



# Historic Trenton Masonic Temple

100 Barrack Street

Trenton, New Jersey 08608

609-239-3937

## Room Rental Contract Form

**ALL reservations and use of the Temple MUST FIRST BE APPROVED by its Events Coordinator or by the HTMT Board Designee. The caterer must confirm in advance through the Events Coordinator that the requested dates(s) and rooms are available. (AVAILABILITY DOES NOT BOOK THE ROOM).**

**A 50% DEPOSIT of Daily Rate and SIGNED CONTRACT ARE REQUIRED TO RESERVE A DATE TIME AND ROOM(S). RECEIPT OF THE DEPOSIT IS REQUIRED NO LATER THAN 7 DAYS AFTER THE REQUEST IS MADE TO HOLD THE DATE. If deposit is not received within 7 days of request, the date will be released. You may cancel rental anytime up to the event date but please note a cancellation fee against the deposit will apply: Cancellation requests must be made to either the Events Coordinator or the Board Designee.**

**Cancellations 60 or more days prior to event date = 50% deposit returned.**

**Cancellations made less than 60 days prior to event date = no deposit returned. The balance of any payment due must be received by either Events Coordinator or Board Designee, on or before day of event. Late payments will be assessed a 10% late fee for first occurrence and 15% for any occurrences thereafter. All checks should be made payable to: Historic Trenton Masonic Temple Inc.**

**For all bookings, a \$250 refundable\* security deposit is required and must be received at the same time as the 50% booking reservation deposit. Checks returned for Non Sufficient Funds will incur a \$50 fee and loss of the Use of the Temple on the requested date unless full payment is received prior to the event date. Caterers making repeated payments resulting in NSF returns will be removed from the Approved Caters List and prohibited from using the Temple. Late fees will be assessed in accordance with the section above.**

**Group/Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

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

**City State and Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**Reservation Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **Finish Time:** \_\_\_\_\_

**Deposit Amount Received:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Amount Due:** \_\_\_\_\_ **By (Date)** \_\_\_\_\_

**Method of Payment:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_

Comments: \_\_\_\_\_

Certificate of Insurance required? Yes \_\_\_\_\_ No \_\_\_\_\_

Certificate of Insurance received? Yes \_\_\_\_\_ No \_\_\_\_\_

City Permit for Alcohol required? Yes \_\_\_\_\_ No \_\_\_\_\_

City Permit for Alcohol received? Yes \_\_\_\_\_ No \_\_\_\_\_

Is WiFi internet access requested? Yes \_\_\_\_\_ No \_\_\_\_\_

**Copies of ALL the following documents SIGNED AND DATED BY THE CLIENT must be provided, along WITH THE DEPOSIT, to the Events Coordinator or Brian Johnson:**

- a. Rental Application Form.**
- b. Guidelines for the Use of the Temple.**
- c. Certificate of Insurance and Alcohol use Permit (if necessary) for all events. ( see insurance terms below).**
- d. Rental Contract Form.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Check for Rental Made Payable to: Historic Trenton Masonic Temple, Inc.**

**Sign & Return this form to:**

**HTMT Events Coordinator  
100 Barrack Street  
Trenton, NJ 08608  
Attn.: Ray Foose,**

**Coordinator Phone: 609-310-4018**

**INSURANCE COVERAGE INFORMATION All insurance riders must have the following terms:**

The Renter shall save Historic Trenton Masonic Temple & Grand Lodge of F&AM of NJ harmless and indemnify Historic Trenton Masonic Temple & Grand Lodge of F&AM of NJ and their representatives, from all injury, loss, claims or damage to any person or property while on the Rented Premises, unless caused by the willful acts or omissions or gross negligence of Historic Trenton Masonic Temple & Grand Lodge of F&AM of NJ its employees, agents, licensees or contractors. Renter shall maintain with respect to the Rented Premises, commercial general liability insurance with limits of not less than \$1,000,000 for bodily injury or property damage from any one occurrence and name Historic Trenton Masonic Temple & Grand Lodge of F&AM of NJ as additional insured. A certificate of insurance shall be delivered to Historic Trenton Masonic Temple & Grand Lodge of F&AM of NJ on or before the commencement date of the use of the premises by Renter.

**\* The security deposit will be used to repair or replace any damage to the Temple or its contents. The security deposit will be returned within a reasonable period only after the HTMT is satisfied that no repair or replacement is warranted as a result of this rental. Should repairs or replacement be necessary the security deposit will be used to address these costs, any balance that may remain will be returned to the renter.**