



32 Prince Street
Newark, NJ 07103

Phone: (973) 642-4646
Fax: (973) 642-2218
website: www.citybloom.org

APPLICATION FOR FACILITY USE

CONTACT INFORMATION:

	<input type="checkbox"/> INDIVIDUAL	
	<input type="checkbox"/> NON-PROFIT ORGANIZATION	
	<input type="checkbox"/> BUSINESS OR CORPORATION	
ORGANIZATION NAME (IF APPLICABLE)	ORGANIZATION TYPE (PLEASE SELECT ONE)	
CONTACT NAME	CONTACT PHONE	
ADDRESS		
CITY	STATE	ZIPCODE
TELEPHONE NUMBER	FAX NUMBER	

EVENT INFORMATION:

TYPE OF EVENT (MEETING, RECEPTION, PARTY, ETC.)		
DATE OF EVENT	START TIME	END TIME
ALTERNATE DATE	ALTERNATE START TIME	ALTERNATE END TIME
PLEASE SELECT AREA(S) NEEDED FOR EVENT:	BRIEFLY DESCRIBE EVENT:	
<input type="checkbox"/> KITCHEN		
<input type="checkbox"/> MULTIPURPOSE ROOM		
<input type="checkbox"/> CLASSROOM B		
<input type="checkbox"/> CLASSROOM C		
<input type="checkbox"/> CLASSROOM D		
<input type="checkbox"/> GARDEN		
<input type="checkbox"/> TENT		
<input type="checkbox"/> OTHER: _____		

PRICING BREAKDOWN:

ITEM	PRICE
TOTAL CONTRACTED FEE:	
50% DEPOSIT:	

A deposit of 50% will be collected upon signing the rental agreement. Deposit will be returned if event is cancelled 10 days prior to event.

I UNDERSTAND THAT: Greater Newark Conservancy shall not be held responsible for injury to persons or loss or damage to property. User organization and the undersigned must assume full responsibility for any and all damage to property and injury to persons thereon, and full responsibility for the preservation of order at the site, and full responsibility for the proper observance of the regulations stipulated attached to this application.

SIGNATURE OF PRESIDENT, CEO, OR PERSON LIABLE FOR EVENT MANAGEMENT

FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.

DATE APPROVED/REJECTED

REASON FOR REJECTION (IF APPLICABLE)

DATE OF EVENT

GREATER NEWARK CONSERVANCY SIGNATURE

DATE OF DEPOSIT: _____

DATE OF FINAL PAYMENT: _____

DEPOSIT RETURNED: _____

HOLD HARMLESS AGREEMENT:

In consideration for use of Greater Newark Conservancy facilities located at 32 Prince St, Newark, NJ 07103 on the following date(s): _____ for the purpose of _____, the undersigned agrees to indemnify, defend, and hold _____ and its officers, agents, members, servants, employees, and assigns harmless from any and all liability, demands, claims, suits, losses, injuries, damages, judgments, expenses, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that Greater Newark Conservancy is indemnified from any and all liability, claims, demands, judgments, expenses and costs of any kind resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to unless waived in writing by Greater Newark Conservancy.

I agree to furnish a Certificate of Insurance as to Workers Compensation coverage (except for an individual) and a Certificate of Insurance specifically naming Greater Newark Conservancy as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than:

- \$ 300,000 for an individual
- \$ 500,000 for non-profit organization
- \$1,000,000 for a profit making organization or corporation

The following information concerning the intended use of the premises is furnished:

- a) Alcoholic beverages will will not be served.
(Alcohol may only be served by a caterer who is licensed and insured)
- b) Live Entertainment will will not be provided.
- c) Total number of persons anticipated is _____.
- d) The names of all vendors who will be on premises at any time for this event.
(Vendors may be required to provide Certificate of Insurance)

AUTHORIZED SIGNATURE

WITNESS

COMPANY/TITLE

COMPANY/TITLE

DATE