



Passaic County Arts Center at the John W. Rea House (Hawthorne, NJ)

Site-Use Policy

The Passaic County Arts Center at the John W. Rea House (PCAC) is located at 675 Goffle Road in Hawthorne, NJ and offers one large room that can be rented for meeting and/or reception space.

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**.
- 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 deposit will equal 30% of the rental fee.
- Permit fees may be paid in cash, with check or money order made out to the *County of Passaic*, or by credit card.

Hours of Use:

- Site rental is available Monday –Friday from 9:00am-5:00pm and on Saturday and Sunday from 10:00am – 5:00pm. Additional and evening hours may be requested but is at the discretion of the Department of Cultural & Historic Affairs and is dependent on staffing.
- Please inquire about your preferred date/time before sending in a permit request.
- The PCAC is **not available** for permits on holidays.

Facility Accommodations

- The site can accommodate up to 50 people.
- Six (6) tables with a total seating capacity for thirty (30) people are available on-site. Any additional tables or seating is the responsibility of the permit holder.
- Food and beverages are allowed in the meeting space, however there is no food or drink allowed in the gallery/exhibition space.
- There is a fifty (50) cup coffee pot, a microwave and an electric kettle available for use upon request and must be noted on the permit application.
- **We do not** provide coffee, cups or any other beverages, and/or supplies.

- There is no additional fee to use these appliances, however, in the event of damage to an appliance, the permit holder will be responsible for the replacement of the item equal in value to the one that has been damaged.
- Basic cleaning supplies are available on-site such as multipurpose spray, anti-bacterial wipes, broom and dustpan, and a Swiffer.

Parking & Accessibility

- There are a number of parking spaces available at the PCAC which includes four (4) handicapped spaces.
- There is an accessibility lift available for those with mobility impairments that can be accessed from the ground level of the PCAC.

Audio Visual & Internet

- Internet access is available through the PCAC wireless network under “PC Guest”

Cancelations & Refunds

- Permit cancelation is required *no less than five 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

Please contact our offices at 973-706-6640 to check room date/time 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 needs and the facility are a good match.