

PORCH CLUB RENTER GUIDE

The Porch Club is a beautifully landscaped historic building in downtown Riverton, NJ. The bright and appealing space features a stage and large fireplace with historic detailing for your enjoyment. Our handicap-accessible ADA-compliant location is in a residential neighborhood and offers only on-street parking.

The space is ideal for bridal and baby showers, graduations, birthdays, and family parties of all types. We offer a prep kitchen, 15 rectangular banquet tables, and 88 folding chairs for your use. The Porch Club's occupancy limit is 75 guests. Our main room is 1260 sq. ft.

Bring your own food and drink to The Porch Club. Alcohol is permitted to be served but not sold without a state liquor license. There is no smoking in the building or anywhere on the premises or around the property.

Your rental date is reserved when The Porch Club receives your **\$500 security deposit, rental fee, and signed contract**. A **Certificate of Insurance** is also required (approximately \$100). Do not attempt to deliver these documents to The Porch Club; please follow mailing instructions on the rental form. You are welcome to tour the clubhouse by appointment.

Contact porchclubrentals@gmail.com for more information.

Your **\$500 security deposit** will be refunded if the clubhouse is left clean and in good order with chairs and tables properly stacked or racked after your rental. The clean-up rules are posted in the kitchen. We expect The Porch Club to be left in the same condition as when you entered the premises or we will withhold a portion of your deposit.

The required **Certificate of Insurance** is due 2 weeks before your event. The Certificate of Insurance protects against liability for your event held on our property. You must have an alcohol rider if you are serving alcohol. Your homeowner's insurance provider may be able to provide a certificate of insurance. There are also online providers such as The Event Helper, info@theeventhelper.com.

Decorations may be brought into our venue but nothing can be taped, nailed, or otherwise attached to walls, windows, floors, furniture, or fixtures. Confetti, sequins, and glitter are not allowed.

On the day of your rental, a Porch Club volunteer will meet you to turn over the club key at your party's scheduled start time.

Please remember that we cannot reserve a date until we receive your security deposit, rental fee, and the signed Rental Agreement. Other prospective renters may be looking at the same date. We can only take the first one who pays and submits the application. Contact porchclubrentals@gmail.com for more information.