



PASSAIC COUNTY HISTORICAL SOCIETY

Lambert Castle Museum • 3 Valley Road • Paterson, NJ 07503
(973) 247-0085 • info@lambertcastle.org

Facility Rental Policy

Lambert Castle Museum Interior Programs, Performances and Filming

1. General Information

Lambert Castle, located in Garret Mountain Reservation, is a center for historical information that includes a museum, research/genealogy library and archives, landscaped grounds and overlook, and administrative offices for the Passaic County Historical Society. The Castle was originally built by Paterson silk magnate Catholina Lambert as a private home, as well as an elegant setting for his vast collection of art. Constructed between 1892 and 1896, the home is an excellent example of American castellated and residential architecture. Numerous paintings and other art objects continue to be displayed throughout the building, some from Lambert's original collections, as well as others collected by the Historical Society.

1.1. Description of Facilities

Inside, Lambert Castle consists of three floors and a basement level. The first floor exhibition area is furnished with a combination of original Lambert artifacts and other artifacts from the period 1892-1923. The second floor houses local history galleries, featuring portraits, landscapes and changing exhibits that depict the development of Passaic County. The third floor has another changing exhibition gallery and administrative offices. The basement level houses the Society's research library and archives.

Encompassing all three floors, in the center of the building, is the skylight Atrium. The most dramatic part of the building, the Atrium has balconies on the second and third floors that overlook the first floor. On the east side of the Castle, off the first floor Music room is the Terrace.

Outside on the north of the building is the Green, a large rectangular area that is canopied by towering trees. This area provides a commanding view of Northern New Jersey and the metropolitan New York area. Located between the Green and the building is the Esplanade, containing a hand-carved marble reproduction of the original fountain. On the west side of the building is visitor parking, with 90 spaces. From the parking lot, visitors descend a formal staircase to the Esplanade, with access to the front entrance.



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Handicapped visitor parking is located on the south side of the building, near the front entrance.

Today, the Castle's modern facilities include upgraded/modern electrical, plumbing, heating, cooling and fire suppression/alarm systems. An elevator and handicapped-accessible bathrooms are also available.

At this time the inside of Lambert Castle can only be rented for educational or historic minded functions. These functions include programs, lectures, exhibits and documentary/historic filming. Parties, receptions and wedding ceremonies are no longer allowed inside Lambert Castle (please see our Outdoor policy for full details on the facilities available).

1.2. General Rental Conditions

The Passaic County Historical Society has the responsibility for proper stewardship of this historic property. Private use of the Castle and its grounds (Green, Esplanade and Terrace), or collectively referred to within as the Castle, is a privilege granted by the Historical Society. The decision to grant this privilege is at the sole discretion of the Passaic County Historical Society, which is the final authority on the ability to grant and deny applications for use, and the form within said use is taken.

Preserving the primary mission of the Society, to maintain a museum open to the public, all rental events must be scheduled outside of normal operation of the facility and the Museum. All events must begin or end at least an hour prior to the museum's operating hours. No event which may detract from the public image of the Passaic County Historical Society, or which may place the property or the Society's collections at risk, will be allowed.

Given the historic nature of the building, and the primary use of the building as a museum for historic objects, only finger-food may be served at interior events. No food heating devices will be permitted in the Castle. The kitchen facilities at the Castle are for serving only, and therefore, no heating or cooking can be done inside the Castle. Arrangements will be made prior to the event, with a member of staff, to determine the designated areas where food and beverages may be served and consumed. (All food choices must be reviewed and approved by the staff of the museum prior to the event). There are no restrictions to the service and consumption of food and non-alcoholic beverages on the Castle Green or other outdoor area.



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1.3 Use Policy for Lambert Castle Museum

1. The Castle may be used for programs, lectures, plays, musical performances, exhibits and documentary/historic filming. Parties, receptions and wedding ceremonies are no longer allowed inside the building.
2. Lambert Castle Museum is open to the public between the hours of 1 PM and 4 PM on Wednesday-Sunday. (Summer hours are 12-4 PM). The Museum is closed on Monday and Tuesday. Facility rentals, including set-up and breakdown, cannot interfere with Museum operations.
3. All functions are five (5) hours, including set-up and clean-up times. Functions must end at the contracted time, which shall be no later than midnight. All food and beverage service, as well as any musical entertainment should cease at least one hour before the contracted check-out time in order to allow adequate clean-up time. PCHS reserves the right to require that guests, caterers and all service people leave the building and grounds at the contracted times.
4. Requests for rehearsal time must be indicated on the application and scheduled in advance. One half hour is allotted and is dependent upon availability of the facility. All rehearsals must be conducted on week days and scheduled with PCHS staff.

1.4 Facility Accommodations

1. *Capacity*: Maximum interior capacity is limited to 125 people standing. The addition of chairs and tables affects the capacity of each room. See section 2.1 for specific details.
2. *Handicapped Accessibility*: The facility is equipped with handicapped accessible entrance, bathroom facilities, and elevator. At this time the Castle has no accommodations for the visual or hearing impaired.
3. *Equipment & other needs*: Rental of the Castle is for the facility, and does not include chairs, tables, linens, china/flatware, etc. Arrangements for these items are the responsibility of the renter. Rental of the Castle does provide electrical power, use of restrooms, use of the serving kitchen, and air conditioning inside the Castle. The Castle can provide a limited number of folding chairs for events at an additional cost of \$10 per chair.



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1.5. Application Procedure

1. *Application for use*

- a. A written request or an on site meeting with Castle staff must take place at least 90 days in advance of event date.
 - b. Applications are subject to the approval of the Passaic County Historical Society Board of Trustees
2. A written confirmation letter or email will be sent to the renter following receipt and approval of the application. At this time the renter must sign the rental contract and provide a Damage and Security Deposit. If the application is not approved, staff will inform applicants.

1.6. Damage and Security Deposit

1. *Deposit Amount:* A deposit of \$1000 is required with all rentals for \$400 or more. For the rentals less than \$400, the security deposit will be \$500.
2. *Cancellations:* Once the application is approved and confirmed, fifty percent (50%) of the deposit will be withheld if the rental is cancelled by the renter. In the event that the Castle facilities are unavailable due to an unforeseen event or act of nature, the full deposit will be returned to the renter.
3. *Refund of Deposit:* The deposit is fully refundable after the event, provided no additional clean-up is required by Castle staff, and the contracted number of hours for the event is not exceeded. Damages to the building and/or contents will be covered under the renter's liability insurance determined in section 3.1.

2. Rental Fee

1. *Amount:* the exact rental fee for an event is established after the Client has fully described the event, expected attendance and specific requirements.
2. *When due:* The entire rental fee is due with the specified insurance and any additional certificates no later than fourteen (14) calendar days prior to the date of the event. The deposit is not included in the total rental fee. Failure to submit payment at that time will void the rental contracts and result in forfeiture of 50% of



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the deposit.

3. Checks: All checks should be made payable to the Passaic County Historical Society. Renters may also pay by credit card. Those cards accepted by the Society are VISA and MasterCard.

2.1. Rental Rates

Rental Space	Fee for Private Use	Fees for Non-profit Organizations (20% discount)	Fees for Official Passaic County Function	Maximum Capacity
Ground Floor: Atrium only	\$500	\$400	Staff fees only	70 standing 35 chairs/tables
Ground Floor: Atrium and one Additional Room (The additional room will either be the Breakfast room or the Music room. Which room will be determined based on the type of function.)	\$600	\$480	Staff fees only	95-100 standing 47-50 chairs/tables
Use of the Piano	+ \$100	+ \$100	+ \$100	N/A
Ground Floor: Atrium and Additional Room AND the Second Floor (existing exhibits will not be moved)	\$900	\$720	Staff fees only	110 standing 55 chairs/tables
The Whole Building (excluding the administrative offices and period rooms)	\$1,500	\$1,200	Staff fees only	125 standing 62 chairs/tables

2.2. Rental Details

1. Events may last up to five (5) hours, including set-up and breakdown/ clean-up



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time. If the event extends beyond five hours, a charge of two hundred dollars (\$200.00) per each additional hour, or any portion thereof, will be charged.

If the event is outdoors and requires the setting-up/ taking down of a tent, this extra item would not be charged. Equipment, tents, chairs, tables, etc. cannot be stored in or outside the Castle before or after a scheduled event.

2. In the event that a function does not require five (5) hours, such as a lecture, an hourly fee of \$250 will be charged. Such events must not exceed two (2) hours in length, including set-up and breakdown/ clean-up time. For all events over two (2) hours, the five (5) hour rental fee will apply.
3. Maximum interior use of the Castle is limited to 125 people, including staff, (see chart on page 5). In all cases, the occupancy limits are egress requirements contained in the State of New Jersey's Fire Prevention Code shall be met.

2.3. Staffing Requirements and Fees

1. *Staff Required:* Museum staff must be present during any facility rental or related facility use, i.e., rehearsals; and the Society reserves the right to determine the number of staff required. For events of more than 40 people (including catering and technical staff), at least two PCHS staff persons are required. For events of 100 or more people, at least three staff persons are required.
2. *Staff Responsibilities:* Staff members are in attendance to protect the premises and handle building operations. They will not supervise or physically assist the renter, event or service vendors; maintain order, or set-up, remove or transport personal or event equipment and supplies.
3. *Fees:* Personnel charges are based on a flat hourly rate of \$25 per staff person.
4. *Technical Staff:* It is the renter's responsibility to provide and operate technical equipment.
5. *Security:* Guard(s) may be required for certain events. This will be determined by PCHS at the time of the renter's application. If security guard(s) are required, they must be law enforcement mentioned qualified. Security staff is required for all events serving alcohol.

3. Obligations of the Renter



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3.1. Liability

1. *Damages.* The renter will be responsible for any damages which may occur to Lambert Castle Museum, its grounds or any property of the Passaic County Historical Society (PCHS) during the rental.
2. *Security:* The renter is responsible for controlling the conduct of guests during the event. The Society is not responsible for the security of the renter or their guests, agents, employees or volunteers or their personal property during the course of an event. A security guard(s) may be required for certain events. This will be determined by PCHS at the time of the renter's application. See section 2.3.
3. *Liability Insurance:* The renter is responsible for liability insurance coverage for \$1 million (bodily injury and property damage). The Certificates of Insurance must name the following: 1) Passaic County Historical Society, 2) Passaic County Department of Parks & Recreation, 3) County of Passaic, and 4) Passaic County Board of Chosen Freeholders as "additional insured." The certificate should be mailed no later than 14 days in advance of the event to: Passaic County Historical Society, Lambert Castle, 3 Valley Road, Paterson, NJ 07503.
4. *Alcoholic Beverages:* Are not permitted inside Lambert Castle.
5. *Left Items:* PCHS cannot assume any responsibility for items left by the caterer, guests, or renter. Renter or caterer is responsible for removing all articles brought in during the rental event.

3.2. Restrictions

1. Food and Beverages: See section 1.2.
2. NO SMOKING is permitted inside or outside the Castle. In addition, no candles, luminaries, sky lanterns, or any other flaming devices are allowed inside the Castle.
3. Helium and air balloons, sparklers and glitter, are specifically prohibited from the museum.
4. Illegal Substances: Use of illegal substance is prohibited at all times.



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5. No abusive language, aggressive behavior, or intoxication will be tolerated. If someone is displaying disruptive behavior they will be required to leave the Castle and grounds by renter and/or security staff.
6. No live animals, with the exception of special needs service dogs, are permitted inside the Castle.
7. Nothing is to be thrown inside the building, for example confetti, rice, birdseed, rose petals, bubbles, etc.
8. Restricted amplified music (live or recorded) is allowed inside Lambert Castle Museum. Use of the Castle's piano may be obtained for a fee. See section 2.1. Vocalists may be amplified. Outside on the Green, amplified live or recorded music is allowed at moderate sound levels.
9. Equipment: Special or rental equipment for the event must be approved through a member of PCHS staff at least 14 days before the event. Smoke and fog machines and any type of dry ice dispenser are not permitted inside the museum.
10. Décor Policies:
 - a. No moving or repositioning of furniture or other objects inside the Castle. Any alternations or additions to the existing furniture placement must be approved by a member of PCHS staff prior to the event.
 - b. There is to be absolutely nothing hung, nailed, stapled, pinned, taped or in any way attached to any of the walls, ceilings, floors or furnishings inside Lambert Castle Museum. Any materials that may come into contact with a wall must be backed with a matting that will protect the wall surface from harm.
 - c. Plans for decorations, including live floral arrangements and table centerpieces are limited and subject to approval. Décor must not endanger any item on display, necessitate its removal, or affect its appearance.
 - d. No potted plants or soil are permitted inside the Museum.

3.3 Renter Responsibilities



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1. All events at which food and drink are served must be catered by the renter as Lambert Castle Museum has only a serving kitchen. If a professional caterer is used, the caterer must be approved by PCHS. Caterers must provide PCHS copies of 1) business license and/or certification by the Health Department, 2) proof of liability insurance and proof of worker's compensation insurance.
2. All equipment necessary for any event must be furnished by the renter or their caterer. This includes tables, chairs, tablecloths, napkins, plates, cups, glasses, cutlery, preparation and serving utensils, paper towels, trash can liners, detergents, etc.
3. The renter or caterer is responsible for set-up of all tables, chairs, and other paraphernalia related to the event.
4. The renter or caterer is responsible for ensuring all furniture brought into the Castle building has rubber tips on the feet and all other equipment is placed upon rubber or carpet matting.
5. The renter or caterer is responsible for providing protective materials for the bar set-up in order to prevent water from dripping on the furniture or floor and for protecting all furniture and mantels from watermarks or other damage.
6. The renter or caterer is responsible for backing any material that may come into contact with a wall with matting that will protect the wall surface from harm.
7. The renter or caterer is responsible for keeping floors clean where food is served and removing empty glasses, plates, etc. during the event and after the event.
8. The renter or caterer is responsible for all clean-up after the event, including removal of all trash, decorations, and other items brought into the Castle or onto the Castle grounds. All trash shall be bagged and removed to the approved garbage pick-up site.
9. Floors must be dust mopped. The serving kitchen sink, counters and equipment shall be wiped clean and the serving kitchen floor wet mopped.
10. The renter or caterer is responsible for inspecting the building and/or grounds around the event with the designated PCHS representative to ensure that the property is free of trash and all required clean-up has been completed.



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11. Generators shall not be used within 20 feet of the Castle or any tent.
12. The renter must not, in his/her use of the Castle and/or Grounds, including any advertising of the event be held in the facility, discriminate on the basis of race, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability.
13. Organizations sponsoring events at the Castle or grounds shall not indicate or infer endorsement, sponsorship or affiliation by PCHS and may not use the name of the Society or Lambert Castle other than to indicate location. Organizations interested in co-sponsorship or other formal involvement by the Society should specify that at the time of the inquiry or application.