



TOWNSHIP OF NUTLEY
DEPARTMENT OF PARKS AND PUBLIC PROPERTY
COMMISSIONER MAURO G. TUCCI

ROOM REQUEST FORM

PLEASE PRINT OR TYPE INFORMATION CLEARLY!! CONFIRMATIONS ARE SENT VIA EMAIL

Name of Organization _____

Requestor _____ -Requestor Address _____

Requestor Phone Number _____ Email _____

Type of Function: _____

Room Requested: Please circle one

100 (Large Gym) **If Room 100 Requested - floor plan must be Submitted with application**

101 (Nutrition Room) 102 (Art Room) 201 (Above Main Office)

300 (Nutley Senior Citizen and Recreation Center) Recreation Annex Building (65 Bloomfield Ave)

PLEASE NOTE : MAXIMUM OCCUPANCY FOR ROOM 100 (LARGE GYM) IS **390**

MAXIMUM OCCUPANCY FOR ROOM 300 (SR CENTER) IS **198**

CANCELLATIONS MUST BE MADE 48 HRS PRIOR TO EVENT

Date of Event: _____ Set Up Time For Event: _____
Mon Tues Wed Thurs Fri Sat Sun

Start Time Of Event: _____ End Time Of Event: _____

Expected Attendance: _____ Will Food Be Served: YES NO

Do you intend to have Alcohol: YES NO BYOB _____ or Included in price of ticket: _____

FEE : ROOM 100 SET UP ONLY \$400.00 Fee Check Payable to : Township of Nutley

CUSTODIAN FEE \$35.00 hr **THIS RATE WILL BECOME EFFECTIVE JANUARY 1, 2019**

If Approved Organization Must Supply a Certificate Of Insurance

OFFICE USE ONLY

Available: YES NO
Approved: YES NO
Fee Submitted: YES NO
Amount: _____

Custodian: YES NO
F.D./D.A: _____
Insurance Submitted: _____
Bldg Sched. _____ M.T. Sched _____