



Dey Mansion, Washington's Headquarters Site-Use Policy Museum and Grounds

The Dey Mansion is located at 199 Totowa Rd in Wayne NJ and offers four (4) spaces that can be rented for event/meeting space. The Museum, the Grounds/picnic area, the Visitor Center, and the Plantation House.

Rental Fees:

- Site -use permit fees are calculated by the hour, including time needed to set up/break down, at **\$50.00/hr**. Non-profit organizations with proof of 501 (c) 3 status are at a reduced rate of **\$35.00/hr**.
 - Picnic Site (up to 30 people) - \$50.00
 - Picnic Site (30 people or more) - \$85.00
 - Meeting Space (in museum or visitor center) - \$50.00 per hour, up to four hours
 - Grounds (weddings, tented events, non-indoor activities) \$500.00, up to four hours

*Any event that runs longer than four hours may be required to pay additional fees

- Each site-use permit requires a **refundable security deposit**, to be returned to the permit holder at the completion of the rental, provided there are no damages to the facilities or further cleaning required. The security deposit is equal to 30% of the permit cost.
- Permit fees may be paid in cash, with check or money order made out to ***The County of Passaic***, or by credit card. Please note security deposits cannot be made by credit card.

**Weddings are not permitted inside the Dey Mansion, however the grounds can be utilized for a ceremony and/or small tented reception.

***Depending on the nature of the event, security may be required at an additional charge.

The Dey Mansion is open to the public for tours between the hours of 10am-5pm, Wednesday – Sunday throughout the year. Those wishing to host an event/meeting inside the museum may do so outside of normal operating hours or with permission from the Director. All rentals are for up

to 4 hours and are restricted to the first floor of the Museum, unless otherwise approved. Events requiring additional hours may be required to pay additional fees.

Accommodations:

The first floor hallway of the Dey Mansion Museum may be used for meetings, programs, lectures, performances, and historic/documentary filming.

- Capacity: Seating for meetings and other programming can accommodate up to 20 people, the addition of tables will restrict this number further. Standing events are limited in number and at the discretion of the Museum staff.
- Content: All programming, lectures, performance and filmmaking, will be permitted at the discretion of the Director after review of the content. No permits will be distributed for site rentals that, through content or by invitation, promote discrimination on the basis of race, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability.
- Accessibility: The Visitor Center and Museum are ADA accessible to the first floor only, there is no accessibility to the second floor. Bathrooms, located in the visitor center, are fully handicapped accessible.
- Equipment & Other Needs: Rental of the Museum, upon request and based on availability, does include up to 20 folding chairs, 1 6ft table, and a projection screen. All other items are the responsibility of the renter.

Audio Visual & Internet

- Upon request a projector can be provided
- Wi-fi access is only available in the Visitor Center through the wireless network.
- Please use PC-Guest.

Cancelations & Refunds

- Permit cancelation is required *no less than five (5) working days* prior to the event date. Please contact our offices at 973-706-6640 in the event that a permit must be canceled. Refunds will only be issued if the appropriate notification has been given.

Reservations

- Permit applications will be accepted for the current year only. Applications for upcoming years will be accepted starting January 1st of the year the permit request is for.
- Please contact our offices at 973-706-6640 to check availability and to obtain a site use permit application. An appointment is recommended to view the rental site and to discuss the site use policies to ensure that your program/meeting needs and the facility are a good match.

Décor & Food Policies:

- Furniture inside the museum will only be moved at the discretion of museum staff. If furniture is to be moved and/or re-positioned then all moving will be done by museum staff.
- Nothing is to be hung, nailed, stapled, taped, or in any way affixed to the walls or doors of the museum.
- Plans for decorations inside the museum, including floral arrangements and table centerpieces, will be first approved by museum staff.
- There will be no potted plants or soil inside the museum.
- There are no kitchen facilities onsite. Only finger foods and those not requiring the use of a heating device are to be served at events inside the museum.
- The Preferred caterer of the Dey Mansion is *Rustic Foods Custom Catering*, 973 – 783-0596. All catered events are to be booked through this caterer.

Parking Policy

- Parking at the Dey Mansion is limited and may require the renter to supply a shuttle bus to the golf course parking lot, or other off-site parking facility.
- There are 20 parking spaces, including 3 handicap spaces, at the Dey Mansion. If additional parking is required then a shuttle will be supplied by the renter.
- Bus drop off and pick up may be done in the parking lot of the visitor center.
- There is no parking allowed on the grounds of the Dey Mansion, along the roadway or at the golf course. Renters will be instructed on all parking policies prior to the event.