



Legacy Creative Events and Byron Rental Agreement

Type of event: _____

Date of event: _____

Event START time: _____

Event END time: _____

Anticipated # of guests: _____

Please circle: Indoor Outdoor Tent Food Truck

Contact name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

email: _____

Caterer: _____

Address: _____

City, State, Zip: _____

Phone: _____

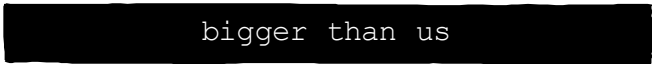
Contact Person: _____

Additional requests (please circle):

Seasonal Byron Flowers and Cuttings Hanging Baskets Cut Fabric Streamers

Change Indoor Accent Lights Extra Set-Up Time Officiant Rehearsal

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BYRON

Post Event Clean-Up

“Day Of” Coordinator

Drapes

Fire Pit

Rental Fee Includes

1. 12 hours on site including set up and must conclude no later than 12:00 AM on Fridays and Saturdays.
2. Furniture/Equipment: 4 Rectangular Folding Leg Tables (6ft), 1 large Farm Table, 100 Padded Chairs, 25 Folding Chairs, 2 long White Benches, 1 long Natural Wood Bench, 6 moveable Platform Elements, Podium, Audio System and Microphones.
3. Vendor tour in advance of the event.
4. 50 parking spaces in parking lot, 10 on grass, plus possible parking in corporate parking lot next door.
5. A Legacy staff member who will be on site during your function to ensure that a Lessee adheres to guidelines outlined in this agreement. Legacy staff is not responsible to serve as labor in any way but are there to troubleshoot any issues in regard to the facility.
6. The Manger – a charming room perfect for wardrobe adjustments, change of clothes, or nursing mothers.

Reservation Policy

1. Lessee’s wishing to use the Byron Barn must coordinate such use through the assigned personnel. The contact individual is Corinne Sekinger of Legacy Creative Events at (609)955-1434 or corinne@sekinger.us.
2. Reservations must be made at least 4 weeks in advance of the desired event date and a reservation is not confirmed until a contract is signed, and deposit received.
3. Scheduling is subject to the criteria discussed herein and constraints in the Byron calendar.
4. Appropriate Legacy staff must approve all event details.
5. All event details must be provided to an and approved by Legacy liaison at least one month prior, or the event may be cancelled.
6. Checks can be made out to *Byron at Gospel Fellowship*

Rules and Responsibilities

Lessee

1. Lessee is responsible for any damage to floors, walls, exhibits, lawn and field spaces, additional rental items or other surfaces.
2. Lessee must supply all labor for set-up, clean-up, and serving.
3. All rentals are at the expense of the Lessee.
4. The following items are not permitted
 - a. Rice or confetti, etc. thrown in the Barn or on the grounds.
 - b. Nails, tacks or staples used in the Barn or anywhere on grounds or structures.

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- c. Alteration to the structures (beams, walls, windows, etc.) or other parts of the premises.
 - d. Removing plants or flowers from gardens.
5. Due to liability concerns, only designated persons may climb ladders on site (florist, décor). If there is a need for things to be hung at high heights, Legacy or Byron team must be consulted and contracted to assist.
6. The Legacy or Byron staff has the authority to ask a guest to leave the premises if they misuse Byron property in any way.
7. Candles are only permitted in containment (glass, metal, etc.). Large space heaters are not permitted inside the Barn. Tiki torches are only permitted outside and must be a minimum of 12 feet away from wooden structures (Barn, shed, woodpile). Sparklers are permitted.
8. Smoking is only permitted in designated areas where cigarette bins are provided. Any cigarette remnants found after the event will forfeit the return of the deposit.
9. Lessee is responsible for entertainment, subject to Legacy and Byron's approval one month prior to event date. The band or DJ may set up in any areas of the Barn. Electrical outlets are provided. Due to noise ordinances, volume must be turned down at 10:00PM indoors and must be turned off at 10:00PM outdoors. Outdoor loud speakers must be approved prior to the event. Lessee shall not make or permit to be made any disturbing noises or permits any act, which will unreasonably interfere with the rights, comforts and conveniences of the surrounding neighbors and community.
10. Lessee agrees not to use the premises for any unlawful purposes including but not limited to gambling, drug and serving of alcohol to minors.
 - a. Drugs: Possession or use of illegal drugs anywhere on the property is strictly forbidden.
 - b. Lessee shall not sell drugs or alcohol on the premises at any time.
 - c. Lessee must refrain from negligently or intentionally selling, delivering, supplying illegal drugs or alcohol to minors.
 - d. Lessee is required to monitor their guests drinking at all times. Lessee agrees, acknowledges and assumes responsibility for their party guest's safety, and to ensure alcoholic beverages are consumed in a reasonable and responsible manner. Under New Jersey's Social Host Liability Law, the hosts (Lessee) are liable for damages or injuries as a result of negligent operation of a vehicle by a guest of their hosted event.
 - e. Legacy/Byron reserves the right to ask offenders of these rules to leave the premises if they are visibly and grossly intoxicated.
11. No animals are allowed in the Barn or on the grounds unless required by a physician or agreed upon with Legacy in advance.
12. No third-party rentals will be allowed. Lessee must host the function and must be present at the function until it's conclusion.
13. Rental Equipment: Except where otherwise stated in this agreement, rental equipment is Lessee's responsibility. Additional props, fixtures, and accessories are available for use if they are available at the time of the event or pre-arranged prior to the event.

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14. Upon request, Lessee may have use of the audio system in the Great Room. An authorized sound technician is needed for all functions, including rehearsals. The sharing of equipment like musical instruments, etc. will be at the discretion of Legacy.
15. Lessee must provide a down payment of 30% of the total rental fee at the time of signing the contract.
16. Payment of the remaining amount must be dated 30 days prior to the scheduled event.
17. Lessee must provide a security deposit of \$500.00 with the final amount of the rental fee 30 days prior to the scheduled event. If there is no litter left behind or damage to the property, the security deposit will be refunded in the full amount. Lessee will be liable for any damages to the premises and property caused by Lessee, the guests or by persons or companies hired by Lessee. Lessee, Caterers and all other Vendors must leave the property in clean, tidy and good condition with all provisions and limitations specified in the rental contract. If they do not comply, all or a portion of the security deposit will be withheld.
18. Extra set up time can be arranged with Legacy staff for a Flat Rate \$100.00 per hour.
19. Children should have adult supervision at all times during the event. No children or adults are allowed in the private office located upstairs in the Lounge, or in the Manger (bedroom/changing room) located at the back of the Lounge. Nursing mothers may use the Manger for quiet and privacy, but children should not be left there unattended. The Nursery School area is also off limits as it is privately operated by another organization.

Catering and Vendors

1. All events held on premises must be fully catered at the expense of the Lessee.
2. Caterers must provide their own service equipment and supplies. The Caterers must meet with Legacy staff at least one month in advance of any event, including a site visit to the Byron Barn.
3. Caterers are responsible for proper clean-up and removal of all grease, dirty water, chemicals, waste (garbage, recycling, and compost), food and bar-related items from the facility. Approval by Legacy staff is required before they leave the event.
4. Bartenders must be supplied by approved Caterers and are subject to Legacy approval. Bartenders must provide own service equipment and supplies and must be RAMP certified. All alcohol service must close at least 30 minutes prior to the end time of the event.
5. All insurance and temporary licenses (including liquor if it is to be served) showing Byron as an additional insured must be provided by Lessee. Any vendor Lessee hires for duty must hold liability insurance to work on the property and must show proof of insurance to Legacy staff or owners prior to any work being conducted on Byron property. Current certificate of liability insurance may be emailed to corinne@sekinger.us. Please include Lessee's name and scheduled date for proper identification.
6. Outdoor grills and fire pits may be set up in designated and agreed upon areas only and must be a minimum of 15 feet away from wooden structures.

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7. Any special equipment to be brought in, or Food Trucks hired by the Lessee must be approved by Legacy staff at least 30 days prior to the scheduled event.
8. Florals and other decorations: The installation of floral arrangements and installations, or other decorative items and installations must meet with approval of Legacy 30 days prior to scheduled event.
9. Legacy requires Florist, Caterer and any other Decoration Vendor, or designated person associated with the Lessee responsible for decoration, to meet with Legacy staff at least 30 days prior to scheduled event for a tour of the Barn and grounds. All plans for decoration and installations must be approved by Legacy. If Lessee wishes to move existing pieces of furniture in the Great Room, Legacy staff will do so prior to the event. All furniture and decoration brought in by Lessee must be carried and not pushed across the floor.
10. Deliveries: Legacy staff must be notified of delivery times in advance or the delivery will be rescheduled.

Insurance Requirements

All organizations renting the Byron Barn must furnish Byron with a certificate of insurance showing Byron/Gospel Fellowship as an additional insured for the day/night of the Lessee's event. Additionally, if alcohol is being served during the event, social host liability insurance is also required. Insurance amount must be at least \$1000.00 per occurrence. The Certificate of Insurance must be received within 30 days of the scheduled event.

Additional Requests

1. Fire Pit: Flat Rate \$8.00 per bundle of wood
 - The Fire Pit, with tree stump seating and cured wood ready to burn, is a wonderful place for friends to gather during your event or as an intimate After-Glow. Local noise restrictions apply, and guests must keep a low volume after 10:00 PM.
2. Change of Accent Lights: Flat Rate \$50.00
 - The Byron Barn looks lovely with twinkle lights or Edison lights. If you'd like to change the lighting from one to the other, it will be done by a Legacy staff member.
3. Outdoor Hanging Baskets: Flat Rate \$100.00
 - The 3 tall lamp posts lining the Byron driveway and parking lot can be decorated with lush hanging baskets that complement the Byron gardens.
4. Byron Garden Flowers and Cuttings: You will find seasonal cuttings from the Byron gardens and grounds gracing unexpected places and nooks in the Barn. If you'd rather not have fresh cuttings, please let us know and we'll make sure the barn is "naked" for your event.
5. Drapes: Flat Rate \$100.00 for 8 Drapes with installation
 - Legacy has long, elegant cream-colored drapes with a soft sheen that can be beautifully draped over the beams of the Great Room.
6. Knotted Fabric Streamers: Handmade cream-colored, knotted fabric streamers look lovely and add an intimate and whimsical touch to the Great Room, the cozy Lounge,



- the Kitchen or even outdoors. Bespoke Knotted Streamers to specifically complement the color scheme of your special event can be ordered. Costs available upon request.
7. Extra Set-Up Time: Flat Rate \$100.00 per hour
 - If you require extra set up time before your event, you may book it with Corinne Sekinger.
 8. Post Event Clean-Up: Flat Rate \$100.00 basic clean-up, \$100.00 decoration removal
 - If you prefer not to worry about basic cleaning up after your event, a Legacy staff member will take over. Includes floor sweep in all areas and trash/recycling removal.
 - If you'd like us to take down and dispose of decorations, we can do that too!
 9. "Day Of" Coordinator: 3 Variations ranging from \$250.00-\$500.00
 - Legacy offers skilled Day-Of coordination for your special event. With years of event coordinating experience, friendly charm and calming confidence we can help make your special day run smoothly. With 3 packages of varying services we're sure you will find the perfect expression to complement your needs. Details upon request.
 10. Rehearsal: Flat Rate \$100.00 per hour
 - You may plan a rehearsal dinner in the Byron Barn on a Wednesday or Friday evening. Catered Rehearsal Dinner is subject to the same catering requirements outlined for the main event.
 11. Officiants: We have a small group of Legacy friends who are ordained ministers and can offer services from pre-marriage counseling to officiating the ceremony. Details upon request.

Cancellation Policy

Cancellations made by Lessee after the contract has been signed will require a forfeiture of the entire deposit. If an event is cancelled by Lessee following the final payment, the entire rental fee is forfeited. Rental fee is non-transferable. Legacy Creative Events/Byron/Gospel Fellowship may, for any reason, cancel an event. If the event is cancelled by Legacy Creative Events/Byron/Gospel Fellowship, the rental fee will be returned. Deviations from the pre-approved event details will result in immediate removal of all guests and vendors from the premises. Conditions of contract are subject to change.

Venue Pricing

Total Venue Cost: \$1,750.00

- Down Payment 30%: \$525.00 (due at time of contract signing)
- Remainder 70%: \$1,225.00 (30 days before event)

Security Deposit: \$500.00 (separate check)

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I, the undersigned, have read the Rental Agreement of Legacy Creative Events/Byron/Gospel Fellowship and I agree to abide by and conform to all the rules and conditions set forth. Furthermore, I agree the above information provided an accurate description of the planned function. Lessee assumes full responsibility for any damages caused by its guests and vendors.

Lessee hereby relieves Legacy Creative Events/Byron/Gospel Fellowship from all responsibilities for the damage due to theft or loss of any property, which Lessee shall bring on the premises. Lessee agrees to be responsible for and herein agrees to indemnify, defend and save Legacy Creative Events/Byron/Gospel Fellowship and its trustees, officers, agents and employees harmless from any expense, loss, liability or claim resulting from injuries, illness or damage to any person or property arising out of Lessee's use and occupancy of the premises, or any other occupant on the premises.

Lessee shall be responsible to Legacy Creative Events/Byron/Gospel Fellowship for any damage, destruction, or defacement to the premises or any of the furnishings, grounds or equipment located herein caused my Lessee or Lessee's employees, vendors, guests or invitees. Lessee shall forthwith reimburse Legacy Creative Events/Byron/Gospel Fellowship for the cost of repairs or replacement as necessitated by such damages, destruction or defacement to the premises, grounds or any furnishings or equipment.

In the event that Legacy Creative Events/Byron/Gospel Fellowship is made party to any litigation commenced by or against Lessee, its agents, licensees, concessionaires, employees, or invitees,

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Lessee will indemnify and hold Legacy Creative Events/Byron/Gospel Fellowship harmless and will pay damages, costs, expenses and reasonable attorney’s fees incurred or paid by Legacy Creative Events/Byron/Gospel Fellowship in connection with such litigation. At the end of the period covered by this agreement, Lessee shall return the premises to Legacy Creative Events/Byron/Gospel Fellowship in the same good condition as when delivered to Lessee and Lessee shall remove all debris and shall generally place premises in a clean and orderly condition.

Signature of Lessee:

Print Name:

Date Signed:

Signature of Legacy Creative Events/Byron/Gospel Fellowship:

Print Name:

Date Signed:

General Check List for Lessee and Vendors

- No one under 21 years can consume alcohol on the premises.
- Sweep and mop any excessive spills or debris on the floors during event.
- General clean up includes sweeping all floors and placing all trash and recycling in dumpsters and designated containers behind wood pile.
- Remove all food, liquids, equipment brought onto the premises, wipe countertops, cupboard and range before leaving the event.

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- Smoking is not permitted inside. Guests should use the cigarette receptacles on site.
- Remove ALL decorations.
- Ensure all candles are enclosed so that there are no wax spills.
- Confetti, silly string, fake flower petals, beads, or any other items of this nature should not be used inside the buildings or outside.
- Only discard gel beads in the trash, not in the landscape or sinks.
- Do not discard liquids in the grass, on the grounds or landscape.
- Do not move the chairs or sofas outside as they have felt pads on the feet that will pull off, if so.
- Do not discard firewood into the landscape or surrounding woods.
- Do not hang anything on the interior or exterior walls, windows, doors or lighting fixtures unless utilizing existing nails and hooks.
- Command “sticky” hooks should not be used on the walls but can be used on window or door molding.
- Do not place firepits on the lawn!! Extra firepits brought in must be agreed upon ahead of time and placed on bricks.
- Do not place wet or sweating drink container, buckets or coolers on wood table or wood floors!
- Adjust temperature in both buildings to 60 degrees in Winter and turn off in summer (there are 3 units to adjust: in the Great Room, the Lounge and the Kitchen).
- Turn off all lights.
- Lock all doors.
- Place keys in the armoire in the Lounge and exit through the doors of Narthex, off the Great Room. These doors lock automatically.

We hope you have a beautiful event!!

Corinne Sekinger Thomas Sekinger

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