



Historic Trenton Masonic Temple (HTMT)
100 Barrack Street
Trenton, New Jersey 08608
609-239-3937

Guidelines for Use of the Temple

The Trenton Masonic Temple is a historic structure listed on the National Register of Historic Buildings. It is a unique building built with fine craftsmanship over 80 years ago. Over those years we have taken pride in this building and have restored the public areas to reflect the Temple as it appeared back in 1928 when it first opened.

We know that you appreciate the atmosphere and historic setting that the Temple presents and we expect that you will treat the Temple with the respect and consideration it deserves. Please leave our home in the same condition in which you found it.

Reservations guaranteed upon receipt of 50% of Daily Rate and a signed contract with the balance due on or before day of event. If said deposit is not received within 7 days of request to hold the date, the date will be released. You may cancel rental anytime up to the date but please note the cancellation fee of 50% of said deposit for cancellations more than 60 days prior to the event date. No refunds if cancelled less than 60 days prior to event date.

Only pre-approved Caterers are permitted and must provide the Lodge with Insurance Liability Certificate. Insurance Certificate, \$1,000,000.00 coverage, listing the Historic Trenton Masonic Temple and The Grand Lodge of NJ Free and Accepted Masons as "Additional Insured". Certificate can be obtained by contacting your insurance company.

All room rates are based on 4 hours per function. Each hour, or part of hour, over four hours, is an additional \$175.00 per hour.

1. Smoking anywhere within the building and surrounding property is prohibited.
2. Caterers must submit a Certificate of Liability Insurance.
3. Open Flame decorations are prohibited.
4. No decorations shall be attached, fastened or applied to all interior surfaces including but not limited to: walls, ceilings, floors or tables without prior HTMT written permission and all authorized decorations must be removed IMMEDIATELY following the event.
5. All trash **MUST** be **double bagged**.
6. No equipment may be brought into or installed in the building without prior approval.
7. Serving alcoholic beverages requires a "Special Social Affairs Permit", unless Caterer is licensed and shows proof of license.
8. Anyone using the building shall be responsible for any and all theft or damage to any property. HTMT shall be reimbursed for any loss or damage upon demand.

9. The building will be under supervision of a representative from the HTMT at all times, unless prior arrangements have been agreed with the caterer.
10. We expect the building to be left in the same condition as it is found.
11. Unauthorized use, at any other time, will result in loss of facility use privileges in the future. Upon conclusion of event, an inspection of the building will occur to insure facility was not damaged during use. I, the undersigned, understand and assume responsibility for the facility, and will abide by the rules and policies as set forth by the HTMT.
12. No storage of any materials, supplies, or equipment is allowed unless approved by the HTMT.
13. Adjusting, altering or tampering with Temple heating or air conditioning systems and/or controls is strictly prohibited. All windows must remain closed and secured.
14. Contracts shall be signed by all groups, which will include liability insurance, cleanup, and constituting the understanding of the buildings rules and policies. All groups shall submit a Certificate of Insurance prior to all events.
15. The HTMT or the Grand Lodge of NJ F&AM will not be held responsible or liable for any damage to any computer or IT equipment used by the renter, or for the purposes of the renter, that is connected to the internet via the HTMT/Grand lodge internet access portal.
16. The Renter will be responsible for all damages to the HTMT building or HTMT equipment used by the renter. The renter will be assessed for the repair/replacement of same.
17. For all bookings, a \$250 refundable security deposit is required and must be received at the same time as the 50% booking reservation deposit.

I have read and agree to abide by the guidelines for the use of the Historic Trenton Masonic Temple.

Signature of Applicant: _____

Date: _____

Please Sign this form and make a copy of this form for your records
Then return the original signed form to:

Ray Foose
Historic Trenton Masonic Temple Events Coordinator:
100 Barracks Street
Trenton, NJ 08608
609-310-4018