



The Montclair Historical Society

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Space Rental – Information for Individuals

Facilities Available

1. Lower Level Meeting Room of the Crane House *Maximum 50 people.
2. Lawn and Gazebo at 110 Orange Road * Maximum 100 people.
3. Porch and lawn at 30 North Mountain Avenue. * Maximum 75 people.
**Maximum includes help and participants*

Requirements

1. Must be a member of the society.
2. Must show proof of non-profit status if applicable.
3. Must sign “Hold Harmless Agreement” and provide a certificate of insurance.
4. Use and type of function to be held must be approved by the Board of Trustees.
5. Security deposit must accompany application for event.

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- **Crane House lower level meeting room**

<u>Weekday</u>	<u>Weekend/Evening</u>
\$50 per hour	\$75.00 per hour
3 hour minimum	3 hour minimum

Restroom Facilities:

Two restrooms located in lower level

- **Crane House Lawn and gazebo**

\$75.00 per hour	\$125.00 per hour
3 hour minimum	3 hour minimum

Restroom Facilities:

The Clark House may be used, if you have 25 guests or less. If the renter has over 25 guests they must provide an approved portable facility or rent the lower level meeting room.

- **Evergreens porch and lawn**

\$600 for up to 12 people and \$5 each additional person up to 75 persons available from 9am to 10 pm, \$150 each additional hour, time includes the time for basic set-up and clean-up. Tables, chairs etc. have to be rented. For 35 to 75 guests, there is an additional \$100 for clean-up.

Further, that because there are no public restroom facilities, at least one portable facility must be rented for the event by the renter for up to 35 guests. For 35 to 75 guests, two portable facilities are required.

Further, tours of the house are available at a cost of \$6 per person, to a maximum group size of 12 persons per tour group, to be determined at the time of booking;

Specifics:

- House tours are available at an additional fee (see Group Tour Reservation Form).
- Museum Shop may be opened upon request.
- Tours and museum shop opening must be scheduled when application is made.
- Hours: Weekday: Monday through Friday 9am - 5 pm • Weekend/Evening: 9am – 10pm
- Deposit required: half of total rental fee upon signing rental agreement form and other half at least seven days in advance of date. If event is cancelled at least one week in advance, deposit will be returned. If less than one week from the date, the deposit will not be returned.