



Rutgers Gardens  
 112 Ryders Lane  
 New Brunswick NJ 08901  
 732-932-8451 / 732-932-7060

## Sample Contract

Group	Reservation:	2900
Nancy Herbert	Event Name:	Sample Contract
Rutgers Gardens	Status:	Tentative
112 Ryders Lane	Phone:	732-932-8451
New Brunswick, NJ 08901		

**Bookings / Details** **Quantity Price Amount**

*Below is the contract for your event. Please check to make sure it is accurate. Fill in any additional information that we have requested and return within 10 business days of your receipt. Your reservation is considered confirmed once the credit card or Rutgers University PO for the security deposit has been processed. The Rutgers Gardens Event Policies are attached to this email. Please be sure to read them carefully. You and any vendors you hire are required to abide by them.*

*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.*

### **Friday, February 17, 2017**

#### **1:00 PM - 10:00 PM Sample Contract (Tentative 2/24/2017) Cabin/Pavilion 2**

Log Cabin Rental Fees:

Wedding/Event times 1

*The client and approved caterer will determine exact event times. This must be communicated to the Rutgers Gardens office.*

*PLEASE NOTE, AFTER 10:00PM ONLY OUR APPROVED CATERERS AND STAFF MEMBERS ARE PERMITTED TO REMAIN ON THE GROUNDS.*

Wedding Security Deposit 1

2017 Wedding Ceremony/Reception 1

Subtotal	
Grand Total	0.00

Please provide us with additional information regarding your Wedding Ceremony in the Rutgers Gardens and Reception at the Log Cabin and Pavilion (see the attached regulations for explanations if needed).

Are you a Rutgers Alumni \_\_\_\_yes \_\_\_\_ No. If yes, please provide a copy of your Rutgers University Alumni card.

Ceremony location (please check one) \_\_\_\_\_Sun and Shade Garden (up to 160 people)

\_\_\_\_\_ Evergreen Garden (Can accommodate 200+)

What time will your ceremony begin ? \_\_\_\_\_ End \_\_\_\_\_

Number of guests? \_\_\_\_\_

Which approved caterer will you be using for your event? \_\_\_\_\_

What type of insurance will be provided for your event - circle one: (This only applies to non-University renters)

1. TULIP (see below)    2. Homeowners/Private Insurance \_\_\_\_\_

TULIP (Tenant-User Liability Insurance Policy) provides the required general liability coverage (including host liquor

Bookings / Details

Quantity

Price

Amount

liability coverage, as applicable) for private events held on Rutgers University property. TULIP protects both the renting party and the university against claims for bodily injury and/or property damage arising out of the planned event, as well as automatically providing Rutgers with the required additional insured status. See contract guidelines for further instructions.

Will alcohol be served ? Y N

Important reminders about your event

- o Afternoon events may begin as early as 1:00pm. The client and caterer will determine exact event times.
- o You will have access to the selected Garden location for 1 hour.
- o You and your vendors must be off the grounds no later than 10 pm
- o Upon leaving, all areas should be swept clean.
- o No garbage is to be left on premises (please do not forget the restrooms). The dumpsters are located next to the Pavilion.
- o All rental items must be picked up and delivered on the day of your event.

Renter shall indemnify, hold harmless and defend Rutgers, its trustees, officers, employees and agents, and each and every one of them, against and from all claims, suits, costs, expenses, fees (including reasonable attorney's fees) and from all damages of every kind and description by reason of the injury or death of any person or persons or by reason of property damage to any property which arises from or in any manner grows out of the use of Rutgers' facilities by Renter.

Renter agrees to provide, or be provided with, throughout the term of this agreement, general liability insurance which shall include, but not be limited to, coverage for all operations or activities of the Renter conducted on the premises (excluding Vendors who otherwise provide their own general liability coverage per contractual condition) and, if applicable, host liquor liability, with limits of \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Rutgers shall be furnished with a Certificate of Insurance evidencing compliance with the above insurance requirements. Such Certificate shall name Rutgers as an Additional Insured and indicate that the coverage is primary as respects Renter's use of premises, irrespective of any insurance or self-insurance maintained by Rutgers.

I agree that the information listed above is accurate and that I will abide by the rules and regulations listed in the accompanying guidelines. I understand that this contract is not considered confirmed until the completed contract and security deposit are received by the Rutgers Gardens. I understand that failure to follow the policies stated in the accompanying guidelines may result in forfeiture of my deposit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Payment: Your event is not considered confirmed until we receive security deposit and signed contract

Security Deposit \$500.00 : Due with signed contract and refunded only after the event has occurred.

Date\_\_\_\_\_ Amount\_\_\_\_\_ MasterCard/Visa#\_\_\_\_\_

Expiration date\_\_\_\_\_ 3 digit security code\_\_\_\_\_

Rental Fee: due 60 days prior to event

Date\_\_\_\_\_ Amount\_\_\_\_\_ MasterCard/Visa#\_\_\_\_\_

Expiration date\_\_\_\_\_ 3 digit security code\_\_\_\_\_