

THE WOMAN'S CLUB OF UPPER MONTCLAIR
200 Cooper Avenue
Upper Montclair, New Jersey 07043
Telephone 973-744-9138

Office Hours

Monday – Thursday
10 a.m. to 2 p.m.

Date:

THE WOMAN'S CLUB OF UPPER MONTCLAIR agrees to rent the premises to:

Name: _____

Organization: _____ (Contact for Organization) _____

Address: _____

For the purpose of: _____ Number of guests _____

Club area to to be used used: _____ on _____ hours: _____

Caterer's name: _____ Tel.# _____ Renter's Tel.# _____

It is understood and agreed that the Renter assumes responsibility for the preservation of order in said building, and damage or loss incurred by Renter or their guests at any time, liability for any damage or loss of Club property, and for the strict observance of all regulations of the Club listed on the following page of this contract. (The security fee will be refunded to Renter 10 days after rental if Club is found to be in good order.)

The rental fee for the area indicated is \$ _____ for _____ hours. A rental deposit of _____ and \$ _____ security fee must be returned with one signed copy of the contract with 10 days of receipt of the contract by Renter. This may be made by personal check or in cash.

In the event of cancellation of this contract at anytime, the rental deposit and security fee will be forfeited.

The balance of rental fee _____ must be paid by Renter by check or in cash 30 days before rental date.

A gratuity of \$16.00 per hour is to be paid from set-up to clean-up to the houseman by the Lessee on rental date.

WCUM PROVIDES ONLY TABLES AND CHAIRS. The Renter or its caterer must furnish all equipment including dish towels and black heavy-duty trash bags.

Renter must provide proof of liability insurance as condition of rental. Please see attached regulations regarding insurance.

By the order of the Township of Montclair, bottles, aluminum cans and cardboard must be separated from garbage, and garbage disposed of in the garbage container provided by the Woman's Club.

A uniformed Police Officer is required for 200 or more guests, at Renter's expense, to be paid directly to the officer by the Renter on the rental date.

Note: Because of rising fuel costs, a surcharge may be imposed.

Renter _____ Club Officer _____ Houseman _____

(3) copies – (1)WCUM,(1)Renter and (1)Signed Returned Copy.

SEE REGULATIONS ON ATTACHED SHEET
TERMS OF THIS CONTRACT WILL BE STRICTLY ENFORCED

***Charges for Womans Club of Upper Montclair**

Lounge Capacity - 125; Ballroom Capacity - 225

Rental of Lounge (4 hours) \$1,000

Additional hours over 4 hours - \$125 an hour

Set-up - 2 hours

Breakdown - 2 hours

Additional Breakdown or Set-up - \$50 an hour

Total - 8 hours

Deposit - \$250

Security - \$400

Rental of, Ballroom, Lounge and Kitchen (5 hours) - \$2,000

Additional hours over 5 hours - \$200

Ceremony (1 hour) - \$250

Set-up - 4 hours

Breakdown - 2 hours

Additional Breakdown or Set-up - \$50 an hour

Deposit - \$500

Security - \$500

Lighted Trees - \$100

Signature of Renter _____

Date _____