

## 2012 Log Cabin/Alumni Pavilion Wedding Guidelines

Thank you for reserving the Cook College Log Cabin and Alumni Pavilion for your wedding. Enclosed is the contract for your event. Please return the signed contract along with this initialed Facility Guidelines within 10 business days. Your reservation is considered confirmed once the Security Deposit has been paid and the completed contract and signed guidelines have been received.

Although we provide excellent facilities for events, we are first and foremost, a botanical garden. Our emphasis is on horticulture and education. To maintain the beauty of the landscape, the integrity of our mission and the experience of our visitors the following guidelines have been established:

**Access:** \_\_\_\_\_ Initial

*The facility rental fee provides you with access to the Cabin and Pavilion for a total of 10 hours. This includes ALL set up and clean up. You and your vendors cannot arrive prior to your contracted time or leave items here prior to your event.* Depending on our event schedule, the length of an event may be extended beyond the contracted times for an additional fee of \$100.00 per hour and must be contracted for at least 60 days in advance. All events **MUST** be over by 9pm and cleaned up and off the grounds by 10pm.

**Occupancy:**

The maximum group for indoor occupancy at the Cabin is 80. Seating 50  
The maximum pavilion occupancy is 200. Seating 150

**Security Deposit:** \_\_\_\_\_ Initial

A Security Deposit of \$500.00 is due at the time a reservation is requested. It is payable by credit card (MasterCard/Visa) only. The security Deposit (without interest) will be refunded after the event has taken place as long as there are no outstanding charges for services provided by the Gardens or charges for damages caused by the client's guests or vendors. Should the cost of services, repairs, or cleaning exceed the amount of the security deposit, the client will be billed the difference. It is the client's responsibility to contact the Gardens office, after the event, in order to have the credit card refunded. Please remember, once the deposit is taken it is not refunded until your event has taken place.

**Facility Rental Fee:** \_\_\_\_\_ Initial

The facility rental fee does not include the security deposit, and is due 60 days prior to the event. For events booked less than 60 days prior all fees are due with the signed contract.

**Keys:** \_\_\_\_\_ Initial

Clients, who are not using our preferred caterer, must pick up the key at the Rutgers Gardens Office (112 Ryders Lane - Log Cabin Road) by 2:00 p.m. on the business day (Monday - Friday) prior to the event and returned by 12:00 p.m. on the business day after the event. There is a \$50.00 late fee for keys not returned on time.

**Insurance:** \_\_\_\_\_ Initial - Must be secured 2 weeks prior to the event

Insurance must be one of the following:

1. Presentation of a private insurance policy or certificate of insurance with a minimum limit of \$1,000,000 naming **Rutgers University** as an additional insured party. The current date must be on this document with the Rutgers Gardens address (112 Ryders Lane, New Brunswick, NJ 08901).

OR

2. Risk Funding Fee: For groups without insurance, they must contact the Rutgers University Department of Risk Management, (848) 932-7300 and pay a "Risk Funding Fee." Once the Risk Funding Fee is



paid, proof of payment must be submitted to The Rutgers Gardens within two weeks of the reservation date. The fee is \$.95 per person. If alcohol is being served the fee is \$2.00 per person. For all questions regarding the Risk Funding Fee, please contact William Nortrup at (848) 932-3006.

**Fire Permit: \_\_\_\_\_ Initial – Must be secured 2 weeks prior to the event**

In certain instances, a client may need to obtain a Fire Safety Permit from the Rutgers University Emergency Services Department. Specifically, if a client should choose to book an event with someone other than our preferred caterer who will be cooking on an open flame, then an Application for a Fire Permit must be completed (please see attached). This application along with a \$42 fee payable to "Rutgers, the State University," should be sent to the address below at least 2 weeks prior to the date of the event. A notation should be made in the memo section that it is for a Fire Safety Permit. Please send to:

Rutgers Public Safety Building  
55 Commercial Avenue  
New Brunswick, NJ 08901  
Attention: Benjamin J. Garnecki

It is the client's responsibility to ensure the fire permit is obtained. Please note, the Fire Marshall may show up at your event to check if the permit has been secured.

**Cancellation Policy: \_\_\_\_\_ Initial**

- A reservation may be cancelled by the Gardens if :
  - the signed contract and initialed guidelines are not returned to the Rutgers Gardens office within 2 weeks after the client receives them
  - the facility rental fee is not paid in full 60 days prior to the event. This will result in forfeiture of the security deposit
- Please note, if the client cancels his/her reservation after all fees have been paid only the security deposit will be refunded.

**Fireplace:**

The fireplace may be used, but renters must provide their own firewood. Fireplace cooking is prohibited. Allow fires to burn out: do not extinguish fires with water.

**Clean Up/ Garbage Disposal: \_\_\_\_\_ Initial**

The client and their vendors are responsible for the condition of the rental property. The facility must be left in "broom clean" condition. All garbage (exterior, interior and restrooms) must be placed in plastic bags and put directly in the dumpsters located adjacent to the facility. You must supply your own plastic bags. Cans and bottles must be bagged separately and placed in the recycling dumpster. All personal property must be removed at the end of the event. The Gardens is not responsible for items left behind and the client may be charged a clean up fee if necessary.

**Tables and Chairs:**

Included with the rental are (12) 60" round tables, (10) 8 ft. rectangular tables (10) and metal folding chairs (approximately 200). These are stored in the Alumni Pavilion closets. Tables and chairs must be returned to the closets before leaving. Tables and chairs left outside, damaged or lost will result in a deduction of the security deposit.

**Weather Awnings: \_\_\_\_\_ Initial**

Awnings (tent-like walls that serve to enclose the Alumni Pavilion and provide comfort during inclement weather) are available. The fee for the awnings is included in the client's facility rental fee and usage must be confirmed at least 2 business days prior to the wedding. You must contact our office before 10 am that morning. **If we do not hear from you we will assume the awnings will not be needed.** Clients are responsible for damage to the awning and are not permitted to manipulate the awning in any manner.

**Tents/Rentals/Portable Bathrooms: \_\_\_\_\_ Initial**

Tents are prohibited in Rutgers Gardens unless the client contracts directly with Miller's Rentals (732-985-3050). Requests for the delivery of portable bathrooms or any other rentals must be submitted to the Gardens office prior to contracting to ensure that adequate set up and break down time is available. All rentals **MUST** be delivered and picked up on the day of your event. Any additional expenses incurred due to vendor charges for weekend delivery or pick up are the clients responsibility, and the Gardens reserves the right to determine appropriate set up and break down times for rental items based on previously scheduled events.

**Music Policy: \_\_\_\_\_ Initial**

It is of paramount importance to Rutgers University to maintain a good neighbor policy with our bordering communities. If you are using an amplifier to control the volume of the music the music **MUST** be monitored with a sound meter and it must not exceed 95 dcb. All music must be set up with speakers facing away from the lake. Amplified music requires the hiring of music monitor at the rate of \$15.00/hr.

**Decorations:**

Signs, balloons, ribbons and decorations of any type are prohibited on Rutgers Gardens structures. Failure to adhere to this policy will result in immediate removal and a reduction of the Security Deposit. Candles are prohibited in the interior of The Log Cabin.

**Alcohol Policy: \_\_\_\_\_ Initial**

Alcohol is prohibited to all Rutgers University Student Clubs and Organizations. Others may use alcohol with an understanding of the following:

- The State of New Jersey requires no alcohol permit.
- No person under the age of twenty-one (21) may consume alcohol.
- The sale of alcoholic beverages is prohibited.

The appropriate insurance requirements are met (see above).

**Catering:** Twin Oaks Caterers in East Brunswick is the preferred caterer for the Log Cabin and Alumni Pavilion.

Please check our web site <http://www.rutgersgardens.rutgers.edu/logcabin.html> to see the special packages available only to those hosting parties at the Log Cabin and Alumni Pavilion. For more information please call Twin Oaks directly at 732-238-4600.

**Non-University Approved catering: \_\_\_\_\_ Initial**

- Clients choosing to either use an external caterer or bring in their own food will be subject to an additional fee of \$2.00 per person. This fee helps to off-set the cost for the Gardens to hire on-site supervision for the day of your event.
- If an event is cultural in nature or requires specially prepared food that cannot be provided by an approved vendor of Rutgers University, a waiver may be granted to use a Non-university caterer.
- Clients using a cultural caterer, must notify the Gardens office and complete the required forms, applications, and approvals. Submitting a waiver does not guarantee approval.
- The client and their caterer must arrange to have a logistics meeting with the facility rental coordinator at least one month prior to your event.
- An approved vendor/caterer must meet all health, safety, and insurance standards as determined by the University Sanitarian. These include an up to date caterer's license, the most current health inspection report, and proof of liability insurance naming Rutgers University additionally insured for \$1,000,000.00.

**Vendors: \_\_\_\_\_ Initial**

It is the client's responsibility to ensure that all vendors - caterers, florists, musicians, and rental companies adhere to these terms and conditions. A vendor list must be completed and submitted to the Gardens office 60 days prior to an event. . **All vendors may enter the Gardens and begin to set up during the agreed upon times outlined on your contract. If you enter the premises before your assigned time or remain after your contracted time, this will impact your security deposit.**



**Smoking:**

No smoking is permitted in any Rutgers University facility.

**Parking:** \_\_\_\_\_ **Initial**

Parking is restricted to the paved parking lot and the temporary overflow lot in the field adjacent to the parking lot (near the Helyar Woods entrance – see map). **Parking on the grounds of the Log Cabin, Alumni Pavilion and the Rutgers Gardens is strictly prohibited. This includes any area in front of the Cabin/Pavilion off of the paved driveways.**

**Emergencies:**

The Rutgers Police can be reached directly via the yellow call box located near the front door of the Log Cabin. In the event of a facility emergency (electricity, plumbing etc.) after business hours, please contact the Rutgers Police at (732) 932- 7211 who will then contact the appropriate department on campus.

I have read and will abide by all of the Log Cabin and Alumni Pavilion Guidelines. Failure to do so will result in a reduction of the security deposit.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Client Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

### Vendor Information - Must be returned no later than 60 days prior to event

In order to be sure that all of your vendors and service providers will be allowed access to the grounds please provide us with a list of anyone who will be here to either perform a service or drop anything off such as outside caterers (see waiver request below) florist, bakers, rental companies. Please remember that everything **MUST** be brought in and out on the day of your event according to the times on your contract.

Company Name	Phone Number	Service they will provide
Company Name	Phone Number	Service they will provide
Company Name	Phone Number	Service they will provide
Company Name	Phone Number	Service they will provide

#### Outside Caterer Waiver Request

- Organizations, departments and non-university renters choosing to either bring in their own food (see guidelines on page 2) or use a caterer other than the preferred caterer will be subject to an additional fee of \$2.00 per person. **This fee helps to offset the cost for the Gardens to hire onsite supervision for the day of your event.**
- Organizations, departments and non-university renters using an outside caterer, must notify the Gardens office and complete the required forms, applications, and approvals. Submitting a waiver does not guarantee approval.
- Your caterer must arrange to have a logistics meeting with the facility rental coordinator at least one month prior to your event.
- An approved vendor/caterer must meet all health, safety, and insurance standards as determined by the University. These include an up to date caterer's license, the most current health inspection report, and proof of liability insurance naming Rutgers University additionally insured for \$1,000,000.00.

**Type of event** (circle one):    Wedding Ceremony only    Wedding Ceremony and Reception    Reception only  
 Private party    Rutgers Department event    Rutgers Student Group event

If you will not be using our preferred caterer tell us about the caterer you would like to use:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
   Street  City  State  Zip

Contact Info: \_\_\_\_\_  
   Name  Phone  Email

Please provide us a brief description of the services the caterer will be providing for you – food service, decorating, setup and breakdown of tables and chairs, clean up etc.



If you will **NOT** be using the service of a licensed caterer you **MUST** read, sign and return the policy below:

### Guidelines for Temporary Food Service on Rutgers University Campus

The following guidelines have been established by Rutgers University for clients of the Rutgers Gardens not using the services of a catering contractor and will arrange for, and provide foodservice (food and beverage) to any group on any premises or property, owned and operated by the University. It shall be the responsibility of the client to ensure that all food and beverage brought onto University property complies with all Local, County, and State requirements, specifically that of the New Jersey State Sanitary Code, NJAC8:24.

1. Foods are to be obtained only from approved sources such as grocery stores, restaurants, whole sale facilities which are licensed, inspected and regulated by a local, county or state health department. **NO home canned or home prepared or home processed foods are to be used, except as noted below regarding baked goods. ANY PRE- PREPARATION OF FOODS MUST BE DONE IN A LICENSED FOOD SERVICE KITCHEN.** The exception to this is foods that are not considered “potentially hazardous foods” such as cookies, cakes, and baked goods that do not require strict temperature control.
2. Temperature sensitive potentially hazardous foods must be kept “cold”- 41 degrees or below or “hot” 135 degrees and above. Sufficient refrigeration or cold holding devices or hot holding devices must be provided to maintain proper temperatures of all stored and potentially hazardous foods. Foods are to be transported in insulated containers to maintain acceptable hot or cold temperatures during transportation, display and service. Thermometers must be available to monitor temperature control.
  - **Cooking temperatures:**
  - Hamburger/ground meats items - 155 degrees F
  - Poultry 165 degrees F
  - Processed meats 145 degrees F
- Foods that require re-heating prior to service must be reheated to 165 degrees F internal temperature. After reheating foods must be held above 135 degrees F.
3. Keep all food protected from contamination at all times of transportation, storage, display and service.
  - Food items must be covered with plastic or foil wrap or lids to prevent contamination from dust, insects, unclean surfaces, unnecessary handling. Coughing and sneezing.
  - Serving utensils must be available for each item for hot and cold foods and stored in the food between servings to prevent potential contamination from ambient food residuals. Disposable utensils should be used whenever possible.
  - Ice if used as a food ingredient or food item must be from approved sources and protected during service. Appropriate scoops must be available to prevent bare hand contact.
4. All utensils must be protected from contamination at all times of transportation, storage, display and service. Single service plastic ware (knives, forks and spoons) must be individually wrapped or provided in a manner that prevents contamination.
5. Good personal hygiene must be followed by those handling or serving food. All food handlers must properly restrain their hair, wear clean clothing, remove jewelry from wrists, hands, ears, do not use tobacco or smoke while engaged in food handling. Food handlers are prohibited from eating in prep/service area.
  - Food Handlers must wash hands before service and re-wash hands as they leave and return to service area. Disposable gloves must be provided and worn when direct contact of ready to eat foods are involved.

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Print Name

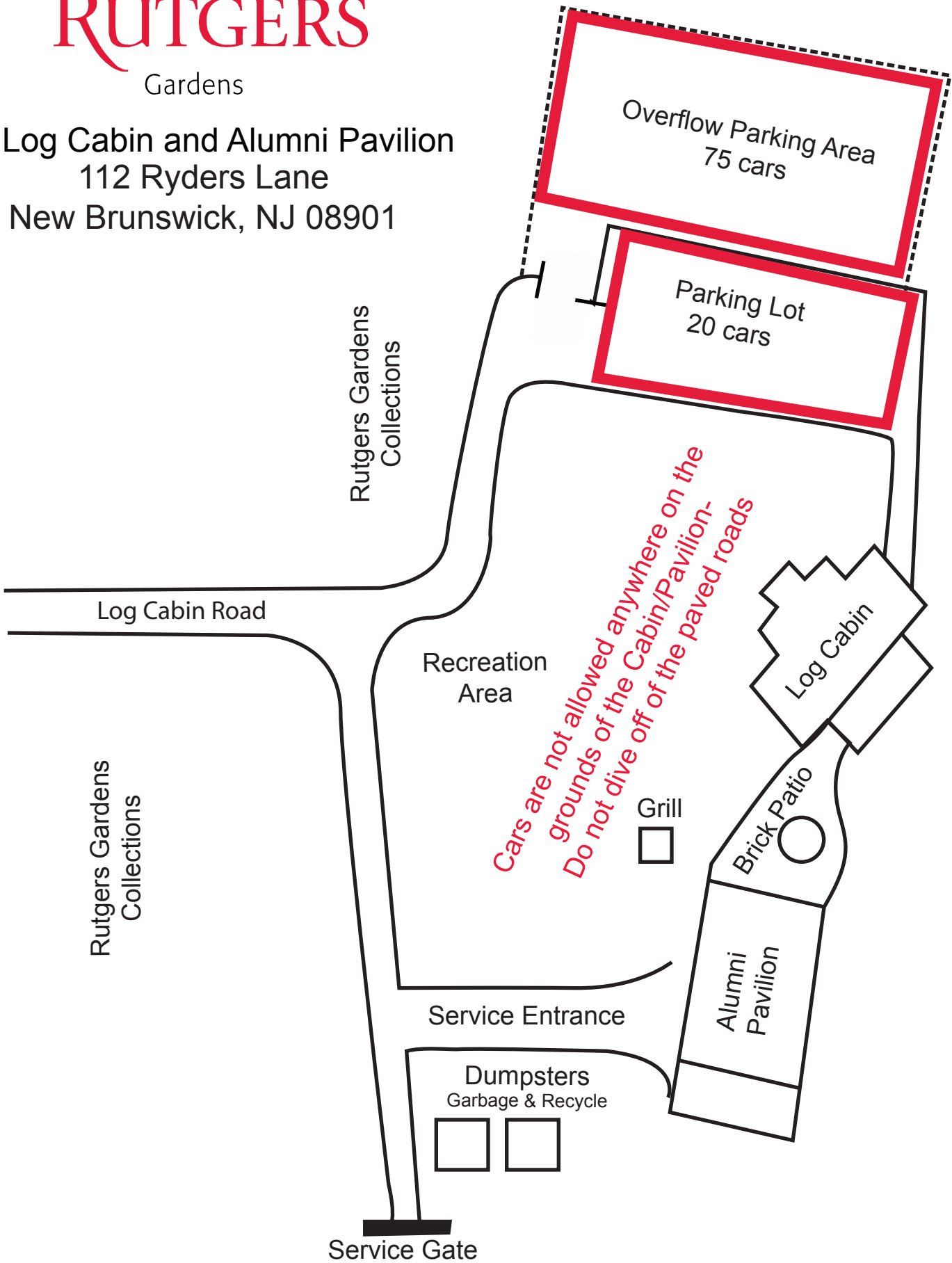
Signature

Today's Date

# RUTGERS

Gardens

Log Cabin and Alumni Pavilion  
112 Ryders Lane  
New Brunswick, NJ 08901



Weston Mill Pond



THE STATE UNIVERSITY OF NEW JERSEY  
**RUTGERS**

Emergency Services  
Fire Safety Bureau

55 Commercial Ave, New Brunswick, New Jersey 08901  
(732) 932-4800 Fax: (732) 932-4992

## APPLICATION FOR PERMIT

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the Fire Official." [N.J.A.C. 5:70-2.7(a)]

Date of application: \_\_\_\_\_

Location where activity will occur \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_

Organization Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Emerg.# \_\_\_\_\_

Campus \_\_\_\_\_ E-mail address \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

(State quantities for each category to be stored, or used and the method stored or used:)

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Signature \_\_\_\_\_