

MADISON COMMUNITY ARTS CENTER

RENTAL INFORMATION

SPACE DESCRIPTION:

This 3,000 sq. ft. facility, features a single open area of approximately 1,400. The facility has restrooms, industry standard dressing rooms and a ticket booth area. It features a sprung floor. The space opens out to a large patio area with an outdoor stage.

CAPACITY AND HOURS OF OPERATION:

The average indoor capacities are listed below. Please note, however, that there are many factors that will determine the functional capacity. If there is a question on your event, please contact us. All events are subject to review by the Borough Administrator and Madison Fire Department. All children's events will require adequate supervision and a chaperone plan must be approved in advance by the site manager.

- **Seated at Tables** 100
- **Seated Theater Style** 200
- **Standing Only** 280

The hours of operation for this facility are as follows. There will be no exceptions.

- **Sunday, 9:00 am - 9:00 pm**
- **Monday - Wednesday, 8:00 am - 9:00 pm**
- **Thursday, 8:00 am - 10:00 pm**
- **Friday and Saturday, 9:00 am - 11:00 pm**

RESERVATION AND PAYMENT POLICY:

- Three Hour Minimum. Additional time charged per hour. Rentals include 1 hour of free set up time.
- A completed and signed contract must be received with a **Security Deposit of \$250** and a **Reservation Deposit of 50% of the total due within 72 hours of confirmed booking**. Your deposits may be made by cash or check made payable to the "**Borough of Madison.**"
- Balance must be paid no less than 7 calendar days prior to event.
- **Security Deposit** does not apply toward rental fee. If there is no damage to the facility, the deposit will be refunded 4-6 weeks following event.
- **RENTAL FEES:** (PROOF OF RESIDENCY AND NON-PROFIT STATUS REQUIRED)
- **APPLICATION MUST BE COMPLETED:** [CLICK HERE TO APPLY](#)

MADISON ADDRESS RATES

CLASSIFICATION/DAYS	NON-PROFIT (Monday - Thursday)	NON-PROFIT (Friday - Sunday)	ALL OTHERS (Monday - Thursday)	ALL OTHERS (Friday - Sunday)
CHARGE FOR 3 HOUR MINIMUM	\$150.00	\$300.00	\$300.00	\$450.00
ADDITIONAL HOURS (PER HOUR)	\$50.00	\$100.00	\$100.00	\$150.00

NON-MADISON ADDRESS RATES

CLASSIFICATION/DAYS	NON-PROFIT (Monday - Thursday)	NON-PROFIT (Friday - Sunday)	ALL OTHERS (Monday - Thursday)	ALL OTHERS (Friday - Sunday)
CHARGE FOR 3 HOUR MINIMUM	\$225.00	\$375.00	\$450.00	\$600.00
ADDITIONAL HOURS (PER HOUR)	\$75.00	\$125.00	\$150.00	\$200.00

ADDITIONAL CHARGES AND REQUIREMENTS:

- **\$250.00 FEE FOR USE OF EXTERIOR SPACE (Intent must be noted at time of application)**
- **ALCOHOL SERVICE/CONSUMPTION:**
 - **Intent must be noted at time of application**
 - \$150.00 additional fee and proof of insurance covering the consumption of alcoholic beverages
 - In addition to any permits required by the State of New Jersey and the Division of Alcohol and Beverage Control, the Applicant must pay for a police officer to provide security for events with 150+ attendees if alcohol being served.
- Smoking and use of illegal substances is strictly prohibited at all times.

DECORATION POLICY:

- The Applicant may not move, alter or obscure Borough of Madison property in any way.
- All decorations must be approved in advance by site manager.
- Arrangements for delivery, setup and removal are to be made with site manager.
- No glitter or confetti is allowed as décor. Any glitter on tables and floor is subject to a cleaning charge of \$150.
- Smoke/popcorn/cotton candy machines and piñatas are strictly prohibited inside and out.
- No potted plants or soil is permitted without prior approval.
- Floral arrangements must be removed at the end of the event.
- No open flames are permitted with the exception of Sterno fuel for heating catering chafing dishes.
- No live animals are permitted.
- No tape is permitted on painted walls.
- Balloons and all other decorations - both inside and out - must be removed by applicant at the conclusion of the event.

DAMAGES:

- The Applicant must maintain the facility in a clean and orderly fashion. Applicant agrees to be financially responsible for any damage or loss caused to the Borough facility or equipment.
- The Applicant shall be responsible for any damages and losses to the premises or other caused by the Applicant or any of the applicant's vendors, employees, agents, guests or other persons attending the event. Costs relating to any damages or losses will be deducted from the security deposit and/or charged to the Applicant directly.

FOOD AND BEVERAGE POLICY:

- **This facility does not have a kitchen. There are no cooking, refrigeration or dishwashing capabilities.**
- Outside catering is permitted. The Applicant must provide all cooking, serving utensils and coffeemakers.
- Alcoholic beverages may be served in accordance with the laws of the State of New Jersey: <http://www.nj.gov/oag/abc/index.html>. There will be a fee of \$150 for serving alcoholic beverages and the intent must be noted at the time of application.

SPECIAL EQUIPMENT:

- Special and/or rental equipment brought in by the organization must be approved through the site manager, at least two weeks prior to the event. The schedule of delivery and pick up of the rental equipment necessary for the event is subject to the approval of the site manager.

TICKETS:

- Admission to an event and/or the sale of tickets to cover the cost of an event is permitted. Due to the limited capacity of the facility, early ticket sales are recommended in order to ensure appropriate planning for the actual number of guests.

CANCELLATION POLICY:

The Applicant shall be entitled to a full refund of the deposit minus a 20% service fee for cancellations received at least 60 days prior to the event. The refund will be paid by Borough voucher. The Applicant must request the refund in writing and state the reason for the cancellation. If the event is cancelled less than 60 days prior to the event, no refund shall be issued.

INSURANCE REQUIREMENTS: The Applicant must present an insurance certificate guaranteeing proper liability coverage of at least \$500,000 combined single limit for bodily injury and property damage per occurrence and \$1,000,000 in the aggregate. The Borough shall be named as an additional insured on such insurance policy. A copy of the necessary insurance policy must be presented to the Borough prior to the Applicant's use of the facilities. If the Applicant is a (a) for profit organization; (b) a non-profit organization of such size or structure as would normally carry its own insurance; or (c) an organization that does, in fact, carry its own insurance then Applicant must present an insurance certificate guaranteeing up to \$1,000,000 combined single limit for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate. The Borough shall be named as an additional insured on such insurance policy. A copy of the necessary insurance policy must be presented to the Borough prior to the Applicant's use of the facilities. **The endorsement clause must state the following and only the following: The Borough of Madison and KRE Madison NJ Urban Renewal LLC are hereby designated as additional named insured hereunder.**

APPLICANTS MUST: Observe and adhere to all of the Borough's ordinances, rules, policies and regulations governing the use of the Borough's facilities Said ordinances, rules, policies and regulations are as much a part of this application and agreement as if they were attached hereto. Any violation of these terms and conditions may result in the immediate expulsion of the Applicant from the Borough's facilities.