



Historic Trenton Masonic Temple
100 Barrack Street
Trenton, New Jersey
609-239-3937

HTMT Room Rental Application

Description of Event: _____

Contact Person: _____ 2nd Contact if applicable: _____

Daytime Phone: _____ Daytime Phone: _____

Evening Phone: _____ Evening Phone: _____

Fax: _____ Fax: _____

E-Mail: _____ E-Mail: _____

Date(s) of Event: _____ Day of the Week: _____

Starting Time: _____ AM PM (Circle one) Ending Time: _____ AM PM (Circle one)

TOTAL Time Span: Including Set-up time for Caterer, DJ, Florist, Musicians, etc. and your event:

(In hourly increments) _____ Hours

Please indicate which room or rooms you wish to rent.

Grand Parlor _____ Stokes Library _____ Lodge Room _____

* If you plan to use both the Grand Parlor and the Stokes Library add \$350 to the Grand Parlor rental rate.

** There is an additional charge of \$200 for rental events held on State or Federal Holidays.

Please provide the number of people attending your event: _____

Will you serve Alcoholic Beverages to your Guests? (circle one) Yes No

Will you need WiFi internet access? (circle one) Yes No (\$75 use fee per event)

Will you need additional time for set-up, etc. (\$175 additional fee per hour) _____

I HAVE READ AND UNDERSTAND THE RENTAL PAYMENT, DEPOSIT AND CANCELLATION POICY TERMS. SIGN AND DATE THE APPLICATION and return it to:

_____ Date: _____

Brian F. Johnson
HTMT Board Secretary
100 Barrack St.
Trenton, NJ 08608
609-239-3937

or: Ray Foose, Events Coordinator
Historic Trenton Masonic Temple
100 Barrack St.
Trenton, NJ 08608
609-310-4018

PLEASE READ THE FOLLOWING ROOM RENTAL RATES AND TERMS BEFORE CHOOSING YOUR DATE AND ROOM.

FEEL FREE TO CONTACT BRIAN or the EVENTS COORDINATOR FOR MORE INFORMATION.

HISTORIC TRENTON MASONIC TEMPLE ROOM RENTAL RATES and RENTAL PAYMENT, DEPOSIT AND CANCELLATION POLICY TERMS:

Grand Parlor (Can accommodate up to 300 people seated for dinner) Half Day (4 hour) rates:

Monday – Thursday	Private/for profit	\$1,150.00
	Government/Non-profit	\$1,000.00
Friday – Sunday	Private/ for profit	\$1,550.00
	Government/Non-profit	\$1,100.00

Stokes Library (Can accommodate 75 –50 people seated for dinner) Half Day (4 hour) rates:

Monday – Thursday	Private/for profit	\$650.00
	Government/Non-profit	\$500.00
Friday – Sunday	Private/for profit	\$750.00
	Government/Non-profit	\$600.00

*** If you plan to use both the Grand Parlor and the Stokes Library add \$350 to the Grand Parlor rental rate.**

**** There is an additional charge of \$200 for rental events held on State or Federal Holidays.**

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.

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 NOT 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 HTMT Board Representative Brian Johnson.

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 Representative, 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.

Copies of ALL the following documents SIGNED AND DATED BY THE CLIENT, must be provided, Along WITH THE DEPOSIT, to either Events Coordinator or the HTMT Board Representative:

- a. Rental Application Form.**
- b. Guidelines for the Use of the Temple.**
- c. Certificate of Insurance for all events.**
- d. Rental Contract Form.**

For all bookings, a \$250 refundable security deposit is required and must be received at the same time as the 50% booking reservation deposit.

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.