

**HISTORICAL SOCIETY OF HADDONFIELD**

343 Kings Highway East  
Haddonfield, NJ 08033  
856-429-7375

[www.haddonfieldhistory.org](http://www.haddonfieldhistory.org)

**Reservation of Date and Time for Private Event**

THIS request, accompanied by a Security Deposit, is made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

by \_\_\_\_\_

(Address) \_\_\_\_\_ (Email) \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work/Cell) \_\_\_\_\_ (hereinafter called "Licensee") to reserve a date and times for the purposes of a private event, as more specifically described below, at Greenfield Hall, the **first floor of 343 Kings Highway East and/or the Gardens located in the rear of the house as indicated below.**

**1. Private Event Information:**

Day and Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Catered?: \_\_\_ Yes \_\_\_ No Use: Greenfield Hall and Gardens Greenfield Hall Gardens

No. of people to attend \_\_\_\_\_ (Max. capacity of Greenfield Hall 55; Total capacity Greenfield Hall + Gardens 100).

**2. Security Deposit Amount:** Licensee is depositing with Licensor a fee of Five Hundred Dollars (\$500) –in cash, check or money order - as security (the 'Security Deposit') to reserve the date and times of the private event as of the date of this License. Historical Society of Haddonfield does not accept credit cards.

**3. Refund of Security Deposit:** The Security Deposit will be returned within three weeks of the event. In the event that there are damages, theft, destruction or any defacement to the premises, Licensor shall deduct the cost of repairs or any necessary replacement from the Security Deposit. If the damages exceed Security Deposit, Licensee shall forthwith reimburse Licensor for the costs of these additional repairs and replacements necessitated by such damage, theft, destruction or defacement.

**4. License Contract for Event:** Upon receipt of Security Deposit, the Historical Society of Haddonfield will provide a copy of the License Contract to the Licensee at the address indicated above. A completed License Contract signed by Licensee must be received by the Historical Society along with the paid-in-full balance of the rental fee (including the tent/dance floor rental fee, if applicable) no later than twenty one (21) days prior to the date of the scheduled event. Date will be indicated on the License Contract. Licensee risks event cancellation by Licensor if rental fee is not paid by said time and a completed contract has not been received.

**5. Cancellation:** In the event Licensee cancels a signed event License Contract by mailing a first class letter to Licensor, Licensor shall have the right, without further notice to Licensee, to cancel this License and retain the Security Deposit as liquidated damages.

**LICENSOR:** HISTORICAL SOCIETY OF HADDONFIELD

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signatory Print Name

**LICENSEE:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signatory Print Name

**Please return this completed form with Security Deposit to the above address.**

(03/04/11)

Office Use – Date received w/security deposit: