



Delaware River Mill Society

PO Box 298, Stockton, NJ 08559
Phone: 609-397-3586 Fax: 609-397-3913

The 1850's River House at the DRMS

Brillman's Rental Barn

101 Friends Lane, Newtown, PA 18940
Phone: 215-860-7600 Fax: 215-579-5676
Email: rentalbarn@aol.com

Conditions of Use

General Information

Although the Delaware River Mill Society is responsible for both the 1850's River House at the DRMS and the Prallsville Mills Complex, your agreed upon donation does not provide or allow you any use to other buildings or grounds on the Prallsville Mills Complex. Additional access may be granted if available should you choose to apply for use and supply the required agreed upon donations of the other buildings.

Use of the 1850's River House at the DRMS, provides you access to the 1850's River House immediate grounds, limited use of the first/main floor of the River House (Bridal Suite Room, First floor Living Room, Den, First Floor Powder Room and Kitchen for your caterer), and space under the seasonal tenting. No access is granted to the 2nd floor of the River House or Basement areas.

No smoking is permitted in any building.

No open flames. Candles are permitted only when covered. Hurricane globes covering tapers or pillars and/or votives in glass holders are allowed. **No fireworks** or any kind of sparklers are permitted on the grounds or inside any building or under the tenting. **No tiki or citronella torches** are permitted on the grounds, however, battery operated luminaries are permissible. Use of a fire pit is permitted to be used on the designated side lawn area, and in the stone driveway and must be at least 8 feet away from any structure or brush area.

The 1850's River House at the DRMS grounds offer 2 lovely outdoor locations for your ceremony, use of these locations is included in your agreed upon donation. Any spots outside of these are not approved for use of your ceremony.

Please remember, the maximum seated capacity under the seasonal tenting, allowed by law, is 225 persons . Please inquire directly with Brillman's Rental Barn regarding other capacity inquiries for other styles of events (such as cocktail style, etc) and tenting layout options.

Rental selections such as china, linens, etc, must be made directly with Brillman's Rental Barn and is subject to availability. It is recommended that you make your rental selections at least 3 months in advance of your event date to allow for maximum selection options. Brillman's Rental Barn has a full showroom located at 101 Friends Lane, Newtown PA.

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Brillman's Rental Barn must be notified at least **one** month in advance of your event date, of your finalized event hours and other details that have been decided so that the Mill Society may schedule cleaning and Brillman's may schedule your Event Monitoring services for opening and closing, etc.

All Events are required to end the reception by 10:00 p.m., to ensure local ordinance compliance. All music and reception activities must be completed. Your selected caterer, DJ, planner, etc, will have until 11:00pm to complete all clean-up and break down activities, failure to remove all items or complete breakdown will result in a forfeiture of in part of whole of your security retainer. Vendor's who fail to complete with the break down and equipment removal requirements will be in jeopardy of also forfeiture in part or whole of their security retainers and/or abilities to work future events at the 1850's River House at the DRMS. Please note it takes most caterers between one and two hours before your ceremony time to set up for an event and one hour for clean up, please be sure to take this into consideration when you are planning.

All rental equipment and any tenting must be provided through the exclusive rentals provider Brillman's Rental Barn. Rental equipment includes but is not limited to, all tables, chairs, linens, china, etc.

In the event of severe weather conditions (such as extreme heat, extreme cold, or unsafe weather conditions), the acting Event Monitor, Brillman's Rental Barn and or the DRMS Executive Director may close off access to a specific area of the 1850's River House, that would normally be available to a private event to preserve the integrity of the event or safety related concerns. No refund will be provided, or extended hours or any type of monetary compensation for the reduced access. These special decisions are at the full discretion of the approved staff on hand acting in the best overall interests to the event and/or safety of your guests.

If you are interested in renting the 1850's River House at the DRMS the day *before* your event for *set-up or a rehearsal*, please contact the DRMS Office or Brillman's Rental Barn for availability and fees. This must be checked with the DRMS Office or Brillman's Rental Barn, a decision cannot be made on availability more than 30 days in advance.

Marriage Licenses

This information has been provided as a courtesy. If you are from out of state and need to get a marriage license, the Clerk at the Stockton Borough Hall is available on Tuesdays from 8am-12noon, Wednesday & Thursday from 8am – 2pm. It is recommended that you check with the Borough Hall to confirm hours and requirements. The phone number is 609.397.0070. The Mill Society and Brillman's Rental Barn are not responsible in any way for you obtaining your marriage license.

Alcoholic Beverages

The law clearly states that **no alcoholic beverages may remain on the premises overnight: *not the day before and not the day after.***

Liquor Liability insurance is required to be provided either by your selected caterer or the agent serving your alcohol. If another agent is responsible for serving the alcohol at your event, they must provide proof of liquor liability insurance along with a copy of your bartender's licensing information to the Delaware River Mill Society a minimum of six (6) weeks prior to your event date. As the event Host you are also required to carry Host Liquor Liability Insurance along with general liability.

Private Events held at the 1850's River House at the DRMS are **not permitted** to have **Kegs**, serve **Shots**, or have **Wine bottles** on the tables, **Pitchers of Alcoholic beverages** or any type of self service alcoholic beverage or self service alcoholic beverage stations are also not permitted. Caterers may provide a wine or alcohol service during dinner, but service items are not permitted to be left on the tables. Violations of this policy will

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result in a forfeiture of your security retainer, Caterers can be removed or suspended from the Approved Listing and maybe banned from being able to work at the 1850's River House at the DRMS will not be permitted to return to for a minimum of 24 months. A repeated violation during an event will result in the immediate suspension of alcohol service during the event. All suspension and banning decisions are final and will be made by the Executive Director of the Delaware River Mill Society.

All refuse must be removed, including all empty bottles. Wine bottles, cans and other trash must be removed by the caterer or the renting party at the end of the evening. You should be sure to discuss this with your caterer in advance.

Event Monitoring Services

Brillman's Rental Barn will provide an Event Monitor to open the 1850's River House at the DRMS at a prearranged time. The Event Monitor will remain onsite for the duration of your event. This Event Monitor will be available during your event for any emergencies. At the end of the event, the Event Monitor will do a walkthrough with your caterer to review cleaning, if acceptable then caterer will be permitted to leave and the Event Monitor will turn out the lights, close the 1850's River House buildings and see that the locks are secured. The Event Monitor is a *separate charge* from Brillman's Rental Barn and is **not** part of your donation to the Mill Society for your rental. This is a separate contract item with Brillman's Rental Barn.

The final decision about the condition of the site will be made in the daylight by the Executive Director of the Delaware River Mill Society.

Services and Housekeeping

Users (usually the caterers) are responsible for broom sweeping the 1850's River House lower level rooms utilized during your event and any other spaces that were used. All items must be cleared from the tenting and grounds, items not stored at the 1850's River House are required to be removed from the site at the end of your reception and are not permitted to be stored overnight. The kitchen area should be cleaned and returned to the condition when the caterer arrived. All buildings and facilities must be left clean and acceptable to Society representatives. All decorations and signs must be removed before leaving. If not, the cost of this service will be deducted from the security retainer.

The final decision about the condition of the site will be made in the daylight.

Upper Level – 2nd Floor River House Office Area Access

Use of the designated areas on the 1st floor and outside grounds are permitted.

NO ENTRY to the 2nd floor or DRMS Offices are permitted; obey signs. This is for your own safety. Additionally, all areas marked as NO ENTRY if not respected and witnessed will be considered trespassing and the Event Monitor may deem it necessary to contact the State Police.

Any additional décor added inside the River House, must be removed at the end of the function, nothing is left overnight. Take nothing apart; remove nothing. Removal of the décor or break down is not the responsibility of the Event Monitor.

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Musicians, video cameraman, caterers, florists, family members or any 1850's River House at the DRMS users need to make sure your outside vendors be told they may NOT tape wires down. Removal of tape can remove the floor finish. Repair costs will be deducted from the security retainer.

Bridal Suite Room

A separate room is available on the first floor of the 1850's River House at the DRMS for the bride to dress. The room is open and available at your designated open time and must be cleared out upon the closing of the 1850's River House buildings. Trash must be removed from this space upon closing and walk through, your caterer is responsible for removing your trash from the site and Kitchen.

If additional bathroom supplies are needed, the event monitor on site should be notified and they will handle replenishment of the bathroom supplies.

No smoking is permitted in this space.

Kitchens and Bathrooms

The kitchen must be swept and mopped; stove top and ovens must be left clean. All sinks must be left clean of food particles. All items including rental items, food and drink must be removed the same day as the event, with the exception of the pre-approved rental items stored at the site. The refrigerator must be left empty and clean.

The bathroom must be left **tidy**.

A single stall Porta John unit is required to be rented for a separate additional fee with arrangements made through Brillman's Rental Barn for any event with 100 or more attendees. This requirement is necessary to provide additional facilities for your guests and serve as a backup alternate facility should there be a bathroom emergency.

Handicap bathroom access is available through a separately rented ADA compliant porta john. Rental arrangements maybe made by contacting Brillman's Rental Barn and must be done at least 2 weeks in advance of your event date. The rentals expense of additional or ADA compliant porta johns is a separate expense not covered by your agreed upon donation and will be included as part of your rentals contract due to Brillman's Rental Barn.

All services required for the user's party must be completed within the rental agreement time frame.

All caterers or 1850's River House users' clean-up people must bring their own cleaning supplies and trash bags. *Failure to bring cleaning supplies will result in a \$25.00 charge which will be taken from the security retainer to reimburse the Delaware River Mill Society.*

1850's River House Grounds

Grills must remain outdoors and must be on a grill mat. Under **NO** circumstances may grills be brought inside or onto the covered porch areas.

Outside, if there are smokers, cigarettes should be disposed of in a container, (if one has been provided by user), or taken away. We recommend renting butt buckets or bringing an equivalent to allow your guests the opportunity to properly dispose of their cigarette butts. No cigarettes, cigars, or anything else should be thrown

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on the ground. Grounds shall be left free of litter. If grills or beverage bars are used on a grassy area, a protective barrier such as a grill mat must be utilized under the grill or bar.

Birdseed or flower petals may be thrown at the bride but **not rice or bubbles**.

Bails of Straw and/or Hay are not permitted for use in the buildings or on the grounds during Private Events.

The 1850's River House is located in a State Park and surrounded by a residential neighborhood. Very loud parties are not appropriate. There is limited lighting outside in the evening and special arrangements must be made for use of additional lighting.

There is no public telephone at the site for rentals events. Someone in the party should bring a cell phone.

Should you wish to utilize additional tenting, or tented options for your ceremony in the event of inclement weather please be aware that all tenting must be rented and arranged through Brillman's Rental Barn. Please note that most tenting will require permits as required by all townships in New Jersey. You should file permit applications at least 6 weeks in advance of your event date, Brillman's Rental Barn staff can provide you with assistance throughout the permit process.

Music

All Events are required to end the reception by 10:00 p.m., to ensure local ordinance compliance. All music and reception activities must be completed. Your selected music provider, will have until 10:30 p.m. to complete all clean-up and break down activities, failure to remove all items or complete breakdown will result in a forfeiture of in part of whole of your security retainer. Vendor's who fail to complete with the break down and equipment removal requirements will be in jeopardy of also forfeiture in part or whole of their security retainers and/or abilities to work future events at the 1850's River House at the DRMS.

All Music is required to be compliant with noise ordinance requirements and will be monitored during the event by your Event Monitor. Failure by your selected music provider to comply will result in premature ending of your event and enforcement assistance may be required through support of the local authorities.

Seating Layouts

You must provide Brillman's Rental Barn your final seating layout no later than 5 p.m. on Monday prior to your event. Your final seating layout is required to ensure that proper capacity and egress requirements are maintained, this is for your safety and the safety of your guests. A copy of the layout will also be provided to the DRMS office as part of your permanent file. Layouts may be created with the assistance of Brillman's Rental Barn, by your caterer or planner, however final approval of the layout compliance will be provided by Brillman's Rental Barn, any identified compliance issues must be resolved prior to your event. Many layouts if not compliant are easily corrected and generally do not result in changing your seating charts, typically minor adjustments to ensure appropriate width for your aisles, etc. Questions may be directed to Brillman's Rental Barn on 215.860.7600.

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Caterers:

All caterers are required:

1. To have a Signed a Copy of the 1850's River House at DRMS Conditions of Use on file with the DRMS Office, this may be faxed to the DRMS on 609-397-3913 or to Brillman's Rental Barn on 215-579-5676, along with their current proof of insurance (see #2).
2. Have their Insurance Agent/Representative provide a certificate of insurance or proof of insurance listing minimum liability of 1 million dollars, liquor liability when applicable (they are providing the servers for the alcohol). This proof must list the Delaware River Mill Society @ Stockton, DRMS Quarry Office/1850's River House at the DRMS, Stockton, NJ as an additional insured.
3. The Insurance Certificate must also show that your caterer or separate company providing any staffing for your event (such as waiters, chefs, etc.) that you have valid and current workman's compensation coverage. This should be included on the certificate of insurance and provided to the Delaware River Mill Society.
4. Provide their own clean up materials (dish soap, trash bags, etc). Failure to do so will result in a \$25.00 fee charged against your Security Retainer.
5. All Caterers working at the 1850's River House at the DRMS is required to carry a Delaware River Mill Society Business Membership. This is an annual membership and must be provided separately from the required Security Retainer.
6. Provide a Security Retainer of \$250 which is refundable after the event is completed if buildings and grounds are acceptably clean and there is no damage or loss of Mill Society Property.
7. **All Trash must be removed from the site, this includes any space rented for the event; 1850's River House Building, Kitchen, Tented Area and Bridal Suite at the end of the function.** If you wish to rent a dumpster at your expense, it is recommended that you contact Carnevale on 609.890.1000. If a dumpster is rented then you must notify Brillman's Rental Barn on 215.860.7600 at least 2 weeks prior to ensure proper placement and verify delivery and pickup schedule.
8. A copy of the Final Seating layout is required to be submitted or finalized with Brillman's Rental Barn by 5pm on Monday prior to the weekend wedding. This is necessary to ensure capacity and egress compliance is maintained..

Caterer Name – Please Print

Signature

Date

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