

MONTCLAIR WOMEN'S CLUB
82 UNION STREET
MONTCLAIR, NJ 07042
973-744-9552

Rental Regulations

1. Only that part of the building specifically mentioned in the contract is to be used.
 - A. The auditorium includes: foyer(except the club's office room) and the balcony.
 - B. The kitchen includes: refrigerator, stove and coffee urn.
 - C. No china, glass, silver, utensils, pots or the dishwasher which are the property of the Montclair Women's Club are to be used.
2. The Montclair Women's Club is not responsible for any properties left at the clubhouse. All properties of the lessee must be removed from the premises immediately.
3. Notification of cancellation by lessee must be given one month in advance or deposit will be forfeited.
4. All city ordinances and rules of the Board of Health and Police and Fire Departments of Montclair regarding public assemblies must be strictly complied by the lessee.
5. The number of people and/or the number of tickets sold for the use of the Montclair Women's Club must not exceed the capacity of the club. The capacity is as follows: people-125, card tables-30, auditorium style chairs-175.
6. Music and dancing must stop no later than 11:30 pm. (Montclair Town Ordinance). The Club must be cleared by 11:00pm. Use of piano is restricted.
7. The Montclair Women's Club is not responsible for any admissions or tax charged and has advised the Collector of Revenue to that effect.
8. It is understood and agreed between the Montclair Women's Club and the lessee that such insurance of the club will not afford insurance to the employees of the lessee under the Workman's Compensation laws of the State of New Jersey.
9. No beer kegs are to be used on the premises. Alcoholic beverages must be served by a professional bartender rather than a friend or family member of the lessee.
10. To avoid inconvenience for you and your caterer, please be clear with your setup time. The usual time is 1 hour for setup. 4 hours for the event, and 1 hour for cleanup. Caterer must furnish glasses, tablecloths, dish towels, detergent, ash trays and heavy duty trash bags. Town guide lines regarding separation for recycling of bottles and cans must be followed.
11. The custodial fee per hour is to be paid directly to him/her at the end of the event, including overtime.
12. No tacks, pins or nails on tables or walls. No scotch tape on walls or woodwork. All decorations must be fireproof.