

Preservation New Jersey
1867 Sanctuary at Ewing
101 Scotch Road
Ewing, New Jersey 08628

1867 Sanctuary General Usage Guidelines

Standard Policies

- Permitted uses of the 1867 Sanctuary will be determined by the 1867 Sanctuary Representative.
- The cost for weddings, funerals and other ceremonies does not include the officiant. Arrangements must be made by the renter.
- The fee for use of the organ or piano does not include the cost of the organist or pianist. **Use of the organ and/or piano is restricted to a professional musician** as approved by the 1867 Sanctuary representative.
- Permission to use the 1867 Sanctuary includes free parking at Ewing Presbyterian Church and access to ADA accessible bathrooms on site and at the Ewing Presbyterian Church.
- Arrangements concerning lighting, seating, flower and other deliveries should be given careful preparation. Coordination with the 1867 Sanctuary Representative will be required.
- Deliveries, set-up and break-down must be arranged in advance and are included in the event time.
- Signs, decorations, posters, or implements may **not** be attached to walls, doors, windows, window frames, pews or furnishings unless approved by the 1867 Sanctuary Representative.
- Serving of light food or beverages must be pre-approved by the 1867 Sanctuary Representative.
- If spills, breakage or any form of damage occur, the 1867 Sanctuary Representative must be notified immediately.
- If candles are used, sufficient protection must surround the candle to prevent wax from dripping onto the floor, tables, seating or window ledges. Electric or battery operated candles are preferred.
- With the exception of service animals, there are no animals permitted in the Sanctuary.
- Children must be supervised by an adult at all times.
- Smoking is not permitted inside the Sanctuary or on the grounds surrounding the Sanctuary.
- The ringing of the steeple bell shall be performed only by the 1867 Sanctuary Representative.

- The cemetery grounds are not the responsibility of Preservation New Jersey. Use of this area is administered by Ewing Presbyterian Church.
- Any arrangements made with Ewing Presbyterian Church for use of their facilities for receptions or other meetings are separate from use of the 1867 Sanctuary and the contract with Preservation New Jersey.
- **Snow Policy** – Sidewalks and steps will be shoveled and the parking lot plowed as soon as practical after the snowfall has ceased. Shoveling during a storm or within 3 hours after snowfall has ceased will be attempted, but not guaranteed.
- **Weather Cancellation Policy** – In the event of a local state of emergency, predicted snowfall of more than 3 inches, hurricane and/or tornado watch for the day/time of event, cancellation will be accepted with a full refund. Cancellation may be made by the 1867 Sanctuary Representative **or** the renter. The 1867 Sanctuary/Preservation New Jersey is not responsible for other costs incurred by the renter due to cancellation. The 1867 Sanctuary Representative will attempt to reschedule based on calendar availability.

Renter Responsibilities

- Ensure that a responsible party is present at all times during event and rehearsal
- Damages to property and injuries to persons
- Removal of any free standing decorations, balloons, posters, signs and plant material
- General clean-up and straighten-up after use of both the sanctuary and the parking area
- Liability insurance certificate should be made out to “Preservation New Jersey/1867 Sanctuary at Ewing” and a copy received by the 1867 representative at least one week prior to the date of the event

Payments

Secure the Date Retainer – The Secure the Date Retainer is a nonrefundable fee of \$200 to hold the date of the event. Cancellations more than 90 days before the scheduled event will be refunded minus a \$50 cancellation fee.

Security Deposit – The Security Deposit is refunded only after final inspection of the building by the 1867 Representative and with no damage to the building or overtime use of the facility. Damage and additional custodial service to clean the Sanctuary or parking lot in excess of costs covered by the security deposit will be billed to the user.

Payment Timelines – Fees will be finalized 30 days prior to the event; payment is due 14 days prior to the event

Payments – Checks are to be made payable to “Preservation New Jersey/1867 Sanctuary at Ewing”