Borough of Narberth

Room Use Application - 100 Conway Avenue

FOR BOROUGH USE ONLY

Application #: 20 ☐☐-☐☐☐

APPLICANT INFORMATION

Applicant Name: _____ Today's Date: _____

Organization (if applicable): _____

Billing Address: _____
Street *City* *State* *Zip Code*

Phone #: _____ Email: _____

RESERVATION INFORMATION

Room requested: ☐ Multipurpose room ☐ Small meeting room ☐ Council room

Date requested: _____ From: _____ AM PM To: _____ AM PM

# of people attending: *(Approx.)* _____

Type of Event: ☐ Public Event ☐ Non-Municipal Group Meeting ☐ Private Event ☐ For-a-fee Event

Is a recurring event? ☐ NO ☐ YES

List event in lobby display? ☐ NO ☐ YES

Will alcohol be served? ☐ NO ☐ YES*

* Certificate of insurance naming the Borough as an additional insured party with liability coverage in an amount equal to that of the Borough's general liability policy in effect as of the date of the proposed event must be submitted no later than 5 days prior to event.

SIGNATURE

I have read and understand the Borough of Narberth Facility Use Policy and Regulations as it pertains to the use of Borough Facilities and accept responsibility for meeting the requirements stated herein. I, the undersigned representative acting on behalf of the organization, hereby release the Borough of Narberth, its successors and assigns, from liability for any damage or injury to any person or thing pursuant to the grant of permission by the Borough to use such premises.

_____
PRINTED NAME *SIGNATURE* *DATE*

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Date Received: _____ By: _____

Borough Manager Review Required? ☐ NO ☐ YES

Fee Required? ☐ NO ☐ YES: Amount due: $_____

Payment Received: _____ By: _____

Applicant Notified: _____ By: _____

APPROVED

_____
Signature *Date*

_____

_____
Comments