

# ROEBLING MUSEUM

PO Box 9  
100 Second Avenue  
Roebling, NJ 08554

## RENTAL POLICIES & PROCEDURES

### **Available Spaces:**

- Several spaces are available throughout the Museum's facilities – these spaces include galleries in the Museum's main building, as well as the Roma Bank Media Room and Millyard.
- Availability will be contingent upon the Museum's exhibition schedule and program schedule, the type of exhibit or objects, and the space requirements for the setting-up and breaking-down of exhibits – the Museum's programs and events will have priority.
- A list of available spaces and rental fees associated with the space, time of the rental and organization type is attached – fees include but are not limited to the space rental, security, audio visual technicians, etc.

### **Catering Policies:**

- All food and beverages must be delivered to the Museum fully prepared – there are no facilities for cooking, preparation, or cleanup.
- All deliveries must use the Museum's entrance on Hornberger Avenue unless otherwise directed. Transportation of food and beverages to an event location must follow the route as defined by the Museum – protecting the flooring will be the responsibility of the caterer.
- Alcohol is permitted – the renter must assume all costs of permits and liquor licenses. Liquor licenses must be obtained prior to the event as stipulated in the contract through the caterer. (Failure to comply will result in the cancelation of the event).
- Red wine and red sauces are permitted in the Museum but are discouraged; and no pressurized bottles (such as champagne, sparkling wine, etc.) can be uncorked in the Museum, and no food and beverage will be allowed in spaces with pieces on loan to the Museum (art, artifacts, etc.).
- All food, beverages, catering equipment, tablecloths, etc. must be dismantled and removed from the building immediately after the event.
- Caterers must bring in additional tables and chairs, however, tables and chairs that have been previously used outdoors will not be permitted in the Museum. The Museum has no tables or chairs available for receptions. A limited number of tables and chairs are available for meetings only.
- The renter will be required to provide all the table cloths and decorations (see below).

**Flowers and Decorations:**

- Florist approved – see contract for details – cut flowers in table arrangements, and artificial flowers are permitted.
- All floral arrangements must be delivered to the Museum completed (workspace is not available for florists).
- Due to fire regulations, helium balloons are not permitted.
- Candles and open flames are not permitted.
- All decorations, floral pieces and set-ups must be dismantled and removed from the building immediately after the event (unless special arrangements have been made with the Museum in advance).

**Music & Dancing:**

- Music is allowed but must be pre-approved by the Museum – the type and decibel of the music may be limited to avoid undue vibrations.
- Dancing is permitted in the Millyard only.

**Insurance:**

- Renting organizations are required to show proof of liability insurance policy prior to the event (as detailed in the contract).
- A copy of the current contract is attached.
- A separate refundable security deposit of \$100 is required 30 (thirty) days prior to the event in case of accidents, overtime, or additional guests.

.....

**Internal Policies:**

- Staff associated with setting-up and breaking down an event will require close supervision in order to ensure that no damage is done to the Museum’s collections, exhibits, objects on loan, or facilities – this is especially important when working with temporary staff or the staff from caterers, florists or renters
- A trained staff member will be on site during events to ensure that the Museum’s requirements are met (including but not limited to: no pedestals or objects are moved; tables and chairs are set up to ensure safety for egress in an emergency and to protect objects on view from being damaged; only florist flowers are used in Museum and are removed immediately upon end of event; limitations on certain foods and beverages and adhered to; all garbage is completely removed from inside the building; tables and chairs are completely cleaned before being stored; dirty tablecloths are sealed in large plastic bags to ensure that they do not attract insects; floor are thoroughly swept and mopped immediately after the event).