smoking permitted on the premises.
2. No DJs or smoke machines permitted on the premises.
3. No loud noise or music after 10:30 PM.
4. No liquor is allowed on the premises other than beer and/or wine.
5. The use of tape, tacks, pushpins, staples, clamps, etc. is prohibited.
6. All spills, including the kitchen area, must be cleaned up immediately.
7. The premises must be left in the same condition as found. All decorations must be removed; all table surfaces should be wiped clean; all trash (no liquid) is to be put in sealed plastic bags supplied by the renter.
8. Charges for additional hour(s) begin 10 minutes after the contracted 4-hour rental.
9. The hall will be occupied no later than 11 PM.

Any violations of the terms of this agreement or damage to the property will result in the loss of part or all of the security deposit. Should any damage exceed the security deposit, the renter agrees to pay for any damages exceeding the security deposit. Full refund if cancellation is within 30 days of signing the contract; after 30 days no refund.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Date fee Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

\*New rates effective January 28, 2018