

## **Fee Schedule for Use of Stafford Historical Society Properties**

### **Private Weddings and Funerals**

Fee: 2 checks required (made out to Stafford Historical Society):

- 1) \$350.00, for use of facility; includes one year membership in Stafford Historical Society
- 2) \$100 security deposit, refundable per conditions in contract

No charge for active, paid members (at the discretion of the Executive Board), but a donation is requested

### **Rain Insurance**

To reserve the church for use in event of bad weather.

Fee: 2 checks required (made out to Stafford Historical Society):

- 1) \$350.00, for use of facility; includes one year membership in Stafford Historical Society; \$100 is refundable if facility is not used
- 2) \$100 security deposit, refundable per conditions in contract

No charge for active, paid members (at the discretion of the Executive Board), but a donation is requested

### **Non-Profit**

Approved Uses:

Meetings, concerts and educational functions.

Fee:

None, except refundable security deposit. Donations gladly accepted and appreciated.

### **For Additional Information**

Contact Caroline Scales  
55 North Lakeshore Drive, Manahawkin, NJ 08050  
Email: [caroline@staffordhistory.org](mailto:caroline@staffordhistory.org)  
Phone: 609-290-4252

**Use Agreement for the Stafford Historical Society Properties**

☐ Commercial ☐ Non-Profit

☐ Wedding

Event Date:

\_\_\_ / \_\_\_ / \_\_\_

Event Time:

\_\_\_ : \_\_\_ AM/PM

Set-up / Rehearsal Date:

\_\_\_ / \_\_\_ / \_\_\_

Event Location: ☐ Stone Store

☐ Railroad Station

☐ Old Baptist Church

The following conditions are agreed, with no modifications.

1. All deposit checks are on US banks made out to **“The Stafford Historical Society.”** Return checks will have a \$25 fee attached. No refunds will be given within 30 days of the event.
2. Your contribution of \$\_\_\_\_\_ for using the facility, is due immediately. Please submit a separate check for this amount. No dates are reserved until the contribution check clears and the full three-page agreement (including Rules and Regulations and Cleaning Checklist) is signed and accepted. A separate contribution agreement may be attached in some circumstances.
3. A security deposit of \$\_\_\_\_\_ is due 10 business days before the event. This deposit will be returned to you if all the rules and regulations have been followed (page 2), the premises have been thoroughly cleaned as per the checklist (page 3), and there is no damage noted during the Historical Society’s review of the facilities. Please submit a separate check for this amount. This security deposit will be forfeited if any of these conditions have not been met. Additionally, if there is damage of any kind, exceeding the amount of the security deposit, you will be presented with an invoice to cover that damage. You will be fully and unconditionally liable for that amount as determined by the Society. The check for the deposit will be returned to you (if you supply a SASE) or destroyed, within 2 weeks following the event, if all agreement conditions are met. Failure to provide this deposit voids the contract.
4. A member of the Stafford Township Historical Society may be present, without restriction, at any agreed event.
5. Any breach of the attached Rules and Regulations shall be cause for immediate termination of the event.

\_\_\_\_\_  
(Event’s Legally Responsible Party)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
(Stafford Historical Society President or Authorized Agent)      Date: \_\_\_ / \_\_\_ / \_\_\_

**Use Agreement for the Stafford Historical Society Properties**  
**Rules and Regulations:**

1. No building or property may be permanently altered in any way (nails, thumbtacks, flowers, decorations, etc.) No furniture may be moved or used in an inappropriate way. You are responsible for any furniture damage.
2. Membership forms for the Stafford Township Historical Society must be available at all events.
3. The donation box for the Stafford Township Historical Society must be on display during the event.
4. Open flames (including candles) are not permitted on any property without express written consent from the Society.
5. Food, beverages (including alcohol), and smoking are not permitted on any property without express written consent from the Society.
6. The Society is not responsible for providing parking for any event.
7. In inclement weather, all windows and doors must be kept closed to prevent damage to the property.
8. Under no circumstances may any event (exclusive of Internment) be held on the cemetery grounds. No walking is allowed at the grave areas; no apparatus may be set up at the grave areas; and no food, beverages, or smoking are allowed at the grave area. No cars or trucks are permitted on the cemetery grounds (exclusive of Internment and Funerary vehicles). For definition, the grave area is all property enclosed by the brick wall at the Old Baptist Church property. No written exceptions will be given to this rule.
9. Fire Exits must be kept clear at all times.
10. Posted maximum occupancy must never be exceeded.

\_\_\_\_\_  
(Event's Legally Responsible Party)

\_\_\_\_\_ Date: \_\_ / \_\_ / \_\_  
(Stafford Historical Society President or Authorized Agent)

**Use Agreement for the Stafford Historical Society Properties**  
**Cleaning Checklist:**

1. Did you close and lock all the property doors and windows?
2. Is the restroom clean?
3. Is the heat turned to 55 degrees in winter and the AC turned to 75 degrees in summer? Is the heater in the Old Baptist Church's restroom set to "off?"
4. Has all trash been removed from all facilities and property areas (including cigarette butts from the front of the building)? Trash may not be left at the curbside.
5. Are all lights, except path and security, turned off?
6. Are all temporary decorations (consent for same must be obtained) removed?
7. Have all carpets, floors, rugs, cushions, and runners been cleaned and vacuumed?
8. Are the balcony and foyer doors in the Old Baptist Church closed?
9. Have keys been returned to the Stafford Historical Society?

\_\_\_\_\_  
(Event's Legally Responsible Party)

\_\_\_\_\_  
(Stafford Historical Society President or Authorized Agent)

Date: \_\_ / \_\_ / \_\_