

Log Cabin/Alumni Pavilion Facility Guidelines

Thank you for reserving the Cook College Log Cabin and Alumni Pavilion. Enclosed is the contract for your event. Please return the signed contract along with this initialed Facility Guidelines within 10 business days. Your reservation is considered confirmed once the Security Deposit has been paid and the completed contract and signed guidelines have been received. If booking group is a student club/organization, an advisor must be in attendance during the function and a letter from the advisor authorizing the event must be submitted with fee and application.

Although we provide excellent facilities for events, we are first and foremost, a botanical garden. Our emphasis is on horticulture and education. To maintain the beauty of the landscape, the integrity of our mission and the experience of our visitors the following guidelines have been established:

Access: _____ Initial

All events **MUST** be over by 10pm. Wedding ceremonies and receptions will have access to the grounds for 8 hours. All other types of events will have access to the grounds for 6 hours. Afternoon events may begin as early as 2:00 pm. The client and his/her vendors must adhere to the times on the contract. No items can be delivered before or left after specified times. Depending on our event schedule, the length of an event may be extended beyond the contracted times for an additional fee of \$100.00 per hour and must be contracted for at least 60 days in advance.

Occupancy:

The maximum group for indoor occupancy at the Cabin is 80. Seating 50

The maximum pavilion occupancy is 200. Seating 150

Security Deposit: _____ Initial

A Security Deposit of \$500.00 is due at the time a reservation is requested. It is payable by credit card (MasterCard/Visa) or Rutgers Purchase order only. The security Deposit (without interest) will be refunded after the event has taken place as long as there are no outstanding charges for services provided by the Gardens or charges for damages caused by the client's guests or vendors. Should the cost of services, repairs, or cleaning exceed the amount of the security deposit, the client will be billed the difference. It is the client's responsibility to contact the Gardens office, after the event, in order to have the credit card refunded. Please remember, once the deposit is taken it is not refundable until your event has taken place.

Facility Rental Fee: _____ Initial

The facility rental fee does not include the security deposit, and is due 60 days prior to the event. For events booked less than 60 days prior all fees are due at this time.

Insurance: _____ Initial - Must be secured 2 weeks prior to the event

Insurance will be as follows:

- A. Event insurance provided through TULIP (Tenants and Users Liability Insurance Policy), which, if qualifying, will provide the required liability limits of \$1,000,000, as well as the required additional insured wording. Follow the steps below and provide any additional information requested:

1. Go to TULIP homepage at <https://tulip.ajgrms.com>
2. Select QUICK QUOTE button
3. Select State - NEW JERSEY
4. Select Location/Select Institution - RUTGERS GARDENS/LOG CABIN

OR

- B. Presentation of a private insurance policy or certificate of insurance with a minimum limit of \$1,000,000 per occurrence and naming Rutgers University as an additional insured party, with the Rutgers Gardens address (112 Ryders Lane, New Brunswick, NJ 08901) included.

Cancellation Policy: _____ Initial

- A reservation may be cancelled by the Gardens if :
 - the signed contract and initialed guidelines are not returned to the Rutgers Gardens office within 2 weeks after the client receives them
 - the facility rental fee is not paid in full 60 days prior to the event. This will result in forfeiture of the security deposit
- Please note, if the client cancels his/her reservation after all fees have been paid only the security deposit will be refunded.

Fireplace: _____ Initial

The fireplace may be used, but renters must provide their own firewood. Fireplace cooking is prohibited. Allow fires to burn out - **Do not extinguish fires with water.**

Clean Up/ Garbage Disposal: _____ Initial

The client and their vendors are responsible for the condition of the rental property. The facility must be left in "broom clean" condition. All garbage (interior and exterior) must be placed in plastic bags and put directly in the dumpsters located adjacent to the facility. You must supply your own plastic bags. Cans and bottles must be bagged separately and placed in the recycling dumpster. All personal property must be removed at the end of the event. The Gardens is not responsible for items left behind and the client may be charged a clean up fee if necessary.

Tables and Chairs:

Included with the rental are (19) 60" round tables, (10) 8 ft. rectangular tables and metal folding chairs (approximately 200). These are stored in the Alumni Pavilion closets. Tables and chairs must be returned to the closets in an orderly fashion before leaving. Tables and chairs not put away properly or left outside, damaged or lost will result in a deduction of the security deposit.

Weather Awnings: _____ Initial

Awnings (tent-like walls that serve to enclose the Alumni Pavilion and provide comfort during inclement weather) are available. Awnings must be contracted and paid for at least 2 business days prior to the event. You must contact our office by 10 am that morning. **If we do not hear from you we will assume the awnings will not be needed.** Clients are responsible for damage to the awnings and are not permitted to manipulate the awnings in any manner.

Tents/Rentals/Portable Bathrooms: _____ Initial

Tents are prohibited in Rutgers Gardens unless the client contracts directly with Miller's Rentals (732-985-3050). Requests for the delivery of portable bathrooms or any other rentals must be submitted to the Gardens office prior to contracting to ensure that adequate set up and break down time is available. All rentals **MUST** be delivered and picked up on the day of your event. Any additional expenses incurred due to vendor charges for weekend delivery or pick up are the clients responsibility, and the Gardens reserves the right to determine appropriate set up and break down times for rental items based on previously scheduled events.

Music Policy: _____ Initial

It is of paramount importance to Rutgers University to maintain a good neighbor policy with our bordering communities. If you are using an amplifier to control the volume of the music, then this **MUST** be monitored with a sound meter and may not exceed 95 dcb. All music must be set up with speakers facing away from the lake.

Decorations: _____ Initial

Signs, balloons, ribbons and decorations of any type are prohibited on Rutgers Gardens' structures. Failure to adhere to this policy will result in immediate removal and a reduction of the Security Deposit. Candles are prohibited in the interior of The Log Cabin.

Alcohol Policy: _____ Initial

Alcohol is prohibited to all Rutgers University Student Clubs and Organizations. Others may use alcohol with an understanding of the following:

- The State of New Jersey requires no alcohol permit.
- No person under the age of twenty-one (21) may consume alcohol.
- The sale of alcoholic beverages is prohibited.

The appropriate insurance requirements are met (see above).



Non-University Approved catering: _____ Initial

- If an event is cultural in nature or requires specially prepared food that cannot be provided by an approved vendor of Rutgers University, a waiver may be granted to use a Non-university caterer.
- Organizations, departments and non-university clients using a cultural caterer, must notify the Gardens office and complete the required forms, applications, and approvals. Submitting a waiver does not guarantee approval.
- You must arrange to have a logistics meeting with the facility rental coordinator at least one month prior to your event.
- Clients who obtain a catering waiver will be subject to an additional fee of \$2.00 per person. This fee helps to off-set the cost for the Gardens to hire on-site supervision for the day of your event
- An approved vendor/caterer must meet all health, safety, and insurance standards as determined by the University Sanitarian. These include an up to date caterer's license, the most current health inspection report, and proof of liability insurance naming Rutgers University additionally insured for \$1,000,000.00.

Vendors: _____ Initial

It is the client's responsibility to ensure that all vendors - caterers, florists, musicians, and rental companies adhere to these terms and conditions. A vendor list must be completed and submitted to the Gardens office 60 days prior to an event. . **All vendors may enter the Gardens and begin to set up during the agreed upon times outlined on your contract. If you enter the premises before your assigned time or remain after your contracted time, this will impact your security deposit.**

Smoking: _____ Initial

No smoking is permitted in any Rutgers University facility.

Parking: _____ Initial

Parking is restricted to the paved parking lot and the temporary overflow lot in the field adjacent to the parking lot (near the Helyar Woods entrance – see map). **Parking on the grounds of the Log Cabin, Alumni Pavilion and the Rutgers Gardens is strictly prohibited. This includes any area in front of the Cabin/Pavilion off of the paved driveways.**

Emergencies:

The Rutgers Police can be reached directly via the yellow call box located near the front door of the Log Cabin. In the event of a facility emergency (electricity, plumbing etc.) after business hours, please contact the Rutgers Police at (732) 932- 7211 who will then contact the appropriate department on campus.

I have read and will abide by all of the Log Cabin and Alumni Pavilion Guidelines. Failure to do so will result in a reduction of your security deposit.

SIGNATURE

DATE