

Log Cabin/Alumni Pavilion Catering Policies

All Clients are required to use an approved vendor/caterer for their event needs at the Log Cabin and Alumni Pavilion unless a Catering Waiver has been obtained prior to the event (see Outside Food below).

Occupancy:

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

The maximum pavilion occupancy is 200.

Hours of Operation:

It is of paramount importance to Rutgers Gardens to maintain a good neighbor policy with our bordering communities. Because of this the following restrictions apply:

1. The volume of the music must not exceed 95 dcb.
2. Access to the grounds by University approved vendors ONLY at the Log cabin and Pavilion is available between the hours of 8 am - 11 pm. All events must be over by 10 pm. Caterers and all other vendors must be off the grounds no later than 11 pm. Actual start and end times for events must be scheduled through the Gardens office to avoid conflicts with other programs and permits which may be taking place.
3. Rutgers Gardens staff will be available during the daytime hours of all events until 6pm. After 6pm, approved caterers will have the on-call phone numbers of the Gardens staff member for minor issues. In the case of an emergency – including electrical, plumbing etc. - Rutgers university police should be called at 732-932-7211 and will they will dispatch University Facilities.

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. It is the responsibility of the caterer or the client to set up and break down the tables and chairs in both the Log Cabin and Alumni Pavilion.

For events requiring table/chair set up in one of the gardens areas other than the Cabin and Pavilion, the caterer must meet with the Rutgers Gardens staff in advance of the event to discuss how the set-up can be conducted without damage to the grounds.

Tents/Portable Bathrooms:

Tents are prohibited in Rutgers Gardens unless the caterer directly contracts with Miller's Rentals (732-985-3050). Requests for the delivery of portable bathrooms 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 the event. The Gardens reserves the right to determine appropriate set up and break down times for rental items based on previously scheduled events.

Alcohol Policy:

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 does not require an alcohol permit.
- No person under the age of twenty-one (21) may consume alcohol.
- The sale of alcoholic beverages is prohibited.

Clean Up/ Garbage Disposal:

The client and their Caterer 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. All personal property must be removed at the end of the event. The Gardens is not responsible for items left behind by either the client or the caterer.

Outside Food:

In certain instances clients may apply for a Catering Waiver, allowing them to use a non-approved caterer or supply their own food. All food brought in from outside must meet all health, safety, and insurance standards as determined by the University Sanitarian. Anyone choosing to use external caterers will be subject to additional fees. The client must arrange to have a logistics meeting with the facility rental coordinator at least one month prior to your event.