



Site Rental: *Event Package*

2021

Alice Paul Institute
128 Hooton Road
Mount Laurel, NJ 08054

 ALICE PAUL
INSTITUTE

Site History

Host your next event at the Alice Paul Institute, a National Historic Landmark. The ca. 1800 house was the birthplace and family home of Alice Stokes Paul (1885-1977), who courageously led the final campaign for women's right to vote and authored the Equal Rights Amendment. The house, restored to appear as it did during the Paul family's residence, offers a variety of interior and exterior spaces for meetings and special events.

Event Package

Event rentals are limited to May to October and must take place outdoors. Group size is not to exceed 150 attendees.

Included

- Exterior access to 6.5 acres of land and the wraparound covered porch.
- Interior access to the kitchen and first floor bathroom.
- Access to back parking lot fitting up to 30 cars and closer 5 car handicap lot. *Additional parking on south side of street. No parking on grass.*

Not Included

- Outdoor tents, tables, and seating. Items must be sourced from an outside company.
- Set up or breakdown of chairs or tables by staff.
- On-site storage for event items ahead of the event. *Exception: Rental companies are permitted to drop off related items (tents, chairs, linens) one day prior, and pick up one day after an event.*
- Interior access for event guests.

Time

Event rentals include a 7-hour window from 4pm–11pm. Time breakdown is as follows:

- 4–5pm: Set-up
 - Renters will not have access to the site prior to 4 PM.
- 5–10pm: Event
 - All events must conclude by 10pm in observance of the Township of Mount Laurel noise ordinance.
- 10–11pm: Break down
 - Renters must move all event items except those belonging to an event rental company from the property. All event rentals items must be picked up by the day after the event. Any items left behind will be thrown out, and a charge equivalent to the scope of clean-up will be deducted from the Damage Deposit.

Cost

Friday, 4 PM – 11 PM: \$2,500

Saturday, 4 PM – 11 PM: \$3,500

Sunday, 4 PM – 11 PM: \$2,000*

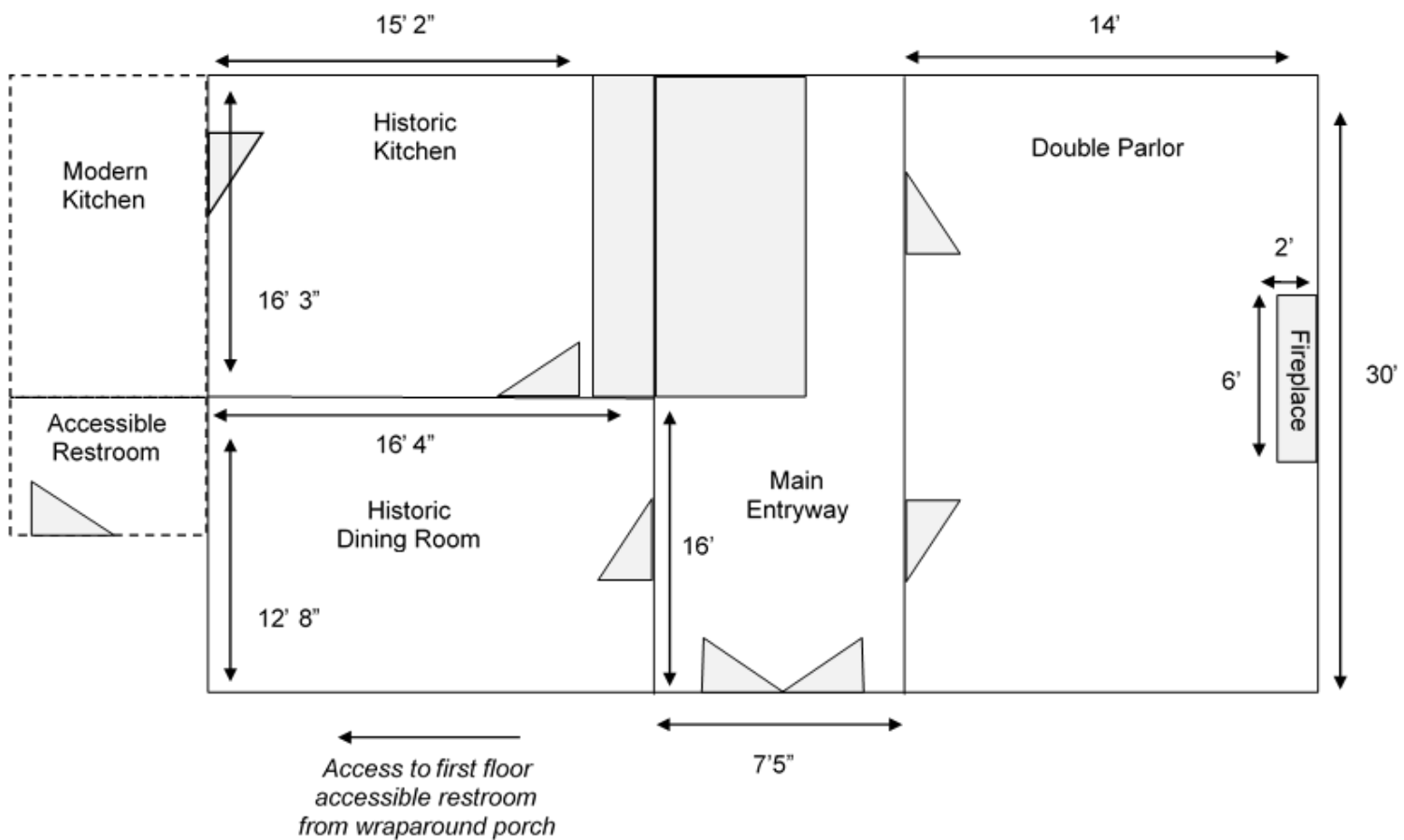
**There is some time flexibility on Sundays. If interested in finding out more, please note your request as a part of your inquiry.*

Site Diagrams

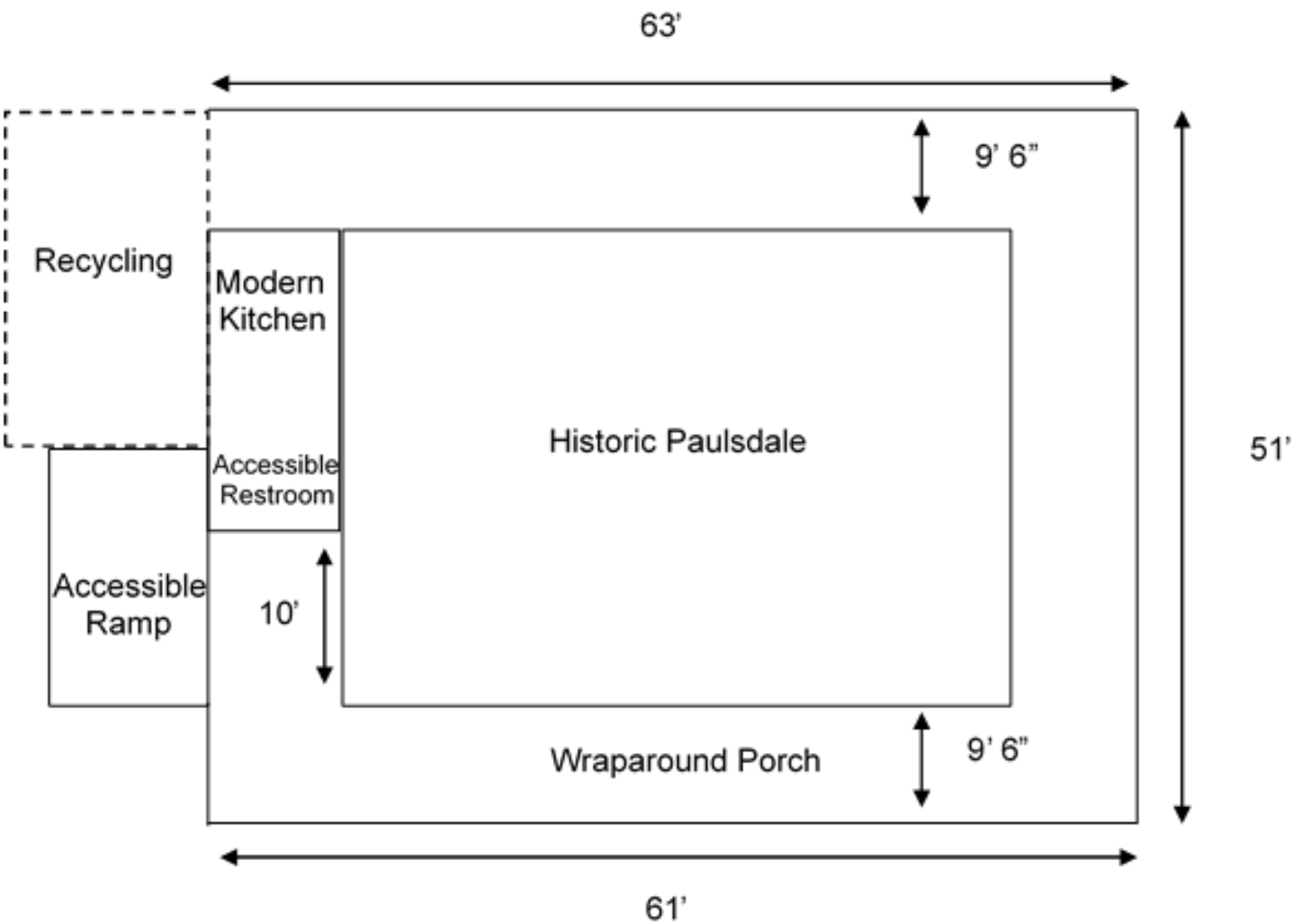
Included are diagrams of the first floor, wraparound porch, and full site.

First Floor

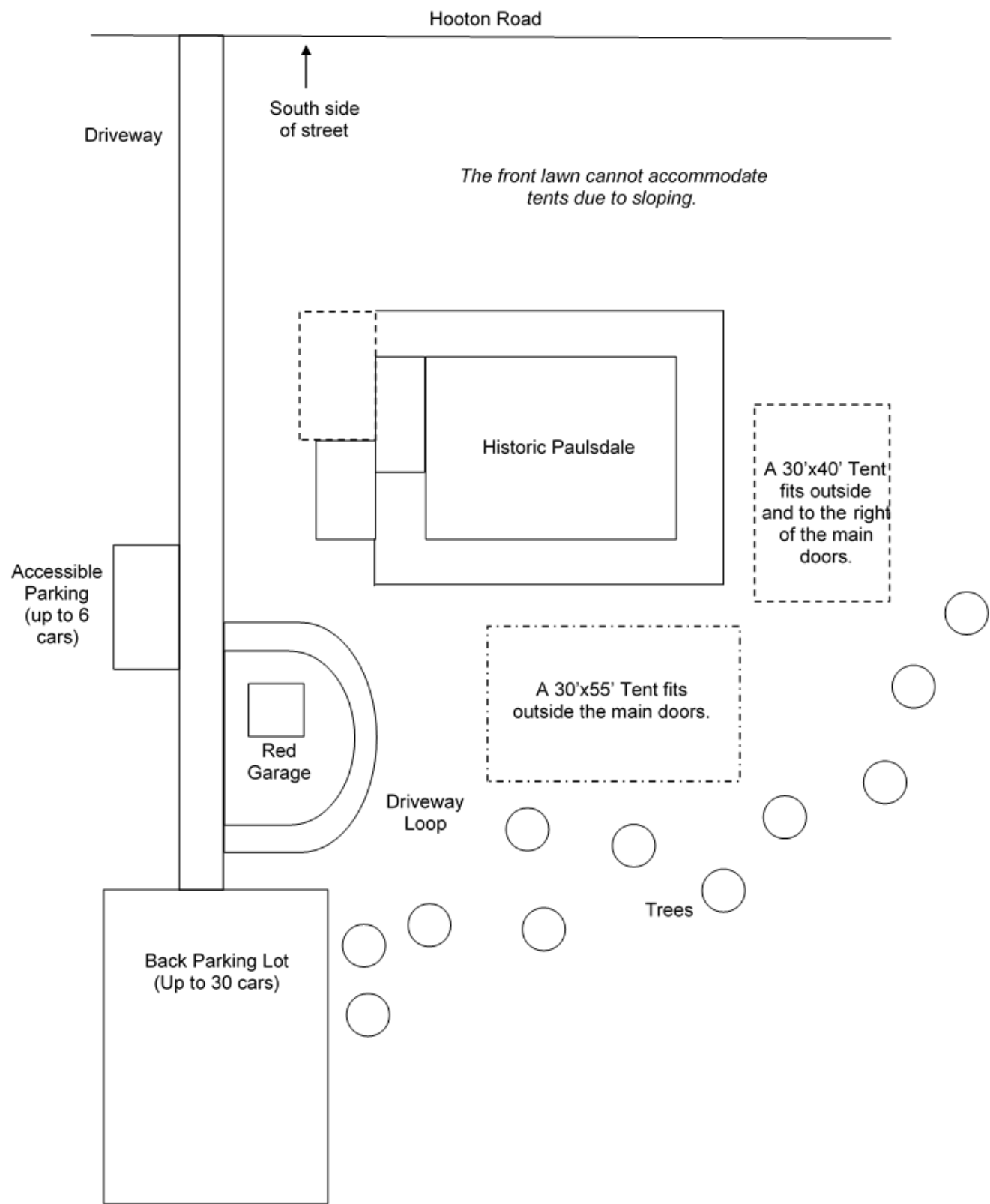
Doorways are depicted with triangles. The width for all interior doorways is 35". The width for the double door main entrance is 51".



Wraparound Porch



Full Site



Site Rental Fact Sheet

Rental Process

If interested in renting the site for an event, please contact Operations Director Colleen Tryner at ctryner@alicepaul.org or 856-231-1885. Please be prepared with possible dates and times for your meeting that can be checked against our calendar.

The process is as follows:

- Renter(s) will be provided with a blank rental contract to review. Renter(s) must review the rental contract in full and be certain they can comply with all rental requirements and restrictions.
- Renter(s) will fill out the relevant contact and rental information.
- Renter(s) will sign the required pages of the rental contract and return it to the Alice Paul Institute for final review and signature by the Executive Director.
- When signing the contract, Renter will submit at least 25% of the rental fee and a \$250 refundable Security Deposit. With the signed contract and payments, the Renter's date will be reserved for the meeting or event.
 - The rental fee and refundable Damage Deposit of \$250 must be paid by cash, credit card, or check payable to Alice Paul Institute.
 - The Security Deposit is returnable to the Renter(s) up to two weeks after the event, once property has been inspected for any damage resulting from the event.
 - In the case of damage to the property, the Security Deposit of \$250 will be applied toward the total cost for repairs. Renter(s) will be responsible for costs in excess of \$250.
- Following payment, basic insurance requirements need to be met by the Renter and/or Caterer. A certificate of insurance must be provided naming the Alice Paul Institute as an additional insured. The policy can be general liability, personal liability, a single day policy, or a combination of general liability or personal liability with an umbrella supplemental policy with coverage not less than \$1 million per occurrence /\$2 million aggregate for personal injury and property damage which might result from the Renters' use of the facility. Additional detail is outlined in the rental contract.
- Renter(s) must schedule at least one visit to Paulsdale during open office hours prior to the event to have a clear understanding of the site and discuss plans with a staff member.

Restrictions

- No open flames permitted inside the building or anywhere on the property.
- Smoking is not permitted inside the building or anywhere on the property.
- Due to the Township of Mount Laurel noise ordinance, events cannot go past 10 PM.
- All activities must be confined to API property. Neighbors' property should be respected at all times.
- No decorations can be attached to the walls, panels, or moldings of the house.
- The sale of alcohol is restricted to permit holders.
- The throwing of confetti and other non-biodegradable materials is not permitted on the premises.

Accessibility

Accessible parking is available in a small lot close to the house. A wheelchair ramp is easily accessed off the circular drive. The first floor is accessible with interior doorways measure 35" wide. There is a first-floor accessible restroom which can be accessed from the covered porch.

Interior Photos of Paulsdale



Dining Room (left of entryway)



Historic Kitchen (left of entryway)



Entryway



Double Parlor (right of entryway)



Double Parlor set Boardroom style

Exterior Photos of Paulsdale



Outside the main doors facing Paulsdale.



Reverse position facing trees and back of property



Outside and to the right of the main doors facing Paulsdale.

Catering

The Renter may use any caterer of their choosing, provided that the caterer has current permits for serving alcohol and beverages and meets API's specific liability insurance requirements.

The Alice Paul Institute does not have a preferred catering list you must adhere to, but we do have suggestions for local establishments that do catering. For delivery, our address is the Alice Paul Institute at Paulsdale, 128 Hooton Road, Mount Laurel, NJ 08054. When you call to place your order, please mention the recommendation came from the Alice Paul Institute at historic Paulsdale.

Cathy's Catering

15 East Main Street, Moorestown, NJ 08053

Phone: 856-222-0505

<https://www.cathyscatering.com/>

Foodwerx

3 Executive Campus, Suite 110, Cherry Hill, NJ 08002

Phone: 856-231-8886

www.foodwerx.com

Georgetti's

1095 Cinnaminson Avenue, Cinnaminson, NJ 08077

Phone: 856-829-5992

www.georgettis.com

Shop Rite

127 Ark Rd, Mt Laurel Township, NJ 08054

<https://deliorder-web.shoprite.com/stores/212/departments>

Whole Foods Catering

940 Route 73 North, Marlton, NJ 08053

Phone: 856-797-1115

<http://wholefoodsmarket.com/stores/marlton/catering-menu/>

Wegmans Catering

2 Centerton Road, Mount Laurel, NJ 08054; 856-439-7370

<http://www.wegmans.com>