

Taylor-Butler House
127 Kings Highway, Middletown, New Jersey
A property of Monmouth County Historical Association
70 Court Street, Freehold, New Jersey 07728
732-462-1466

Rental Regulations and Guidelines

1. Insurance - Renters will be required to provide a liability insurance policy which names Monmouth County Historical Association as an additional insured for the course of the event in the amount of \$1,000,000 for both bodily injury and property damage as set forth in this agreement.
2. Smoking Policy - Smoking is not permitted inside or within 50 feet of the House under any circumstances. A designated smoking area may be considered outdoors, at least fifty (50) feet away from house. All cigarette butts and rubbish must be cleared and removed.
3. Open Flame - The fireplaces at Taylor-Butler House may not be used. Candles must be contained in votives or in hurricane shades. No open flame is permitted.
4. Parking – The renter must use a valet parking service for events. Additionally, arrangements must be made with the Middletown Police Department for traffic control for any event using valet parking. Arrangements may be made with the Middletown Board of Education for permission to use the parking lot at the Middletown Village School located at 145 Kings Highway. Or, one of the neighboring churches may be contacted for permission to use their parking lots for remote parking.
5. Caterer - If the Renter is serving food or liquor, s/he must make direct arrangements with caterer. There is no cooking food in the kitchen oven. The oven may be used for heating foods and the refrigerator may also be used. Kitchen floor must be mopped and premises must be broom clean prior to departure. Trash and recyclables should be placed in garbage bags supplied by Renter and taken from premises by Renter or caterer after the event. The caterer must contact the Association at least 30 days prior to party to discuss further details of kitchen use.
6. Alcoholic Beverages - Monmouth County Historical Association does not permit the serving of alcoholic beverages to anyone under the age of 21 or to anyone who appears to be intoxicated. Any time alcoholic beverages are to be served, food and non-alcoholic beverages must also be served. Kegs are not permitted at Taylor Butler House. Use of illegal drugs or any illegal substance is prohibited at all times. All liquor must be served by professional bartenders.
7. Trash Removal - All trash and recyclables **must be removed** by the Renter or caterer.
8. Rest Rooms - Three lavatories are available for use in the house. For parties over 100, it is recommended that portajohns be rented. Location of portajohns to be approved in advance.

9. Decorations - No tacks, staples, tape or glue may be used to attach decorations to walls, woodwork, metalwork or floors. Mantles and windowsills must have a protective covering before decorations or floral arrangements are placed on them. The use of confetti, rice or birdseed is prohibited inside or outside the building. Balloons may be used for decoration inside the building. All decorations must be removed by the Renter at the end of the event.

10. Music – The Taylor-Butler House is located in a residential area, therefore any amplified music must be kept at a reasonable level as not to violate the Middletown Township noise ordinance policy.

11. Property Damage - The Renter will pay for any property damage or unusual cleaning fees including trash removal incurred during use. The individual signing the letter of agreement assumes responsibility for said fees. A refundable security deposit of \$1,000 must be paid thirty (30) days before the scheduled use of the building. Following the event, upon inspection by Monmouth County Historical Association, the security deposit shall be refunded provided there is no damage. If damage is present, the Association shall use the security deposit to affect repairs. If the security deposit is not sufficient, Renter shall be responsible for additional cost.

12. Required Licensing - Proof of proper licensing is the responsibility of the Renter and must be furnished and posted during public events.

13. Time - Established time limits for all functions will be strictly adhered to and will not be extended except by prior arrangement. Bars must close ½ hour before the end of the function. All events must end by 11:00 p.m. according to Middletown Township noise ordinance policy.

14. Children- For the safety of children under 12 attending events or receptions, they must be accompanied by an adult at all times.

15. Pets- No pets or animals of any kind are permitted in the Taylor-Butler House or on the grounds, except service dogs.

16. The property can have a tent erected with proper permission and permits.