

Rental Basics

Investing in Community Service



**The Barrow
Mansion**

DEVELOPMENT CORPORATION

83 WAYNE STREET • JERSEY CITY • NJ • 07302

Contact Information

Name	
Street Address	
City, ST, Zip Code	
Home Phone	
Cell Phone	
Work Phone	
E-Mail Address	

- Rental time starts when first person arrives to set up and ends when last person leaves after breaking down.
- A \$500 (or 1/2 rental fee) deposit is necessary to reserve the space.
- Renter must provide two contacts, address, email, and phone along with a fire marshal (who may not be signatory)
- All necessary permits ([ABC Social Affairs Permit](#), etc) are due at least 2 weeks prior to event.
- All vendors must have \$1,000,000 liability.
- Host liquor liability insurance is necessary if alcohol being served, whether it is given away or not. All insurances are due 2 weeks prior to event.
- Security deposit is due two weeks prior to event.
- Tables, chairs, basic sound, and theatrical lights are available for rent at reasonable costs.
- We have 14 Source 4 fixtures (no gels) and Element Lighting Console (see downloadable [operating instructions](#)), which may be rented for a reasonable cost.
- A simple amplifier and cordless mike are available. iPods may be plugged in for music.
- Tables are 30" x 72" Chairs are not chivalry chairs, but are comfortable.
- Potential Lessee should be aware that level of music shall not exceed 78 decibels after 10:00 pm.
- Potential Lessee should be aware that we do not provide parking. There are public lots nearby.
- See attached [floor plan](#)
- Contact Jim Kellermann at mercercarms@gmail.com or (201) 432-5858 for further information