



Kateri Environmental Center
160 Conover Road
PO Box 300
Wickatunk, NJ 07765
732-946-9694

Dear Friend,

Thank you for choosing Kateri Environmental Center's Carriage House for your event. I have enclosed the paperwork for your upcoming rental.

The first document describes the facility and our expectations. The next two forms, the *Carriage House Use Agreement* and the *License Agreement*, are for you to complete and **return** to us.

The *Carriage House Use Agreement* requires that you **send** a deposit, as listed, and **call** to provide credit card information for security purposes. Your card will not be charged provided you leave the building in good condition.

The *License Agreement* states that you will provide proof of Comprehensive General Liability insurance. Prior to your stay you will need to send us a copy of your insurance certificate naming Collier Services and the Diocese of Trenton as additionally insured for the duration of your stay. If you do not have insurance, you are required to purchase it. We can secure it for you through the Diocese insurance company for \$110.00. Let us know immediately if you need insurance.

For your convenience we have included directions to our facility. **If you are using a GPS you MUST use Morganville, NJ 07751 with our street address.**

Finally, please be sure to call Kateri the week before your stay so that we can give you the lockbox combination.

I hope that you enjoy your stay at Kateri's Carriage House. If you have any questions, please call me at 732-946-9694.

Sincerely,

Karen M. Stackhouse

Karen M. Stackhouse
Kateri Environmental Center



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CARRIAGE HOUSE RENTAL

Kateri Environmental Center provides a comfortable facility in a beautiful woodland setting. Please keep it that way by following these policies. Your group will be held financially responsible for any damages incurred during your stay. Kateri Center is not responsible for loss or theft of personal effects.

Your group must provide your own:

- Food and consumable kitchen supplies, i.e. napkins, paper towels, large garbage bags.
- Bed linens or sleeping bags and pillows.
- Personal items and clothing.
- Activity equipment and supplies.
- Firewood for wood burning stove if desired.

The Carriage House key is kept in a lock box by the front door. Please call during the week before your stay to get the combination for your weekend. Be sure to return the key to the lockbox when you leave.

- Park all vehicles in the paved parking areas; do not park on the grass.
- **There is no smoking or use of candles in the building.** There are sand buckets on the front porch for cigarette ashes and butts.
- Build outdoor fires in established fire pits only.

Please keep in mind the Kateri philosophy of respect: for yourselves, each other, and all that surrounds you. The building is in constant use. As soon as one group leaves, another arrives. When you leave, the Carriage House must look as good, if not better than when you arrived. Below is an abbreviated version of the checklist you receive upon your arrival. It is your responsibility to make certain that the list has been completed and signed prior to departure. We recommend Taking photos upon arrival so that you can place everything back how you found it.

- | | |
|---|--|
| • All lights and appliances turned off. | • Recyclables placed in green bins. |
| • All windows closed. | • Floors swept. Mopped if needed. |
| • All bathrooms clean and in order | • Carpet area vacuumed. |
| • Furniture placed as you found it. | • Refrigerators emptied of food. |
| • Wood stove cleaned out and hearth swept. Kitchen Counters and tables wiped clean. | • All kitchen equipment in its labeled place. |
| • Upstairs heat turned back to 55 degrees | • Key put back in lock box. |
| • Porch and yard free of litter. | • All doors - back, side and front are locked. |
| • Trash taken to dumpster in parking lot. | |



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CARRIAGE HOUSE OVERNIGHT USE AGREEMENT

Overnight Rental: Includes upstairs sleeping quarters:

Weekend (6 p.m. Friday – 4 p.m. Sunday)	\$750
Weeknight (6 pm - 12 noon)	\$500

Day Rental: downstairs only, no sleeping quarters:

Weekday Rental (8 am – 5 pm)	\$350
Weekday Evening (6pm - Midnight)	\$250
Full weekday/evening: (8 am - midnight)	\$450
Security Deposit (a separate check or major credit card is required from all groups)	\$200.

Please complete the following information and return it to Kateri Environmental Center with a deposit check for 50% of your rental fee and a **separate** security deposit check for \$200. Security deposits will be returned only after an inspection of the premises shows that no damage has occurred and all guidelines have been followed.

Cancellation Policy: We accept cancellations up to eight weeks before the reserved date without any charge. Cancellation fee is 50% of your rental fee.

 Name and Address of Organization:

Purpose of Gathering: _____

Person in charge: _____ Phone: _____

Total Number of Participants: _____ Number of Adults: _____

Time of Arrival _____ Departure: _____

Date of Arrival: _____ Departure: _____

License Agreement

This agreement is made on the **(date)** _____ in the city of Wickatunk, County of Monmouth, State of New Jersey.

The parties of the agreement are **(your name/group name)** _____ herein after called "Licensee" and the Sisters of the Good Shepherd/ Diocese of Trenton, located at 160 Conover Road, Wickatunk, Monmouth County, NJ, herein after called "Licensor."

In consideration of the mutual promises herein contained, the parties agree as following:

1. Licensor hereby grants to Licensee a license to occupy and use, subject to all the terms and conditions hereof, the following described property:

Kateri Environmental Center Carriage House at Collier Services

2. The above-described property may be occupied and used by the licensee **(your name/group name)** _____ beginning **(date of arrival)** _____ and to continue until **(date of departure)** _____ or **(a mutually agreed upon time)** _____.

3. The licensee agrees to submit a list and description of all planned or proposed activities or attractions to be held. Licensor retains the right to withhold its consent for those activities or attractions that it finds questionable for any reason whatsoever.

4. Licensor retains the right to remove any signs, advertisements or decorations placed upon the property that it finds objectionable for any reason whatsoever.

5. Licensee has inspected and accepts the property in current condition, and shall use the property in a safe and sanitary manner. Licensee shall comply with all federal, state and local laws and regulations relating to the use of the property and shall obtain all necessary permits or licenses.

6. Licensee agrees to pay Licensor, Sisters of the Good Shepherd/Diocese of Trenton for the use and occupancy of the property. A deposit of **(50% of fee)** _____ is payable upon signing of this agreement.

7. Licensee agrees that it shall have or obtain Comprehensive General Liability insurance with limits of liability of at least \$1,000,000 combined single limit for Bodily Injury and Property Damage, including the Broad Form Comprehensive Liability endorsement, and Workmen's Compensation and Employers Liability insurance Statutory Coverage, and to provide Licensor a Certificate of Insurance evidencing same. Licensee further agrees that Licensor, the Diocese of Trenton, and the bishop shall be included as additional insured with respect to licensee's use and occupancy of the property and that the certificate will include a positive 30-day notice of cancellation provision.

8. Licensee undertakes to indemnify and hold harmless Licensor, the Diocese of Trenton and the Bishop from any and all liability, loss or damage Licensor and the Diocese of Trenton may suffer as a result of claims, demands, costs or judgments out of Licensee's use and occupancy of the property. If Licensor, in the enforcement of any part of this indemnity provision, shall incur necessary expenses or become obligated to pay attorney's fees or court costs, Licensee agrees to reimburse Licensor for such expenses, attorney's fees or costs within 30 days after receiving written notice from Licensor of the incurring of such expenses, costs or obligations.

9. Either party may terminate this agreement by giving written notice to the other specifying the date of determination. Such notice shall be given not less than 90 days prior to the specified date.

10. Upon termination of this agreement, Licensee shall remove its possessions and surrender the property in the same condition as received.

11. Licensee shall not assign this agreement or permit use and occupancy of the property to anyone other than Licensee without first obtaining the prior written consent of Licensor.

12. This agreement contains the entire agreement of the parties in respect to this transaction and supersedes any prior agreement or understanding. No modification, release or waiver or any provision will be valid unless signed by the parties to be bound.

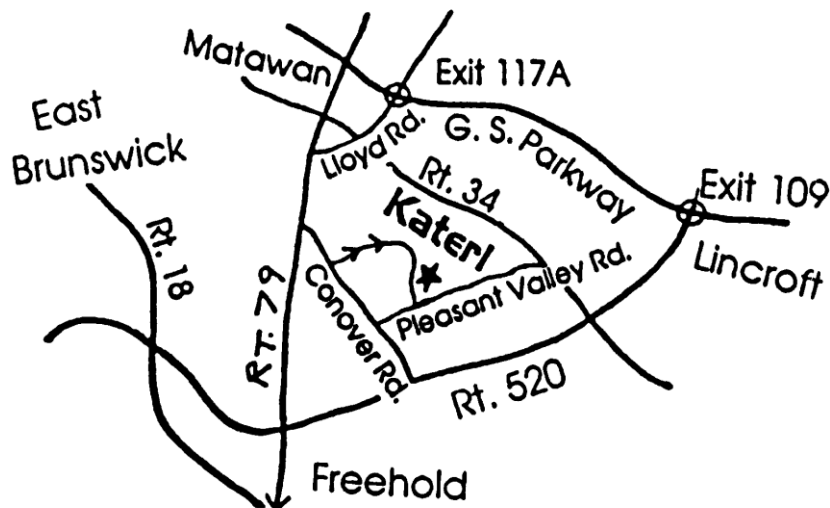
Licensee Signature

Sisters of the Good Shepherd

Date



Kateri Environmental Center
160 Conover Road
Morganville (Marlboro Township), NJ 07751
(732) 946 - 9694



From the North via the Garden State Parkway:

Parkway South (local lanes) to exit 117A. At the exit ramp turn right onto Lloyd Road. At the end of Lloyd Road, turn left onto Route 79. Continue South on Route 79 for approximately 2 miles. Look for the Marlboro Cemetery on right. Turn left onto Conover Road. *

From the South via the Garden State Parkway:

Parkway North to exit 109. At the exit ramp turn left onto Route 520 West (Newman Springs Road). Continue West on Route 520. Cross Route 34 and continue to the crest of the hill. At the first light turn right onto Conover Road. *

From Trenton via Route 33:

Follow Route 33 East into Freehold. Then take Route 79 North for approx. 8 miles to Route 520 (Newman Springs Road). Turn Right and follow Route 520 East past the former Marlboro State Hospital. At the light turn left onto Conover Road. *

*** From Conover Road:**

The Collier Services Entrance is on Conover Road approximately 2 miles from Route 520 and 1/2 mile from Route 79. Turn onto the property and follow the one-way winding drive to the top of the hill. At the top of the hill, the road divides in three, stay in the center drive. Continue toward the two large white buildings. Travel between these buildings and back down the hill. As you near the bottom of the hill, you will find the Carriage House on the left.