

Tree Tavern Hall Rental

17 PARK STREET, WANAQUE, NEW JERSEY 07465

Rental Policy, Instructions and Application

(Last updated- July, 2012)

The following Rental Policy contains important information regarding the use of the hall. It is imperative that you read and review the items listed. Please note that the Rental will be considered NULL AND VOID if the application for hall rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the management of Tree Tavern. The application date is the date the application is mailed or otherwise provided to the applicant.

If you have any questions regarding the policy and its guidelines please contact the Tree Tavern office at (973) 835-2033.

1. Application

Hall rental applications may be obtained from our Website or by calling the office at the number above. All hall rentals require an application. No rental shall be considered until a completed and executed application is submitted to the Tree Tavern together with the appropriate fees (including the necessary security deposit.), at a time no later than two weeks after the application date. All rentals are subject to the approval of the management of Tree Tavern.

2. Rental Fee

❖ Hall Rental - \$400.00

Each rental shall be for a period of four (4) hours. Additional time (over the four hour rental time for the function) is subject to the approval of Tree Tavern at an additional cost of \$100.00 per additional hour, for no more than two additional hours.

Additional cost is determined and subject to change by Tree Tavern. Additional time must be requested at the time of application.

The Rental Fee must be paid in full at least sixty (30) days prior to the rental date or with the application whichever is the sooner.

3. Security Deposit

Hall Security Deposit - \$150.00

As stated above, the security deposit is due at the time of application. All money shall be returned if the application is not approved.

The security deposit will be returned within 14 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to pay for the extra damages.

4. Cancellation Policy

A written cancellation request must be received by the office. Refunds will occur as follows:

If the written cancellation is received greater than 30 days-full refund of rental and security deposit.

If the written cancellation is received 14 days or more a full refund less a \$100 cancellation fee.

If the written cancellation is received less than 14 days of event-No refund.

5. Capacity

The maximum capacity of the hall shall be sixty (60) people.

6. Hall Set-Up

The hall will be set-up based upon your written request and diagram to the office, no later than ten days prior to the event. No other changes to the hall configuration may be made once the event has begun.

7. Decorations

- May be put up by the user and must be taken down and removed from the building upon completion of the event.
- The hanging of items using thumbtacks, staples, nails, electrical tape, duct tape, or any other marring materials is strictly prohibited.
- Decorations may be attached to the walls, ceilings, doors, or windows with special, non-marring adhesive materials only.
- No "confetti" type decorations will be used.
- Plants, bushes, trees and flowers to be placed on floors, tables or other surfaces, must be in watertight containers to avoid damage.
- No items from your event are to be left overnight unless it has been arranged with the management of The Tree Tavern.

8. Hall Clean-up

Renting party is responsible for cleanup of hall area, making sure all rubbish gets into the trash bins. This is critical to security deposit refund.

9. Kitchen Clean-up

Renting party/caterer is responsible for the complete clean-up of kitchen area. Countertops should be washed, ovens and microwaves should be cleaned, floors should be swept, trash should be placed in the outside trash receptacles, wash and clean sinks and surrounding area, Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without approval of Tree Tavern. This is critical to the security deposit refund.

10. Cooking

NO cooking or grilling will be allowed on the property. Only the preparation of cold foods and warm up of precooked hot foods will be allowed.

11. Kitchen usage

In kitchen rental party/caterer may use the following: Refrigerator, freezer. Stove, oven, and microwave (for warm up only).

12. Kitchen restrictions

In kitchen rental party/caterer **may not use** the following: dishes, china, pots, pans, utensils, table linens, serving trays, dishwasher without prior consent of Tree Tavern management.

13. Smoking Policy

This facility is a **NO SMOKING** facility and will be enforced. Any violation of this item may forfeit your security deposit and the particular party may be asked to leave the facility.

14. Indemnification / Hold Harmless

The renting party, by executing the application form, shall agree to indemnify and hold harmless the Tree Tavern, its agents, employees from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

15. Alcoholic Beverage Policy

If alcohol is to be served, the rental must include the use of our bar area. No outside alcohol can be brought in. The following guidelines will be upheld:

A bartender will be provided by Tree Tavern (No one else). This is an additional fee to be paid by renting party.

- A. Cash bar will be charged at current market prices as established by Tree Tavern.
- B. Open bar is available at a per person charge.
- C. All alcoholic beverages will be served from the bar area and not from any other area of the facility.
- D. Renting party must serve food/snacks when using the bar
- E. Renting party must serve coffee at least 1 hour prior to bar closing
- F. Renting party must provide designated drivers for those in need at the end of the function.
- G. The Tree Tavern staff has full control of the bar and the serving of alcoholic beverages and may, in its sole discretion, refuse alcoholic beverage to any person or close the bar in its entirety.

16. Damages

Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.

Tree Tavern
17 Park Street
Wanaque, NJ 07465
(973) 835-2033

APPLICATION FOR HALL RENTAL

IMPORTANT: Please complete all information and return.

Hall Rental will be null and void if this form is not completed, returned with deposits and approved within two weeks of the Application date*.

Function Date _____

Day of Week (Circle One) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Name of Organization or Individual _____

Address _____

Home Telephone # _____ Business Telephone # _____

Fax# _____ e-mail _____

Requested Hours _____ to _____

Intended Use _____ Approximate Attendance _____

Name of person or organization responsible for the affair if other than applicant (if same, so indicate)

Address _____

Home Telephone # _____ Business Telephone # _____

Name of Caterer (if applicable) _____

Address _____ Telephone # _____

FACILITIES REQUESTED

Kitchen _____ (please be sure that party using the kitchen/caterer has read the Rental Policy guidelines with regards to the kitchen and contacts Tree Tavern management at least one week prior to the event.)

Refreshment Bar _____ (please be sure that you have read the Rental Policy guidelines with regards to bar area)

I have completed this application/agreement and I have read and understood and agree to the rental policy which is incorporated herein by reference.

Applicant Signature & Date