



## Warwick Township Historical Society

### **Rental Policy for the Moland House**

THIS DOCUMENT defines the rules and procedures for the rental of the Moland House and grounds for conducting events by outside groups.

1. The renters will have the use of the visitors center, including 2 restrooms and the kitchen, and the 12 acres of Moland Historic Park.
2. The visitors center has a maximum seating capacity of 40.
3. There are 75 folding non-padded seats available, and 6 folding tables, 30" by 6 feet. Renters are responsible for set up and replacement of furnishings.
4. A 46" video screen, DVD player and a podium are available.
5. Events can be held between 9:30 am and sundown.
6. Parking is available for over 100 cars.
7. Trash containers are provided in the kitchen and bathrooms. Larger containers are available on the East porch. Renter is responsible for trash removal.
8. **INSURANCE:** Renter must provide a **CERTIFICATE OF LIABILITY INSURANCE** for a minimum of \$1 million, no less than 30 days prior to the event, and specifically holding Warwick Township and the Warwick Township Historical Society harmless. A sample certificate will be provided to the renter.

9. FEES: For events other than weddings, the fee is 100.00 / hr., with a 2 hour minimum. Set-up and cleanup are part of the time charged. Use of the kitchen is \$50.00 additional . Fees are due 30 days before the event. Renters will be charged for any damage or cleanup required.
10. WEDDINGS: The fee for weddings is \$500.00 as the base fee, plus \$10.00 per guest. In addition, a \$200.00 security check is required, to be returned at the discretion of the Society. A 1/3<sup>rd</sup> deposit is required to hold the date, with the balance, and the security deposit, due 30 days before the wedding. The Society has no in-house caterers or tent companies, but can recommend these if requested. Porto-potties if needed, must be arranged by the renter. Set up and clean up can be done a few days before and the day after the event, by prior arrangement.
11. A Society member will be present at least 15 minutes prior to the scheduled beginning of the event, and shall remain on site until all persons have left the facility.
12. In case of inclement weather causing postponement of the event, the event will be re-scheduled to a mutually agreeable time.

Applicant name \_\_\_\_\_ Type of event \_\_\_\_\_  
E-mail \_\_\_\_\_ Date of event \_\_\_\_\_  
Address \_\_\_\_\_ Starting time \_\_\_\_\_  
Phone number \_\_\_\_\_ Ending time \_\_\_\_\_

I have read and agree to the requirements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

For the Society \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_