

Full Building Rental Rates

(Four hour minimum)

Entire 1st floor, including meeting room

Private: \$900, \$225/hr.

Member/non-profit: \$600, \$150/hr.

Entire 1st floor, *not* including meeting room

Private: \$520, \$130/hr.

Member/non-profit: \$300, \$75/hr.

Custodial fees

Custodial services are mandatory for events with an attendance of more than 30 people, that serve food, and/or children are in attendance.

Custodians help with building set-up, assist during the event as needed, and restore the building to its original condition following the event. The custodians do not provide food serving services.

Custodial fee: \$20 per hour

Other fees and information

Tables and chairs are available for use at no additional charge. All rentals include 115 parking spaces at no charge. Pianos and harpsichord usage must be approved by our music director and may be subject to various fees.

Requesting a space

To request a space, please contact the office at rentals@muuf.org or by phone at (973) 540-1177, x203. Please include your name, organization, best way to reach you, and as many specifics about the event as possible. If the date is available you will complete a contract and a 50% deposit is required plus a \$25 non-refundable administration fee. The remainder is due the day before your event or the Fellowship may cancel your reservation and we will retain the amount paid.

You must review the "Guidelines for the Use of the Premises," and provide any additional paperwork (licensing, etc.) 1 week prior to the date of your event.

Morristown Unitarian Fellowship

21 Normandy Heights Road

Morristown, NJ 07960

(973) 540-1177

www.muuf.org

MORRISTOWN UNITARIAN FELLOWSHIP

Gateways Mansion



RENTAL INFORMATION

(973) 540-1177

admin@muuf.org

SPACES AT THE MANSION

Welcome to the historic Gateways Mansion situated amidst lovely residence in the Normandy Parkway district and home of Morrystown Unitarian Fellowship.



Gateways Mansion is a three-story neo-Georgian style brick mansion built in 1912 during the Progressive Era. The

splendor and elegance of the gilded age is evidenced by the marble floor & fireplaces, iron chandeliers, brass wall sconces, marble stairwell, and many more details. The mansion is listed on the Register of National Historic Places.

MEETING ROOM

The meeting room is an octagonal shaped room with theatre style, multi-level seating for 160 people.



There is an audio-video system available for rental and a piano available for use upon request. No food or drink is allowed in the meeting room. The meeting room is the only room available with air conditioning.

Rental rates, min. four hours (listed first)

Private: \$400, \$100/hr.

Member/non-profit: \$300, \$75/hr.

LIBRARY The intimate, oak library (17' x 23') is ideal for meetings or small classes up to 20 people. The library is furnished with comfortable sofas and armchairs.



Rental rates, min. four hours (listed first)

Private: \$160, \$40/hr.

Member/non-profit: \$100, \$25/hr.

DINING ROOM

The Dining Room (24' x 17') is great for meetings and discussion groups. The large, oval dining room table can seat up to 12 people and additional, small tables can be brought in to seat up to 24 people.

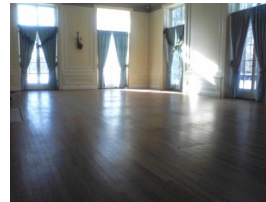


Rental rates, min. four hours (listed first)

Private: \$160, \$40/hr.

Member/non-profit: \$100, \$25/hr.

TERRACE ROOM The terrace room (35' x 20') is a spacious room with hardwood floors, molded ceiling, and a marble fireplace surrounded by tall French doors. The terrace room is ideal for receptions and intimate celebrations with space enough for 50 people seated or 75 standing. The terrace room doors lead out to our brick terrace.



Rental rates, min. four hours (listed first)

Private: \$300, \$75/hr.

Member/non-profit: \$200, \$50/hr.

TERRACE The terrace (27' x 75') is an ideal pairing with the terrace room and can expand terrace room seating to up to 120 guests. The terrace offers pleasant views of the memorial garden, labyrinth, and grounds.

With a Terrace Room rental, \$25 per hour

KITCHEN Our commercial kitchen is equipped with a large gas stove, industrial refrigerator, sinks, sanitizer, microwave, large center island and counter spaces. If a professional caterer is used, they must be licensed and insured.



Rental rates, Light usage/Full usage

Private: \$50/\$120

Member/non-profit: \$25/\$75

CLASSROOMS Gateways offers a range of classrooms on the second and third floors, perfect for intimate brainstorming sessions, classes, lectures, and even yoga and meditation sessions. (Pictured: Room 204). Classrooms are not handicapped accessible.



Rooms 201, 205, 206, 208, 209, 301, 302 & 303

Capacity: 10-30, *min. four hours (listed first)*

Private: \$100, \$25/hr.

Member/non-profit: \$80, \$20/hr.

Room 204

Capacity: 40, *min. four hours (listed first)*

Private: \$160, \$40/hr.

Member/non-profit: \$120, \$30/hr.