

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 location in a residential neighborhood offers ample 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 banquet tables, and 90 folding chairs for your use. The Porch Club's occupancy limit is 100 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 **\$300 Security Deposit, Rental Fee, and signed Rental Agreement**. 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. *Contact porchclubrentals@gmail.com for more information.*

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. Your homeowner insurance provider may be able to provide a certificate of insurance. There are also online providers such as The Event Helper, info@theeventhelper.com.

The security deposit check will be returned if the rules are followed and the building is left in good order.

Decorations may be brought into our venue but nothing can be taped or attached to walls, windows, furniture, or fixtures. Confetti is not allowed.

On day of rental, the rental chairperson will meet you with the key at a time specified by you.

There is a list on the refrigerator in the kitchen to be followed when your event is finished. We expect The Porch Club to be left in the same condition as when you entered the premises.

It is important to remember that we cannot reserve a date until separate checks for the security deposit and rental fee, and the signed Rental Agreement are received by the Porch Club at the address listed on the form. Others may be looking at the same date. We can only take the first one who submits checks and forms. *Contact porchclubrentals@gmail.com for more information.*