

Information on Sayen House & Gardens

How to obtain a Wedding Ceremony or Wedding Photo Permit:

- **Cash**, Money Order or Personal Check should be made payable to the “Township of Hamilton” and mail to: Recreation Department c/o Sayen House - 2388 Kuser Road, Hamilton NJ, 08690
- Please indicate the date, time and location of your ceremony or photos along with your phone number in the memo part of the check.
- Please confirm the availability for your ceremony or photos by contacting the Program Coordinator at (609) 890-3855.

TWO WEEKS NOTICE IS NEEDED TO PROCESS PERMITS

Once your check is received, your permit will be emailed to you.
Please bring it with you to Sayen Gardens on your scheduled date.

No permits are required for engagement photos, family photos, maternity photos, etc.

However, please be courteous of wedding parties utilizing the gardens.

Thank you!

<u>Sayen Gardens Rental Fees</u>	<u>Resident</u>	<u>Non Resident</u>
Wedding Ceremony and Photography Monday - Sunday (1 hour rental)	<u>\$150</u>	\$250
Wedding Photography Only Monday - Sunday (1 hour rental)	<u>\$100</u>	\$150

<u>Sayen House Rental Fees</u>	<u>Resident</u>	<u>Non Resident</u>
Monday - Thursday Wedding (5 hour rental)	<u>\$650</u>	\$1,000
Friday/Saturday/Sunday Wedding (5 hour rental)	<u>\$750</u>	\$1,250

Please inform Program Coordinator of the location for your photos. Wedding ceremonies can take place in either the White Gazebo (near corner of Nottingham Fire Company) or the Brown Gazebo (located within gardens).

- **Payment: Payment in full is required in order to reserve the house for any event.**
- ***NOTE: The Temple Gardens (located directly in back of the house) is reserved for those renting the house for events.**
- *Rental Fee Includes: Tables (Seats 6), chairs, all dinnerware for your event. (Inside the House).*

- Proof of residency shall be required to receive Hamilton Township resident rate.
- A **security deposit of \$100.00** is required at the time of booking to assure that the property will be left in a clean, safe and sanitary condition. This fee is refundable if the facility is left in satisfactory condition.
- A **nonrefundable \$100.00** cleaning fee is required at the time of booking.
- This fee is forfeited if you cancel within and including 10 days before the schedule of your event.

<u>Sayen House Rental for all Other Events</u>	<u>Resident</u>	<u>Non Resident</u>	<u>Non-Profit (Resident)</u>	<u>Non-Profit (Non Resident)</u>
Monday - Thursday (4 hour event)	<u>\$400</u>	\$450	\$425	\$500
Friday/Saturday/Sunday (4 hour event)	<u>\$450</u>	\$550	\$500	\$600

For more information please call (609) 890-3855 or visit our website: www.hamiltonnj.com/SayenGardens