



Whiting Station Adult Community  
323 Gardenia Drive Whiting, NJ 08759

02/23/2023

### **Repast and Celebration of Life Ballroom Usage “Guidelines”**

The Whiting station Homeowners Association invites all residents who have lost a loved one recently to use our Ballroom at **no charge** to grieving families of our community. “The following are guidelines that should be followed” for brevity.

1. Residents requesting a Repast or Life celebration should contact the Office for scheduling as soon as possible (preferably at least 48 hours before the requested date).
2. Family will be informed of the following guidelines.
  - A. It is suggested that no more than 96 people be invited, as generally there are 12 tables of 8 set up at all times. Any extra tables needed would require a charge for labor to set up and break down, charge TBD. Keep in mind Fire Marshall limits occupancy to 150.
  - B. In addition to the already set up dining tables, 1 rectangular table will be provided for picture displaying.
  - C. All dining tables are to remain in place at all times. (No moving)
  - D. Alcohol should be limited to wine and beer, the Host assumes all liability for guests per sec.7 of the Whiting Station Ballroom rental agreement, for details go to [whitingstationcommunity.org](http://whitingstationcommunity.org).
  - E. Use of the Kitchen is for prepping food or warming food, no cooking should take place. F. Repast staff will assist family members by setting up tables, making coffee and teas if not provided by caterers. Staff will also open doors for guests and caterers allowing family members to celebrate the life of a loved one. Volunteers will also assist in cleanup services. G. Repast services will be limited to 3 hours.
  - H. Children must have adult supervision at all times.
  - I. Music and video systems may be used for light music and video presentation but should be operated by, or in conjunction with a staff member.
3. Donation to the Residents club is appreciated but not mandatory.
4. If the above Guidelines are not adhered to. Whiting Station reserves the right to charge the normal rental fee charged to residents at the time of the event.

Acceptance of these guidelines by \_\_\_\_\_

Date: \_\_\_\_\_