



68 Elm St
Summit NJ 07901
908.273.9121
artcenternj.org

Event Rental Application

Organization name: _____

Contact name: _____

Phone number: _____

Email: _____

Mailing address: _____

Date of event: _____

Time of event (please include set up/clean up) Start: _____ End: _____

Number of attendees: _____

Description of event (party, concert, reception, company offsite, etc. Please note, we cannot accommodate fundraising events in our building.)

Will you serve food and/or beverages? _____ If yes, please briefly describe:

Available equipment (please check all that you will need):

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Tables | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Tablecloths | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Easel (table or floor) |

How did you hear about the Visual Arts Center of New Jersey (VACNJ)?

- | | |
|---|--|
| <input type="checkbox"/> Our website | <input type="checkbox"/> Internet search |
| <input type="checkbox"/> I attended an event here | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Instagram |
| <input type="checkbox"/> Current or past student | <input type="checkbox"/> Other |



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Terms

- Room rental shall be on a first come, first serve basis.
- Room availability is subject to Studio School, exhibitions, and internal events.
- VACNJ reserves the right to terminate any contract as we see fit.
- All individuals and/or businesses must sign a contract.
- Cancellation must be done one week prior to the scheduled event or the renter will be penalized for half of the total fee of the rental.
- Deposits for events cancelled due to circumstances beyond our control, such as acts of God or any other event that renders the event impossible or in violation of government mandates, are non-refundable.
- VACNJ is a drug and smoke free facility.
- If serving food or beverages, hot stations and table service are not permitted. Clear liquids only.

Regulations

- Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to staff immediately.
- The room must be left in a neat, clean, and orderly condition. No dirty dishes shall be allowed to remain in the rental space after the event. Trash will need to be disposed of in the proper receptacles. If these conditions are not met, a fee will be assessed for each condition not followed which shall be set forth in the actual contract. Individuals holding events assume responsibility for any damage to rooms, contents, or equipment used and will be charged for any necessary repairs or replacement.
- If the renter stays past the agreed time, a fee will be charged as set forth in the contract.
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- It is understood that VACNJ is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold VACNJ harmless of any such damages.

By signing and returning this form, the patron hereby agrees to the rental terms set forth. **If violation of any of the conditions set forth in this agreement occurs, the patron may be subject to monetary penalties per the rental contract and will lose the privilege of renting this facility in the future.**

Signature: _____ Date: _____

The application must be returned as soon as possible in order to review the necessary information and reserve the requested date and time. Return completed form via email to jlituchy@artcenternj.org or mail to:

Visual Arts Center of New Jersey
Attn: Development
68 Elm Street
Summit, NJ 07901