



Camden County Historical Society

1900 Park Boulevard, Camden, NJ 08103

Mailing: PO Box 378 Collingswood, NJ 08108

(856) 964 3333

cchsnj.org

Camden County Historical Society Facility Rental Application

Updated January 1, 2019

Contact Person / Organization: _____

Address: _____

Email: _____ Mobile#: _____

☐ General

☐ Non Profit (501c3)

Date of Event: _____

Start Time: _____ End Time: _____ **(curfew midnight)**

(You may arrive an hour before start time for set up and stay an hour after end time for clean up. This may be adjusted at the discretion of rental management.)

Brief Description of Event: _____

Estimated # Attendees: _____

Security Deposit Check/money Order is required at signing of application to secure your requested date and full payment is due at least **two weeks prior to event**.

Security check deposit date:

*****Please review with management. Any violation of these policies will result in CCHSNJ retention of your security deposit check.**

Rental Cost: _____ Paid by: ☐ Cash ☐ Check ☐ Credit Card Date: _____

Security Deposit Check or Money order #: _____ Payable to CCHSNJ. Credit Card #:

_____ Exp Date: ____/____ CVC: _____ ZIP: _____



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General Policies - Initial each box:

NOTE: Camden County Historical Society will be referred to as CCHSNJ or The Society.

_____ *******EFFECTIVE SEPTEMBER 09, 2018 - NO ALCOHOL ALLOWED UNLESS APPROVED BY MANAGEMENT. See attached document.**

_____ Security Deposit is due [2] weeks prior to event **by check or money order to secure the event date. Without security deposit the date is NOT guaranteed.**

_____ **Credit/Debit card information for a valid card is required regardless of method of payment.** Your card will not be charged unless there is a violation of the rental agreement.

_____ One week prior to the event, the organization, group or individual (planner) will meet with the staff of the Camden County Historical Society to determine how the room is to be set. We provide tables, chairs and basic table cloths at no cost to renter but renter is responsible for setting up the room.

_____ The renter is responsible for bringing in all paper products, serving utensils, eating utensils, paper towels, etc. If the renter will be cleaning dishes following the event, dish detergent should be brought in. Use of CCHSNJ in house products will incur an **additional charge of \$ 10.00** not including brooms, mops and cleaning cloths.

_____ **No confetti, glitter or hazzardous party item is permissible in the building. Balloons are allowed only if they are weighted down.** Bringing in any hazzardous items will result in forfeiture of full security deposit.

_____ Open flames (except for chafing dishes), candles and smoking is not permitted in any of the Society's facilities. Cooking is allowed for outdoor events but not in the kitchen. **PLEASE DO NOT USE STOVE IN KITCHEN.**

_____ **CHILDREN'S EVENTS - All children (2 - 17) attending or participating in the event must be supervised at all times by an adult** – children are not permitted in any other part of the Society, including but not limited to: main floor, library, stairwells, and front lobby and basement. Any spill, candies, cake stains wrappers must be supervised for cleaning by the event sponsor. Failure to do so will result in **ADDITIONAL COSTS FOR CLEANING.**

_____ Unless otherwise arranged, event guests are not permitted in library, basement or on basement stairs of the Society.



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_____ Unless otherwise arranged in advance, the piano in the Auditorium may not be used by any organization, group, or individual. No foods or liquids are allowed on the piano.

_____ On the day of event, **coordinator of the event must arrive prior to all other guests**, and meet with Society staff member. Event coordinator is solely responsible for guests of event in case of any damage.

_____ If the organization, group or individual is utilizing outside vendors such as caterers, musical groups, etc. the organization, group or individual must have a designated individual at the Society to meet and direct the vendor. Society staff and/or volunteers will not meet or coordinate vendors.

_____ The renter must supply their own meeting supplies such as paper, pens, markers, scissors, staplers, tape, etc.

_____ **The Society staff is not responsible for trash removal or cleanup of event.** Following the event all trash must be placed in plastic trash bags that are provided by the Society and brought to the curb of Euclid Avenue. The Society staff is not responsible for trash removal or cleanup of event.

_____ Any MAJOR spills on the carpet must be cleaned by the **RENTER** with a professional cleaning machine which is not provided by CCHS. Any food or minor spills must be cleaned by renter before leaving CCHS. If this is not done, \$100.00 will be deducted from the security deposit to have the area professionally cleaned.

_____ **ALL OUTDOOR EVENTS MUST ADHERE TO "THE POLICIES OF CCHS". No open fires or smoking on or near Pomona Hall or CCHS property. All chairs and tables that are property of CCHS must be returned to the auditorium. Staff will not be responsible for moving them indoors or out. Renters must provide persons to move needed tables and chairs.**

_____ The organization, group or individual must have a designated person to greet their guests – **Society staff and/or volunteers will not be responsible for greeting and/or directing guests.**

_____ **All events have a strict curfew of 12:00 midnight**, including clean up and breakdown time. No guests are permitted on the property past midnight. Any event that has not concluded by 12:00 midnight will be charged a \$125 late fee per additional hour.



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_____ CANCELLATION/REFUND OF AN EVENT. In the event of very bad weather, (i.e. snow storm, flooding, temperatures below freezing etc) a “rain date” must be agreed to before the scheduled event, however MANAGEMENT will have the right to cancel and reschedule a new date with renter or refund paid rental amount.

Any and all changes to scheduled events must be approved by rental management at least 1 week before the event. Circumstances will vary.

I have read and agree to the policies of CCHS by signing below.

*****POLICY IS SUBJECT TO CHANGE AS NEEDED BY CCHS MANAGEMENT*****

Signed: _____
Renter Date

Signed: _____
Staff Member Date