



# New Jersey Museum of Agriculture Facility Reservation and Rental Agreement

New Jersey Museum of Agriculture  
PO Box 7788  
North Brunswick, NJ 08902  
Phone: 732-249-2077  
Fax: 732-247-1035  
www.agriculturemuseum.org  
**Terms and Conditions as of 09-01-05.**

**Today's Date:** \_\_\_\_\_  
**Form taken by:** \_\_\_\_\_

Reservation Day/Date: \_\_\_\_\_  
Time: \_\_\_\_\_ to \_\_\_\_\_  
Group Name: \_\_\_\_\_  
Member NJMA? \_\_\_\_ Yes \_\_\_\_ No  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Type of event: \_\_\_\_\_  
Other notes: \_\_\_\_\_

Room(s) rented: \_\_\_\_\_  
Set-up design (please check one):  
 Conference  Dinner  Horseshoe  Lecture  Theatre  
Number of guests: \_\_\_\_\_  
Equipment needed (check all that apply):  
 TV/VCR  Projector and Screen  Podium with microphone  
Caterer: \_\_\_\_\_ Caterer's phone: \_\_\_\_\_  
Tour of the Museum: \_\_\_\_ Yes \_\_\_\_ No  
No. of groups: \_\_\_\_\_  
No. of tour guides needed: \_\_\_\_\_ \*There is an additional cost for a tour guide. Guided tours are available for group tours only. Price is \$5 per person in the group. Min. of 15 and Max. of 30 guests per group.  
Tour Time: \_\_\_\_\_ to \_\_\_\_\_

<b>Facility Rental Fee(s):</b>	_____
<b>Custodial Services:</b>	_____
<b>Guided Tour Cost:</b>	_____
<b>Equipment Fee(s):</b>	_____
<b>Other:</b>	_____
<b>Total Rental:</b>	_____
<b>Rental Total Fee Due:</b> _____	
<b>50% Deposit of \$</b> _____	<b>Due:</b> _____
<b>Balance of \$</b> _____	<b>Due:</b> _____
<b>Cancellations made after _____ will not have deposit returned.</b>	

**I have read the information listed on this form. The date, time, and other information is correct. I understand the policy regarding payments and cancellations.**

\_\_\_\_\_  
(Sign here and return one copy to the Museum with your deposit)

\_\_\_\_\_  
(Date)

NEW JERSEY



MUSEUM OF AGRICULTURE

# New Jersey Museum of Agriculture Facility Rental Rates

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### Theatre Rental:

Hourly Rate	\$110 per hour
8-Hour Day Rate	\$790 per day
Early/After Hour Rate	\$25 per hour

### Hall of Machines Rental\*:

Hourly Rate	\$135 per hour
8-Hour Day Rate	\$970 per day
Early/After Hour Rate	\$25 per hour

### Entire Museum\*:

Half-Day Rate	\$1275 per 4 hours
Full-Day Rate	\$2170 per 8 hours

### Courtyard Rental:

Hourly Rate	\$110 per hour
8-Hour Day Rate	\$790 per day
Early/After Hour Rate	\$25 per hour

\*Exclusive use of the Museum is available only on Mondays when the Museum is closed to the public. Rental fee includes all of the above plus admission to galleries. Tours are not provided. Guided tours are available at an additional cost.

**Early/After Hour Rate:** There is an additional fee of \$25 per hour if the room rental is before or after the business hours of 9 am to 5 pm. This fee is applicable to the set-up and catering needs of the facility rental.

**Audio/Visual Equipment:** The Museum is able to provide the following equipment: A/V cart, extension cord, microphone, podium, and projection screen. You are welcome to bring in any A/V equipment that you may need for your rental. A separate invoice will be issued for any additional A/V equipment that is needed and is subject to rental fees.

**Alcoholic Beverage:** Serving of alcoholic beverages is permitted, however cash bar or charging for alcoholic beverages requires a permit and an off duty police officer at an additional charge of \$50.00. A certificate of insurance matching the Museum's level of liability and naming the Museum as held harmless must be filed with the Museum prior to the rental.

**Catered Events:** The Museum does not provide catering. You must make arrangements for catering on your own. Caterers are responsible for removal of any/all remaining food and garbage the day of the rental. Food cannot remain in the Museum overnight. It will be the responsibility of the person in charge of the rental to enforce this policy. Caterers are responsible for supplying round tables, table coverings and all related items. A certificate of insurance matching the Museum's level of liability and naming the Museum as held harmless must be filed with the Museum prior to the rental.

**Custodial Services:** Groups of 25 or more people will be charged an additional fee of \$50.

**Guided Tours:** Guided tours are available for an additional fee of \$5 per person in the group. One tour guide per group. Minimum of 15 and maximum of 30 guests per group.

**Rental Agreement:** A rental agreement must be completed, signed, and on file at the Museum along with a 50% deposit. Deposit is required within 14 days of the reservation date. For payment inquiries, please contact the Administrative Coordinator at 732-249-2077. Membership discounts are available.

**Cancellation:** Full (100%) refund of deposit given with one-month cancellation notice. One half (50%) refund of deposit given with three weeks notice.

**No refund of deposit given with two or less weeks of notice.**