

Nottingham Ballroom

*Located in the heart of Hamilton Square
Across from Sayen Gardens*



The Nottingham Ballroom, one of the largest halls in Mercer County is available to host a wide variety of events. Give us a call today!

Weddings
Showers
Birthday Parties
And Much More!



Special points of interest:

- Elegant dining hall able to accommodate up to 275 guests.
- One of the largest all wooden ballroom floors to dance the night away!
- Adjacent to the beautiful 30 acres of picturesque Sayen Botanical Garden.



The Nottingham Ballroom

200 Mercer Street, Hamilton NJ, 08690

Phone: 609-689-5846

Email: NottinghamBallroom@Hamiltonnj.com

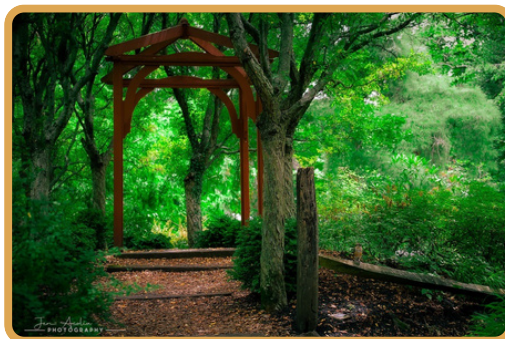
Website: Hamiltonnj.com/NottinghamBallroom

Welcome to the Nottingham Ballroom

The Nottingham Ballroom, one of the largest halls in the Mercer County area, located in the heart of Hamilton Square, NJ, is available to host a wide variety of events. If you are planning a wedding, birthday party, graduation, holiday party or whatever your celebration may be, our Ballroom is the perfect location for your special event! We can accommodate up to 275 guests. Our newly renovated all wooden ballroom floor is perfect for dancing the night away! Caterers are available to accommodate the most discriminating palate.



Adjacent to the Ballroom is the Sayen Botanical Gardens; a perfect backdrop for photo opportunities, with nature's background providing breath-taking scenery filled with 1,000 azaleas and nearly 500 rhododendrons.



Ballroom Events



Nottingham Ballroom Rental Fees

Thank you for your interest in the Nottingham Ballroom!
This spacious hall makes for the perfect location for your special event.

Nottingham Ballroom Fees:

- A deposit of 50% of the rental fee is required at the time of booking in order to reserve the date and time of your event. Proof of residency shall be required to receive Hamilton Township resident rate.
- A security deposit of \$500.00 is required at the time of booking in order to reserve the date and time of your event. This fee is refundable if the facility is left in satisfactory condition. The fee is forfeited if you cancel within and including 60 days before the schedule of your event.
- A nonrefundable \$150.00 cleaning fee is required at the time of booking.

| Nottingham Ballroom Rental Fees for <u>Weddings</u> | Resident | Nonresident |
|---|----------|-------------|
| Monday-Thursday (5 hour event) | \$1,600 | \$2,000 |
| Friday/Saturday/Sunday (5 hour event) | \$2,000 | \$2,500 |

Additional time for Friday and Saturday is \$200.00 per hour and must be arranged at the time of agreement. Any extra time day of the event is at the discretion of the Township, no exceptions.

| Nottingham Ballroom Rental Fees for <u>All Other Events</u> | Resident* | Nonresident* | Non-Profit (Resident)** | Non-Profit (Nonresident)** | Government Entity*** |
|---|-----------|--------------|-------------------------|----------------------------|----------------------|
| Monday-Thursday (4 hour event) | \$1,400 | \$1,600 | \$1,000 | \$1,200 | \$700 |
| Friday/Saturday/Sunday (4 hour event) | \$1,600 | \$2,000 | \$1,200 | \$1,400 | \$800 |

*Extra hour fee: \$200 **Extra hour fee: \$150 ***Extra hour fee: \$100

Across the street from the Nottingham Ballroom is the breathtaking Sayen Gardens. Nearby ponds, bridges and gazebos make the grounds an ideal location for your outside ceremony and innumerable photo opportunities!

Sayen Gardens Fees:

Ceremony/Wedding Photos Permit Fee (1 Hour):

Hamilton Township Resident: \$125.00

Non-Resident: \$200.00

Wedding Photos Only - Permit Fee (1 Hour):

Hamilton Township Resident: \$100.00

Non-Resident: \$150.00

Frequently Asked Questions...

The following list of questions and answers will help you navigate through your location search for your special event:

Q. *What is included in the rental fee?*

A. Tables (10/per table, 72 inches in diameter), chairs, two high chairs if needed. We also have a ice machine for your beverages! Please speak to your caterer regarding the dinnerware and linens.

Q. *How many guests can the Nottingham Ballroom accommodate?*

A. The maximum amount of guests is 275.

Q. *Do I have to utilize one of your caterers?*

A. Yes. They are in a contractual agreement with Hamilton Township. However, you may bring in your own cake/desserts. They must be dropped off the day of your event.

Q. *When can I see the Nottingham Ballroom?*

A. Please visit our website at: www.hamiltonnj.com/NottinghamBallroom for our next Open House or email nottinghamballroom@hamiltonnj.com to schedule a tour.

Q. *When is the payment due?*

A. Once you have decided on the Nottingham Ballroom, a 50% deposit of the rental fee is required in order to reserve the date along with your \$500.00 security deposit. Final payment is due 30 days prior to your event. When payment is received, a contract will be mailed/emailed out to you. Please read, sign, make a copy for your records and return the original to the Program Coordinator. (Deposit/Rental fee is non-transferable).

Q. *Do you except cash?*

A. No. Payment is only accepted in the form of a Personal check or money order. Make checks payable to the: 'Township of Hamilton' and mail or drop off at our Recreation Department located at 2388 Kuser Road, Hamilton, NJ 08690. In the memo part of your check, please put the date of your event. Please DO NOT send the check "certified".

Q. *Is my deposit refundable if I cancel?*

A. If you cancel your event prior to 60 days of the scheduled event your deposit and cleaning fee will be refunded.

Q. *How many hours do I have to rent the Nottingham Ballroom:*

A. Depending on the day, times vary. Please see the price listings.

Q. *Are we allow to use confetti, glitter, rose petals, balloons with confetti, etc.?*

A. No. None of the above is permissible.

Q. *Is there an outdoor location for my ceremony?*

A. Yes! Directly adjacent to the Ballroom, you may schedule and obtain your permit to utilize the gardens for your wedding ceremony and photos. The White Gazebo is conveniently located on the corner on the corner of Mercer Street and Hughes Drive. There are electrical outlets in the gazebo if needed. Please use the one of the left and right; not the middle one. Chairs for the ceremony are not included. Please contact Program Coordinator for vendor information at (609)890-3874

Frequently Asked Questions Cont'd...

Q. Are chairs provided for the outdoor ceremony at the Sayen Gardens?

A. No. Please contact Sayen House Program Coordinator for vendor information.

Q. Can I throw, rice, confetti, bird seed, rose petals or light sparklers after my ceremony in the Sayen Gardens?

A. No. For the safety of others and the botanical gardens, please refrain using the above. Bubbles are an acceptable option.

Q. Is the Officiant provided for my ceremony?

A. No. You must provide your own Officiant or you may contact the Sayen House Program Coordinator for the current list of potential officiants.

Q. What time can I start my event?

A. Your start time is entirely up to you; however, all events must be over by 11:00 p.m. You will have 1-hour to collect your belongings, decorations and vacate the building. ALL ITEMS MUST BE REMOVED AFTER YOUR EVENT AND NOT LEFT UNTIL THE NEXT DAY.

Q. Does the Nottingham Ballroom have a sound system with adequate speakers?

A. At this time, there is no A/V system at the Ballroom. There is wifi.

Q. Is there room in the Nottingham Ballroom DJ/Band?

A. Yes! Your DJ or Band may utilize the large stage area or another part of the hall if they like.

Q. Is the Nottingham Ballroom Handicapped Accessible?

A. Yes. The Nottingham Ballroom is handicapped accessible.

Q. Does the Nottingham Ballroom have a Bridal Suite?

A. Yes! When you walk in the front door, the suite is conveniently right off the entrance foyer.

Q. Who is responsible for set-up and clean-up?

A. Set-up and clean-up is the responsibility of the caterer you have chosen.

Q. When do I have access to the Nottingham Ballroom to decorate, etc.?

A. Your caterer will be on-site approximately 2 hours prior to your start time. It is during this time that you, your vendors and anyone making deliveries, will have access to the hall.

Q. Can I hang decorations on the wall?

A. Please do not tape, staples, hammer, nail or use command strips on the Walls/Mirrors/Stage.

Q. Are votive and tea lights allowed in the Ballroom?

A. Yes. Electric/battery operated candles only.

Q. Is Glitter and confetti permissible?

A. Glitter and confetti is NOT permissible.

Frequently Asked Questions Cont'd...

Q. *Can I have candles on the outside?*

A. **Yes. Battery operated candles only.**

Q. *Do you offer bartending services?*

A. **Yes. Please contact Program Coordinator for vendor information.**

Q. *Can I leave my decorations and pick them up the next day?*

A. **All items must be removed after your event is over.**

Q. *Does the Nottingham Ballroom have heat and air conditioning?*

A. **Yes.**

Q. *Where can my guest smoke?*

A. **Your guests may smoke at the front entrance where a cigarette butt receptacle is provided.**

Q. **Who do I make the check/payment out to for the Caterer's food service?**

A. Checks should be made payable to the Caterer's Business Name. Not the Catering Manager's name.

Q. *Can I hire my own vendors such as DJ, Band, Photographer and Florist?*

A. **Yes! You may choose the vendors that meet your needs.**

Q. *Where can my guests park?*

A. **Nottingham Ballroom has an ample parking lot for your guests.**

Q. *Is there a hotel in Hamilton for my guest to stay?*

A. **Yes. The Hilton Garden Inn-Hamilton is located on Rt. 130, Hamilton, NJ 08690., (609) 585-6789, Homewood Suites by Hilton, 960 US Highway Rt. 130, Hamilton, NJ 08690, (609) 689-1260, Hampton Inn & Suites, 153 W. Manor Way, Robbinsville, NJ 08691, (609) 259-0300, and Residence Inn Marriott, 559 Rt. 130 North, Hamilton, NJ 08620, (609) 585-2111.**

Q. *Is the Nottingham Ballroom convenient to public transportation?*

A. **Yes. The Hamilton Train Station is located at 800 Sloan Avenue, Hamilton, NJ 08619. Their main phone number is 1-973-275-5555 and the parking garage's direct number is (609) 584-7703.**

Please refer ALL questions to your caterer pertaining to your menu, or table set-up. Let your caterer know what color napkin you prefer.



Directions to the Nottingham Ballroom

200 Mercer Street, Hamilton NJ, 08690

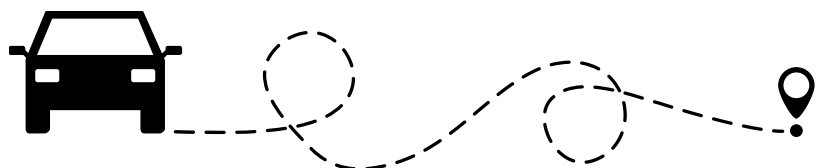
From Princeton: Route 1 South to Quakerbridge Road East. Go approximately 2 miles, make a left onto Hughes Drive and take to the end. At the end will be Mercer Street. Make a right and the Nottingham Ballroom will be on your left.

From North Jersey: Take NJ Turnpike South to Exit 7A. Take 195 West to Route 130 North. Go approximately 1 mile and make a left at 2nd light. Take Route 33 West approximately 1 mile to the fork in the road, and bear right onto Nottingham Way for about 1 mile. At first light, make a right onto Mercer Street. The Nottingham Ballroom will be on your right in approximately 300 feet.

From South Jersey: Take NJ Turnpike North to Exit 7A. Follow directions from North Jersey.

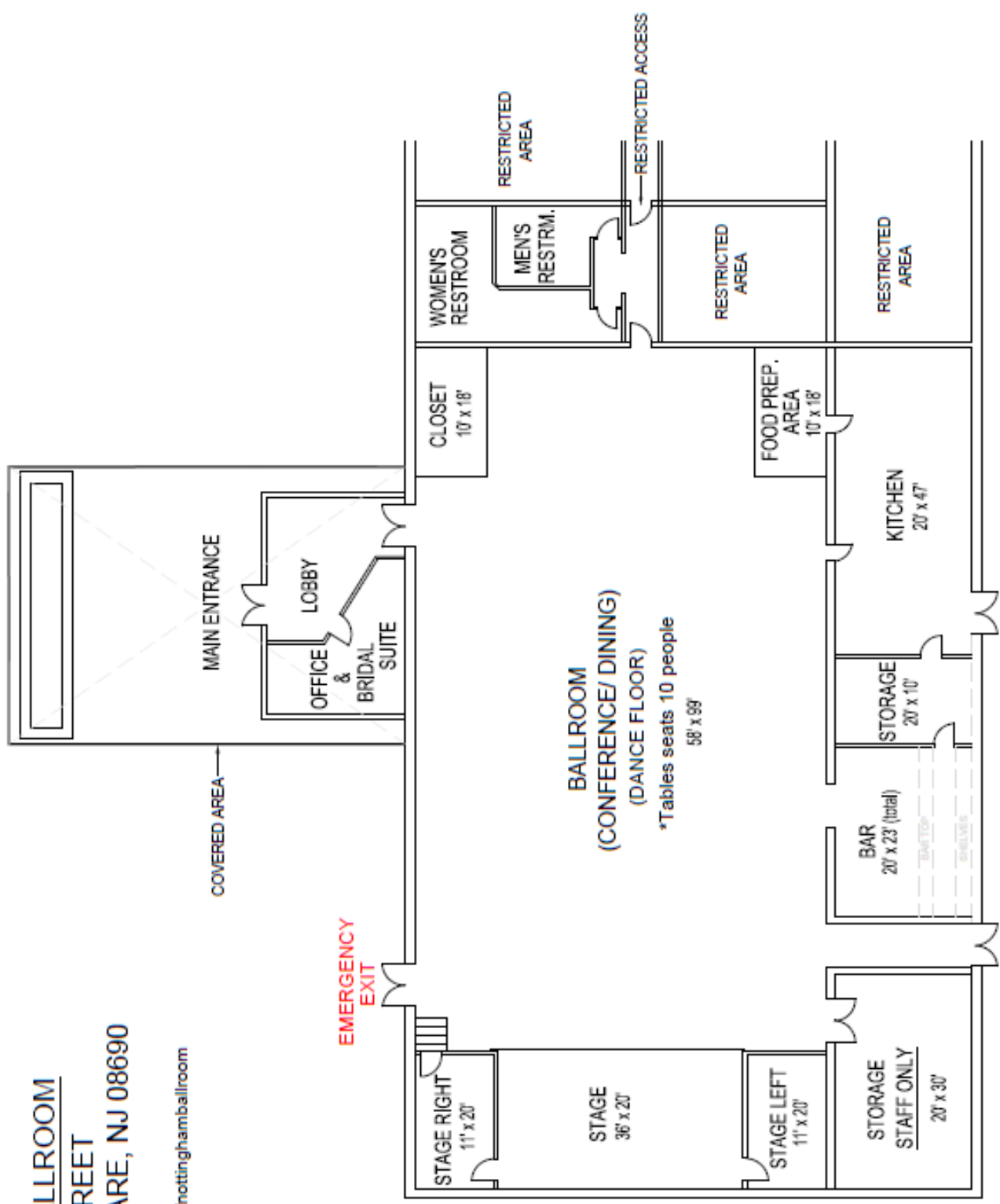
From Hightstown: Take Route 130 South to Route 33 West. Go approximately 1 mile to the fork in the road and bear right onto Nottingham Way for about 1 mile. At first light, make a right onto Mercer Street. The Nottingham Ballroom will be on your right in approximately 300 feet.

From Pennsylvania: I-95 North to 295 South. Take Sloan Avenue exit crossing over Quakerbridge Road continuing onto Flock Road; take left onto Edinburg Road, make a right onto Hughes Drive and take to the end. At the end will be Mercer Street. Make a right and the Nottingham Ballroom will be on your left



NOTTINGHAM BALLROOM
 200 MERCER STREET
 HAMILTON SQUARE, NJ 08690
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<https://www.hamiltonnj.com/nottinghamballroom>

PARKING LOT



NOT TO SCALE