



Greater Newark Conservancy

Greater Newark Conservancy
32 Prince St. Newark, NJ 07103
Tel (973) 642-4646/Fax(973) 642-2218

APPLICATION FOR FACILITY USE

Facility Requested: _____ Date: _____

For: _____

(Type of event-Baby shower, Meeting, Bridal Shower, Wedding, Reception, Etc.)

Date(s) requested: _____ Begin _____

End _____

Times requested: _____ From _____ To _____ (event must end by 10pm)

Services requested: _____

Person Requesting Use | Title

Address

Telephone Number

Name of Organization

Fax Number

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.

(Signed) _____
President, CEO or person liable
for Event Management

Do Not Write Below This Line

Date Approved

Signature

Date Rejected

Reason for Rejection

HOLD HARMLESS AGREEMENT

Between the _____

And

Organization Name

Address (Not Post Office Box)

Telephone Number

Organization Type: (Please check one)

- Individual
- Non-Profit Organization
- Business or Corporation

Please check area needed for function:

Multipurpose Room

Multipurpose Room and Garden

Kitchen

Kitchen and Garden

Classroom(s)

Classroom(s) and Garden

Garden and Tent

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 Greater Newark Conservancy, Inc., 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) or (will not) be served.
(Alcohol may only be served by a caterer who is licensed and insured)
- b) Total number of persons anticipated is _____
- c) Live Entertainment (will) or (will not) be provided
- 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)

Signed this ____ day of _____, 20__ as the binding act in deed of

_____.

(Name of Organization or Party)

Authorized Signature

Witness